

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, January 26, 2021

NOTE: Due to the COVID-19 pandemic, and the order of Governor Wolf to avoid large gatherings, arrangements were made for individuals who did not want to attend the meeting in person to attend remotely via Zoom. Information to join the meeting online was posted on the outdoor bulletin board at the municipal building and via fliers on the office door; the invitation was also available on the website.

Chair Tiffany Bell called the meeting to order at 7:02 p.m. The pledge of allegiance was followed by a moment of silence.

The following were in attendance: Tiffany Bell, William Winand, Candace Miller, Terri Dugan, and Don Armstrong attended in person; Charice Russell attended via Zoom, but joined the meeting about 7:10 p.m.

AGENDA COMMENTS

Mr. Armstrong wanted to know if there was any new information on the opening of schools and a vaccine for the corona virus.

Mrs. Miller suggested the Supervisors discuss giving the Planning Commission some direction on the solar ordinance.

Mrs. Bell wanted to discuss the light at Cemetery Road.

COMMITTEE REPORTS

Mrs. Bell announced that committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the January 4, 2021 Supervisors Meeting: Mr. Winand moved to approve the minutes from the January 4, 2021 Supervisors meeting. Mrs. Bell seconded the motion. Motion carried.

EXECUTIVE SESSIONS

Executive Sessions were held on January 6 and 20 to discuss a personnel matter, and on January 22 to conduct employee reviews.

OLD BUSINESS

Zoning Board Member: Mrs. Bell moved to appoint Tom Lander to the Zoning Board to fill the vacancy left by Robert Miller, whose term expires December 31, 2021. Mr. Winand seconded the motion. Motion carried.

Zoning Board Alternate: Mrs. Miller moved to appoint Steve Reeves as an alternate to the Zoning Board for the term ending December 31, 2021. Mr. Winand seconded the motion. Motion carried.

Discussion about Salt Shed: The Road Master asked if he could get quotes for a new salt shed toward the back of the township parcel. The consensus of the Board was to get as much information as possible so an informed decision could be made.

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Streetlight at Cemetery Road: Mrs. Miller said that New London Electric was still waiting on the delivery of the streetlight. Mrs. Bell asked if it made sense to order a light to have it on hand in case another one went out. Mrs. Miller said that the LED lights have a long-life span, and it could be years before another one went out.

NEW BUSINESS

Tax Bills: Mrs. Bell moved to authorize the Secretary to order the tax file from Chester County. Mr. Winand seconded the motion. Motion carried.

TouchPoint Tax Bill Quote: Mr. Winand moved to authorize TouchPoint to print and mail the 2021 tax bills. Mrs. Miller seconded the motion. Motion carried.

PA Municipalities Pension Trust Act 44 Disclosure Form for 2021: Mrs. Miller moved to adopt the Pennsylvania Municipalities Pension Trust Act 44 Disclosure form for 2021 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. Mr. Winand seconded the motion. Motion carried.

Cyber Security Insurance Quote: The Board discussed the quote provided by Kocman for Cyber Security insurance. It was decided that Mrs. Miller would do some research and talk to the IT specialist.

PSATS Conference: The PSATS Conference is scheduled for April 18-21 in Hershey, PA but it is unclear if it will be in person or virtual. The Supervisors decided not to attend in person.

Planning Commission Letter: The Planning Commission recommended changes to the sign ordinance. Mrs. Miller moved to send the changes to the Solicitor for review. Mr. Winand seconded the motion. Motion carried.

Kimble Zoning Variance Request: Mrs. Bell moved to send the zoning variance application from Walt Kimble to the Planning Commission. Mrs. Miller seconded the motion. Motion carried. The hearing is scheduled for February 8 at 7:00 p.m.

Seasonal Employee Wages: There was discussion about having a separate wage category for seasonal employees who perform snow removal or salting. Mrs. Bell noted that if we wanted someone to get up in the middle of the night to help with plowing snow, we need to make it worth their time. Mrs. Bell moved to create a labor category called "CDL Winter Maintenance" and to set the hourly rate for CDL drivers who are hired to plow snow or salt at \$25.00 per hour. Mr. Winand seconded the motion. Motion carried.

Solar Ordinance: There was discussion about the solar ordinance the Planning Commission was working on. It was suggested that any commercial solar field should go through land development because of the infrastructure that would need to be run to each of the panels. Mrs. Dugan also said that a NPDES permit would be needed because of the earth disturbance would exceed the minimum area. The Supervisors agreed that a land development plan should be required and the storm water ordinance applied.

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COVID-19: Mr. Armstrong wanted to know about plans for opening the schools and distribution of the vaccine. Mrs. Bell said that the Supervisors do not know anything more than what has been on the news or on social media.

FINANCIAL REPORTS

Treasurer's Report: Mrs. Bell moved to approve the Treasurer's Report for the period ending December 31, 2020, subject to audit. Mr. Winand seconded the motion. Motion carried.

Reconciliation Summary: Mr. Winand moved to approve the Reconciliation Summary for the period ending December 31, 2020, subject to audit. Mrs. Bell seconded the motion. Motion carried.

General Fund Bills List: Mrs. Bell moved to approve the bills list for the period January 5-26, 2021, subject to audit. Mr. Winand seconded the motion. Motion carried.

Transfer to Special Purpose Checking: Mrs. Bell moved to authorize the Treasurer to transfer \$1,000.00 from the General Fund checking account to the Special Purpose Checking. Mr. Winand seconded the motion. Motion carried.

PUBLIC COMMENT

Mr. Winand wanted to know if we had heard back from the State Forestry about Goat Hill and the loitering issue. Mrs. Miller said that she would contact Chief McFadden to see if he had followed up with the director.

EXECUTIVE SESSION

Mrs. Miller moved to recess the meeting at 7:55 p.m. to hold an executive session regarding a personnel matter. Mrs. Bell seconded the motion. Motion carried. Mrs. Miller moved to reconvene the regular meeting at 8:21 p.m. Mrs. Bell seconded the motion. Motion carried.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:21 p.m. Mrs. Miller seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer