

West Caln Township Board of Supervisors	Agenda Monday, January 10, 2022 Reorganization & Business Meeting	
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The annual Reorganization meeting of the West Caln Township Board of Supervisors was held on Monday, January 10, 2022 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 Martz	Solicitor Venzie	Assistant Manager Sauro	Chief Martinez
Supervisor Martin	Manager Siedenbuehl	Road Forman Touchton	

Swearing in by The Honorable _____ of Donald Martz, Supervisor and Ryan J. Sheets as elected auditor.

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

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 Martz Vote: 2-0-0
Motion Passed

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 Martin Vote: 2-0-0
Motion Passed

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

Administration:

Secretary, Township Manager, Zoning Officer, Municipal Recycling Coordinator, Right to Know Officer and PSATS Voting Delegate.....Thomas Siedenbuehl
Assistant Secretary, Assistant Township Manager, Assistant Zoning Officer and Assistant Right to Know Officer.....Kimberly Milane-Sauro
Admin. Assistant.....Amanda Metzler
Admin. Assistant (Part-Time).....Barbara Goodman
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
Motion Passed

Police:

Chief of Police.....Curt Martinez
Police Sergeant.....Chris Fries
Police Sergeant.....Anthony P. Sparano
Police Patrol Officer 1.....Joseph Carboni
All Part-Time Officers currently on the Roster.
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
Motion Passed



Road Department:

Road Foreman.....Allen Touchton
Assistant Road Foreman.....Jonathan Horblinski
Truck Driver.....Jason Fryberger
Truck Driver.....Scott Walton
Truck Driver.....John Yearsley
Truck Driver/Operator.....Gerald Patton, Jr.
Truck Driver/Operator (Part-Time).....Robert Peters
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
Motion Passed

Other Appointments:

Treasurer.....Barsz Gowie Amon & Fultz
Solicitor.....Buckley Brion McGuire & Morris, LLP
Zoning Hearing Board Solicitor.....Gawthrop Greenwood, P.C.
Zoning Hearing Board.....Christopher Lance
Agricultural Security Advisory.....William E. Fairbairn
Historical Commission.....Pat McVey
Historical Commission.....Scott Withers
Historical Commission.....Alfred Brown
Park and Recreation.....Dave O’Leary
Park and Recreation.....Dave Pfitzenmeyer
Planning Commission.....Richard Harrington
Township Engineer.....E.B. Walsh Associates
Emergency Management Coordinator.....David Garver
Deputy Emergency Management Coordinator.....Paul Pfitzenmeyer
Emergency Management Staff.....David Stein
Vacancy Board.....Paul Pfitzenmeyer
Appointed Auditor.....TBD
Fire Marshal.....Robert Peters
Building Inspector.....Commonwealth Code Inc.
Code Enforcement and Assistant Zoning Officer.....Earthways/William Beers
Earned Income Tax Collector.....Keystone Collections
Real Estate Tax Collector.....Chester County
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
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
Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
Motion Passed

5. TAX RATES:

The Board of Supervisors approves the following Tax Rates:

Tax Rate for General Purpose.....1 Mill

Tax Rate for Fire Service Tax.....0.5 mill

Tax Rate for EMS Service Tax.....0.25 mill

Earned Income Tax.....1% (½% Township, ½% School District)

Real Estate Transfer Tax.....1%

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

Motion Passed

6. SUPERVISOR’S MEETING SCHEDULE:

The Board of Supervisors approves the 2022 Meeting Schedules for all Township Boards and Commissions (Board of Supervisors, Planning Commission, Historical Commission & Park & Recreation Board) as presented.

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

Motion Passed

7. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.

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

Motion Passed

8. EMPLOYEE WAGES:

The Board of Supervisors approves a 4% increase for all Administrative and Road Crew Employees.

The Chief of Police pay increase will be in accordance with the Chief of Police Employment Contract.

The Police Officers pay increase will be in accordance with the Collective Bargaining Agreement between

The West Caln Police Association and West Caln Township.

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

Motion Passed

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: 2-0-0

Motion Passed

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
- National Association Of State Agencies For Surplus Property

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

Motion Passed

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: 2-0-0

Motion Passed

12. TREASURER’S BOND

The Board of Supervisors approves the Treasurer’s Bond in the appropriate amount, not to increase from last year.

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

Motion Passed

13. RESOLUTION #2022-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves the Resolution #2022-01, Designation of Emergency Service Providers as presented.

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

Motion Passed

14. RESOLUTION #2022-02, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves the Resolution #2022-03, Nomination of Delegates for the Chester County Tax Collection Committee.

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

Motion Passed

15. RESOLUTION #2022-03, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves the Resolution #2022-03, Set Various Fees, Escrows and Other Payments For Certain Township Services.

