

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**May 10, 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, Candace Miller, Scott Moran, Bob Bradley, Charice Russell, and David Ross. Pam Baker, John Carnes, and Diane Smith arrived during New Business.

**AGENDA COMMENTS**

Mrs. Miller reported that the application for Freedom Fest and the request for waivers had been received. It will be on the next meeting's agenda.

Mr. Ross asked to speak about Stormwater and sewage.

Mr. Bradley expressed his gratitude for the Road Crew, citing they were the best in the state. He added that he was impressed with how the meetings were conducted in a business-like manner.

Mrs. Russell concurred with Mr. Bradley's remarks about the Road Crew.

**COMMITTEE REPORTS**

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

**APPROVAL OF MEETING MINUTES**

**Minutes from the April 26, 2016 Meeting:** Mrs. Bell moved to approve the minutes from the April 26, 2016 Supervisors meeting. Mr. Wilmont seconded the motion. Motion carried.

**EXECUTIVE SESSIONS**

An executive session was held on Friday, May 6, 2016 to conduct personnel reviews.

**OLD BUSINESS**

**Clean-up Month Drawing:** Participants in Clean-up Month included David Ross, Dan Siegfried, Becky Rooney, Scott Sizemore, Ruthie Ebersol, Isaac Ebersol, Samuel Ebersol, Jacob Esh, Jonathon Esh, Elmer Esh, Paul Esh, and Benuel Esh. Youth winners of the drawing for \$25 gift cards from Walmart were Sam Ebersol and Jacob Esh. Adult winners of the drawing for \$20 gift cards to Nottingham Inn Kitchen & Creamery were Dan Siegfried and Scott Sizemore. Mrs. Bell congratulated the winners and thanked everyone for participating.

**Color Run:** Mrs. Miller reported that she, Mrs. Bell and Jay Gregg met with Lori of Rock Roll Dye (RRD) to discuss the color run. The cost for RRD to do the color run in October would be approximately \$5150. This includes all planning and marketing, T-shirts, swag bags, and much more. Mrs. Miller is working to get sponsors to help defer the cost of this fee. The cost can also

be recouped by getting approximately 147 participants registered at \$35 each. She is asking the Supervisors to commit to paying the fee for the color run and to enter into a contract with RRD, after it is reviewed. Mrs. Bell moved to contact Lori at Rock Roll Dye and request a contract for the color run on October 1, 2016; pending review of the contract to pay the fee for Rock Roll Dye to handle the color run. Mr. Wilmont seconded the motion. Motion carried.

**Stoneyfield Estates:** There was discussion regarding Stoneyfield Estates and the escrows required for improvements and professional fees. Mrs. Miller will contact Ragan Engineering to request that an escrow for the improvements be established by the applicant and a cash escrow for inspections of the improvements be submitted to the township.

## **NEW BUSINESS**

**Resignation of Planning Commission Secretary:** Mrs. Bell read the resignation letter submitted by Nancy Cox, Planning Commission Secretary. She is resigning effective June 2016, after she submits the minutes from the June meeting. Mr. Wilmont moved to accept Nancy Cox's resignation from Planning Commission Secretary, effective around June 8, 2016. Mrs. Bell seconded the motion. Motion carried.

**Component 2M:** Mr. Ross reported that he has not heard back from Pete Eisenbrown regarding the Component 2M for the township. He said he needs a copy of the TAR approved by DEP for onlot septic, possibly submitted in 2013. He asked Mrs. Miller if it is possible to run a report in Quickbooks to get the costs for the onlot effort. She said it was. Mr. Ross said the township may need to submit a new TAR if it is considerably more; this is mainly for reimbursement purposes. He also suggested that the township may be eligible for reimbursement of the flood insurance map review.

**Stormwater:** Mr. Ross reported that Pete Eisenbrown met with Seung Ah Byun of the Brandywine Conservancy regarding the regional storm water effort and upcoming 2018 MS4 permit for the township. He said that a meeting needs to be arranged to map the township's storm water systems to include pipes, culverts, etc. Since we don't have the mapping that other larger municipalities have, this will have to be done some other way. A grant may be needed to reduce the cost of the effort. There may also be a chance to come up with a regional way to track the storm water inventory for the Oxford area. Mr. Ross suggested that Mrs. Miller look into available grants with DCED which might help fund the effort; and that she set up a meeting with him, Mr. Eisenbrown, Ms. Byun, Mr. Moran, and the Road Master, Norm Marsh to discuss mapping the township's storm water systems. The Supervisors asked Mrs. Miller to follow up on Mr. Ross' suggestions.

## **FINANCIAL REPORTS**

**Bank Statements:** Mrs. Bell moved to accept the bank statements for the period ending April 30, 2016 and give them to the Secretary/Treasurer for reconciliation. Mr. Wilmont seconded the motion. Motion carried.

**General Fund Bills List:** Mr. Wilmont moved to approve the General Fund bills list for the period April 27 to May 10, 2016, subject to audit. Mrs. Bell seconded the motion.  
**DISCUSSION:** Mrs. Bell wanted to know if the dumpsters for dumpster day were included on

the Bill's List. Mrs. Miller said the bill had not been submitted yet. Mrs. Bell called for a vote. Mrs. Bell and Mr. Wilmont voted in favor of the motion. Motion carried.

### **PUBLIC COMMENT**

Mr. Carnes submitted information for Stoneyfield Estates to the Township Secretary at 5:00 p.m. on the day of the meeting. It was not enough time for the Solicitor and Supervisors to review the information, so Mrs. Miller told Mr. Carnes it would be addressed at the next meeting. Mr. Carnes said it would give him time to take care of some things before the next meeting.

Mrs. Baker of Barbacane, Thornton & Company, gave a brief summary of the requirements for the annual audit and financial report. She said that the Commonwealth changed the requirement for submittal from April 1 to April 15. As an independent auditor, they make recommendations to improve the process. They had one recommendation this year and that was to require contractors to submit bills in a timely manner, so as to not impact a future budget.

Mr. Ross asked if there was any feedback on the Peach Bottom Atomic Power Station emergency drill. Mrs. Bell said it went well and FEMA and PEMA had good things to say about the township.

### **ANNOUNCEMENTS**

- The Nottingham Country Fair and Color Run are 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 8:00 p.m. Mr. Wilmont seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer