

**West Nottingham Township
Board of Supervisors' Organization Meeting Minutes
Monday, January 7, 2019**

The meeting was called to order at 7:01 p.m. by Candace Miller. The pledge of allegiance was followed by a moment of silence.

The following people attended the meeting: Candace Miller and William Winand.

ORGANIZATION

Election of Chair – Mrs. Miller made a motion to nominate Tiffany Bell as Chair. Mr. Winand 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 2019. Mrs. Miller seconded the motion. Motion carried.

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

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

Alternate Township Engineer – Mrs. Miller 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. Mr. Winand seconded the motion. Motion carried.

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

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

Historical Commission – Mrs. Miller noted that the positions for the 2019 appointments are currently vacant. No appointments were made at this time.

Planning Commission – Mr. Winand moved to appoint David Ross to the Planning Commission for a 4-year term to end on December 31, 2022. Mrs. Miller seconded the motion. Motion carried.

Oxford Area Sewer Authority – Mr. Winand moved to appoint Candace Miller as the representative to the Oxford Area Sewer Authority for a 5-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 appoint Rob Miller for a 3-year term (ending December 31, 2021) and Gary Ham for a 1-year term (ending December 31, 2019) to the Zoning Hearing Board. Mr. Winand seconded the motion. Motion carried.

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

UCC Appeals Board – Mr. Winand moved to appoint William Sumner and Bruce Vanderhoef 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.

<u>Board Members</u>	<u>Remaining Term</u>	<u>Term Expires</u>	<u>Next Appointment</u>
Gary Calibey	1 year	12/31/2019	Jan. 2020
Jeffery Young (alt)	1 year	12/31/2019	Jan. 2020
Scott Moran	3 years	12/31/2021	Jan. 2022

Dan Dolinger	4 years	12/31/2022	Jan. 2023
Bob Ritchie	4 years	12/31/2022	Jan. 2023
William Sumner	5 years	12/31/2023	Jan. 2024
Bruce Vanderhoef (alt)	5 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. Motion carried.

Advertisement of Meeting Schedules – Mrs. Miller 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. Mr. Winand seconded the motion. Motion carried.

PERSONNEL ISSUES

Appointment of Employees – Mr. Winand moved to reappoint township employees. Mrs. Miller 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, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2018
Labor Day	September 2, 2019
Election Day	November 5, 2019
Thanksgiving Day	November 27, 2019
Floating holiday	November 28, 2019
Floating holiday	December 24, 2019
Christmas holiday	December 25, 2019
New Year’s Day	January 1, 2020

Employee Wages:

The wage rate for the tax collector remains at 5%;

Hannah Rush	Tax Collector	5.00%	Commission	5.00%	5.00%
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Mrs. Miller moved to approve a 2% wage increase for hourly employees listed below, effective with the pay period beginning January 5, 2019. Mr. Winand seconded the motion. Motion carried.

Employee	Position	2018 Rate	2% increase
Norman Marsh	Road Master	\$23.31	23.78
Dylan Howe	Road Crew	\$18.70	19.07
Charice Russell	Plan. Comm. Sec.	\$18.87	19.24
Tom McFadden	Police Chief	\$24.51	25.00
Brian Bolt	Police Sergeant	\$23.00	23.46
Adam Weaver	Police Officer	\$21.97	22.41

Mr. Winand moved to take the recommendation of the Board of Auditors for the hourly rate for the Secretary/Treasurer who is also serving as a supervisor. Mrs. Miller seconded the motion. 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 Extra Labor (\$19.07 per hour). Mr. Winand seconded the motion. Motion carried.

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

Liaison Assignments – Mrs. Miller moved to set the 2019 Liaison Assignments for Departments/ Employees as listed below. Mr. Winand 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 1-2019, Appointment of Outside Auditor – Mr. Winand moved to adopt Resolution 1-2019 appointing Barbacane Thornton & Company as auditors for the township. Mrs. Miller seconded the motion. Motion carried.

Resolution 2-2019, Designation of Emergency Responders – Mr. Winand moved to adopt Resolution 2-2019 designating the emergency responders for the citizens of West Nottingham Township. Mrs. Miller seconded the motion. Motion carried.

Resolution 3-2019, Amending the Non-Uniformed Pension Plan – Mr. Winand moved to adopt Resolution 3-2019 amending the non-uniformed pension plan for new full-time employees. 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 11, 2018 Supervisors Meeting: Mrs. Miller moved to approve the minutes from the December 11, 2018 supervisors meeting. Mr. Winand seconded the motion. Motion carried.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

Selke Agricultural Security Area (ASA) Application: Mrs. Miller noted that no modifications were received during the 15-day modification period. Mrs. Miller moved to send the Selke ASA to the Township ASA Committee, Township Planning Commission, and Chester County Planning Commission for review. Mr. Winand seconded the motion. Motion carried.

Stoneyfield Estates Escrow Release #4 Request: Mrs. Miller reported that Ragan Engineering recommended a release of escrow for Stoneyfield Estates in the amount of \$73,650.00. A performance guarantee tracking spreadsheet identifying the percentage completion of each task covered under the guarantee was provided by the Alternate Engineer. Mr. Winand moved to accept the escrow release recommendation from Ragan Engineering, Alternate Township Engineer for construction and improvements to the Stoneyfield Estates, and to send a letter authorizing Fulton Bank to release \$73,650 of the original Irrevocable Letter of Credit for Martins Community LP. Mrs. Miller seconded the motion. Motion carried.

NEW BUSINESS

Stormwater Best Management Practices Operation, Maintenance, and Inspection Plan and Agreement for Amos and Sadie Blank: Mrs. Miller moved to enter into the Stormwater Best Management Practices Operation, Maintenance, and Inspection Plan and Agreement for Amos and Sadie Blank of 76 Airport Road. Mr. Winand seconded the motion. Motion carried.

Stormwater Best Management Practices and Conveyances Operation and Maintenance Agreement for Robert and Deborah Monk: Mrs. Miller moved to enter into the Stormwater Best Management Practices and Conveyances Operation and Maintenance Agreement for Robert and Deborah Monk of 498 Willow Road. Mr. Winand seconded the motion. Motion carried.

PA Municipalities Pension Trust Act 44 Disclosure Form for 2018: Mr. Winand moved to adopt the Pennsylvania Municipalities Pension Trust Act 44 Disclosure form for 2018 as the Township's disclosure statement for the West Nottingham Township non-uniformed pension plan and to authorize the Secretary to post it to the township's website. Mrs. Miller seconded the motion. Motion carried.

401(a) Retirement Plan for New Full-time Employees: Mrs. Miller gave a brief summary of the 401(a) retirement plan, which allows contributions from the employer for eligible employees. All future full-time employees would fall under this retirement plan and the deferred pension plan would not accept any new employees. Mr. Winand moved to authorize the Secretary to prepare the necessary documentation to move forward with the 401(a) retirement plan. Mrs. Miller seconded the motion. Motion carried.

457 Retirement Plan for Employees: Mrs. Miller explained that the 457 retirement plan is a supplemental retirement plan that allows employees to defer wages on a pre-tax or post-tax basis through payroll deduction. This plan would be open to all employees. Mr. Winand moved to authorize the Secretary to prepare the necessary documents and ordinances to establish a 457 Plan for employees. Mrs. Miller seconded the motion. Motion carried.

Bill Board Zoning Proposals: The Supervisors reviewed the proposals submitted by David Ross and Anita Bower for bill board zoning changes. After some discussion the supervisors agreed that one digital bill board in the township was enough and they were in favor of prohibiting any additional offsite advertising digital bill boards.

FINANCIAL REPORTS

Treasurer's Report: Mr. Winand moved to approve the Treasurer's Report for the period ending November 30, 2018. 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, 2018, subject to audit. Mrs. Miller seconded the motion. Motion carried.

Bank Statements: Mrs. Miller moved to accept the bank statements for the period ending December 31, 2018 and give them to the Secretary/Treasurer for reconciliation. Mr. Winand seconded the motion. Motion carried.

General Fund Bills List: Mr. Winand moved to approve the General Fund bills list for the period December 13, 2018 to January 7, 2019, subject to audit. Mrs. Miller seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment

ADJOURNMENT

Mr. Winand moved to adjourn the meeting at 7:49 p.m. Mrs. Miller seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer