



## Western Chester County Council of Government

**Meeting Minutes Wednesday,  
March 29, 2023**

**Held at Parkesburg Borough Hall, 315 West 1<sup>st</sup> Avenue, Parkesburg, PA 19365**

**Members in Attendance:**

**Atglen Borough/Charles Palmer; Avondale Borough/Janet Watts; Caln Township/Jane Kennedy; Honeybrook Township/John McHugh; Modena Borough/Jennifer Daywalt; Parkesburg Borough/Josh Mellinger; Valley Township/Kathy O'Doherty**

**Also attending:** Octorara Homeland Security (Director)/Lisa McNamara; Keystone Valley Fire Department (Fire Chief)/Brian Gathercole; Western Chester County Chamber of Commerce (WCCCC)/Rachel Cathell; Joy Hurst, COG Secretary

The meeting was called to order by President Josh Mellinger at 7:09 PM. Josh Mellinger started the meeting by taking roll call, then handed the meeting over to Lisa McNamara and Brian Gathercole.

Lisa started her presentation stating they had 10 programs in all of which are available to every Chester County student. The CTE program is run through the Octorara School District for students in grades 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>.

Lisa showed a short video on what the students do in the program. The program is held at the Chester County Public Safety Training Center.

The program is approved by the Pennsylvania Department of Education.

There are AM & PM programs in Law, EMT & Fire training with a 3year max.

Students are expected to have good grades, clear discipline, pass a background check and physical, and join a local Fire/EMT agency.

State and National certifications can be earned in the program.

The students are offered internships, externships, and direct employment opportunities in all 50 states, as well as college credits.

Currently, Coatesville Area School District is the only school not providing transportation for their students in the program.

Josh Mellinger said, The Point is willing to transport the Coatesville students to the program.

Linda McNamara will reach out to Josh for further discussion.

Enrollment details can be found on the Octorara School District website and the virtual open house.

Lisa ended the presentation letting us know an open house is scheduled for May 31 @ 5pm.

Josh asked Lisa, “What can the COG do to help with pushing the program out?”

Josh mentioned Chester County has one of the best firing ranges in the country.

Josh went on to state how the program helps and benefit tax payers and promotes volunteerism.

Josh says municipalities need to push this to the schools in their area.

The presentation ended with Josh telling Lisa to reach out to him for any help needed.

The WCCCOG regular meeting starts.

### **New Business**

#### **Website**

PSAB will build the website for the initial \$1,200 and Rachel will maintain and add to the site having complete control.

Rachel already knows how to use WordPress.

Do we need someone to help Rachel maintain the website?

The PSAB proposal is clearly less than the other proposal.

Josh asks, “Does everyone want to move forward with PSAB website?”

Motion made by Jennifer Daywalt to move forward with PSAB proposal for WCCCOG website seconded by Janet Watts, with all present members in favor.

### **Old Business**

#### **Scholarship Review**

Josh talked to five different solicitors and all five were unsure if COG funds could be used for the purpose of giving out scholarships.

4 out of 5 stated once money is set forth as dues, it may be used as long as the majority votes it is allowed.

Jennifer Daywalt made a motion to move on a scholarship for up to \$2,000, seconded by Janet Watts, with all present members in favor.

Josh said we will check with the banks within the Chamber to see if they are willing to match our \$2,000.

## **EAC**

John McHugh stated that Honey Brook Township program is a success and he still wants to form a committee within the WCCCOG.

John thinks we should reach out to municipalities that already have an established EAC Committee.

Josh will reach out to the municipalities via email to see if they are interested.

If there is enough support the WCCCOG will move forward with forming an EAC Committee.

A motion to approve the February 2023 minutes was moved by Jennifer Daywalt and seconded by Janet Watts. Motion carried unanimously.

A motion to approve the updated March 2023 agenda was moved by Jennifer Daywalt and seconded by Janet Watts. Motion carried unanimously.

## **Officer Reports**

- President
  - Solicitor for WCCCOG – We've had no contact and no record of payments. Someone is needed that will work with us.
    - Josh asked if any municipality would recommend their solicitor
    - A solicitor is needed for issues
    - The committee feels a solicitor is needed
    - Table for April 2023 meeting; come prepared to discuss
    - What are the expectations for the solicitor?
    - Names?
  - By-Laws, Declarations and Resolution
    - It is agreed that the committee needs to review these items
    - Rachel will bring them to next meeting for review, as well as sending them out before our next meeting for prior review
  - Emergency Management Services
    - Josh meeting with Marian
    - Better Funding
    - Help get everyone on the same page
    - May meeting; will keep everyone up-to-date
- Vice President
  - Social Media; shared Octorara Homeland Security program
    - WCCCOG; share page
  - Animal control – Presently at a stand still
    - Pick a name
    - Set-up non-profit
    - Set-up legal
    - A lot more will be able to be done once set-up and established

## **Officer Reports (continued)**

- A meeting is scheduled for next month

### **▪ Treasurer**

- \$1,000 still due in dues; 1 in transit
- All bills are paid to date
- \$15,764.89 Balance

A motion was made by Jennifer Daywalt to approve financials as read, seconded by Kathy O'Doherty. Motion carried unanimously.

## **Tentative 2023 Meeting Dates**

April 26, 2023 – Modena Borough

May 31, 2023 – Chester County Public Training Center

June 28, 2023 – Atglen Borough

July 26, 2023 – West Brandywine Township

August 30, 2023 – City of Coatesville

September 27, 2023 – Check with Debi (W. Nantmeal)

October 25, 2023 – Avondale Borough

November 29, 2023 – Valley Township Building

Jane Kennedy will report back on Caln Township building

Meeting ended with municipalities and Rachel updating committee on upcoming community and chamber events.

## **ACTION**

**Next meeting April 26, 2023 – hybrid and in person at Modena Borough, and virtually via GoToMeeting.**

Motion to Adjourn meeting at 9:42 PM moved by Jennifer Daywalt, seconded by Kathy O'Doherty. Motion carried unanimously.

Respectfully Submitted,

Joy Hurst