

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
Tuesday, May 23, 2017

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, Candace Miller, William Winand, John Reynolds, Jr., Don Armstrong, and Carey Bresler.

AGENDA COMMENTS

There were no comments on the agenda.

COMMITTEE REPORTS

Committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the May 9, 2017 Supervisors Meeting: Mr. Winand moved to approve the minutes from the May 9, 2017 supervisors meeting. Mrs. Bell seconded the motion. Motion carried unanimously.

Minutes from the May 9, 2017 Public Hearing: Mr. Winand moved to approve the minutes from the May 9, 2017 public hearing. Mrs. Bell seconded the motion. DISCUSSION: Mrs. Bell wanted to know if the results of the hearing would be shared with Armstrong. Mrs. Miller said she would forward the hearing minutes to Phil Fraga at Cohen Law who would then share them with Armstrong. Mrs. Bell called for a vote. Motion carried unanimously.

EXECUTIVE SESSIONS

An executive session was held on Monday, May 15, 2017 regarding a personnel matter.

VISITORS

Carey Bresler, Oxford Public Library: Ms. Bresler thanked the Township for its continued support. She reported that the new space was working well and the lower level which used to be the children's library is now an open multi-purpose space that is available to businesses, non-profits and residents for a small rental fee. Ms. Bresler talked briefly about the summer reading program which is "Build a Better World" and encompasses not only topics of physical buildings (architecture, engineering, etc.), but community service and building a better community. One of the planned projects includes writing letters to veterans. There is also going to be an inventor's camp where children will be given a topic or idea and they will have to come up with ideas to make it better. The Library will also host a Volunteer Fair where individuals in the community can come out and meet with organizations that are looking for volunteers. Ms. Bresler shared some statistics for the use of the library in 2016: 123,360 books were checked out; the staff answered 7,222 reference questions; there were 7,228 uses of public computers; there 74,819 visits to the library (door counter); and there are more than 55,000 books in the library's collection. There were 9,069 people who attended programs held at the library; 524 programs were for children and 185 programs were for adults. Mrs. Bell wanted to know if the proposed parking garage would affect parking for the library. Ms. Bresler said she didn't think so; there is signage up at the library parking lots to deter people from parking overnight. She said library staff is anticipating some unhappiness and difficulty based on their experience with the construction of the new library building. However, they are supportive of the parking garage if it is what the community needs and wants. She said the library will have an opportunity to purchase parking for its employees but she didn't know if that would happen since the library has its own parking lot. Mr. Winand asked her to expound on the rental space. She said it is a large open space which will seat about 40 people. It has a screen and projector if needed. Local non-profits have used it for training so far. Anyone

interested in using it can visit the library website to download an application and fee schedule. There was also some discussion on the library offering passport service in the future. Ms. Bresler didn't think that was a possibility since it was already offered by the local post office. But she did add that there were other libraries in the county which offer passport services.

OLD BUSINESS

Materials Bid: Mrs. Miller explained that there was a discrepancy in the bid packages submitted by the bidders at the last meeting. She contacted the District 6-0 representative and he said the township would either have to rebid the materials or piggyback on a state contract. She contacted both bidders and asked them to submit estimates and state contract information. Allan Myers provided the lowest estimate for both the 19mm and 25mm binders. Mrs. Bell moved to rescind the decision made at the last meeting to award the materials bid for 19mm to Allan Myers and the 25mm to Pennsy Supply due to an error in the bid package. Mr. Winand seconded the motion. Motion carried unanimously.

Mrs. Miller moved to accept the estimate for the 1300 tons of 19mm SUPERPAVE binder and 400 tons of 25mm SUPERPAVE binder from Allan Myers LP, state contract 561036ITQ, in the amount of \$42.00 per ton for 19mm material and \$39.50 per ton for 25mm material, for a total cost of \$70,400. Mr. Winand seconded the motion. Motion carried unanimously.

Floodplain Ordinance: Mr. Winand moved to forward the proposed floodplain ordinance to the Chester County Planning Commission for the Act 247 review, and to set the date for the public hearing to be held on Monday, July 24, 2017 at 7:00 p.m. Mrs. Bell seconded the motion. Motion carried unanimously.

NEW BUSINESS

Freedom Fest Waivers: Mrs. Bell moved to waive the outdoor amusement application fee and the cash bond requirements for Freedom Fest 2017 and to forward the application permit to the Emergency Management Coordinator and the Township Solicitor for review. Mr. Winand seconded the motion. Motion carried unanimously. There was some discussion on the EMS plan that Chester County is supposed to submit 90-days prior to any event. Mr. Reynolds said he would keep the Supervisors updated.

Multi-municipal Comp Plan: There was discussion about purchasing a copy of the Multi-municipal Comprehensive Plan at a cost of \$26 each. It was decided that one copy was sufficient for the office.

Resignation of Sgt. Todd: Mrs. Miller moved to accept, with regret, the resignation of Sgt. Todd effective immediately. Mr. Winand seconded the motion. Motion carried unanimously.

Training Request: There was discussion regarding Officer Weaver's request to attend training on August 15 in Malvern. The training is free; he would use a police vehicle for transportation and is requesting meal reimbursement and 8 hours of pay for his time. The Supervisors agreed that the training would be beneficial. Mrs. Miller will sign the training authorization request.

FINANCIAL REPORTS

Treasurer's Report: Mrs. Bell moved to approve the Treasurer's Report for the period ending April 30, 2017. Mr. Winand seconded the motion. Motion carried unanimously.

Reconciliation Reports:

- 1) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending April 30, 2017, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

- 2) Mr. Winand moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending April 30, 2017, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

Budget Line Item Reallocation: Mr. Winand moved to reallocate \$11,000 from 432.220 Snow Supplies to 438.220 Road Maintenance Supplies. Mrs. Bell seconded the motion. Motion carried unanimously. The budget changes look like this:

	YTD Expended	2017 Budget	Updated Budget
430. · Highways			
432.220 · Snow Supplies	8,282.52	23,000.00	12,000.00
438.220 · Road Maint. Supplies	33,562.99	30,000.00	41,000.00

General Fund Bills List: Mrs. Bell moved to approve the General Fund bills list for the period May 10-23, 2017, subject to audit. Mr. Winand seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Mr. Winand asked about storm drains in neighborhoods and who is responsible for them. Mr. Moran said that if the road has been dedicated, then it is the responsibility of the township. He said one of the drains in his neighbor’s yard is collapsing. Mrs. Miller said she would ask the Road Master to take a look at it. Another drain in the neighborhood was repaired last year.

Mr. Reynolds said that the new Emergency Operations Plan is done but it needs to be printed. Once he has a copy, he will provide it to the township for review and approval.

Mr. Winand wanted to know where things stood with the traffic signal. Mrs. Miller said she has put together a package for PennDOT, but she could not access the video provided by Crystal Messaros. She said she would call Paul Lutz and talk to him about the timing. She didn’t want to give him the information a little at a time because she thought it would be more impactful if he had everything to look at and consider at once. There was some discussion on the traffic sensors and how they should function. Mrs. Miller will contact PennDOT and ask those questions.

ADJOURNMENT

Mr. Winand moved to adjourn the meeting at 7:46 p.m. Mrs. Bell seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer