

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
Tuesday, January 9, 2018

Chair Tiffany Bell called the meeting to order at 7:00 p.m. The pledge of allegiance was followed by a moment of silence.

The following were in attendance: Tiffany Bell, William Winand, Candace Miller, Sgt. Brian Bolt, Scott Moran, John Reynolds, Jr., Brian Novello, Sam McMichael, and Don Armstrong.

AGENDA COMMENTS

Mr. Reynolds requested to be put on the agenda under New Business.

COMMITTEE REPORTS

Committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the December 26, 2017 Supervisors Meeting: Mrs. Bell moved to approve the minutes from the December 26, 2017 supervisors meeting. Mr. Winand seconded the motion. Motion carried unanimously.

Minutes from the January 2, 2018 Supervisors Organization Meeting: Mr. Winand moved to approve the minutes from the January 2, 2018 supervisors organization meeting. Mrs. Bell seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

Novello 2-lot Subdivision Final Plan Approval: Mrs. Miller said there were a few administrative things that need to be taken care of before final approval of the Novello 2-lot subdivision: 1) Financial Security Agreement with improvements and escrow; 2) Declaration of Common Driveway and Utility Easement; and 3) Stormwater BMP and Conveyances O&M Agreement. She confirmed that she had the driveway and stormwater agreements, but she did not have the improvements agreement or the escrow. Mr. Novello was given a copy of the Financial Security Agreement to be executed. Mrs. Miller noted that she had received a copy of the excavating estimate from Taylor's Excavating. Mrs. Miller noted that she was not a fan of conditional approvals. She read the conditions of Resolution 3-2018 and asked Mr. Novello if he had any objections to the conditions. He said he did not. Mrs. Miller made a motion to accept the Common Driveway and Utility Easement Agreement for Brian and Rita Novello and their 2-lot subdivision. Mrs. Bell seconded the motion. Motion carried unanimously. Mrs. Miller moved to enter into the Stormwater Best Management Practices and Conveyances Operation and Management Agreement with Brian and Rita Novello, and to authorize Tiffany Bell to sign the agreement on behalf of the township. Mrs. Bell seconded the motion. Motion carried unanimously. Mrs. Miller moved to authorize Tiffany Bell to sign the Financial Security Agreement once it has been properly executed by Brian and Rita Novello. Mr. Winand seconded the motion. Motion carried unanimously. Mrs. Bell

moved to adopt Resolution 3-2018 conditionally approving the final 2-lot subdivision plan for Brian and Rita Novello. Mr. Winand seconded the motion. Motion carried unanimously. Mrs. Miller gave Mr. Novello a copy of the Financial Security Agreement and made arrangements to get plans and the agreement signed and back to Mr. Novello for recording.

Seasonal Events (Fireworks) Land Development Plan (S. McMichael): Mrs. Bell noted the following: The applicant provided a copy of the signed Declaration of Covenant for Driveway Maintenance, but he should provide the original signed copy with the corrected driveway plan, per Helen's email. This document will be recorded when the plans are recorded. Mrs. Bell asked the applicant about the Professional Services Escrow Fee Agreement. She noted that he provided a check at the last meeting. Mr. McMichael said he sent the Solicitor a signed copy of the escrow agreement. Mrs. Bell asked about the improvements list. Mr. McMichael said there were two improvements list. He said after discussing the improvements and the conservation work with the engineer, he agreed to put up the original amount quoted when the plan was conditionally approved in 2007. He provided a copy of the 2007 letter from the engineer to be included as the exhibit. Mrs. Bell asked about the Land Development Agreement. Mr. McMichael said he did not have that document. Mrs. Miller said she would ask the Solicitor to send Mr. McMichael the updated agreement. She also wanted to make sure that the Solicitor had original copies of all legal documents. Mrs. Miller read the conditions in Resolution 4-2018 and noted that the only item missing was the land development agreement and the plans should be supplemented with the plan sheet or sheets to reflect the Stormwater management facilities approved in accordance with the applicant's NPDES permit. Mr. McMichael said he had the supplemental sheets. Mr. McMichael asked the Board to give him the same consideration as Novello since he was only missing the one document. Mrs. Miller moved to enter into the Land Development agreement and to authorize Tiffany Bell to sign the agreement once the document has been properly executed by the applicant. Mr. Winand seconded the motion. Motion carried unanimously. Mrs. Miller moved to adopt Resolution 4-2018 for the application of Seasonal Events LLC, conditionally approving the final Land Development Plan for R. Samuel McMichael and MCM Family Properties LLC. Mr. Winand seconded the motion. Motion carried unanimously.

NEW BUSINESS

Act 44 Annual Pension Disclosure Statement: Mrs. Bell moved to approve the disclosure statement provided by PSATS Pension Trust and to post it on the website. Mr. Winand seconded the motion. Motion carried unanimously.

Oxford Area Recreation Authority: Mrs. Miller noted that Mr. Siegfried's term on the OARA expired on December 31, 2017. She said he did not have the time to dedicate to the board and did not want to be reappointed. Mrs. Miller said she would advertise the position, but if no one came forward, she would consider serving on the board since she attends the meetings anyway.

ASA Hearing for Jacob Lapp and Glenroy Farms: Mrs. Bell moved to set the hearing date for the Lapp and Glenroy Farms ASA applications on February 13, 2018. Mr. Winand seconded the motion. Motion carried unanimously.

PSATS Conference: Mrs. Miller noted that the PSATS Conference is scheduled for April 22-25 in Hershey, PA. Registration opens on January 16. Mrs. Bell and Mr. Winand are not able to attend. Mrs. Miller said she would think about it. She asked Mr. Reynolds about the Peach Bottom Drill and he confirmed that it would be during that week.

Emergency Management - John Reynolds, Jr.: Mr. Reynolds talked about the portable lights; he said the once Mrs. Miller sent him were very good and portable. They are LED and will run 8-10 hours on the battery. He said it is being discussed and he will get back to the Board. Mr. Reynolds talked a little about the Peach Bottom Exercise and it will likely be on April 24. He said Andrew Marker is interested in becoming involved with Emergency Management. Mrs. Miller noted that there were some officials and employees who needed to have the NIMS training. She asked if there was any training scheduled for the new elected officials. He said most of the training is online. He added that he is thinking about doing a tabletop exercise with East Nottingham this year. He announced that Freedom Fest is July 7, with a rain date of July 8. John Slauch (Oxford PD Chief) is no longer the EMC for Oxford. They have approached Mr. Reynolds about becoming the Boro EMC. Mrs. Miller asked if he would stay as the township's EMC. He said he would. He said if he decided to do it, he would need a resolution from the supervisors authorizing him to accept the position. At the last OxREM meeting, the other members voted to move the regular meetings from the Oxford Police Department to Hopewell School. They also wanted to designate Hopewell School as the regional Emergency Operations Center (EOC). He wanted to get the Board's opinion about having the regional EOC at the school. Mrs. Miller wanted to know why they wanted to move it. He said when he was not able to attend a meeting, they did not know who to contact to get into the police building. One of the board members knows someone at Hopewell who can give them access. He said that last year, the county did a radio analysis of the schools, and there is no radio coverage in the schools without installing repeaters. Mrs. Miller said she volunteered at Hopewell School for many years and they do not have cell service. She said she is concerned that using Hopewell as an EOC would have limitations. There is no dedicated phone line for communications and with no or very limited cell service, it would not be feasible to operate an effective EOC. She said she was under the impression that OxREM was supposed to be supporting agency to assist municipal EOCs during drill or an emergency. She said she never considered it to be a standalone entity. If there is an emergency, the municipal EMC is going to get the phone call, not OxREM. Mrs. Miller also said OxREM should be submitting quarterly financial reports documenting how the money is being spent or how the funds will be used. Mr. Reynolds said there should be about \$7,000 in the account. Mrs. Miller said she would like to suggest that since OxREM is a regional organization that is supposed to provide support to municipal EMCs, she would like to see them coordinate more training for the member municipalities, taking into consideration regular monthly meeting dates and community events, to include NIMS training and Introduction to Emergency Management for newly elected officials and employees. She also suggested that OxREM hold its monthly meetings at municipal EOCs on a scheduled rotation. So the attendees are able to become familiar with each EOC and the EOCs resources. She added that she is not always able to attend the OxREM meetings but she participates in the drills. She said she is not in favor of having Hopewell as the OxREM EOC because of the limitations with the phone system, access, and cell service. She said if OxREM wants to buy repeaters for the school and pay for a dedicated phone line, then that would be a different matter. She said she would like to see OxREM go back to rotating through the municipalities. Mrs. Bell and Mr. Winand agreed. Mrs. Miller said she would like Mr. Reynolds to extend the invitation for OxREM to help with the Peach Bottom exercise. She said she very much appreciates the work that Mr. Reynolds does as EMC. Mr. Reynolds wanted to know where things stand with the hydrants. Mrs. Miller said the owners of Stoneyfield Estates will be running a water line with one hydrant on Stoney Lane. Mrs. Bell wanted to know who will own that line. Mr. Moran said he thinks it will be Bob and Diane Mills. Mrs. Bell has talked to Herr's about putting one near the UFC substation. Mrs. Bell asked if we had a start date for the waterline. Mr. Moran said not yet. Mrs. Miller said that the township can't impose a hydrant tax on certain land. Originally, the fire company identified 8 hydrant locations in the township. Mrs. Miller suggested 4 or 5 places along the water route based on residential areas along the route where a hydrant tax could be imposed.

E-Tickets for Police: Sgt. Bolt brief discussed the county's move to an e-ticket system and how it works. If you make a mistake on the ticket after it is submitted, you have to write a new ticket and withdraw the flawed ticket at the court. He is going to get estimates on the cost of the system; right now it looks like it will be about \$800 per car plus the cost of paper. Installation could be extra. He said there might be a grant we can apply for to help offset the cost. He said PennDOT is pushing the change for their crash reporting system. Mrs. Miller asked if Oxford PD has license plate recognition. He said they did. He wasn't sure how they got the system; he thought it might have been through a grant. Right now, the license plate has to input into the computer. The recognition system scans in various directions and identifies vehicles with expire tags. Mr. Winand wanted to know if there was any progress on getting a standalone station at Oxford PD for our Police to use for Alert. Sgt. Bolt said the Chief was going to look into it. Mr. Winand asked about the accident that occurred Saturday at Union Square Road and Christine Road. The teenager driving down Union Square Road toward Cemetery Road did not yield at the stop sign and pulled out in front of a car traveling east on Christine Road.

FINANCIAL REPORTS

Bank Statements: Mr. Winand moved to accept the bank statements for the period ending December 31, 2017 and give them to the Secretary/Treasurer for reconciliation. Mrs. Bell seconded the motion. Motion carried unanimously.

General Fund Bills List: Mrs. Bell to approve the General Fund bills list for the period December 27, 2017 to January 9, 2018, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:33 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer