

**West Nottingham Township
Board of Supervisors' Organization Meeting Minutes
January 2, 2018**

The meeting was called to order at 6:30 p.m. by Tiffany Bell. The pledge of allegiance was followed by a moment of silence.

The following people attended the meeting: Tiffany Bell, Candace Miller, William Winand, Marie Miller, David Ross, and Charice Russell.

ORGANIZATION

Election of Chair – Mrs. Miller made a motion to nominate Tiffany Bell as Chair. Mr. Winand seconded the motion. Motion carried unanimously.

Election of Vice Chair – Mrs. Miller made a motion to nominate William Winand as Vice Chair. Mrs. Bell seconded the motion. Motion carried unanimously.

Appointment of Secretary/Treasurer – Mrs. Bell made a motion to appoint Candace Miller as Secretary/Treasurer. Mr. Winand seconded the motion. Motion carried. Mrs. Miller recused herself from the vote.

BONDS

Treasurer's Bond – Mrs. Bell moved to retain the Treasurer's Bond of \$500,000 for 2018. Mr. Winand seconded the motion. Motion carried unanimously.

Tax Collector's Bond – Mrs. Miller moved to retain the tax collectors bond at the amount set by Chester County. Mr. Winand seconded the motion. Motion carried unanimously.

DEPOSITORIES

Depositories for Township Funds – Mrs. Bell moved to use Meridian Bank and PLGIT as depositories for township, state, and private funds. Mrs. Miller seconded the motion. Motion carried unanimously.

APPOINTMENTS

Township Solicitor – Mrs. Miller moved to appoint Helen Esbenshade of Lamb McErlane as township solicitor. Mr. Winand seconded the motion. Motion carried unanimously.

Zoning Hearing Board Solicitor – Mrs. Bell moved to appoint Neil Land of Brutscher Foley Milliner & Land as Zoning Hearing Board Solicitor. Mr. Winand seconded the motion. Motion carried unanimously.

Township Engineer – Mrs. Miller moved to appoint LTL Consulting as township engineer for new land development plans and other projects as directed by the Board of Supervisors. Mr. Winand seconded the motion. Motion carried unanimously.

Alternate Township Engineer – Mr. Winand moved to appoint Ragan Engineering as the alternate township engineer for the Stoneyfield Estates land development project and other projects as directed by the Board of Supervisors. Mrs. Miller seconded the motion. Motion carried unanimously.

Vacancy Board – Mr. Winand moved to appoint Ed Herr as the Vacancy Board member. Mrs. Bell seconded the motion. Motion carried unanimously.

Building Codes Official – Mrs. Miller moved to appoint Charles Shock as the Building Codes Official. Mr. Winand seconded the motion. Motion carried unanimously.

Building Inspector (Third party) – Mrs. Miller moved to appoint Accurate Building Inspections as the Third Party Building Inspector. Mrs. Bell seconded the motion. Motion carried unanimously.

Codes/Zoning Officer – Mrs. Bell moved to appoint Scott Moran as the Zoning/Codes Officer. Mr. Winand seconded the motion. Motion carried unanimously.

Emergency Management Coordinator – Mrs. Miller moved to appoint John Reynolds, Jr. as Emergency Management Coordinator. Mr. Winand seconded the motion. Motion carried unanimously.

Historical Commission – Mr. Winand moved to appoint Elaine Pennell and Ryan Rohrer to the Historical Commission for a 5-year term ending December 31, 2022. Mrs. Bell seconded the motion. Motion carried unanimously.

Planning Commission – Mr. Winand moved to appoint Robert Rohrer to the Planning Commission for a 4-year term to end on December 31, 2021. Mrs. Miller seconded the motion. Motion carried unanimously.

Oxford Region Planning Committee – Mrs. Bell moved to appoint David Ross as the Planning Commission representative and William Winand as the Supervisor representative to the Oxford Region Planning Committee. Mrs. Miller seconded the motion. Motion carried unanimously.

Recycling Coordinator – Mrs. Bell moved to appoint Emily Shannon as the Recycling Coordinator. Mr. Winand seconded the motion. Motion carried unanimously.

Zoning Hearing Board – Mr. Winand moved to appoint Matthew Krause to the Zoning Hearing Board for a 3-year term ending December 31, 2020. Mrs. Miller seconded the motion. Motion carried unanimously.

UCC Appeals Board – Mrs. Bell moved to appoint Dan Dolinger and Bob Ritchie to the UCC Appeals Board for a 5-year term. Mr. Winand seconded the motion. Motion carried unanimously.

<u>Board Members</u>	<u>Remaining Years</u>	<u>Term Expires</u>	<u>Next Appointment</u>
Dan Dolinger	5 year	12/31/2022	Jan. 2023
Bob Ritchie	5 year	12/31/2022	Jan. 2023

Board Members Currently Serving (appointed in 2017)

William Sumner	1 years	12/31/2018	Jan. 2019
Bruce Vanderhoef (alt)	1 years	12/31/2018	Jan. 2019
Gary Calibey	2 years	12/31/2019	Jan. 2020
Jeffery Young (alt)	2 years	12/31/2019	Jan. 2020
Scott Moran	4 years	12/31/2021	Jan. 2022

Newspaper for Township Advertising – Mrs. Miller moved to continue using the Daily Local News for advertising. Mr. Winand seconded the motion. Motion carried unanimously.

MEETING SCHEDULE

Monthly Meetings – Mrs. Bell moved to set the Supervisors regular monthly meeting for the 2nd and 4th Tuesday of each month beginning at 7:00 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Advertisement of Meeting Schedules – Mrs. Bell moved to authorize the Secretary to advertise the meeting schedule for the Board of Supervisors, Planning Commission, and Historical Commission, and to authorize the Secretary to place legal advertisements throughout the year that are legally necessary and/or required. Mr. Winand seconded the motion. Motion carried unanimously.

PERSONNEL ISSUES

Appointment of Employees – Mrs. Miller moved to reappoint all township employees. Mr. Winand seconded the motion. Motion carried unanimously.

Employee Paid Holidays – Mrs. Bell moved to observe the following holiday schedule:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year’s Day (observed)	January 1, 2018
Good Friday	March 30, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018
Labor Day	September 3, 2018
Election Day	November 6, 2018
Thanksgiving Day	November 22, 2018
Floating holiday	November 23, 2018
Floating holiday	December 24, 2018
Christmas holiday	December 25, 2018
New Year’s Day	January 1, 2019

Mr. Winand seconded the motion. Motion carried unanimously.

Employee Wages – Mrs. Bell moved to approve a 2% wage increase for Extra Labor effective with the pay period beginning January 8, 2018. Mrs. Miller seconded the motion. Motion carried unanimously.

There was discussion about how much of a raise to give employees. Mrs. Bell said the average salary is expected to increase 3% in 2018. Mrs. Bell noted that we budgeted for up to three percent, so we are not locked into any particular number. There was discussion as to where wages fall in the PSATS Wage and Benefit Survey. There was also discussion regarding the service the employees provide to the township and how well they perform their jobs. It was suggested the Supervisors consider a mid-year incentive increase coinciding with mid-year reviews. Mrs. Bell noted that we have to be mindful of the township’s funds, public services, and future expenses. There was also discussion about Dylan Howe’s probationary period.

Mrs. Miller moved to table the discussion on a raise for Dylan Howe until his 6-month probation period ends. Mr. Winand seconded the motion. Motion carried unanimously.

Mr. Winand moved to approve a 2% raise for employees, with the opportunity to receive up to an additional 1% halfway through the year pending performance reviews. Mrs. Bell seconded the motion. Motion carried unanimously.

Mrs. Bell moved to keep the wage rate the same for the tax collector. Mr. Winand seconded the motion. Motion carried unanimously.

Pay Rate for Secretary/Treasurer serving as a Supervisor – There was discussion between Mrs. Bell and Mr. Winand regarding the hourly wage for the Secretary/Treasurer for the year. Mrs. Bell noted that the Secretary/Treasurer would not be eligible for a mid-year raise since the Board of Auditors sets her wage rate. Mr. Winand moved to recommend to the Board of Auditors to set the hourly rate at \$23.38 for the Secretary/Treasurer who is also serving as a supervisor. Mrs. Bell Seconded the motion. Mrs. Bell and Mr. Winand voted in favor of the motion. Mrs. Miller recused herself since she is serving as the Secretary/Treasurer. Motion carried.

Pay Rate for Supervisors for extra labor – Mrs. Miller moved to recommend to the Board of Auditors that the rate of reimbursement for seasonal work performed by Supervisors set at the same rate as Seasonal Unskilled Labor. Mr. Winand seconded the motion. Motion carried unanimously.

Supervisors’ Salary – Mrs. Miller moved to accept the State’s guidance for the Supervisors’ pay. Mr. Winand seconded the motion. Motion carried unanimously.

Liaison Assignments – Mrs. Bell moved to set the 2017 Liaison Assignments for Departments and/or Employees as follows:

Supervisor	Department/Employee
Tiffany Bell	Office Personnel, Ag Security Board, Planning Commission
Candace Miller	Roads Department, Recycling Coordinator
William Winand	Police Department, Historical Commission

Mileage Reimbursement – Mrs. Bell moved to pay mileage reimbursement at the IRS Rate. Mr. Winand seconded the motion. Motion carried unanimously.

RESOLUTIONS

Resolution 1-2018, Appointment of Outside Auditor – Mr. Winand moved to adopt Resolution 1-2018 appointing Barbacane Thornton & Company as auditors for the township. Mrs. Bell seconded the motion. Motion carried unanimously.

Resolution 2-2018, Designation of Emergency Responders – Mrs. Miller moved to adopt Resolution 2-2018 designating the emergency responders for the citizens of West Nottingham Township. Mr. Winand seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 7:27 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer