

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, April 24, 2018**

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, William Winand, Candace Miller, Norman Marsh, John Reynolds, Jr., Dale Pennell, Reeves Vest, and Charlotte Vest.

**AGENDA COMMENTS**

Mr. Pennell requested to discuss the date for the conditional use hearing for the billboard.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the April 10, 2018 Supervisors Meeting:** Mrs. Bell moved to approve the minutes from the April 10, 2018 supervisors meeting. Mr. Winand seconded the motion. Motion carried unanimously.

**EXECUTIVE SESSIONS**

No executive sessions were held since the last meeting.

**OPENING OF BIDS**

The bids were opened for Seal Coat In-place and Skin Patching:

	<b>Martins Paving</b>	<b>Asphalt Industries</b>
<b>Skin Patching</b>	\$14,300	\$12,320
<b>In-place Seal Coating</b>	\$93,720	\$84,480

Mr. Winand moved to award the bid for seal coat in-place to Asphalt Industries in the amount of \$84,480. Mrs. Miller seconded the motion. Motion carried unanimously.

Mr. Winand moved to award the bid for skin patching to Asphalt Industries in the amount of \$12,320. Mrs. Miller seconded the motion. Motion carried unanimously.

**OLD BUSINESS**

**Salt Shed:** Mrs. Miller reported that the salt shed is corroding where the metal joins the concrete wall. She went down with Mr. Marsh and took pictures of some of the corrosion. The salt shed is an old hanger from the airport. The Road Master obtained two estimates to modifying the shed and found

some information from another township on what it might cost to build a new shed. The estimate from Petro was to build out the wall into the shed and then build it up 5 feet and secure the hangar to the new wall. That estimate was about \$10,440.00. Penn State Construction provided an estimate to remove the current hangar building, build up the walls and then install a hoop building. The hoop building is stretched canvas over the hoops and will last about 10-15 years. That estimate was \$73,250.00. The last option would be to build a new building and that would likely cost \$200,000.00. The Supervisors and meeting attendees walked down to the salt shed to look at the corrosion and structure. Mrs. Bell wanted to know if Petro's fix would last another 15-20 years. He said probably another 10 years. There was concern over the reliability of a hoop building. Mr. Marsh said those types of building are more stable the deeper the building; the current building is only 40 feet deep. Mrs. Bell noted that we did not budget for the repair or replacement of the shed. Mr. Winand suggested tabling it until the next meeting so he could look into the rate at which the building will continue to rust and whether or not there is a treatment to stop or slow down the rust. He also wanted to know how much it would cost to increase the wall height from 5 feet to 6 feet. Mrs. Miller will look at the budget. Mr. Winand moved to table the discussion to another meeting so we have time to gather additional information. Mrs. Bell seconded the motion. Motion carried unanimously.

**Conditional Use Hearing Date:** Mr. Pennell wanted to know if a date had been set for the conditional use hearing for the proposed billboards. Mrs. Miller said there were some issues with the applications; the Zoning Officer reached out to the applicant to get those questions and concerns answered. As of right now, no hearing date has been scheduled. The earliest it could be right now would be in early June. Mr. Pennell and Mrs. Reeves had questions about the billboards. Mrs. Miller told them they couldn't discuss the application at the meeting but they were welcome to ask questions at the hearing.

## **NEW BUSINESS**

**Letter from OASA regarding USDA Workout Agreement:** Mrs. Miller provided a brief updated on the efforts of the Oxford Area Sewer Authority Board to sell the OASA. Mr. Marsh asked about the sewer pipe that was supposed to be installed. Mrs. Miller said that CWA does not want to put the sewer pipe in the same ditch as the water line. They are now talking about moving the pipe to the other side of the road. She then talked about the letter from David Busch, Director of the Oxford Area Sewer Authority, regarding the past due payment to the USDA. She provided a brief summary of the workout agreement and the letters sent to the municipalities regarding the past due debt. Oxford Borough responded to the letter sent in February stating that they will not be paying anything by August 1; Lower Oxford and East Nottingham Townships agreed to pay a portion of the June payment, but not the past due debt. West Nottingham Township agreed to pay its portion of the past due debt provided all the other municipalities pay their portion. Mr. Busch took the letters to the USDA and they were not happy with the letters, with the exception of West Nottingham's response. The most recent letter discussed maintaining compliance with the workout agreement and refuted the statements made in the letter from Oxford Borough on whether proper notification had been made and whether the municipalities should be responsible for the past due debt. He asked each municipality to respond to how they plan to satisfy the workout agreement prior to August. She added that the OASA is trying to sell a piece of land and the administrative building which they think will bring in about \$600,000 combined. Mrs. Bell said there is nothing in the letter that says he would accept a 50% payment. Mrs. Miller said that Mr. Busch thinks if each municipality is willing to put up 50% of the portion owed, the USDA would agree to the 50% payment wait for the remainder of the funds after the building sells. Mrs. Bell noted that Oxford Borough had served condemnation papers on the OASA for property behind the building for the purpose

of building a parking garage. The OASA can't list the building for sale until the condemnation matter is resolved. Mr. Busch hopes to have the matter resolved by the end of summer. Mrs. Miller said that right now, the USDA is not charging interest on the past due debt. It is not clear if they will continue to forgive the interest if the past due payment is not made. Mrs. Bell said that even though we were lied to and were told that the loan payments could be made without any help from the municipalities, we need to be men and women of our word; we guaranteed the loan and that's why we budgeted for the payment last fall. Mrs. Miller noted that taxes would not be raised to cover the payment; money was put aside for the payment. She also noted that the OASA was obligated to pay back the municipalities. Mrs. Bell moved to send a letter to David Busch stating that the township will pay 12% of the past due payment without the condition that the payment will be made only if the other municipalities make their payment. Mr. Winand seconded the motion. Motion carried unanimously.

**Oxford Area Recreation Authority:** Mrs. Miller reported that the OARA Board has been discussing an increase in the annual donation from each municipality. Currently, each municipality pays \$1 per person. One board member suggested \$10 per person; Mrs. Miller said that was a little steep for West Nottingham and Elk Townships. It was just a suggested per capita rate, nothing has been voted on. There is also going to be a discussion on fees for use of the facilities. One member wants to eliminate the fees for youth sport organizations.

**Signal Service Traffic Signal Maintenance Contract Renewal:** There was discussion about a generator hookup on the light at Herr Drive and Route 272. Mrs. Miller said she would check with Signal Service. Mr. Winand moved to enter into a 2-year maintenance contract with Signal Service at a cost of \$550 per year which includes both traffic signals, with no increase to hourly rates. Mrs. Bell seconded the motion. Motion carried unanimously.

**Stoneyfield Estates – Hydrant Installation:** CWA has asked us to select the hydrant location; the letter also states that the developer is paying for the hydrant but the township is responsible for the annual fee. Mrs. Miller said she reached out to Steve Farney of CWA to try to clarify why the township would be responsible for the hydrant fee and not the developer, and to also find out if they talked to the developer about the hydrant location. Mr. Farney said that we need to work out the payment of the annual fee with the developer because CWA only sends out one bill for all the hydrants in the municipality. She suggested coordinating the hydrant location with the developer and having the developer's attorney draw up an agreement for the annual fee. Mrs. Bell asked about administrative costs for us to administer agreements for things like this. Mrs. Miller said an administrative fee could be added if they wanted to be billed for the annual service fee. Mrs. Miller moved to coordinate the hydrant location with the developer of Stoneyfield Estates, and that we ask them to draw up an agreement for the annual maintenance fee, and to include in the cost a 20% annual maintenance fee for billing. Mr. Winand seconded the motion. Mrs. Miller and Mr. Winand seconded the motion. Mrs. Bell recused herself. Motion carried.

**Wicklow Subdivision and Traffic Issues:** Mrs. Bell said she saw the developer doing bore testing at the Wicklow Subdivision location. She said she would be meeting with PennDOT about the traffic light and was going to talk to them about on/off ramp at Route 1 and Forge Road. She also said that traffic getting off of Route 1 at Route 272 is getting bad. Traffic is a lot different than it used to be.

**Zoning Inquiries & Complaints:** Mrs. Miller reported that the Zoning Officer, Scott Moran, has received phone calls inquiring about placing a cell tower at 90 Nottingham Drive and a medical

marijuana dispensary, possibly in the same location. Mr. Moran has also received complaints about the condition of mushroom house on the corner of Park and Cemetery Roads, as well as a burned out mobile home somewhere else in the township. There is nothing he can do anything about those properties without a property maintenance ordinance. He offered to provide sample copies to start the discussion with the Planning Commission and suggested the Supervisors ask them to look into it. Mrs. Miller moved to ask the Planning Commission to look into a property maintenance ordinance, and to look at the zoning ordinance relative to medical marijuana dispensaries and cell towers. Mr. Winand seconded the motion. Motion carried unanimously.

**Clean-up Day Wrap-up:** Mr. Winand said there were about 25 participants. We have 3 gift cards to raffle off for the youth volunteers and that will be done at the May 8 meeting.

## **FINANCIAL REPORTS**

**Treasurer's Report:** Mr. Winand moved to approve the Treasurer's Report for the period ending March 31, 2018. Mrs. Bell seconded the motion. Motion carried unanimously.

**Reconciliation Report:** Mrs. Bell moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending March 31, 2018, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

**General Fund Bills List:** Mr. Winand moved to approve the General Fund bills list for the period April 11-24, 2018, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

## **ANNOUNCEMENTS**

- There will be a special ORPC meeting at East Nottingham Township on Wednesday, April 25 at 7:00 p.m. to discuss the Opioid Epidemic and what we can do about it.
- The Oxford Area Recreation Authority is sponsoring "Kids to Parks" day on Saturday, May 19 from 9:30 a.m. to 12:30 p.m. The event is free and there will be lots of activities for kids of all ages.
- The Oxford Area Recreation Authority will hold an opening ceremony for the dog park on Saturday, May 19 beginning at 12:00 p.m. There will be vendors, crafts for kids, and lots more!

## **PUBLIC COMMENT**

Mr. Reynolds added that on May 23 at 7:00 there would be training for Municipal Officials at Lower Oxford Township. On May 31 at 5:30 there will be an OxREM drill at Lincoln University. The Peach Bottom Exercise was held on April 17, with the after action meeting the next day. The township came through again with flying colors. We have not heard anything from the park regarding Freedom Fest. The EMS plan was due on April 1; the first meeting is scheduled for May 1. Mr. Reynolds said they are way behind schedule for event planning.

Mr. Reynolds was appointed as the Oxford Borough EMC. Each township needs to submit a resolution approving appointment to each municipality. He said he would check with Shelley Meadowcroft. He also said he is trying to get a telescoping portable light for use in the township for emergency or on election night.

**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 8:30 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer