

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**February 17, 2009**

Chairman Gerald Cox called the meeting to order at 7:30 p.m. The pledge of allegiance was followed by a moment of silence.

**The following were in attendance:** Gerald Cox, David Ross, Eric Todd, Candace Miller, John S. Carnes, Jr., Nancy Cox, Pat Vail, Bob Mills, Diane Smith, Patrick Hughes, Stanley Zdrojewski, and Stephanie Zdrojewski.

**COMMITTEE REPORTS** – Committee reports available from the Secretary.

**APPROVAL OF MEETING MINUTES**

**Board of Supervisors Meeting Minutes of January 20, 2009** – Mr. Todd moved to approve the minutes from the Board of Supervisors Meeting of January 20, 2009. Mr. Ross seconded the motion. Motion carried unanimously.

**Workshop Minutes of February 10, 2009** – Mr. Ross asked Ms. Miller to correct the spelling of Joe Riper's name in the minutes from the Workshop. Mr. Ross moved to approve the minutes of the Workshop held on February 10, 2009 with one correction noted. Mr. Todd seconded the motion. Motion carried unanimously. Mr. Ross noted that the workshop is normally used to discuss items on the agenda, not to make decisions.

**EXECUTIVE SESSIONS/INFORMATIONAL MEETINGS**

An executive session was held on January 30, 2009 to discuss the condition of Kimble Road. The Board declared the condition of the road an emergency and had the Road Master put stone on it.

An informational meeting was held on February 9, 2009 to ride the roads with the Road Master.

The Board met with Gilmore Associates on February 9, 2009 to discuss OASA and Act 537 issues.

The Board met on February 10, 2009 to set the agenda for the Supervisors' meeting.

**AGENDA COMMENTS**

Mr. Mills and Ms. Smith asked to have Martin's Mobile Home Community added to the agenda. Mr. Carnes asked for time to update the Board on the Gatlos matter and the Sacks appeal. Mr. Ross asked to have the Vision Partnership Grant added to the agenda. Mr. Todd asked to discuss Police business.

**ADDITIONAL AGENDA ITEMS**

**Martin's Mobile Home Community** – Mr. Mills expressed his desire to increase the lot sizes in the front of his mobile home park and to add a few lots toward the back of the lot. It was suggested that Mr. Mills speak with the Codes Officer about moving lots around and clarifying the zoning interpretation previously issued by Mr. Spangler. Mr. Ross moved to ask Mr. Spangler to update

his previous ruling after escrow is worked out with Mr. Mills and Ms. Smith. Mr. Cox seconded the motion. Motion carried unanimously.

**Vision Partnership Grant** – Mr. Ross moved to request a 6-month extension from the Chester County Planning Commission regarding the Vision Partnership Grant. Mr. Todd seconded the motion. Motion carried unanimously.

**Gatlos Complaint** – Mr. Carnes gave the Board a status on the Gatlos complaint. He asked the Board to authorize the Chairman to sign a verification attesting to the statements made in the motion to dismiss. Mr. Ross moved to authorize Mr. Cox to sign the verification as set forth by the solicitor. Mr. Todd seconded the motion. Motion carried unanimously.

**Police Business** – The Board received a letter from Chief McIvor who expressed a desire to promote Officer Smith to Sergeant. Mr. Todd moved to promote Officer Smith to Sergeant with a \$1 per hour pay raise. Mr. Ross seconded the motion. DISCUSSION: Mr. Cox said that he thought the rank was deserved but he questioned the pay increase. He expressed concern that the Police department will outgrow the Township. Mr. Cox called for a vote. Mr. Ross and Mr. Todd voted in favor of the motion. Mr. Cox voted against it. Mr. Cox requested to have the record reflect that although he thought the promotion was deserved, the pay increase was not.

## **OLD BUSINESS**

**Fuel, Stone, and Road Oil Bids** – Mr. Carnes noted that Griffith Oil was disqualified as a responsible bidder because they failed to submit a complete bid package (page 2 was missing). Alger Oil was deemed the only responsible bidder. Complete bid results will be attached to the minutes. Mr. Ross moved to award the fuel bid to Alger Oil, noting that the bid from Griffith Oil was defective. Mr. Todd seconded the motion. Motion carried unanimously. Mr. Carnes noted that there were no issues with the Road Oil bids. Mr. Todd moved to award the Skin Patching or Road Oil bid to Martin’s Paving. Mr. Ross seconded the motion. Motion carried unanimously. Mr. Carnes told the Board that DM Stoltzfus (a division of Independence Construction Materials), was the only bidder who bid on every type of stone. He told the Board that they could “mix and match” and go with the lowest bid for each item, or award the contract as a whole. Mr. Ross moved to award the stone bid to DM Stoltzfus, noting that they were the lowest responsible bidder. Mr. Cox seconded the motion. Motion carried unanimously.

**McMichael 6-lot Subdivision** – Mr. Todd moved to accept the letter granting an extension through June 14, 2009 for the McMichael 6-lot subdivision. Mr. Cox seconded the motion. Motion carried unanimously.

## **NEW BUSINESS**

**Training for Building Inspector** – Mr. Todd moved to authorize the Treasurer to pay half the cost of the certification training for the Building Inspector, Charles Shock, in the amount of \$310. Mr. Ross seconded the motion. Motion carried unanimously.

**CCATO Spring Convention** – Mr. Ross moved to authorize Gerald Cox to attend the CCATO spring convention on March 12, 2009 and to pay the \$50 registration fee, \$12 lunch fee & reimburse him for reasonable expenses. Mr. Todd seconded the motion. Motion carried unanimously.

**Payroll Subscription** – Mr. Todd moved to authorize a debit of \$250 from General Fund checking account to pay for the annual payroll subscription. Mr. Cox seconded the motion. Motion carried unanimously.

**2008 Concise Report** – Mr. Ross moved to authorize the Secretary to advertise the 2008 concise financial report. Mr. Todd seconded the motion. Motion carried unanimously.

**PROP Conference** – Mr. Cox moved to authorize Bob McMahon to attend the PROP Conference, pay the registration fees, and reimburse him for reasonable expenses. Mr. Todd seconded the motion. Motion carried unanimously.

**Dumpster Day** – Mr. Todd moved to hold Dumpster Day on April 4 and to set the fees for CFC items at \$10 per item and non-CFC items \$5 per item. Mr. Cox seconded the motion. Motion carried unanimously.

**Spring Clean-up Day** – Mr. Todd moved to hold Spring Clean-up Day on April 4 and to authorize the purchase of food and drinks for the volunteers, and a bicycle for the raffle. Mr. Ross seconded the motion. Motion carried unanimously.

**Chester County Historic Preservation Network Grant Workshop** – Mr. Todd moved to authorize members of the Historic Commission to attend the CCHPN grants, grant-writing, and fundraising workshop on March 14, 2009 at a cost of \$35 per person. Mr. Ross seconded the motion. Motion carried unanimously.

**Resolution 3-2009** – Mr. Ross moved to adopt Resolution 3-2009, confirming temporary emergency declaration and procedures with respect to 200 feet of Kimble Road rendered impassable on January 30, 2009 and requiring emergency treatment on that same date. Mr. Todd seconded the motion. Motion carried unanimously.

**Pension Aid Electronic Deposit Program** – Mr. Todd moved to authorize the Secretary to submit the paperwork to allow the Auditor General's office to electronically transfer the municipal pension aid payment. Mr. Ross seconded the motion. Motion carried unanimously.

**Postage meter** – Mr. Todd moved to authorize the Secretary to set up an account with FP Mailing Solutions for a new postage meter pending approval of the contract by the Solicitor. Mr. Ross seconded the motion. Motion carried unanimously.

**Spring Newsletter** – Mr. Ross moved to authorize the Secretary to create, print and mail the Spring Newsletter, with a target mailing date during the last week of March. Mr. Todd seconded the motion. Motion carried unanimously.

**Tax Bills** – Mr. Todd moved to authorize the Secretary to order the tax bills and duplicates for 2009. Mr. Ross seconded the motion. Motion carried unanimously.

**Transfer funds from Historic Commission Savings** – Mr. Ross moved to authorize the Treasurer to transfer the funds from the Historic Commission savings account back to the General Fund and to close the savings account. Mr. Todd seconded the motion. Motion carried unanimously.

## **FINANCIAL REPORTS**

Mr. Ross moved to accept the Treasurer's Report for the period ending January 30, 2009 subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Mr. Ross moved to accept the Bills List for the period January 21 to February 17, 2009, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Mr. Ross moved to accept the Reconciliation Report for the period ending January 23, 2009, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

## **PUBLIC COMMENT**

Mr. Carnes provided an update on the Sacks appeal. He said that the Codes/Zoning Officer, Cynthia King, did a great job.

There was some discussion regarding the Hughes Subdivision. The Board advised Mr. Hughes of the March deadline and recommended that he submit a letter of extension as soon as possible.

## **ADJOURNMENT**

Mr. Todd moved to adjourn the meeting at 9:15 p.m. Mr. Cox seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer