

**West Nottingham Township
Board of Supervisors' Organization Meeting Minutes
January 4, 2016**

The meeting was called to order at 7:36 p.m. by Eric Todd. The pledge of allegiance was followed by a moment of silence.

The following people attended the meeting: Tiffany Bell, Eric Todd, Charles Wilmont, Candace Miller, Carolyn Sacks, Daniel Siegfried Sr., Carol Siegfried, and Daniel Siegfried Jr.

ORGANIZATION

Election of Chair: Mr. Todd moved made a motion to nominate Tiffany Bell as Chair. Mr. Wilmont seconded the motion. Motion carried unanimously. Mr. Todd turned the meeting over to Mrs. Bell.

Election of Vice Chair: Mr. Todd made a motion to nominate Charles Wilmont 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. Wilmont seconded the motion. Motion carried unanimously.

BONDS

Treasurer's Bond – Mr. Todd moved to retain the Treasurer's Bond of \$500,000 for 2016. Mrs. Bell seconded the motion. Motion carried unanimously.

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

APPOINTMENTS

Township Solicitor – Mr. Todd moved to appoint Lamb McErlane as township solicitor. Mr. Wilmont seconded the motion. Motion carried unanimously.

Township Engineer – Mr. Wilmont to appoint LTL Consulting as township engineer for new subdivisions, land development projects, and other projects as directed by the Board of Supervisors. Mr. Todd seconded the motion. Motion carried unanimously.

Alternate Township Engineer – Mrs. Bell moved to appoint Ragan Engineering as the alternate township engineer for subdivisions, land development projects currently being reviewed, and other projects as directed by the Board of Supervisors. Mr. Todd seconded the motion. Motion carried unanimously.

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

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

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

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

Recycling Coordinator – Mr. Todd announced that the Supervisors are looking for a new Recycling Coordinator. He said he might know someone. He will contact the person and report back to the Board.

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

Planning Commission – Mr. Todd moved to appoint Dennis Byrne to the Planning Commission for a 4-year term to end on December 31, 2019. Mr. Wilmont seconded the motion. Motion carried unanimously.

Zoning Hearing Board – Mrs. Bell moved to appoint Jesse Dolinger to the Zoning Hearing Board for a 3-year term ending December 31, 2018. Mr. Wilmont seconded the motion. Motion carried unanimously.

Historical Commission – Mrs. Bell to appoint Bertha Kinnaird and Angie Thompson-Lobb to the Historical Commission for a 5-year term ending December 31, 2020. Mr. Wilmont seconded the motion. Motion carried unanimously.

Oxford Area Recreation Authority – Mr. Todd announced that the Supervisors are seeking to fill a vacancy on the Recreation Authority Board.

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

MEETING SCHEDULE

Monthly Meetings – Mr. Todd moved to set the Supervisors regular monthly meeting for the 2nd and 4th 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 – Mr. Wilmont moved to reappoint all township employees. Mrs. Bell seconded the motion. Mr. Wilmont and Mrs. Bell voted in favor of the motion. Mr. Todd recused himself citing a conflict of interest since his son is a township Police officer. Motion carried.

Employee Paid Holidays – Mr. Todd moved to observe the following holiday schedule:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
Good Friday	March 25, 2016
Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Election Day	November 1, 2016
Thanksgiving Day	November 24, 2016
Floating holiday	November 25, 2016
Floating holiday	December 23, 2016
Christmas holiday	December 26, 2016

Mr. Wilmont seconded the motion. DISCUSSION: Mrs. Miller noted that the Supervisors typically approve the New Year’s holiday for the next calendar year during the organization meeting. New Year’s Day 2016 was approved last year and New Year’s Day 2017 falls on a Saturday, so it is not listed. During next year’s organization meeting, the Supervisors can vote whether or not to float that holiday later in the year. Mrs. Bell called for a vote. Motion carried unanimously.

Employee Wages – There was a brief discussion on what the Supervisors had discussed about wages during the budget meetings. Mrs. Miller said that both a 2% and 3% raise were discussed but that the final budget included a 2% raise for employees. There was further discussion about private industry and that raises are given based on performance. The Supervisors asked Mrs. Miller if a 3% raise would be feasible with the approved budget. Mrs. Miller said that there shouldn’t be a problem for part-time personnel as their hours could be adjusted accordingly. With full-time personnel, a lot depends on the amount of overtime. There shouldn’t be a problem adjusting the budget for the roads department later in the year if needed. Typically, the township doesn’t spend every dollar of a line item that is budgeted. It would not be difficult to reallocate funds from one line item within the Highways budget to another. Mr. Wilmont moved to approve a 3% wage increase for the following employees paid by the hour in 2016, effective January 1, 2016:

<u>Employee</u>	<u>Position</u>	<u>2015 Wages</u>	<u>Frequency</u>	<u>3% Raise</u>
Norman Marsh	Road Master	\$21.53	Hourly	22.18
Candace Miller	Secretary/Treasurer	\$21.40	Hourly	22.04
Ken Poole	Road Crew	\$17.63	Hourly	18.16
	Extra Labor	\$15.69	Hourly	16.16
Tom McFadden	Police Chief	\$22.87	Hourly	23.56
Cullen Todd	Police Sergeant	\$21.50	Hourly	22.15

Brian Bolt	Police Officer	\$20.50	Hourly	21.12
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Mrs. Bell seconded the motion. Mr. Wilmont and Mrs. Bell voted in favor of the motion. Mr. Todd recused himself because his son is a Police officer for the township. Motion carried.

Mr. Todd moved to keep the wage rates the same for the following employees:

Nancy Cox	Plan. Comm. Secretary	\$100.00	Per meeting	\$100.00
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Mr. Wilmont seconded the motion. Motion carried unanimously.

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

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

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

Liaison Assignments – Mrs. Bell moved to set the 2016 Liaison Assignments for Departments and/or Employees as follows:

Supervisor	Department/Employee
Eric Todd	Secretary/Treasurer, Codes Enforcement, Recycling Coordinator
Charles Wilmont	Roads Department, Police Department
Tiffany Bell	Planning Commission, Agricultural Security Board, Historical Commission

Mr. Wilmont seconded the motion. Motion carried unanimously.

RESOLUTIONS

Resolution 1-2016, Appointment of Outside Auditor – Mr. Todd moved to adopt Resolution 1-2016 appointing Barbacane Thornton & Company as auditors for the township. Mr. Wilmont seconded the motion. Motion carried unanimously.

Resolution 2-2016, Designation of Emergency Responders – Mrs. Bell moved to adopt Resolution 2-2016 designating the emergency responders for the citizens of West Nottingham Township. Mr. Wilmont seconded the motion. Motion carried unanimously.

BUSINESS

2015 Peterbilt Dump Truck: Mr. Todd moved to pay the remaining balance of \$138,000 for the 2015 Peterbilt dump truck, with \$41,000 coming from the Liquid Fuels Equipment Fund and \$97,000 coming from the General Fund. Mr. Wilmont seconded the motion. DISCUSSION: Mr. Todd suggested taking the old truck out of service when the new truck is delivered. Mr. Wilmont and Mrs. Bell agreed. Mrs. Bell called for a vote. Motion carried unanimously.

Ordinance for Radio Booster: The emergency radios have been switched to digital units. The County would like municipalities to adopt an ordinance which would require signal boosters for new buildings. Mrs. Miller noted that the sample ordinance sent by the county was from 2002 and the Solicitor recommended that it be brought up-to-date. The Supervisors asked Mrs. Miller to ask Mrs. Esbenshade to prepare an updated ordinance.

PUBLIC COMMENT

Mr. Siegfried wanted to know where things stood with funding for the Fire Company and Ambulance Division. Mrs. Bell said that a resolution was passed to establish a fire and ambulance tax. Now the township needs to hold them accountable.

Mrs. Sacks thanked the Supervisors for their efforts with the Fire Company. She added that they do a good job for the residents.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:20 p.m. Mr. Wilmont seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer