

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**Tuesday, January 23, 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, Scott Moran, John Reynolds, Jr., Charice Russell, and David Ross.

**AGENDA COMMENTS**

Mrs. Bell wanted to know if the township had heard anything from the County about Nottingham County Park and their efforts to remove the trees that had been decimated by the Southern Pine Beetle. Mrs. Miller said she heard from Mr. Prusack after reaching out to him about the presentation he shared at the December meeting. He said they were waiting on a permit from the PA Department of Agriculture and had not sent the letters to residents because they did not have all the details worked out. She said she would call him and email an update.

Mr. Reynolds wanted to talk about the Peach Bottom Exercise.

Mr. Winand wanted to talk about the meetings he has attended recently.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the January 9, 2018 Supervisors Meeting:** Mr. Winand moved to approve the minutes from the January 9, 2018 supervisors meeting. Mrs. Bell seconded the motion. Motion carried unanimously.

**EXECUTIVE SESSIONS**

No executive sessions were held since the last meeting.

**OLD BUSINESS**

**Hydrants along the CWA Proposed Water Line:** There was discussion regarding the joint grant application with East Nottingham Township. She said East Nottingham wants up to 15; they are running a line out to a subdivision off of Forge Road. Mrs. Bell said we needed to get letters of recommendation from businesses impacted by the fire hydrants and Chester County. She talked about ISO ratings and maybe getting a letter from an insurance company talking about the rating and how it might be impacted by the hydrants. Shelley Meadowcroft is reaching out to someone she knows who writes grants. She doesn't know if there will be a cost, but if there was, it would be split between the townships. The grant is due February 28 and there is a \$100 non-refundable application fee. The township is also responsible for 15% of the total cost of the project. Each hydrant costs \$2700 and the last time hydrant placement discussed, Mrs. Miller determined 5 possible locations near residential areas: Old Forge Road and Christine Road, East Ridge Road near Martins Community, West Ridge

Road and Nottingham Drive, West Ridge Road near Apple Drive, and Fremont Road and Pleasant Drive. If we decided to wait to install fire hydrants, the cost would go up to \$4200 each. There is an annual maintenance fee of \$435 per hydrant which will be due in 2019. Mr. Ross noted that we should reference our zoning; we would have a much more dense population in the village area. The Supervisors reviewed the criteria for the grant. Mrs. Miller said she received a letter and maps from Chester Water Authority requesting that we identify the areas where we want fire hydrants. She said the township has received everything for the permit including fees; we have also received the DVDs documenting the condition of the roadway. Mrs. Miller noted that a construction meeting schedule was included with the DVDs (11 hours). There was some discussion regarding the review of the DVDs and when the permit would be ready. It was decided that a high-level review of the DVDs would be conducted by Mrs. Russell to basically determine that both sides of the road have been included in the video. Mrs. Miller said if the Board could agree on five fire hydrants, she could work on determining the properties within 750 feet of each hydrant location. There is also the potential for an alternate location at the end of West Ridge Road and Fremont Road that Mrs. Miller will research. There was discussion regarding the letter CWA wants to send to residents. The wording was confusing and it was unclear as to who would apply for the permit. There was discussion as to the advantages to having residents connect to public water. Mr. Moran said that if a septic system or cesspool fails, the property owner doesn't have to worry about putting a new system too close to their well. Mr. Ross wanted to know how many people along the route test their well. He said since he has been coming to the meetings, no one has checked on the number of failed septic systems along Ridge Road. He asked if there was an informal way to have property owners test their well. Mrs. Bell noted that it is a significant amount of money to hook up and there are a lot of people on fixed incomes who live on that road. If they do hookup, they are looking at a quarterly bill, something they don't have right now. She said the best we can do is educate the public and facilitate a meeting to answer questions. Mr. Ross asked if a CDBG grant would help install service. He said he wasn't sure if the township would need to go into the water business to get that done. He added that if someone's well was contaminated, the township would be responsible for taking care of the contaminated area. If the reason the people have contaminated water is because of failed septic, then either the homes are uninhabitable or the township has to provide sewer. Mr. Moran said the township could require them to put a UV system to treat the water. Mrs. Bell moved to authorize Candace Miller to mark the map with the 5 strategic locations for fire hydrants, sign it, and send it to Chester Water Authority. Mr. Winand seconded the motion. Motion carried unanimously.

**Component 2M Application:** There was discussion regarding the public comment period for the Component 2M. Mrs. Bell moved to hold a meeting to receive public comment on the Component 2M Plan on March 13 at 7:00 p.m. Mrs. Miller seconded the motion. Motion carried unanimously. Mrs. Miller moved to authorize the Solicitor to publish a legal notice announcing the intent of the Supervisors to pass a resolution approving the Component 2M plan, the 30-day comment period for the plan, and the meeting to receive public comment on March 13 at 7:00 p.m. Mr. Winand seconded the motion. Motion carried unanimously. Mrs. Miller moved to authorize the Solicitor to publish a legal notice announcing the intent to adopt the On Lot Disposal System (OLDS) and Holding Tank ordinances. Mrs. Bell seconded the motion. Motion carried unanimously.

## **NEW BUSINESS**

**Herr Foods Conditional Use Hearing:** There was discussion about whether or not a conditional use hearing was necessary. Mr. Moran said what Herr's wants to use the property for is a by-right use. He sent a note to the solicitor to see if she agreed. He said that if she did agree, he may want the Planning Commission to weigh-in on the matter. Mrs. Miller said she would return the application if the Solicitor agreed with Mr. Moran. Mrs. Miller said if the Solicitor thinks we do need to have the hearing, we

should set that up so we don't have to have a special meeting. Mrs. Miller moved to set the hearing date for the conditional use application submitted by Herr Foods for February 27, 2018, in the event that the Solicitor disagreed with the Zoning Officer's determination. Mrs. Bell seconded the motion. Motion carried unanimously.

**Oil heater in garage:** There was discussion about the oil heating unit currently in the garage. It is not being used and employee, Dylan Howe, has asked if he could purchase it. There was discussion regarding the value. The Supervisors agreed to offer the unit for \$300 to Mr. Howe.

**Township's 300th Anniversary:** There was discussion regarding the township's Tercentennial anniversary. Angie Lobb stopped by to talk about the 300<sup>th</sup> anniversary of the township and how the township was going to celebrate it. She wants to do something in May but Mrs. Miller explained that it would be impossible to pull something together in just a couple of months. Mrs. Miller suggested partnering with East Nottingham Township and holding some sort of celebration in the OARA Park. Mrs. Lobb suggested selling t-shirts with "300 years old" on it throughout the year. Mrs. Miller expressed her concerns with the selling of t-shirts and her experience with t-shirt selling for the recreation authority. There was discussion about having something at Freedom Fest to share pictures and history of the township; Mr. Reynolds said the deadline for vendor reservations is in February. Mr. Ross suggested having a tent at with some posters and information for people to look at, maybe a banner on the stage. Mr. Moran suggested doing something like Penn Township's Community Day or a Historic House Tour. Mrs. Miller suggested having the Historical Commission put a display together, decorate a tent like a birthday party, and attend a few First Fridays in Oxford. It's not a fundraiser, but it gets the word out about the township's tercentennial. Mrs. Russell suggested doing First Fridays leading up to a joint celebration at the OARA Park in September. Then we can have a chicken BBQ, scavenger hunt, etc. Mr. Winand suggested that the younger people wouldn't want to participate. Mrs. Miller suggested doing something like the biggest birthday selfie. She also said she wasn't sure members from the Historical Commission would want man a table during Freedom Fest. Mrs. Miller said she would need to check with OMI to see if they could get a table for free. Mr. Ross suggested talking to the Oxford Historical Association, which is a non-profit, and work with them for First Friday. Mr. Reynolds asked if anyone knew about Music Fest. Mr. Moran said they want to do an annual music festival and build a stage at Memorial Park. Mrs. Miller said that they church band from Christian Life Center played the music for the December First Friday and people loved them. They also have a "big yellow mug" that they want to bring out into the community. Maybe they would want to participate.

**Chester County Historic Preservation Network Membership:** Mr. Winand moved to pay \$85 for membership to the Chester County Historic Preservation Network for 2018. Mrs. Miller seconded the motion. Motion carried unanimously.

**Meeting at Penn Township Regarding the sale of Chester Water Authority (CWA):** Mr. Winand attended a public meeting regarding the potential sale of CWA to Aqua. CWA has a 9 member board and last year they voted 9-0 in favor of declining the offer made by Aqua. Chester City is in a distressed status and they want to sell CWA to get them out of financial trouble. There is a lot of pressure on local politicians to support the sale. The majority of the CWA board members don't want to sell.

**Meeting with Police Chief:** Chief McFadden has requested for Sgt. Bolt to attend training to become a firearms instructor. It costs \$720 for a 4-day course in Coatesville for one class and another course for the AR-15 which also costs \$720. Mrs. Miller wanted to know the advantage to the Township of having Sgt. Bolt as an instructor. Mrs. Miller suggested discussing it further during personnel performance reviews. Mr. Winand said Chief McFadden also wants to sell the old radios. He offered to discuss that with all the supervisors at a later date. Mr. Winand also talked about the system that reads license

plates. The state doesn't issue stickers anymore so people aren't renewing their registration. We have to run the license plate manually; the reader system would be something to think about later down the road. Mr. Winand talked about the E-ticket system and how it works. The system costs about \$800 and \$150 to install. It would save them time from coming back to the office and entering the tickets into the system. Mr. Winand said he asked Chief McFadden to get an estimate on repairing the van. It isn't used that often; typically it is used for Clean-up Day and during Freedom Fest.

## **FINANCIAL REPORTS**

**Treasurer's Report:** Mrs. Bell moved to approve the Treasurer's Report for the period ending December 31, 2017. Mr. Winand seconded the motion. Motion carried unanimously.

**Reconciliation Report:** Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending December 31, 2017, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

**General Fund Bills List:** Mrs. Bell moved to approve the General Fund bills list for the period January 10-23, 2018, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

## **PUBLIC COMMENT**

Mr. Ross wanted to know if the township received a notice about a burn at Goat Hill this spring. Mrs. Miller said she did not recall receiving anything. He said notices were sent this summer. Mrs. Russell has been filing correspondence and she did not recall seeing a notice. Mr. Ross said he would ask them to resend the notice.

Mr. Ross wanted to know if there was anything of substance at the OASA meeting. Mrs. Miller said she is the new Treasurer and plans to work with Kathy Orcutt on the financial reports and how the information is presented. There was also some discussion on the condemnation. The OASA board is going to move forward with preliminary objections. There was some discussion on infrastructure and repairs but nothing that really affects the township.

Mr. Reynolds said the date for the Peach Bottom Exercise has been changed to April 17.

## **ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 9:00 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer