

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, May 8, 2018**

Chair Tiffany Bell called the meeting to order at 7:01 p.m. The pledge of allegiance was followed by a moment of silence.

**The following were in attendance:** Tiffany Bell, William Winand, Candace Miller, Scott Moran, Charice Russell, Dan Siegfried, David Ross, and Don Armstrong.

**AGENDA COMMENTS**

Mrs. Bell added the 300<sup>th</sup> Anniversary to Old Business. Mrs. Miller added Resolution 10-2018 (incorrectly stated during the meeting as 9-2018) to New Business. She also added Building Code Maintenance Ordinance discussion to New Business.

Mr. Siegfried said he was pleased the township was having hydrants installed along the water main. He asked if the hydrants were insured. Mrs. Bell said the annual maintenance fee would cover replacement or the person's insurance.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the April 24, 2018 Supervisors Meeting:** Mr. Winand moved to approve the minutes from the April 24, 2018 supervisors meeting. Mrs. Bell seconded the motion. Motion carried unanimously.

**EXECUTIVE SESSIONS**

An executive session to discuss a personnel matter was held on April 24 after the meeting.

**OLD BUSINESS**

**Salt Shed:** Mrs. Miller provided budget information and the updated quote from Petro for increasing the wall height to 6 feet. She said that in about a month, we would be about half-way through the year and would have a better idea of where things stood relative to the budget. She said money could be reallocated from line items where spending was under budget to a line item for the repair of the salt shed. The Supervisors reviewed the quote from Petro. It was confusing because it looked like the quote for the second option included the price of the first option. Mrs. Miller said she would ask the Road Master to call his contact and get clarification on the quote. Mr. Winand said he would look into a sealant that could be painted or sprayed on to slow the corrosion. Discussion would continue at the next meeting.

**Stoneyfield Estates – Hydrant Installation:** Mrs. Miller reported that she provided a copy of the plan to the developer to annotate where they want the hydrant. She also asked them to have their attorney draw up an agreement for the annual fee. The developer asked if the annual maintenance fee could be billed with the license renewal fee to avoid an additional administrative fee. Mrs. Bell said there is time involved in managing all the agreements and there should be some sort of fee associated managing and tracking all the agreements. It doesn't make sense to put that burden on the tax payers. Mrs. Miller said suggested reviewing and updating the fee schedule to include an agreement maintenance fee. In the meantime, the Supervisors discussed what would be appropriate for managing this agreement. After much discussion, it was agreed that a \$25 annual fee should be sufficient to manage the hydrant fee agreement with the developers of Stoneyfield. Mr. Winand moved to establish an administrative fee for managing and tracking the Stoneyfield Annual Hydrant Maintenance Agreement at \$25 annually and to have that put into the agreement being drawn up by the developer. Mrs. Miller seconded the motion. Mr. Winand and Mrs. Miller voted in favor of the motion. Mrs. Bell recused herself. Motion carried.

**Billboard Conditional Use Hearing:** Mrs. Bell moved to set the hearing date for June 14 at 6:30 p.m. and to publish a notice in the Daily Local News. Mr. Winand seconded the motion. Motion carried unanimously.

**300<sup>th</sup> Anniversary Celebration:** Mrs. Bell said that Representative Lawrence would like to have a state resolution passed and presented at the 300<sup>th</sup> Anniversary Celebration of the Township. Mrs. Bell asked Mrs. Miller to keep Representative Lawrence updated on the date.

## **NEW BUSINESS**

**Armstrong Franchise Renewal, Exhibit A:** Mrs. Miller announced that the draft agreement has been submitted to the township. Mr. Fraga has requested a list of desired free video (TV) service locations in the township for Exhibit A, to be listed by name and address. She said the current agreement lists one location at the Union Fire Company No. 1 Substation, one location at the West Nottingham Township Police Department, and two locations at the West Nottingham Township Municipal Building. It was agreed to keep the list the same. Mrs. Miller will notify Mr. Fraga. Mr. Siegfried asked if there was anything in the agreement about serving properties that are currently being served. Mrs. Miller said the agreement was just received and she hasn't had a chance to review it. Mr. Moran said East Nottingham Township is going to add a list of addresses that want service.

**Freedom Fest Application:** Mrs. Miller reported that the County submitted the application for Freedom Fest. They did not ask for a waiver of the \$250 permit fee, but they did ask for a waiver of the cash bond. The insurance certificate has not been submitted; it is typically submitted after June 1. Mr. Winand gave a summary of the meeting that was held on May 1. There was discussion on the condition of the park and the dead trees throughout the park. The Supervisors expressed their concerns about the dry conditions and the risk of having something go wrong during the display. A fire would spread rapidly and it would be difficult to get emergency vehicles in and spectators out. Mrs. Miller said the Fire Company is usually staged at the substation, not at the municipal building. Mrs. Russell asked if it would make sense to have a tanker at the township building. Mrs. Miller said she would ask BJ Meadowcroft of Union Fire Company. She said she would send a note to the County to express our concerns and ask what they are doing to mitigate the risk.

**Brandywine Conservancy Membership:** Mrs. Miller moved to renew the membership for the Brandywine Conservancy’s 2018 Subscribers Program in the amount of \$450.00. Mr. Winand seconded the motion. Motion carried unanimously.

**Clean-up Day Youth Participation Drawing:** Mr. Winand reported that we had 15 youth volunteers show up on Clean-up Day: Liam Barry, Nathan Doule, Luke Winand, Marie Miller, Michael Miller, Peter Lewin, Chayton Story, Tristyn Herman, Justin Williams, Kaitlin Bell, David Bell, Carter Wells, Jac Conner, and Easton Hendrickson. We also had scout leaders, parents, and other community volunteers who also came out to help. Three gift cards from WalMart and one popcorn gift basket was raffled off. The winners of the WalMart gift cards were Carter Wells, Jac Connor, and Justin Williams. Tristyn Herman was the winner of the popcorn gift basket.

**Resolution 10-2018, Multi-municipal Appointment of EMC:** Mrs. Miller moved to adopt Resolution 10-2018, approving the appointment of John Reynolds, Jr. as Emergency Management Coordinator to East Nottingham Township and Oxford Borough. Mr. Winand seconded the motion. Motion carried unanimously. (Note: The number of this resolution was incorrectly stated during the meeting; it has been corrected in the minutes to reflect the appropriate resolution number.)

**Building Code Property Maintenance Ordinance:** There was discussion regarding the adoption of a building code property maintenance ordinance which would allow the Codes Officer to have properties cleaned up when they pose a safety hazard. Mrs. Bell said she would like to look at a copy of the building code to see what the sample ordinance entails. Mr. Siegfried said we haven’t had ordinances like this because we don’t want government in our lives. Mr. Moran said it would be only for properties that pose a hazard to the public. Mrs. Bell said she wasn’t in favor of an ordinance that tells someone what their property needs to look like. Mr. Ross reminded the Supervisors that Mrs. Russell was keeping a list of ordinances the Planning Commission needs to review. Some of the items to be reviewed include 1) Screening distance from property lines; 2) Types of screening and species of trees; 3) Definitions to include signs, breweries, distilleries, etc.; 4) Clear up definitions (for example, medical marijuana dispensaries); 5) Kennels; and 6) Hoop houses relative to stormwater.

**FINANCIAL REPORTS**

**Bank Statements:** Mrs. Bell moved to accept the bank statements for the period ending April 30, 2018 and give them to the Secretary/Treasurer for reconciliation. 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 April 25 to May 7, 2018, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

**ANNOUNCEMENTS**

- 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 with 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. Ross reminded the Supervisors of the OxREM training scheduled for May 23 at Lower Oxford Township.

Mr. Siegfried said he thought the annual \$1 per capita for the Oxford Area Recreation Authority was reasonable. He reminded the Supervisors that Board Members attended one of the Township’s meetings and told the Supervisors that if they didn’t join the Authority the children who lived in the township would not be able to use the park’s facilities. This was not true. He said the piece of ground the OARA purchased was not a good for recreation facilities; too much dirt had to be moved. Mr. Siegfried said he believed the purchase helped out the Sewer Authority.

Mr. Winand said there was another accident at Route 272 and Cemetery Road; that’s two in 3 weeks. He said it’s a dangerous intersection and the speed should be reduced.

**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 8:25 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer