

**West Nottingham Township
Board of Supervisors' Organization Meeting Minutes
Monday, January 6, 2020**

The meeting was called to order at 7:00 p.m. by Candace Miller. The pledge of allegiance was followed by a moment of silence.

The following people attended the meeting: Candace Miller, William Winand, Charice Russell, and Robert Russell.

ORGANIZATION

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

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

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

BONDS

Treasurer's Bond – Mr. Winand moved to retain the Treasurer's Bond of \$500,000 for 2020. Mrs. Miller seconded the motion. Motion carried.

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

DEPOSITORIES

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

APPOINTMENTS

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

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

Township Engineer – Mr. Winand moved to appoint LTL Consulting as township engineer. Mrs. Miller seconded the motion. Motion carried.

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

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

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

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

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

Historical Commission – Mrs. Miller noted that the positions for the 2020 appointments are currently vacant. No appointments were made at this time.

Planning Commission – Mr. Winand moved to appoint Dennis Byrne to the Planning Commission for a 4-year term to end on December 31, 2023. Mrs. Miller seconded the motion. Motion carried.

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

Recycling Coordinator – Mrs. Miller noted that the Recycling Coordinator position remains vacant. No appointment was made at this time.

Zoning Hearing Board – Mrs. Miller moved to Gary Ham for a 3-year term ending December 31, 2023 to the Zoning Hearing Board. Mr. Winand seconded the motion. Motion carried.

Zoning Hearing Board Alternate – Mr. Winand moved to appoint John Rogers as an alternate to the Zoning Hearing Board. Mrs. Miller seconded the motion. Motion carried.

UCC Appeals Board – Mr. Winand moved to appoint Gary Calibey and Jeffery Young to the UCC Appeals Board for a 5-year term. Mrs. Miller seconded the motion. Motion carried. *Note: The members and terms are listed below for information only.*

Board Members	Remaining Term	Term Expires	Next Appointment
Gary Calibey	5 year	12/31/2024	Jan. 2025
Jeffery Young (alt)	5 year	12/31/2024	Jan. 2025
Scott Moran	2 years	12/31/2021	Jan. 2022
Dan Dolinger	3 years	12/31/2022	Jan. 2023
Bob Ritchie	3 years	12/31/2022	Jan. 2023
William Sumner	4 years	12/31/2023	Jan. 2024
Bruce Vanderhoef (alt)	4 years	12/31/2023	Jan. 2024

Newspaper for Township Advertising – Mrs. Miller moved to continue using the Daily Local News

for advertising. Mr. Winand seconded the motion. Motion carried.

MEETING SCHEDULE

Monthly Meetings – Mrs. Miller 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. DISCUSSION: There was discussion about having just one meeting per month. Mr. Winand suggested keeping the second meeting as an alternate meeting and only holding the meeting if there is enough business or if not holding it would make the next meeting longer than normal. Mr. Winand called for a vote. Motion carried. This topic will be discussed further at the next Supervisors meeting on January 28.

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

PERSONNEL ISSUES

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

Employee Paid Holidays – Mr. Winand moved to observe the holiday schedule listed below. Mrs. Miller seconded the motion. Motion carried.

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Election Day	November 3, 2020
Thanksgiving Day	November 26, 2020
Floating holiday	November 27, 2020
Floating holiday	December 24, 2020
Christmas holiday	December 25, 2020
New Year's Day	January 1, 2021

Employee Wages:

Tax Collector – The wage rate for the Tax Collector remains at 5 percent.

Employee Wages – Mrs. Miller moved to table the discussion on employee wages until the January 28, 2020 meeting. Mr. Winand seconded the motion. Motion carried.

Secretary/Treasurer Wages – The Supervisors had no recommendation for the Board of Auditors regarding the wage rate for the Secretary/Treasurer.

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 Extra Labor. Mr. Winand seconded the motion. Motion carried.

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

Liaison Assignments – Mr. Winand moved to set the 2020 Liaison Assignments for Departments/ Employees as listed below. Mrs. Miller seconded the motion. Motion carried.

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. Miller moved to pay mileage reimbursement at the IRS Rate. Mr. Winand seconded the motion. Motion carried.

RESOLUTIONS

Resolution 1-2020, Appointment of Outside Auditor – Mrs. Miller moved to adopt Resolution 1-2020 appointing Barbacane Thornton & Company as auditors for the township. Mr. Winand seconded the motion. Motion carried.

Resolution 2-2020, Designation of Emergency Responders – Mr. Winand moved to adopt Resolution 2-2020 designating the emergency responders for the citizens of West Nottingham Township. Mrs. Miller seconded the motion. Motion carried.

AGENDA COMMENTS

There were no comments to the business portion of the agenda.

COMMITTEE REPORTS

Mr. Winand announced that committee reports were available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the December 10, 2019 Supervisors Meeting: Mr. Winand moved to approve the minutes from the December 10, 2019 supervisors meeting. Mrs. Miller seconded the motion. Motion carried.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

Dolinger Subdivision – Letter of Extension: Mrs. Miller moved to accept the letter of extension for the Dolinger Subdivision to June 2, 2020. Mr. Winand seconded the motion. Motion carried.

NEW BUSINESS

Medic 94 Funding: Mr. Winand reported that in 2021, Medic 94 would be implementing the 3-tier funding option for all municipalities. Funding from municipalities would be based on population, valuation, and calls.

FINANCIAL REPORTS

Treasurer's Report: Mr. Winand moved to approve the Treasurer's Report for the period ending November 30, 2019. Mrs. Miller seconded the motion. Motion carried.

Reconciliation Summary: Mr. Winand moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending November 30, 2019, subject to audit. Mrs. Miller seconded the motion. Motion carried.

Bank Statements: Mr. Winand moved to accept the bank statements for the period ending December 31, 2019 and give them to the Secretary/Treasurer for reconciliation. Mrs. Miller seconded the motion. Motion carried.

General Fund Bills List: Mr. Winand moved to approve the General Fund bills list for the period December 11, 2019 to January 6, 2020, subject to audit. Mrs. Miller seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment

ADJOURNMENT

Mrs. Miller moved to adjourn the meeting at 7:51 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer