

## **Western Chester County Council of Government**

**Meeting Minutes- Wednesday, May 31, 2023 Held at  
CC Public Safety Campus, 137 Modena Road, Coatesville,  
PA 19320**

### **Members in Attendance:**

City of Coatesville/Charrisse Allen; Honeybrook Township/John McHugh; Modena Borough/Jennifer Daywalt; Parkesburg Borough/Josh Mellinger; South Coatesville Borough/Monica Watson

**Also attending:** Western Chester County Chamber of Commerce (WCCCC)/Rachel Cathell; Joy Hurst, COG Secretary

The meeting was called to order by President Josh Mellinger at 6:48 PM. Josh went straight to the agenda and started with website updates by Rachel.

### **New Business**

**Website-** The previous WCCCOG web host (Fat Cow) was found and migrated over. A check was cut and PSAB will now start designing the website.

**Taxes-** 2023 taxes have been filed for extension. 2020-2022 found invoices, but no paper trail. 2014-2019 were completed by Cynthia Quinn, CPA and acting POA. Taxes seem to be digitally filed. There are no copies or paper trail.

**By-Laws-** Josh read the by-laws aloud as the committee listened and agreed to make the following changes:

Section (3A) Organizational Structure/Membership Officers

Alternates and delegates shall be elected officials and 3<sup>rd</sup> delegate a selected employee of the municipality.

Paragraph (4) Strike

Paragraph (5) Strike

Section (6) Take "western" out

Paragraph (7) - Strike

Paragraph 8 Section (D) Strike

No mention of a quorum; we need to add something

7 including virtual attendees

Add a virtual clause

Rachel Cathell believes a "Code of Conduct" should be signed. Josh Mellinger states according to PA law an elected official cannot sign a "Code of Conduct", but it can be adopted.

John McHugh suggest including the WCCCOG follows the Chamber service area, but plan to expand

PA COG could probably give WCCCOG a template

### **Old Business**

**Solicitor-** WCCCOG solicitor on an as needed basis. No suggestions were really submitted at this time.

Jennifer Daywalt made a motion to approve the April 2023 Minutes as presented, seconded by Charrisse Allen.

Motion carried unanimously.

### **Officer Reports**

President

- Next month he will be bringing in someone who writes grants

Vice President

- PSAB this weekend and Jennifer Daywalt will be getting the Distinguished Service Award

### **ACTION**

**Next meeting June 28, 2023 – hybrid and in person at Parkesburg Borough, virtually via GoToMeeting.**

Motion to Adjourn meeting at 7:34 PM moved by John McHugh, seconded Monica Watson. Motion carried unanimously.

Respectfully Submitted, Joy Hurst