

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
February 28, 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, William Winand, Scott Moran, Donald Armstrong, Jerry Wood, Kermit Blackburn, Brian Novello, Joshua Hodgson, Charice Russell, David Ross, and members from Gospel Lighthouse Freewill Baptist Church.

AGENDA COMMENTS

COMMITTEE REPORTS

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

APPROVAL OF MEETING MINUTES

Minutes from the February 16, 2017 Meeting: Mrs. Miller moved to approve the minutes from the February 16, 2017 Supervisors meeting. Mr. Winand seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

Holding Tank discussion for Gospel Lighthouse Freewill Baptist Church: Mrs. Miller reported that other municipalities in Chester County have escrows for holding tanks that range from \$1000 to \$3000. West Nottingham was the highest in the County. She noted that at the lowest escrow amount, agreements did include a provision for a lien on the property if the tank failed and the township had to step in. Mr. Moran said the average cost to pump a septic tank about \$275-300. He also thought an escrow requirement of \$5000 was too high. Mr. Woods said the church has a pumping contract already in place. They are willing to install steel posts filled with concrete around the tank to keep vehicles off of it. The church has two services on Sunday and one on Wednesday. The occupancy of the building is 100 and there are approximately 30 church goers attending services. The Supervisors agreed that an escrow of \$1000 was fair based on the building occupancy, number of services, and the number of church members and guests attending each service. Mrs. Bell moved to amend the current draft agreement to add the requirement of balusters around the tank installed to code, reducing the escrow to \$1000, and the reasons for the reduced escrow being the building occupancy, number of services and the number of people attending the services. Mr. Winand seconded the motion. Motion carried unanimously. Mrs. Miller will mail the updated agreement to the church with instructions for executing it. It will have to be entered into at a public meeting. She noted that the church should plan to provide the escrow at the time of execution.

Novello 2-lot Subdivision Waiver Request and Driveway Easement Agreement: There was discussion of the waivers requested for the Novello 2-lot subdivision. Mr. Novello said that it was going to be a hardship to update the driveway no matter when he is required to do it, especially if he is required to pave the driveway. Mr. Ross said the sale of one of the properties would typically be the best opportunity to widen the driveway because that is when there is an influx of cash. Mr. Novello was concerned that it would trigger a storm water plan. Mr. Moran said what he is doing already triggers storm water. Mrs. Bell said the Supervisors need to be careful about setting precedent; it is a requirement of the SALDO and it may or may not stop complaints. She added that Mr. Novello either has to pay now or pay later. The Supervisors are offering relief now, but they have to protect the township and future owners. The Solicitor forwarded a new agreement late yesterday but it has not been reviewed by the Supervisors. After much discussion, Mrs. Miller moved to table the agreement and waiver for Section 621.3 until the Mach 14, 2017 meeting in order to get the proper wording for the waiver and to give the Supervisors time to review the agreement. Mrs. Bell seconded the motion. Motion carried unanimously. Mrs. Miller moved to grant the waiver for Section 402.11 as recommended by the Planning Commission, waiving the requirement to “show all existing buildings, towers, sewers, water mains, culverts, petroleum products or gas mains, fire hydrants, and other significant man-made facilities on the tract within two-hundred feet of any part of the property proposed to be developed and the location of all tree masses.” Mr. Winand seconded the motion. Motion carried unanimously.

Oxford Area Sewer Authority: Mrs. Bell said she was talking to the independent auditor last week and thought it would be a good idea to suggest the OASA consider an independent auditor to perform an audit of their books. Mrs. Miller said she was going to make that suggestion at the next meeting.

OASA Study Committee: Mrs. Bell said she talked to the Solicitor about Frank Lobb’s statement at the last meeting that the municipalities would have to split the cost of selling the OASA if they moved forward with the Study Committee. The Solicitor said the only cost the township committed to was the \$2500 to cover the cost of a solicitor and consultant for the OASA Study Committee. Mrs. Miller said that there is a cost associated with selling the OASA; they have to hire someone to value the assets, etc. However, it was her understanding that the Study Committee was established to look at the feasibility of selling the authority. She also said that several of the members on the Study Committee were also on the OASA Board. There was some discussion on the review of EDUs for commercial and institutional properties being serviced by the OASA. Mrs. Miller announced that the Study Committee was meeting on March 2 to discuss requirements that the municipalities would like to see in a proposal for the sale of the OASA. She asked if there was anything that the Supervisors wanted her to put forth. Mrs. Bell said it would be nice if the Township could be reimbursed for the expenses incurred so far with the creation of the Study Committee.

On-lot Sewage Disposal and Holding Tank Ordinances: Mrs. Bell said she did not have an update on the ordinances. She thought there would be an opportunity to discuss at the March Planning Commission meeting.

NEW BUSINESS

Port-a-potty: The Road Master asked the Supervisors to consider renting a port-a-potty to be placed at the side of the building. Rental would be \$70/month with weekly service. After much

discussion it was decided not to rent a port-a-potty but to look at installing a small bathroom for employees only in the garage.

Dumpster Day: There was discussion about holding Dumpster Day on April 7-8. Mrs. Miller asked to table the discussion until the Road Master was able to get an estimate on the cost of the dumpsters.

Spring Clean-up (Keep PA Beautiful): There was discussion on Spring Clean-up and whether to designate the month of April as “Spring Clean-up Month” or to pick one day for the event. The Supervisors liked the idea of making April “Spring Clean-up Month” and not limiting volunteers to coming out on just one day. Mr. Winand offered to coordinate volunteers. Mrs. Miller moved to designate April as “Spring Clean-up Month”. Mrs. Bell seconded the motion. Motion carried unanimously.

FINANCIAL REPORTS

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

Reconciliation Reports:

- 1) Mr. Winand moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending January 31, 2017, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.
- 2) Mrs. Miller moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending January 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 February 17 to 28, 2017, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:37 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer