

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
February 23, 2016

Chairwoman 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, Charles Wilmont, Eric Todd, Candace Miller, Scott Moran, Dan Siegfried, Carolyn Sacks, and Jay Gregg.

AGENDA COMMENTS

Mr. Siegfried requested to discuss the Oxford Area Recreation Authority under new business.

COMMITTEE REPORTS

Mrs. Bell announced that the committee reports could be obtained from the secretary.

APPROVAL OF MEETING MINUTES

Minutes from the February 9, 2016 Meeting: Mr. Todd moved to approve the minutes from February 9, 2016 Supervisors meeting. Mr. Wilmont seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

Community Day: There was discussion regarding a 2016 Community Day that would lead up to a tricentennial celebration of the township. Mr. Gregg said that the park is looking forward to working with the township on this event. Letters for sponsorship, vendors, and information need to be drafted; Mrs. Bell asked Mrs. Miller to work on the letters. One of the features of the event would be a color run. The target date would be October 1st with no rain date selected. There was discussion about insurance. Mrs. Miller will contact Keith Kieber about a rider for the township. Mrs. Bell suggested contacting Lincoln University for help and volunteers. She also suggested that the Township Police participate by conducting a bike rodeo and finger printing. Mr. Wilmont said that a bike rodeo has to be well staffed. Given the limited police officers, it might not be a good idea. Mr. Gregg said that park personnel would be participating in a webinar for a bike event. He might be able to provide suggestions or ideas after that. Mrs. Bell talked a little about the color run. She suggested a \$10 registration fee for individuals and \$30 per family with proceeds to benefit the fire company. She said suggested having Wawa come, the fire safety trailer, etc. Mr. Todd asked about having a tractor show or contest. Mrs. Miller suggested inviting the high school band to perform. Mrs. Bell said the run would begin at 9:00 a.m. with the other exhibits/events opening at 10:00 a.m. and ending at 2:00 p.m. Mr. Gregg suggested contacting the Friends of the Stateline Serpentine Barrens to see if they want to help or have a booth. Mr. Wilmont suggested getting area historical commissions involved to show historical memorabilia. Some of the events that were suggested were a pumpkin decorating contest, pie

contest, BBQ contest, etc. The name suggested for the event would be the Nottingham Country Fair and Color Run. The event would be held in the field at the far end of the park, with parking near the main entrance.

Ordering Tax Bills: Mrs. Miller requested permission to contact the solicitor about the tax bills regarding the discount and surcharge for a special purpose tax. Mrs. Bell moved to authorize the Secretary to contact the Solicitor about the discount and surcharge for the special purpose tax. Mr. Wilmont seconded the motion. Motion carried unanimously.

Stoneyfield Estates: Mr. Moran said that he has not heard anything since the last meeting. It will likely be discussed at the next Planning Commission meeting.

Planning Commission Secretary's Position: At the February Planning Commission meeting, Nancy Cox announced that she will be moving to Florida in July. Mrs. Cox has not formally presented her letter of resignation to the Supervisors. There was some discussion about a replacement; the Planning Commission wants to have some input in who is hired to replace her.

Act 537 Plan On-lot progress: Mr. Todd wants to see LTL Consultants move forward with the Component 2M for the township. Mr. Moran thought that it could be done in about 6 months. He also suggested that instead of pulling the entire Planning Commission in on the review, put Pete Eisenbrown in touch with David Ross and have him act as the liaison between LTL Consultants and the Planning Commission. Mr. Todd made a motion to authorize LTL to proceed with the on-lot Act 537 plan in the form of a Component 2M module for the Township. Mr. Wilmont seconded the motion. Motion carried unanimously.

NEW BUSINESS

Oxford Area Recreation Authority (OARA): Mr. Siegfried said that other townships had filled their vacant seats on the OARA board. The Township still has a vacancy that needs to be filled. He reported that the OARA is trying to get grants filled on time. Mr. Todd said he would fill in for a while.

ORPC – Development of native plant lists: John Theilacker of the Brandywine Conservancy has indicated that the Conservancy staff would be willing to pull together a native plants list (including riparian buffer species) for individual municipal ordinances at no cost. Members have been asked to discuss this with their Supervisors and return with a decision at the February meeting. Mr. Todd moved to participate in the compilation of native plants list and riparian buffer species. Mr. Wilmont seconded the motion. Motion carried unanimously.

Peach Bottom Drill & Training: The Peach Bottom Drill is scheduled for April 27. John Reynolds would like to schedule training one evening prior to the event. After some discussion, the Tuesday, April 19 was set as the training day. Mrs. Miller will notify Mr. Reynolds.

Fire Company Liaison Committee Meeting: The Fire Company Liaison Committee would like to meet with one representative from each Township and the Borough on March 24th at 7:00 p.m. at the Union Fire Company No. 1. RSVP is needed by March 21st. Mrs. Bell moved to appoint Eric Todd as the UFC Liaison for the Township. Mr. Wilmont seconded the motion. Motion carried unanimously.

Payroll Vendor Certification: Mr. Todd moved to authorize PSATS to grant access to Professional Tax & Accounting to the township's account on PSATS's MemberSuite Member Portal for the exclusive purpose of submitting payroll related information. Mr. Wilmont seconded the motion. Motion carried unanimously.

Line of Credit for Hunter Truck (Peterbilt): Mrs. Bell moved to authorize the secretary to complete the application for a \$5,000 line of credit, sign it and submit it to Hunter Truck to open for future orders for the new dump truck. Mr. Wilmont seconded the motion. Motion carried unanimously.

COSTARS Salt Contract: Mr. Todd moved to submit the 2016-17 salt request form for participation in the COSTARS contract for sodium chloride, requesting 290 tons, of which the township will be obligated to purchase a minimum of 60% or 174 tons; and to authorize the Secretary to submit the form online before the March 15 deadline. Mrs. Bell seconded the motion. DISCUSSION: There was discussion on the stock pile and future prices. Mr. Todd suggested that the salt shed be filled before July 1st. Mrs. Bell called for a vote. Motion carried unanimously.

Condensed Financial Report: Mrs. Bell moved to authorize the Secretary to advertise the condensed financial report from Barbacane Thornton & Company once it is received. Mr. Wilmont seconded the motion. Motion carried unanimously. The condensed report must be advertised by March 10th.

FINANCIAL REPORTS

Treasurer's Report: Mr. Todd moved to approve the Treasurer's report for checking and savings accounts at Meridian Bank, BB&T, and PLGIT for the period ending January 31, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

Reconciliation Reports:

- 1) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending January 31, 2016, subject to audit. Mr. Wilmont seconded the motion. Mrs. Bell and Mr. Wilmont voted in favor of the motion. Mr. Todd recused himself because there was a check for him listed in the report. Motion carried.
- 2) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending January 31, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

General Fund Bills List: Mr. Wilmont moved to approve the General Fund bills list for the period February 10-23, 2016, subject to audit. Mrs. Bell seconded the motion. DISCUSSION: There was discussion regarding the legal fees. Mrs. Bell called for a vote. Motion carried unanimously.

PUBLIC COMMENT

Mr. Siegfried wanted to know if the appeal filed by Mr. Smith had been withdrawn. The Supervisors confirmed that it had.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 7:58 p.m. Mr. Wilmont seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer