


West Caln Township Board of Supervisors	Agenda Tuesday, January 3, 2023 Reorganization & Business Meeting	
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The annual Reorganization meeting of the West Caln Township Board of Supervisors was held on Tuesday, January 3, 2023 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	Supervisor Hutton	Manager Siedenbuehl	Chief Martinez
Supervisor Martin	Solicitor Venzie	Assistant Manager Sauro	

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

- 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: 3-0-0
Motion Passed

- 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: 3-0-0
Motion Passed

- 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

Police:

Chief of Police.....Curt Martinez
 Police Sergeant.....Chris Fries
 Police Sergeant.....Anthony P. Sparano
 Police Patrol Officer 1.....Joseph Carboni
 Police Patrol Officer 1.....Christopher Vaughn
 Police Patrol Officer 1.....Tyler DeVoe
 All Part-Time Officers currently on the Roster.



Road Department:

Truck Driver.....Jason Fryberger
 Truck Driver.....Scott Walton
 Truck Driver.....Sohn Stark
 Truck Driver/Operator (Seasonal).....Robert Peters

Other Appointments:

Treasurer.....Barsz Gowie Amon & Fultz
 Solicitor.....Buckley Brion McGuire & Morris, LLP
 Zoning Hearing Board Solicitor.....Gawthrop Greenwood, P.C.
 Zoning Hearing Board.....William Terry
 Agricultural Security Advisory.....William E. Fairbairn
 Historical Commission.....Christine Fuller
 Historical Commission.....Steve Brown
 Planning Commission.....Amos Glick
 Township Engineer.....E.B. Walsh Associates
 Emergency Management Coordinator.....David Garver
 Deputy Emergency Management Coordinator.....Paul Pfitzenmeyer
 Vacancy Board.....Paul Pfitzenmeyer
 Appointed Auditor.....Barbacane Thornton & Company
 Fire Marshal.....Robert Peters
 Building Inspector.....Commonwealth Code Inc.
 Assistant Building Inspector.....Earthways/William Beers
 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 Martz 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
 Motion to Approve: Supervisor Martin Second: Supervisor Martz Vote: 3-0-0
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 Hutton Vote: 3-0-0

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 Martz Second: Supervisor Hutton Vote: 3-0-0

Motion Passed

7. EMPLOYEE HOLIDAYS

The Board of Supervisors approves the Employee Holidays as presented.

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

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 Martin Second: Supervisor Hutton Vote: 3-0-0

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 Hutton Vote: 3-0-0

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 Hutton Second: Supervisor Martin Vote: 3-0-0

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 Hutton Vote: 3-0-0

Motion Passed

12. TREASURER’S BOND

The Board of Supervisors approves the Treasurer’s Bond in the appropriate amount.

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

Motion Passed

13. RESOLUTION #2023-01, DESIGNATION OF EMERGENCY SERVICE PROVIDERS

The Board of Supervisors approves the Resolution #2023-01, Designation of Emergency Service Providers as presented.

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

Motion Passed

14. RESOLUTION #2023-02, NOMINATION OF DELEGATES FOR THE CHESTER COUNTY TAX COLLECTION COMMITTEE

The Board of Supervisors approves the Resolution #2023-03, Nomination of Delegates for the Chester County Tax Collection Committee.

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


Motion Passed

15. RESOLUTION #2023-03, SET VARIOUS FEES, ESCROWS AND OTHER PAYMENTS FOR CERTAIN TOWNSHIP SERVICES

The Board of Supervisors approves the Resolution #2023-03, Set Various Fees, Escrows and Other Payments For Certain Township Services.

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

Motion Passed

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16. ADJOURNMENT

With no further business at hand, the reorganization meeting was adjourned at 7:15 PM and the Regular Business Meeting was commenced by Chairman Martz at 7:16 PM.

1. EXECUTIVE SESSION

An executive session was held on Tuesday, January 3, 2023 for legal and personnel reasons.

2. APPROVAL OF THE MINUTES

The Board of Supervisors approved the minutes for the December 14, 2022 Board of Supervisors meeting.

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

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 Hutton Second: Supervisor Martin Vote: 3-0-0

Motion Passed

5. SOLICITOR’S REPORT

Still working on on-going enforcement issues with the codes officer.

Letter was received from Calnshire HOA attorney regarding the possible sale of the undeveloped lots with the subdivision. They are working with the potential developer and just wanted to keep us apprised of on-going discussions.

6. POLICE REPORT

None

7. ROAD DEPARTMENT REPORT

The Board of Supervisors accepted the Roads Report as presented.

8. EMERGENCY MANAGEMENT REPORT


The Board of Supervisors accepted the emergency Management Report as presented.

9. FIRE MARSHAL REPORT

None

10. WAGONTOWN FIRE COMPANY

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

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11. WESTWOOD EMS SERVICE

None

12. HISTORICAL COMMISSION REPORT

None

13. OLD BUSINESS

a. Purchase of a Boomer 40 T4B Tractor as described within the price quote WCA20221122DLW

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

Motion Passed

14. NEW BUSINESS

a. PSATS Conference Registration starts January 10, 2023 and the Conference will take place April 23-26, 2023. Board approves attendees of conference as presented.

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

Motion Passed

b. The hiring of Allen Touchton as seasonal Truck Driver/Operator per 01.01.2023 at an hourly rate of \$23.92

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

Motion Passed

c. The promotion of John Yearsley as Assistant Road Foreman per 01.01.2023 at an hourly rate of \$25

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

Motion Passed

d. The promotion of Jon Horblinski as Road Foreman per 01.01.2023 at an hourly rate of \$32

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

Motion Passed

15. RESIDENT'S COMMENTS

None

16. INFORMATIONAL ITEMS

a. Receipt of a Lot Line Change Plan for 176 & 180 Lilly Road – George Stauffer and Mary Lamme

b. The second hearing for the Curative Amendment Appeal will take place on Thursday, January 6th at 7:00pm at the Wagontown Fire House.

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17. ADJOURNMENT

With no further business at hand, the meeting was adjourned at 7:30 PM

Motion to Approve: Supervisor Martin

Second: Supervisor Hutton

Vote: 3-0-0

Motion Passed

Respectfully Submitted,

Kimberly Milane-Sauro

Assistant Secretary

Approved February 8, 2023