

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
May 24, 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, John Reynolds, Charice Russell, David Ross, Dan Siegfried, John Carnes, Robert Mills, Diane Smith, and Kevin Draper.

AGENDA COMMENTS

Mr. Ross asked to update the Supervisors on TDRs.

Mr. Siegfried said that the Chester Water Authority is taking core samples along Ridge Road.

COMMITTEE REPORTS

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

APPROVAL OF MEETING MINUTES

Minutes from the May 10, 2016 Meeting: Mr. Wilmont moved to approve the minutes from the May 10, 2016 Supervisors meeting. Mrs. Bell seconded the motion. Mr. Wilmont and Mrs. Bell voted in favor of the motion. Mr. Todd recused himself because he was not at the May 10th meeting. Motion carried.

EXECUTIVE SESSIONS

An executive session was held on Tuesday, May 24, 2016 to discuss a personnel matter.

OLD BUSINESS

Armstrong Cable Franchise Agreement Renewal: Mrs. Miller announced that East Nottingham Township is interested in partnering with the township on the franchise agreement negotiations. Mrs. Miller will work with the East Nottingham Township Secretary to schedule a meeting.

Freedom Fest Waivers: Freedom Fest is scheduled for July 2, 2016 with a rain date of July 3. Mrs. Miller reported that she has requested the Certificate of Insurance from the County. Mr. Wilmont moved to waive the Outdoor Amusement application fee and the cash bond requirements for Freedom Fest 2016. Mrs. Bell seconded the motion. Motion carried unanimously.

Res 6-2016, Hazard Mitigation Plan: Mr. Reynolds explained that the Township needs to adopt the County Hazard Mitigation Plan to be eligible for funding in the event of an emergency. It was noted that some of the information contained in the section pertaining to the township was incorrect. Mr. Wilmont moved to adopt Resolution 6-2016 the multi-jurisdictional hazard

mitigation plan of Chester County, and to authorize the Secretary to submit the correct information to the County for incorporation into the Hazard Mitigation Plan. Mr. Todd seconded the motion. Motion carried unanimously.

Stoneyfield Estates: Mr. Carnes, Mr. Draper, and the applicants of Stoneyfield Estates were present to discuss several waivers recommended by the Planning Commission. Mr. Carnes noted that they had been before the Planning Commission to present a plan for final approval; there are a few things that need to be addressed. He said that the township Engineer submitted a review letter which covers the preliminary and final plan requirements and the applicant's Engineer has responded. He said they are requesting waivers for road construction, storm water roof drains, and final plan requirements. Mr. Draper said that they are using multiple sources to handle water run-off and they are exceeding the requirements of the ordinance. He added that open items in Township Engineer's review letter are being addressed. Mr. Carnes said that he has prepared a note to go on the plan for the private street agreement. He noted that the roads will be maintained by the owner and he has discussed concerns raised by the Township Solicitor regarding renters. The note addresses these concerns. There was discussion about the Township Engineer's review letter, specifically regarding the May 10th letter and the section pertaining to the sewer lines. Mr. Carnes said he felt that it was appropriate for the Supervisors to consider conditional final approval. Mr. Wilmont said all waivers should go through the Planning Commission first. Mr. Carnes said they were also seeking a waiver from establishing an escrow for construction and improvements. He said it was a private project; the engineer is estimating an escrow of nearly \$1.6 million to cover the entire project. He suggested 2% is a more reasonable amount. He said they are seeking a waiver from everything except the buffering, sediment erosion, and storm water management. They estimate it will take 5-6 months to build and \$461,000 is a more realistic escrow. He said they are also willing to establish an escrow for inspections. Mr. Mills said it seems like a waste of money since putting the utilities in for 59 lots will happen rather quickly. Mr. Wilmont said he thought that DEP only approved 40 lots. Mr. Carnes said that currently, Martins Community has 62 lots; 40 additional lots are approved by DEP. He said the plan is to mail applications to DEP to confirm sewage approval as the homes are installed. He said they may end up getting a few more units through DEP approval, but they also want to give people a choice of lots. Mr. Draper said that Phase I is 59 sites to be developed but only 40 homes will be installed until DEP approves capacity for more. Mr. Todd said that the Supervisors need to talk to the Township's Solicitor and Engineer regarding the escrow. Mr. Carnes said they will go back to the Planning Commission regarding the note for the private street agreement. Mr. Todd moved to adopt Resolution 7-2016 approving the waivers for Stoneyfield Estates as recommended by the Planning Commission at their May 3, 2016 meeting. Mr. Wilmont seconded the motion. Mr. Todd and Mr. Wilmont voted in favor of the motion. Mrs. Bell recused herself citing a conflict of interest. Motion carried.

Traffic Signal Change Order: Mrs. Miller explained that Miller Brothers is requesting approval of Change Order #1 which will result in a credit of \$3920. Additionally, the contractor is requesting alternate pricing to install an additional 2" PVC conduit and elbows into each of the three traffic signal foundations for future use in the event the Township would like to add luminaire arms to the mast arms at some point in the future. This would reduce the credit by \$540 to \$3380. The luminaire arms are for overhead street lighting which is important for pedestrian crosswalks for nighttime visibility. There is already a luminaire on the northwest corner that will be maintained as part of the signalization. Since the crosswalk is being removed from the east leg of Christine Road, the conduit will be for future use. Mr. Todd moved to approve change order #1 requested by Miller Brothers, resulting in a cost savings of \$3,920 and

to approve the request for the alternate pricing to install 2” PVC conduit and elbows into each of the three traffic signal foundations, reducing the cost savings by \$540. Mrs. Bell seconded the motion. Motion carried unanimously.

NEW BUSINESS

Appointment of Planning Commission Secretary: Mrs. Bell announced that the last Planning Commission meeting for Nancy Cox will be June 7. Mrs. Bell moved to appoint Charice Russell as the Planning Commission Secretary effective June 8, and to hire her as an administrative assistant, at a pay rate of \$18.50 per hour. Mr. Todd seconded the motion. Motion carried unanimously.

Pipe Replacement on Sylmar Road: Mrs. Miller reported that the Road Master said a pipe needs to be replaced on Sylmar Road. He is requesting permission to order 2 small end walls at a cost of \$700. The Supervisors said to tell the Road Master to submit a purchase order.

Vegetation Spraying: Mrs. Miller said the Road Master is requesting permission to have a licensed applicator spray vegetation around guard rails and other places in the township. The applicator charges \$18 hour and the Road Master thinks it will take him 4-5 hours to do the work. The cost of the material is extra, but he doesn't think it will be more than \$300. He said another township has a sprayer they can borrow. Total cost should be less than \$500. The Supervisors said to have the Road Master submit a purchase order.

TDRs: Mr. Ross said he has asked the Brandywine Conservancy to do a calculation on the TDR since there had been additional acreage put into agricultural security. He wants to set up a meeting with John Theilacker of the Brandywine Conservancy to meet with the Supervisors and wondered if it would be better to have him attend a Planning Commission meeting or Supervisors meeting. The Supervisors suggested the July 12th meeting. Mr. Todd asked Mr. Ross to have the Planning Commission look into the land development requirements, specifically why the township required CVS to have so many parking spaces. Mr. Todd said we may need to adjust parking requirements for different types of retail stores. Mr. Ross said the new ordinance has provisions for sharing spaces.

OARA Report: Mr. Siegfried reported that the Oxford Area Recreation Authority (OARA) had received approval from PECO for a dog park. The OARA still needs to submit a final plan for review. The OARA also received a \$5,000 grant for plantings. Efforts are underway to install a Tot Lot near the pavilion.

Emergency Management: Mr. Reynolds reminded the Supervisors about the training scheduled for Thursday. He briefed the Supervisors on the Peach Bottom Post-drill review meeting. Comments were good. Mrs. Bell thanked Mr. Reynolds for his service; and also Darrell Meade for being the Radiation Officer during the drill. Mr. Reynolds announced that the Smart Board was ordered; he will check into the status of the generator. The final meeting for Freedom Fest is June 21.

FINANCIAL REPORTS

Treasurer's Report: Mr. Todd moved to approve the Treasurer's report for checking and savings accounts at Meridian Bank, BB&T, and PLGIT for the period ending April 30, 2016, subject to audit. Mr. Wilmont 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, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

2) Mrs. Bell moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending April 30, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

General Fund Bills List: Mr. Wilmont moved to approve the General Fund bills list for the period May 11-24, 2016, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Liquid Fuels Fund Bills List: Mrs. Bell moved to approve the Liquid Fuels Fund bills list for the period May 11-24, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

There was no public comment.

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 7:58 p.m. Mr. Wilmont seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer