

The annual Reorganization Meeting of the West Caln Township Board of Supervisors was held on Tuesday, January 3, 2018 at 7:00 PM in the Township Municipal Building.

Present were:

Supervisor Martz	Solicitor Venzie	Road Foreman Touchton
Supervisor Martin	Chief Martinez	3 Other Township Employees
Supervisor Hutton	Assistant Manager Castor	4 Township Residents
Manager Siedenbuehl		

Supervisor Martz opened the meeting at 7:05 PM and led in the salute to the flag.

Solicitor Venzie presented correspondence from Chester County regarding municipal election results. She then welcomed Joseph Hutton to the Board of Supervisors and read out the letter from Chester County certifying the election results and confirming that Mr. Hutton was the winner of the election for Supervisor. Supervisor Hutton was sworn in as Supervisor at the Township Building on Monday, January 1, 2018.

Solicitor Venzie then proceeded to the Reorganization business:

1. **NOMINATION FOR THE POSITION OF SUPERVISORS CHAIRMAN**
 Supervisor Martin nominated Supervisor Martz for Chairman of the Board of Supervisors.
 Motion to Approve: Supervisor Martin Second: Supervisor Hutton Vote: 2-0-1

2. **NOMINATION FOR THE POSITION OF SUPERVISORS VICE CHAIR**
 Supervisor Martz nominated Supervisor Martin for Vice Chairman of the Board of Supervisors.
 Motion to Approve: Supervisor Martz Second: Supervisor Hutton Vote: 2-0-1

3. **APPOINTMENTS**
 The Board of Supervisors approves the following appointments:

Administration:

Secretary, Township Manager, Zoning Officer,
 Municipal Recycling Coordinator,
 and Right to Know Officer Thomas Siedenbuehl
 Assistant Secretary, Assistant Township Manager,
 and Assistant Zoning Officer Jill Castor
 Administrative Assistant (Part-Time) Barbara Goodman

Police:

Chief of Police Curt Martinez
 Police Sergeant Chris Fries
 All Part-Time Officers currently on the Roster.

Road Department:

Road Foreman Allen Touchton
 Truck Driver Jason Fryberger
 Truck Driver Scott Walton

Truck Driver/Operator David Gay
 Truck Driver/Operator Jonathan Horblinski
 Truck Driver/Operator Gerald Patton, Jr.
 Truck Driver/Operator (Part-Time) Robert Peters

Other Appointments:

Treasurer CPA Merves Amon & Barsz, LLC
 Solicitor Buckley Brion McGuire & Morris, LLP
 Zoning Hearing Board Solicitor Gawthrop Greenwood, P.C.
 Zoning Hearing Board William E. Terry
 Zoning Hearing Board Alternate John Schrack
 Agricultural Security Advisory William E. Fairbairn
 Historical Commission Susan Gritz Miller
 Historical Commission Barbara Brown
 Historical Commission Barbara Goodman
 Historical Commission Alfred Brown
 Township Engineer E.B. Walsh Associates
 Emergency Management Coordinator Paul Pfitzenmeyer
 Assistant Emergency Management Coordinator David Stein
 Assistant Emergency Management Coordinator Robert Peters
 Assistant Emergency Management Coordinator Curt Martinez
 Assistant Emergency Management Coordinator Joseph Hutton
 Vacancy Board Paul Pfitzenmeyer
 Appointed Auditor M Cynthia Quinn
 Fire Marshal Robert Peters
 Building Inspector Commonwealth Code Inc.
 Earned Income Tax Collector Keystone Collections
 Real Estate Tax Collector Chester County

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

4. BANK DEPOSITORIES:

The Board of Supervisors approves the following Bank Depositories:

General Fund, Liquid Fuels, Payroll DNB First
 General Fund Citadel FCU


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

5. TAX RATES:

The Board of Supervisors approves the following Tax Rates:

Real Estate Tax 1 Mill
 Earned Income Tax 1% (½% Township, ½% School District)
 Real Estate Transfer Tax 1%

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

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6. SUPERVISOR'S MEETING SCHEDULE:

The Board of Supervisors approves the Board of Supervisor Meeting Schedule as presented. The meeting schedule will be posted in the newspaper on Thursday, January 4, 2018.

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

7. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.

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

8. EMPLOYEE WAGES:

The Board of Supervisors approves a 3% increase for all Administrative and Road Crew Employees. In addition, the Board of Supervisors approves a \$3.00 per hour increase for the Township Manager and a \$3.00 per hour increase for the Assistant Township Manager. The Chief of Police pay increase will be in accordance with the Chief of Police Employment Contract. The Police Officers will receive no increase at this time, pending contract approval or an interest arbitration award.

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

9. LEGAL ADVERTISING:

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

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

10. MEMBERSHIP

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

- PA Parks and Recreation
- West Caln Township Parks and Recreation
- Professional Recyclers of PA
- Brandywine Valley Assoc.
- Chester County Historic Preservation Network
- COSTAR
- PSATS

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

11. 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 Martin Second: Supervisor Martz Vote: 3-0-0

12. TREASURER'S BOND

The Board of Supervisors approves the Treasurer's Bond in the appropriate amount. There was a question on the amount of the bond, which is yet to be finalized. Manager Siedenbuehl will report the actual amount at the BOS meeting immediately following the finalization of the bond.

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

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13. RESOLUTION #2018-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves the Resolution #2018-01, Designation of Emergency Service Providers as presented.

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

14. RESOLUTION #2018-02, WAIVING EMPLOYEE CONTRIBUTIONS TO THE PENSION PLAN

The Board of Supervisors approves the Resolution #2018-02, Waiving Employee Contributions to the Pension Plan.

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

15. RESOLUTION #2018-03, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves the Resolution #2018-03, Nomination of Delegates for the Chester County Tax Collection Committee.

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

16. RESOLUTION #2018-04, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves the Resolution #2018-04, Set Various Fees, Escrows and Other Payments For Certain Township Services.

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

17. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:20pm

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

Respectfully Submitted,

Jill Castor
Assistant Secretary

Approved: February 14, 2018