

**West Nottingham Township  
Board of Supervisors' Organization Meeting Minutes  
January 3, 2017**

The meeting was called to order at 602 p.m. by Tiffany Bell. The pledge of allegiance was followed by a moment of silence.

The following people attended the meeting: Tiffany Bell, Eric Todd, Candace Miller, and Scott Moran.

**ORGANIZATION**

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

**Election of Vice Chair** – Mr. Todd made a motion to nominate Candace Miller as Vice Chair. Mrs. Bell seconded the motion. Motion carried unanimously.

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

**BONDS**

**Treasurer's Bond** – Mr. Todd moved to retain the Treasurer's Bond of \$500,000 for 2017. Mrs. Bell seconded the motion. Motion carried unanimously.

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

**DEPOSITORIES**

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

**APPOINTMENTS**

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

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

**Alternate Township Engineer** – Mr. Todd moved to appoint Ragan Engineering as the alternate township engineer for projects as directed by the Board of Supervisors. Mrs. Bell seconded the motion. Motion carried unanimously.

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

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

**Third Party Building Inspector** – Mr. Todd moved to appoint Accurate Building Inspections as the Third Party Building Inspector. Mrs. Bell seconded the motion. Motion carried unanimously.

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

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

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

**Historical Commission** – Mrs. Miller moved to appoint Suzanne Lamborn and Cynthia Neff to the Historical Commission for a 5-year term ending December 31, 2021. Mr. Todd seconded the motion. Motion carried unanimously.

**Planning Commission** – Mrs. Bell moved to appoint Neal Camens and Steve Reeves to the Planning Commission for a 4-year term to end on December 31, 2020. Mr. Todd seconded the motion. Motion carried unanimously.

**Recycling Coordinator** – Mr. Todd moved to appoint Emily Shannon as the Recycling Coordinator. Mrs. Miller seconded the motion. Motion carried unanimously.

**Zoning Hearing Board** – Mrs. Miller moved to appoint Ralph McDowell to the Zoning Hearing Board for a 3-year term ending December 31, 2019. Mr. Todd seconded the motion. Motion carried unanimously.

**UCC Appeals Board** – Mrs. Bell moved to appoint the following individuals to the UCC Appeals Board with the terms as listed.

<b><u>Board Members</u></b>	<b><u>Remaining Yrs</u></b>	<b><u>Term Expires</u></b>	<b><u>Next Appointment</u></b>
Dan Dolinger	1 year	12/31/2017	Jan. 2018
Bob Ritchie	1 year	12/31/2017	Jan. 2018
William Sumner	2 years	12/31/2018	Jan. 2019
Bruce Vanderhoef (alt)	2 years	12/31/2018	Jan. 2019
Gary Calibey	3 years	12/31/2019	Jan. 2020
Jeffery Young (alt)	3 years	12/31/2019	Jan. 2020
Scott Moran	5 years	12/31/2021	Jan. 2022

Mrs. Miller seconded the motion. Motion carried unanimously. There was discussion regarding whether or not Bob Ritchie was available to serve. Mr. Todd said he would check.

**Oxford Area Sewer Authority** – Mrs. Bell moved to appoint Frank Lobb to the Oxford Area Sewer Authority Board for a 5-year term ending December 31, 2021. Mr. Todd seconded the motion. Motion carried unanimously.

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

### **MEETING SCHEDULE**

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

### **PERSONNEL ISSUES**

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

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

<u><b>HOLIDAY</b></u>	<u><b>DATE OBSERVED</b></u>
New Year's Day (observed)	January 2, 2017
Good Friday	April 14, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017
Labor Day	September 4, 2017
Election Day	November 7, 2017
Thanksgiving Day	November 23, 2017
Floating holiday	November 24, 2017
Christmas holiday	December 25, 2017
Floating holiday	December 26, 2017
New Year's Day	January 1, 2018

Mrs. Miller seconded the motion. Motion carried unanimously.

**Employee Wages** – Mr. Todd moved to approve a wage increase as indicated below for the listed employees paid by the hour in 2017, effective January 7, 2017. Mrs. Bell seconded the motion. Mr. Todd recused himself from voting for the wage rate for Cullen Todd. Motion carried.

2017 hourly wages as approved by the Supervisors:

Employee	Position	2017 Wages	Frequency
Norman Marsh	Road Master	\$22.85	Hourly
Ken Poole	Road Crew	\$18.70	Hourly
	Seasonal Skilled Labor*	\$18.70	Hourly
	Seasonal Unskilled Labor*	\$16.64	
Tom McFadden	Police Chief	\$24.03	Hourly
Cullen Todd	Police Sergeant	\$22.59	Hourly
Brian Bolt	Police Officer	\$21.54	Hourly
Adam Weaver	Police Officer	\$21.54	Hourly

*\*Skilled labor is defined as an individual with a valid CDL license. An individual who does not have a CDL or other certifications shall be paid at the unskilled labor rate.*

Wage rates for the following employees remain the same:

Hannah Rush	Tax Collector	5.00%	Commission
Charice Russell	Plan. Comm. Sec.	\$18.50	Hourly

**Pay Rate for Secretary/Treasurer serving as a Supervisor** – Mrs. Bell moved to recommend to the Board of Auditors to set the hourly rate at \$22.70 for the Secretary/Treasurer who is also serving as a supervisor. Mr. Todd Seconded the motion. Mrs. Bell and Mr. Todd 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. Mrs. Bell seconded the motion. Motion carried unanimously.

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

**Supervisors' Salary** – Mrs. Bell moved to accept the State's guidance for the Supervisors' pay. Mrs. Miller 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
Eric Todd	Secretary/Treasurer, Roads Department, Recycling Coordinator
Candace Miller	Police Department, Historical Commission
Tiffany Bell	Codes Enforcement, Ag Security Board, Planning Commission

Mrs. Miller seconded the motion. Motion carried unanimously.

## **RESOLUTIONS**

**Resolution 1-2017, restating the Real Estate Millage Rate for 2017 – Mrs. Bell moved to adopt Resolution 1-2017 restating the Real Estate Millage Rate for 2017. Mr. Todd seconded the motion. Motion carried unanimously.**

**Resolution 2-2017, Appointment of Outside Auditor – Mrs. Bell moved to adopt Resolution 2-2017 appointing Barbacane Thornton & Company as auditors for the township. Mr. Todd seconded the motion. Motion carried unanimously.**

**Resolution 3-2017, Designation of Emergency Responders – Mr. Todd moved to adopt Resolution 3-2017 designating the emergency responders for the citizens of West Nottingham Township. Mrs. Bell seconded the motion. Motion carried unanimously.**

## **BUSINESS**

**Union Fire Company #1 Ambulance Division 2017 Emergency Medical Services Contract: Mr. Todd moved to amend the 2017 Ambulance Division 2017 Emergency Medical Services Contract by crossing out the millage option per the email from Sharon Goldie-Ayers, and enter into the contract to pay the Union Fire Company #1 Ambulance Division the 1/3 scenario totaling \$9,150.00 for emergency medical services in 2017, which is due by July 1, 2017. Mrs. Bell seconded the motion. Motion carried unanimously.**

## **FINANCIALS**

**General Fund Interim Bills List – Mr. Todd moved to approve the General Fund interim bills list for the period December 14, 2016 to January 3, 2017, subject to audit. Mrs. Miller seconded the motion. Motion carried unanimously.**

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

**Mrs. Bell moved to adjourn the meeting at 6:46 p.m. Mrs. Miller seconded the motion. Motion carried unanimously.**

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer