

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

Chairman Gerald Cox called the meeting to order at 7:31 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., Cynthia King, Nancy Cox, Pat Vail, Patrick Hughes, and Di Neil.

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

**APPROVAL OF MEETING MINUTES**

**Board of Supervisors Meeting Minutes of February 17, 2009** – Mr. Ross moved to approve the minutes from the Board of Supervisors meeting of February 17, 2009. Mr. Todd seconded the motion. Motion carried unanimously.

**EXECUTIVE SESSIONS/INFORMATIONAL MEETINGS**

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

**AGENDA COMMENTS**

Mrs. King requested to discuss various issues with the Board under new business.

**OLD BUSINESS**

**Hughes Subdivision** – Mr. Todd moved to accept the letter granting an extension through June 23, 2009 for the Hughes subdivision. Mr. Ross seconded the motion. Motion carried unanimously.

**Vision Partnership Program** – Mr. Todd moved to approve Addendum #2 extending the contract term for the Vision Partnership Program to August 31, 2009. Mr. Ross seconded the motion. Motion carried unanimously.

**Nottingham Business Center Driveway** – The Board considered a request by Mr. James Mark to construct the driveway on Lot 2 of the CVS/Nottingham Business Center land development plan to provide better traffic flow for the parking area adjacent to the proposed CVS. A letter from the Township Engineer regarding the issue was reviewed and discussed with the Township Solicitor, Mr. Carnes. The Board instructed Mr. Carnes to update any necessary documentation to reflect the change. The waiver to allow the driveway would be part of the package of documents to be approved with the final land development plan.

**NEW BUSINESS**

**Codes Enforcement Officer Issues** -- Mrs. King discussed the following issues:

1. Sacks: Mrs. King rode by 20 N. Quarry Road and noted that it looked as though things were being cleaned up. After a second inspection the afternoon of March 17, she noted that the junk was still there, just in a different place. Mr. Carnes recommended that she wait a week to see if an appeal had been filed. In the meantime he would look into what should be done if they don't comply with the decision.

2. 282 W. Ridge Road: Mrs. King spoke with the son of the owner of the property, James Krauss. He indicated that he wanted to clean up the property but would likely need additional time. Mrs. King said that she didn't have a problem giving him an extension, as long as he was willing to grant access to the property for periodic inspections so that she could gauge the progress. She also told the Board that there might be an illegal mobile home park on the property.
3. Union Fire Company Sign: The sign that the fire company installed does not meet current sign regulations. Mr. Ross suggested she look at the proposed new zoning ordinance to see if the sign meets the regulations. If it does, perhaps a temporary sign permit could be issued until the new zoning ordinances were adopted. If it doesn't meet those regulations, the Union Fire Company would need to go to the Zoning Hearing Board to get approval for the sign.
4. Gatlos: There was nothing new to report regarding the Gatlos enforcement.

**Letter of Resignation** – Mr. Todd moved to accept, with regret, the letter of resignation submitted by Rob Miller for his position on the OASA Board. Mr. Cox seconded the motion. Motion carried unanimously. Mr. Ross announced that the Board would be accepting applications to fill Mr. Miller's position. Anyone interested should submit a resume or letter of interest to the Township Secretary before the April 14, 2009 meeting.

**Line Painting and Road Paving Bids** – Mr. Todd moved to advertise the bids for line painting, the Stoney Lane road paving project, and the Pickering Land road paving project. Mr. Cox seconded the motion. Motion carried unanimously.

**Union Fire Company Sign Permit Fee** – Mr. Cox moved to waive the permit fee for the temporary sign for the Union Fire Company Substation. Mr. Todd seconded the motion. Motion carried unanimously.

**Draft Zoning Ordinance Review** – Mr. Todd moved to authorize the Codes Enforcement Officer to participate in the review of the Draft Zoning Ordinances and to attend the monthly Zoning Ordinance Review Task Force meetings as required. Mr. Ross seconded the motion. Motion carried unanimously.

**Postage for 2009 Tax Bills** – Mr. Ross moved to authorize the purchase of postage for the 2009 Tax Bills, which will cost approximately \$800. Mr. Cox seconded the motion. Motion carried unanimously.

## **FINANCIAL REPORTS**

Mr. Ross moved to accept the Treasurer's Report for the period ending February 27, 2009 subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Mr. Ross moved to accept the Bills List for the period February 18 to March 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 February 25, 2009, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

## **PUBLIC COMMENT**

**Annual Audit and Financial Report** – Mrs. Miller asked the Board to review the draft annual audit and financial report and to sign the client representation letter so the final audit report can be submitted to DCED. Mr. Ross moved to authorized Chairman Gerald Cox to sign the client representation letter for

Barbacane Thornton & Company for release of the annual audit and financial report. Mr. Todd seconded the motion. Motion carried unanimously.

**Response Letter to DEP** – Mr. Ross moved to send a letter, written by Gilmore Associates, to Kelly Sweeney of PA DEP in response to her letter. Mr. Cox seconded the motion. Motion carried unanimously.

**Letters from the Historical Commission** – Mrs. Cox presented two letters from the Historical Commission. One letter thanked the Board for the laptop and the other cited concerns for the proposed bridge on Lees Bridge Road.

**Taser Request** – Mr. Todd read a request from the Police Chief to purchase two Tasers for the Police Department. He said that the Tasers will not increase the liability insurance. PSATS recommended that the Police Department have a policy to cover handling, use and training. Mr. Ross said that he would like to see a draft Taser Policy at the next meeting. Mr. Cox stated that he is not interest in getting the Tasers and that he thinks our Police Department is outgrowing the Township. Mr. Cox said he would like to see the warranty information for the Tasers. Mr. Ross stated that if the Township is going to have a Police Department, then the Board should do what they can to keep them safe, thereby providing maximum safety to the residents.

**Grant Writing Workshop** – Mrs. Cox announced that three Historical Commission members attended the Grant Writing Workshop at the Brandywine Conservancy. It was a worthwhile and a value at only \$30 per person.

**Postage for Tax Bills** – Mrs. Vail told the Board that mailing the tax bills does not cost the Township anything. There is a tax duplicate fee paid by the mortgage companies for copies of the tax bills. The money received goes directly to the township and covers the cost of the postage.

**Emergency Services Appreciation Day** – Mrs. Vail suggested that the Board consider having an Emergency Services Appreciation Day. She thought it would be nice to have the Fire Company participate, along with the Township Police. Mr. Ross liked the idea and said he would like to have John Reynolds, the Township’s Emergency Management Coordinator, participate. Mr. Ross asked her to look into whether or not the fire company was planning an open house.

**ADJOURNMENT**

Mr. Todd moved to adjourn the meeting at 8:36 p.m. Mr. Cox seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer