

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**January 24, 2017**

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, Candace Miller, Scott Moran, and members from the Gospel Lighthouse Baptist Church.

**AGENDA COMMENTS**

**COMMITTEE REPORTS**

Mrs. Bell announced that the committee reports were available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the January 10, 2017 Meeting:** Mrs. Miller moved to approve the minutes from the January 10, 2017 Supervisors meeting. Mrs. Bell seconded the motion. DISCUSSION: Mrs. Bell noted that she was not at the January 10 meeting but did review the minutes and they looked fine. Mrs. Bell called for a vote. Motion carried.

**EXECUTIVE SESSIONS**

No executive sessions were held since the last meeting.

**OLD BUSINESS**

**Novello 2-lot Subdivision Letter of Extension:** Mrs. Bell moved to deny the application of Brian Novello for the Novello 2-lot subdivision if a letter of extension is not received by January 29, 2017. Mrs. Miller seconded the motion. DISCUSSION: Mrs. Miller noted that she has attempted to notify Mr. Novello of the deadline and the need for an extension, but she has not received anything as of the meeting. The letter must be received on or before the deadline date which is January 29. Mrs. Bell called for a vote. Motion carried.

**Novello 2-lot Subdivision Waiver Request:** Mrs. Miller moved to table the discussion of the memo from the Solicitor regarding the Novello for the 2-lot subdivision, and the waivers requested by the applicant. Mrs. Bell seconded the motion. Motion carried.

**Holding Tank discussion for Gospel Lighthouse Freewill Baptist Church:** Members of the Gospel Lighthouse Freewill Baptist Church were present to discuss the holding tank agreement. The church leaders said they did not agree with the agreement at all. They objected to the \$5000 escrow amount and said the money could be better spent doing missionary work. They said they have an aging congregation with limited cash flow. Mrs. Bell asked what would be a fair and equitable amount. One gentleman said "zero". Mrs. Bell explained that Supervisors are bound to protect the tax payers in the township; the escrow is established to protect the tax payers in the event the church is unable to main the system. Mr. Moran asked how much the system will cost; Mr. Woods estimated about \$2000. Mr. Moran said the escrow is established like a user fee. He

wanted to know what the septic hauler is going to charge the church to pump and haul. Taylor is charging \$150 per visit. Mr. Moran said it is not reasonable to expect the township to get the same rate and that a justifiable market value would be more like \$300-350. Mr. Moran said the Supervisors have to be careful not to set a precedent for future holding tanks in the township. Mr. Woods said the church wants to paint lines or put polls up to keep vehicles from driving over the tank. Mrs. Miller noted that if a truck backed over the tank and it cracked and the church was unable to replace the tank, the township would have to step in; that is the purpose of the escrow. Mrs. Bell said we need to make decisions on facts, not emotions. We need to protect the interest of the tax payers and take the emotion out of the decisions that we make. We understand the hardship; but we need facts and figures to support your argument. Mrs. Bell said she would like them to do a little fact finding regarding going rates, etc. Mrs. Miller will place the item on the agenda for the February 14 meeting.

### **NEW BUSINESS**

**Pension Reports:** The PA Municipalities Pension Trust's plan actuary needs to prepare the GASB reports 67 and 68 for 2016. Due to the significant amount of additional information and disclosures that must be presented on the GASB report, the trust's actuary is charging \$500 per plan report year, to be charged after the report is completed. The Supervisors need to decide if they want the township to be invoiced once the report is done so the fee can be paid out of the general fund or have it deducted from the assets of the plan. Mrs. Bell moved to have the fee deducted from the assets of the Pension Plan and authorize Tiffany Bell to sign the datasheet and selection form as the Chief Administrative Officer. Mrs. Miller seconded the motion. Motion carried.

**Resignation of Geoffrey Williams from the OASA Board:** Mrs. Miller moved to accept the resignation of Geoffrey Williams from the Oxford Area Sewer Authority Board. Mrs. Bell seconded the motion. Motion carried.

**Maps by P.R.I.N.T.:** The Historical Commission received the maps from P.R.I.N.T. In 2013, the township signed a contract to have the map done; at the time the contract was signed, the Supervisors were told that the map would be mailed out at no cost to the township. Brenda Wilson, editor of P.R.I.N.T., said that she delivered the maps to the township at the request of Nancy Cox who said the maps would be hand delivered. Mrs. Miller said she has not been able to reach Nancy to confirm that she committed to hand delivering the maps. The Historical Commission met last week and they do not want to hand deliver the maps. The cost per piece to mail the maps is 68 cents. Depending on the number of maps that are mailed, the cost would be between \$1056 and \$1200. The maps have to be secured on the long side where the map opens with 2 seals; the cost for the mailing seals is \$37.99. Address labels will cost \$28.99 and will need to be created and printed. Total cost will range from \$1122.98 and \$1266.98. After some discussion, Mrs. Bell asked Mrs. Miller to let the Historical Commission know that the Supervisors are not in favor of spending tax dollars on this matter and they need to go back Nancy Cox to find out what she told Brenda Wilson.

**Real Estate Tax Bills:** Mrs. Bell moved to authorize the Secretary to order the billing file and extended duplicate from the County for the 2017 real estate tax bills. Mrs. Miller seconded the motion. Motion carried.

## **FINANCIAL REPORTS**

**Treasurer's Report:** Mrs. Bell moved to approve the Treasurer's Report for the period ending December 31, 2016. Mrs. Miller seconded the motion. DISCUSSION: Mrs. Miller noted the service fee for the General Fund Checking at BB&T. It was reversed, but a small deposit needed to be made to that account (\$5). Mrs. Bell called for a vote. Motion carried.

### **Reconciliation Reports:**

- 1) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending December 31, 2016, subject to audit. Mrs. Miller seconded the motion. Motion carried.
- 2) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending December 31, 2016, subject to audit. Mrs. Miller seconded the motion. Motion carried.

**General Fund Bills List:** Mrs. Miller moved to approve the General Fund bills list for the period January 11 to 24, 2017, subject to audit. Mrs. Bell seconded the motion. Motion carried.

## **PUBLIC COMMENT**

Mr. Moran said there is an issue with a shared driveway on Fremont Road; the driveway is shared by one owner and her mother was in the second house. The mother's home was sold and now there are issues with the shared driveway. There is no driveway agreement, but there is an easement granted by the mother. But the new owner is causing problems. This is what we need to avoid with the Novello 2-lot subdivision shared driveway.

## **ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 8:09 p.m. Mrs. Miller seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer