


West Caln Township Board of Supervisors	Minutes Wednesday, January 15, 2025 Reorganization & Business Meeting	
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The annual Reorganization meeting of the West Caln Township Board of Supervisors was held on Wednesday, January 15, 2025 at 7:00 PM in the Township Municipal Building. This meeting was immediately followed by the Board of Supervisors regular monthly meeting.

Present were:

Supervisor Sanet	Supervisor Martin	Manager Sauro	Chief Martinez
Supervisor Hutton	Solicitor Venzie	Assistant Manager Metzler	Road Foreman Horblinski

Solicitor Venzie commenced the Reorganization Meeting at 7:00 PM:

1. **NOMINATION FOR THE POSITION OF SUPERVISORS CHAIRMAN**

Supervisor Martin nominated Supervisor Sanet for Chairman of the Board of Supervisors.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 2-0-0

Motion Passed

2. **NOMINATION FOR THE POSITION OF SUPERVISORS VICE CHAIR**

Supervisor Martin nominated Supervisor Hutton for Vice Chairman of the Board of Supervisors.

Motion to Approve: Supervisor Martin Second: Supervisor Sanet Vote: 2-0-0

Motion Passed

3. **APPOINTMENTS**

The Board of Supervisors approves the following appointments:

Administration:

Secretary, Township Manager, Assistant Zoning Officer, Municipal Recycling Coordinator, Right to Know Officer and PSATS Voting Delegate.....Kim Milane-Sauro

Motion to Approve: Supervisor Hutton Second: Supervisor Sanet Vote: 3-0-0

Motion Passed

Assistant Secretary, Assistant Township Manager, Assistant Zoning Officer and Assistant Right to Know Officer.....Amanda Metzler

Motion to Approve: Supervisor Martin Second: Supervisor Sanet Vote: 3-0-0

Motion Passed

Admin. Assistant (Part-Time).....Barbara Goodman

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

Police:

All Full-Time Officers currently on the Roster.

Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

Road Department:

All Full and Part-Time Road Department employees currently on the Roster.

Motion to Approve: Supervisor Martin Second: Supervisor Sanet Vote: 3-0-0

Motion Passed

Other Appointments:

Treasurer.....Barsz Gowie Amon & Fultz
Solicitor.....Buckley Brion McGuire&Morris, LLP
Zoning Hearing Board Solicitor.....Gawthrop Greenwood, P.C.
Township Engineer.....E.B. Walsh Associates
Appointed Auditor.....Barbacane Thornton & Company
Historical Commission.....Scott Withers
Planning Commission.....Dawn Martz-Porter
Parks & Recreation Board.....Rebecca Patzek
Zoning Hearing Board.....Christopher Lance
Emergency Management Coordinator.....Jason Cooper
Deputy Emergency Management Coordinator.....Rebecca Patzek
Vacancy Board Member.....Daniel Patzek
Fire Marshal.....Robert Peters
Building Inspector.....Commonwealth Code Inc.
Code Enforcement and Zoning Officer.....Mike Safadi
Earned Income Tax Collector.....Keystone Collections
Real Estate Tax Collector.....Chester County
Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0
Motion Passed

4. BANK DEPOSITORIES:


The Board of Supervisors approves the following Bank Depositories:
General Fund, Liquid Fuels, Payroll.....S&T
General Fund.....Citadel FCU & PLIGIT
Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0
Motion Passed

5. SUPERVISOR'S MEETING SCHEDULE:

The Board of Supervisors approves the 2025 Meeting Schedules for all Township Boards and Commissions (Board of Supervisors, Planning Commission, Historical Commission, Park & Recreation Board, Zoning Task Force & Zoning Hearing Board) as presented.
Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0
Motion Passed

6. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.
Motion to Approve: Supervisor Hutton Second: Supervisor Sanet Vote: 3-0-0
Motion Passed

West Caln Township Board of Supervisors	Minutes Wednesday, January 15, 2025 Reorganization & Business Meeting	
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7. EMPLOYEE WAGES:

The Board of Supervisors approves a 3% increase for all Road Department Employees and the Assistant Township Manager.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

8. LEGAL ADVERTISING:

The Board of Supervisors approves the use of Daily Local News for all Legal Advertising.

Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

9. MEMBERSHIP

The Board of Supervisors approves to retain memberships in the following organizations:

- PA Parks and Recreation
- Professional Recyclers of PA
- Brandywine Valley Assoc.
- Chester County Historic Preservation Network
- COSTAR
- PSATS
- National Association Of State Agencies For Surplus Property

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

10. MILEAGE ALLOWANCE

The Board of Supervisors approves the Mileage Allowance for private vehicle use for Township purposes to be set as provided by the IRS.

Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

11. TREASURER'S BOND

The Board of Supervisors approves the Treasurer's Bond in the amount of \$2,000,000.

Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0


Motion Passed

12. CONSIDER RESOLUTION #2025-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves Resolution #2025-01, Designation of Emergency Service Providers as presented.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

West Caln Township Board of Supervisors	Minutes Wednesday, January 15, 2025 Reorganization & Business Meeting	
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13. CONSIDER RESOLUTION #2025-02, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves Resolution #2025-02, Nomination of Delegates for the Chester County Tax Collection Committee.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

14. CONSIDER RESOLUTION #2025-03, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves Resolution #2025-03, Set Various Fees, Escrows and Other Payments For Certain Township Services.

Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

15. CONSIDER RESOLUTION #2025-04, APPOINT A CERTIFIED OR COMPETENT PUBLIC ACCOUNTANT OR A FIRM OF CERTIFIED OR COMPETENT PUBLIC ACCOUNTANTS, TO REPLACE ELECTED AUDITORS AND TO MAKE AN EXAMINATION OF ALL THE ACCOUNTS OF THE TOWNSHIP FOR THE YEAR 2024 AND TO HANDLE ANY FISCAL AFFAIRS RELATED TO SUCH AUDIT

The Board of Supervisors approves Resolution #2025-04, Appoint a Certified or Competent Public Accountant or a Firm of Certified or Competent Public Accountants, to Replace Elected Auditors and to Make an Examination of all the Accounts of the Township for the Year 2024 and to Handle any Fiscal Affairs

Motion to Approve: Supervisor Martin Second: Supervisor SAnet Vote: 3-0-0

Motion Passed

16. ADJOURNMENT

With no further business at hand, the reorganization meeting was adjourned at 7:10 PM and the Regular Business Meeting was commenced by Chairman Sanet at 7:11 PM.

1. EXECUTIVE SESSION

An executive session was held on Tuesday, January 14 and Wednesday, January 15, 2025 for legal and personnel reasons including litigation matters.

2. RESIDENT'S COMMENTS

None

3. APPROVAL OF THE MINUTES


The Board of Supervisors approved the minutes for the December 11, 2024 Board of Supervisors meeting.

Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

4. MANAGER'S REPORT

The Board of Supervisors accepted the Township Manager's Report as presented.

West Caln Township Board of Supervisors	Minutes Wednesday, January 15, 2025 Reorganization & Business Meeting	
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5. TREASURER'S REPORT

The Board of Supervisors approved the Treasurer's Report as presented.

Motion to Approve: Supervisor Hutton Second: Supervisor Martin Vote: 3-0-0

Motion Passed

6. SOLICITOR'S REPORT

None

7. POLICE REPORT

The Board of Supervisors accepted the Police Report as presented

8. ROAD DEPARTMENT REPORT

The Board of Supervisors accepted the Roads Report as presented.

9. FIRE MARSHAL REPORT

None

10. WAGONTOWN FIRE COMPANY

The board accepted the Wagontown Fire Company Report as presented.

11. WESTWOOD EMS SERVICE

None

12. ZONING OFFICER REPORT

None

13. HISTORICAL COMMISSION REPORT

The Board accepted the Historical Commission Report as presented.

14. PARK & RECREATION BOARD REPORT

The board accepted the Park and Recreation Board Report as presented.

15. PARKS DEPARTMENT REPORT


The board accepted the Parks Department Report as presented.

16. OLD BUSINESS

- a. Township Engineer, Dan Daley, provided the Board with a summary of the MS4 Pollution Reduction Plan (PRP) and EMDL Plan as per the PA DEP MS4 Update. These are updates to our current MS4 permit with the State which will be projects spread out over the next 5 years to help sediment flows into the Chesapeake.

Public Comments received from:

1. Sally Minninger- Stated she had previously reviewed the MS4 document posted on website but did not understand it initially. Acknowledged that after Mr. Daley's presentation it made more sense. Sally inquired whether any of these requirements and changes and redirection of water that need

West Caln Township Board of Supervisors	Minutes Wednesday, January 15, 2025 Reorganization & Business Meeting	
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to be made would diminish any waterways? Mr. Dalen responded that with the proposed options no water would be redirected they are simply measures to reduce sediment and pollution to the watershed. Ms. Minninger inquired whether the township could just opt to not make these improvements? Mr. Daley stated this was not an option since this is mandated through PA DEP.

2. Bill Spivey- Asked if the township meeting with DEP regarding this MS4 update would be open to the public or if the township planning commission would be involved in some way? Mr. Daley stated that the meeting with the DEP would not be open to the public, it would be a meeting with himself, township staff and DEP. The Board of supervisors would make a determination whether they would want the planning commission involved. Mr. Spivey also asked whether any of these improvements made as part of the MS4 update would help with water runoff on the township roads. Mr. Daley stated that was not the purpose of these updates.
3. Patrick Warren- Asked if the township had an expected time frame on when the options and costs would be available for these updates? Mr. Daley stated that this will be worked on beginning now and continue over the next two years so the Board can budget and potentially obtain any available grant money to offset costs to the township for any improvements.

17. NEW BUSINESS

- a. Consider approval of attendees for the PSATS Annual Conference.

Motion to Approve: Supervisor Sanet Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

- b. Consider Escrow release #1 for Dan Lyster Land Development Plan – 758 W Kings Highway

Motion to Approve: Supervisor Hutton Second: Supervisor Sanet Vote: 3-0-0

Motion Passed

- c. Consider to authorize the township solicitor to place notices and move forward with an ordinance regulating domesticated chickens

Motion to Approve: Supervisor Hutton Second: Supervisor Sanet Vote: 3-0-0

Motion Passed

18. INFORMATIONAL ITEMS

- a. Town Hall Meeting – Wednesday, January 22, 2025 at 7pm – Fire House

19. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:45 PM

Motion to Approve: Supervisor Hutton Second: Supervisor Sanet Vote: 3-0-0

Motion Passed

Respectfully Submitted,

Kimberly Milane-Sauro
Secretary

Approved February 19, 2025