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

Motion Passed

16. ADJOURNMENT

With no further business at hand, the reorganization meeting was adjourned at 7:20 PM and the Regular Business Meeting was commenced by Chairman Martz at 7:21 PM.

1. CITIZEN’S COMMENTS

None

2. APPROVAL OF THE MINUTES

The Board of Supervisors approved the minutes for the December 8 and 15, 2021 Board of Supervisors meetings.

Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
Motion Passed

3. MANAGER’S REPORT

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

4. TREASURER’S REPORT

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

Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 2-0-0
Motion Passed

5. SOLICITOR’S REPORT

Hearing scheduled for the Eric Phillips matter has been postponed until January 27th.

At the Boards request, the solicitation ordinance has been amended and presented for review. This matter will be placed on the February agenda.

6. POLICE REPORT

The Board of Supervisors accepted the Police Report as presented.

7. ROAD DEPARTMENT REPORT

The Board of Supervisors accepted the Roads Report as presented.

8. EMERGENCY MANAGEMENT REPORT

Dave Garver...

9. FIRE MARSHAL REPORT

None

10. WAGONTOWN FIRE COMPANY

The Board of Supervisors accepted the Wagontown Fire Company Report as presented.

11. WESTWOOD FIRE COMPANY – EMS SERVICE

None

12. PARKS & RECREATION COMMISSION REPORT

None

13. HISTORICAL COMMISSION REPORT

None

14. OLD BUSINESS

None

15. NEW BUSINESS

a. Reynolds Settlement Agreement

Property went to Sheriff's sale. Winning bidder backed out of the sale and forfeited their deposit. Sheriff's office agreed to give the deposit to the township and liens will be removed.

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

Motion Passed

b. The hiring of Tyler DeVoe and Daniel Zmuida as Full-Time Police Officer

at an hourly rate of \$26.72 (\$55,577.60) until the new contract is ratified at which time the hourly rate will be \$34.13 per hour (\$71,000.00) effective January 1, 2022.

The probation period is one year.

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

Motion Passed

c. The hiring of Amanda Metzler as Full-Time Administrative Assistant at an hourly rate of \$19.72 (\$41,017.60)

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

Motion Passed

d. John Yearsley new pay rate of \$22 per hour, retroactive after he received the CDL December 10, 2021.

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

Motion Passed

e. Resolution 2022-05 - AUTHORIZING THE FINANCE AGREEMENT FOR A NEW FREIGHTLINER 114SD TRUCK AND ACCESSORY EQUIPMENT

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

Motion Passed

16. INFORMATIONAL ITEMS

- a. COVID 19 Situation within Township Employees. Regulation regarding Paid Time Off depending on vaccination status. Board discussion – regardless of vaccination status, the Board will pay for the first 5 days out. Anything after the 5 days the employee will have to utilize sick time or not receive pay. The township will follow the CDC guidelines as it relates to quarantining.

Motion to Approve: Supervisor Martz Second: Supervisor Martin Vote: 2-0-0
Motion Passed

- b. Receipt of Subdivision Application from Ammon & John Zook – 1331 Birdell Road – 2 lot subdivision.
- c. Complaint Lynn Kennel about the road condition at the end of N Sandy Hill Road.
- d. Complaint Suzanne Cook regarding the Stoltzfus Sawmill operations.
Solicitor Venzie stated that the property did receive a zoning variance and recommended that a letter be sent to the property owner reminding them of the conditions of approval. It was also noted that if it is determined that more than 1 acre is being utilized for the sawmill operation that they would be in violation and would have to come back to the Zoning Hearing Board for approval.
- e. Complaint Nathan Sanet regarding high frequency noise coming from his neighbor John Hashem 1481 Birdell Road.
- f. A letter from Supervisor Allen Martin requesting inclusion into the health insurance plan provided by the township in accordance with the Second Class Township Code of the Commonwealth of PA under Section 606.C.1-5.

- g. PSATS Conference Registration starts January 11, 2022 and the Conference will take place April 24-27, 2022. Board approves attendees of conference as presented.

Motion to Approve: Supervisor Martz Second: Supervisor Martin Vote: 2-0-0
Motion Passed

- h. Hatfield House – Supervisor Martz has been made aware of the lack of maintenance to the Hatfield House and the removal of the flagpole. He presented to the Board a letter he would like to send to the County regarding the Board’s concerns with the property.

Motion to Approve: Supervisor Martz Second: Supervisor Martin Vote: 2-0-0
Motion Passed

<p>West Caln Township Board of Supervisors</p>	<p style="text-align: center;">Agenda Monday, January 10, 2022 Reorganization & Business Meeting</p>	
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17. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:50 PM

Motion to Approve: Supervisor Martin

Second: Supervisor Martz

Vote: 2-0-0

Motion Passed

Respectfully Submitted,

Kimberly Milane-Sauro

Assistant Secretary

Approved February 9, 2022