

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
April 12, 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, Carolyn Sacks, Dan Siegfried, John Reynolds, Don Armstrong, and Bob Bradley.

AGENDA COMMENTS

There were no comments to the agenda.

COMMITTEE REPORTS

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

APPROVAL OF MEETING MINUTES

Minutes from the March 22, 2016 Meeting: Mr. Todd moved to approve the minutes from the March 22, 2016 Supervisors meeting. Mr. Wilmont seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

A traffic signal construction coordination meeting was held on March 23 with engineers from Heinrich & Klein and LTL Consultants.

BID OPENING

Seal Coat In-place, Skin Patching In-Place & Skin Patching Bid Opening: The bids were opened

Seal Coat In-place	Unit	Total
Asphalt Industries	\$1.16/sq.yd	\$66,120.00
Martin Paving	\$1.13/sq.yd	\$64,410.00
Skin Patch In-place		
Asphalt Industries	\$870/ton	\$20,880.00
Martin Paving	\$875/ton	\$21,000.00
Skin Patching		
Asphalt Industries	\$512/ton	\$12,288.00
Martin Paving	\$525/ton	\$12,600.00

Mr. Todd moved to award the bid for seal coat in-place to Martin's Paving in the amount of \$1.13 per square yard, totaling \$64,410.00. Mr. Wilmont seconded the motion. Motion carried unanimously.

There was discussion on the bids for skin patching and skin patching in-place. Mrs. Bell wanted to know if the Road Master had help to do the skin patching. Mrs. Bell moved to postpone the awarding of the bid for skin patching or skin patching in-place until the Road Master could answer the question posed by the Board. Mr. Todd seconded the motion. Motion carried unanimously.

OLD BUSINESS

Agricultural Area Submission: It was noted that no modifications were received by the April 8, 2015 deadline. Mrs. Bell moved to send the ASA application from Herr Foods, Inc. to the Chester County Planning Commission, Township Planning Commission, and Township ASA Committee for review. Mr. Wilmont seconded the motion. Motion carried unanimously.

Armstrong Cable Franchise Agreement Renewal: Mr. Todd reported that this was discussed at the Oxford Region Planning Committee meeting. West and East Nottingham Townships are on the same schedule. The Supervisors asked the Secretary to draft a letter to East Nottingham Township asking if they want to do a joint negotiation.

FEMA Flood Plain Maps Review: There was discussion regarding the letter submitted by Ragan Associates regarding the FEMA flood plain review. Mr. Wilmont moved to have Ron Ragan put together a package and letter to FEMA regarding the flood plain concerns. Mr. Todd seconded the motion. Motion carried unanimously.

Stoneyfield Estates Extension Request: Mr. Todd moved to accept the extension for the Stoneyfield Estates preliminary plan review through July 31, 2016. Mr. Wilmont seconded the motion. Mr. Todd and Mr. Wilmont voted in favor of the motion. Mrs. Bell recused herself. Motion carried.

OASA Meeting: Mr. Todd reported that Percy Reynolds will get back to him about a multi-municipal meeting to discuss the Oxford Area Sewer Authority.

NEW BUSINESS

New Police Officer: Mr. Todd moved to hire Adam Weaver, contingent upon Mayor Henry's approval. Mrs. Bell seconded the motion. Motion carried unanimously.

Vests for Police Officers: There was discussion regarding new ballistic vests for the Police. Chief McFadden suggested sharing the expense of the vests with Oxford Borough so the officers can use them at both places. Mr. Wilmont expressed concern and suggested that the township purchase separate vests through the Bullet Proof Vest Program. He suggested that the officers should sign a form that the vests would be used only during work in the township. Mr. Wilmont moved to approve the purchase of the vests for Officer Bolt and Adam Weaver (contingent upon the Mayor's approval), and to purchase the vests through the Bullet Proof Vest Program. Mrs. Bell seconded the motion. Motion carried unanimously.

2011 Dodge Charger: Mr. Todd reported that the 2011 Dodge Charger needs a new cam shaft. It's under warranty.

Historical Marker: The Historical Commission notified the Supervisors that the paint on the Parker Marker is peeling. Nancy Cox sent an email to the Supervisors with instructions for getting the marker repaired. The Supervisors asked Mrs. Miller to provide the information to the Road Master.

PEMA/FEMA Emergency Submission: Mrs. Miller reported that a “kick-off” meeting will be held on Friday, April 15th to review documentation and requirements for municipalities to obtain reimbursement for the snow storm in January. The Dap-1, Dap-2 and PA Electronic Payment Program (PEPP) enrollment form must be approved and completed before the meeting.

Mr. Wilmont moved to adopt Resolution 5-2016, the Designation of Agent Resolution, which authorizes Tiffany L. Bell to sign the DAP-1 Form Public Assistance Application and Agreement for Financial Assistance form. Mr. Todd seconded the motion. Motion carried unanimously.

Mr. Wilmont moved to approve the PEMA Public Disaster Assistance Application and Agreement for Financial Assistance form, also known as DAP-1. Mrs. Bell seconded the motion. Motion carried unanimously.

Mrs. Bell moved to authorize the Treasurer to sign the PEPP enrollment form for any electronic payment that may be issued from FEMA/PEMA for the snow emergency of January 22 to 25, 2016. Mr. Wilmont seconded the motion. Motion carried unanimously.

Personnel Reviews: Mrs. Bell announced that it was time to schedule quarterly reviews. She asked Mrs. Miller to schedule times for all employees.

Planning Commission Secretary Vacancy: Mrs. Bell announced that Nancy Cox will be leaving this summer. The Supervisors need to fill the Planning Commission Secretary position. Mrs. Bell moved to authorize the Secretary to advertise the position of Planning Commission Secretary. Mr. Todd seconded the motion. Motion carried unanimously.

FINANCIAL REPORTS

Bank Statements: Mr. Todd moved to accept the bank statements for the period ending March 31, 2016 and give them to the Secretary/Treasurer for reconciliation. Mrs. Bell seconded the motion. Motion carried unanimously.

General Fund Bills List: Mr. Wilmont moved to approve the General Fund bills list for the period March 23 to April 12, 2016, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Mr. Reynolds said he needed an updated contact list for the township. He also recommended that the township send an updated list to the Pennsylvania State Police.

ANNOUNCEMENTS

- April is “Clean-up Month” in the township. We still need volunteers to help clean debris and trash from township roads.
- The first Freedom Fest meeting will be held on Thursday, April 21 at the Park.

- The Township's Dumpster Day is scheduled for Saturday, May 7 from 7:00 a.m. until 3:00 p.m.
- 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.
- The Nottingham Country Fair and Color Run is scheduled for Saturday, October 1, 2016. We are looking for volunteers to join our planning team!

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 7:51 p.m. Mr. Todd seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer