

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
March 22, 2016

Chairwoman Tiffany Bell called the meeting to order at 7:03 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, Norm Marsh, Carolyn Sacks, Dan Siegfried, David Ross, and Patrick Hughes.

AGENDA COMMENTS

Mr. Hughes requested to be added to the agenda to discuss the Oxford Area Sewer Authority (OASA).

COMMITTEE REPORTS

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

APPROVAL OF MEETING MINUTES

Minutes from the March 8, 2016 Meeting: Mr. Todd moved to approve the minutes from the March 8, 2016 Supervisors meeting. Mr. Wilmont seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

An executive session was held after the Supervisors meeting on March 8 to discuss various engineering matters with the new Township Engineer, LTL Consultants.

OLD BUSINESS

Seal Coat & Skin Patching Bids: There was discussion regarding the road maintenance recommended by the Road Master. Mr. Todd wanted to know why we needed to seal coat in-place Park Road when it was just paved last year. Mr. Marsh said that it is base material, not wearing, and needs to be sealed. He added that the township typically seals roads that are paved with base material so they last longer. Mrs. Bell questioned whether it would be advantageous to do anything to Fremont Road since the proposed water line slated to go down this road. If Fremont Road is removed, the square yards would be 57,932. Mr. Marsh reported that the roads fared well this winter; rain eroding earth along the sides of the road was the biggest issue. Mr. Wilmont moved to delete Fremont Road from the list of road maintenance and authorize the Secretary to advertise the bids for seal coat in-place, skin patch in-place, and skin patching, with the opening scheduled for April 12 at 7:00 p.m. Mr. Todd seconded the motion. Motion carried unanimously.

Clean-up Day: Mrs. Miller recommending changing Clean-up Day to "Clean-up Month" during the month of April. She explained that the number of volunteers that come out on Clean-up Day to participate has steadily decreased. Last year it was Mrs. Bell and her son, Mrs. Miller and her children, Chief McFadden and his daughter, and three of the Ebersol children. She said that with

baseball and other spring events, people aren't able to make the 9:00 a.m. start time. She recommended having a clean-up month where volunteers could pick up trash when they had time. She said they would still have a drawing for the youth volunteers. Mr. Wilmont moved to make April "Clean-up Month". Mrs. Bell seconded the motion. Motion carried unanimously. Mrs. Miller said she would post a flier in the post office and make the announcement on Facebook.

Dumpster Day: Mrs. Bell moved to set Dumpster Day as Saturday, May 7 from 7:00 a.m. to 3:00 p.m. Mr. Wilmont seconded the motion. Motion carried unanimously.

NEW BUSINESS

OASA Report: Mr. Hughes reported that the new plant is operating and DEP has issued the permit. The interim loans with Fulton Bank were refinanced with the USDA last year. Mr. Hughes said he is the current treasurer on the OASA Board. The OASA is \$450,000 in arrears due to having to fix work that was done incorrectly by contractor. He added that the \$1.3M reserve that was supposed to be available for the debt service after the closing on the loan is not there. The authority had to pay interest that was being tracked and most of the bills were a result of engineering and legal fees incurred to fix what the contractor didn't get right. The USDA has leveraged all of the assets except the building and trucks. Mr. Hughes has proposed that the OASA take a line of credit against the administrative building to pay off the debt and begin building the reserve. He is also looking at expanding the service because if there are more users, then revenue will increase. He suggested looking at development along Old Baltimore Pike and possibly getting a grant to put in a forced main. He said there would be enough revenue coming in to pay the bills if everything works out. Mrs. Bell wanted to know if there was anything else in the financials that was concerning. Mr. Hughes said no. Mrs. Bell said she didn't want the township to be on the hook for paying the debt; especially since Ed Lennex told the Supervisors that there was a solid plan in place to pay the bills. Mr. Hughes said that if he is able to secure a line of credit, there shouldn't be a need for the municipalities to pay anything. He said the loan will allow the authority to pay the outstanding bills and the current revenue stream will allow the regular bills to be paid. Mr. Hughes suggested piggybacking on the water line install to get a sewer main installed down the Old Baltimore Pike corridor. Mrs. Bell said that there has been discussion on installing a sewer line while the ditch is open, but the township is doing the work so there may be issues with getting that done. Mr. Todd said that he was not in favor of the township co-signing any loan for the building. Mrs. Miller asked what the OASA was doing to reduce overhead costs to save money. Several years ago, she reviewed the medical insurance for employees and they authority was paying for several different policies for its employees. Two employees had "Cadillac" policies with no deductible and no out of pocket expenses. These policies were costing the authority up to \$60,000 a year per employee. The township had reduced benefits for its employees to lower expenditures. The OASA should reduce costs internally before they come to the municipalities for even a dime. Mr. Hughes said he would look into that. He said he hopes to have the issue resolved in 90-days.

Meeting with Barbacane Thornton: Pam Baker would like to have a post-audit meeting with the Supervisors. Mrs. Bell asked Mrs. Miller to see if Mrs. Baker is available after the April 12th meeting.

Chester County Tax Claim Bureau: Mrs. Miller explained that occasionally there are real estate taxes on mobile homes that can't be collected for one reason or another. After all efforts

are exhausted, Chester County determines that the taxes should be exonerated and sends a request to the township. Mr. Wilmont moved to exonerate the property tax liens on the following tax parcels due to being uncollectable for one reason or another: 68-05-0007000T (owner, Eddie Murphy), and 68-07-0024000T (owner, John Wiencek). Mr. Todd seconded the motion. Motion carried unanimously.

Agricultural Security Area (ASA) Submission: Mrs. Miller announced that the township has received an agricultural security area application. A notice announcing the application has been prepared and will be published March 24. The property will be posted, in accordance with the Agricultural Security Area Law. The Township must allow a 15-day modification period, beginning from the date the notice appears in the newspaper. Modifications should be submitted to the township on or before April 7, 2016. As part of the ASA law, the Supervisors must accept the application at a public meeting. There was discussion regarding the size of the property and whether it meets the requirements of the law. Mrs. Miller said that it is smaller than the law recommends but noted that other parcels smaller than this had been included in the township's ASA. Mrs. Bell moved to accept the ASA application from Herr Foods, Inc. Mr. Wilmont seconded the motion. Mrs. Bell and Mr. Wilmont voted in favor of the motion. Mr. Todd recused himself since he rents property from Herr's. Motion carried.

Armstrong Cable Franchise Agreement Renewal: The current franchise agreement expires in September 2018. Mrs. Miller wanted to know if the Supervisors wanted to see if East Nottingham Township was interested in entering into a joint negotiation like we did last time. Mr. Todd said he would bring it up at the next Oxford Region Planning Committee.

Vaughn Storm Water Agreement: Mrs. Miller explained that the plan has been approved by the engineer and the agreement signed by the applicants. There is no time period specified for follow-up inspections. Mrs. Miller recommended conditionally approving the agreement pending a recommendation from the engineer on the follow-up inspection time period. Mr. Todd moved to enter into the Stormwater Best Management Practices (BMPs) and Conveyances Operation and Maintenance Agreement and to authorize Tiffany Bell to sign the agreement once a time period for follow-up inspections could be determined. Mr. Wilmont seconded the motion. Motion carried unanimously.

FINANCIAL REPORTS

Treasurer's Report: Mrs. Bell moved to approve the Treasurer's report for checking and savings accounts at Meridian Bank, BB&T, and PLGIT for the period ending February 29, 2016, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Reconciliation Reports:

- 1) Mr. Todd moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending February 29, 2016, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.
- 2) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending February 29, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

General Fund Bills List: Mr. Todd moved to approve the General Fund bills list for the period March 9-22, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Mrs. Sacks asked Mr. Hughes how he was going to get development to the area. He said Chester County Economic Development Council and Route 1 Corridor Committee are looking into expanding development in this area.

ANNOUNCEMENTS

- A Fire Company Liaison Committee Meeting will be held on March 24th at 7:00 p.m. at the Union Fire Company No. 1.
- The OARA will hold a Park Clean-up Day on Saturday, April 23 from 8:00 a.m. to noon. Everyone is welcome to participate.
- The Peach Bottom Drill is scheduled for April 27. A training day is scheduled for Tuesday, April 19th at 6:30 p.m.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:31 p.m. Mr. Wilmont seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer