

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**Tuesday, June 13, 2017**

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, Candace Miller, William Winand, Scott Moran, Charice Russell, David Ross, Dale Pennell, Christine Dolinger, Emily Shannon, Charlotte Vest, Reeves Vest, Maryann Eurenus, Ken Dickinson, Jack R. Costa, and Henry Whitesel.

**AGENDA COMMENTS**

Mrs. Shannon said the Township did some work to the storm drain near her home last year. She has seen considerable erosion to her yard and asked if the Road Master could come out and take a look to see if something could be done to stop it. Mrs. Miller said she would ask him to look at it. Mrs. Shannon also asked to discuss speeding on Park Road and Old Baltimore Pike. Mrs. Bell assigned the topic to New Business.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the May 23, 2017 Supervisors Meeting:** Mr. Winand moved to approve the minutes from the May 23, 2017 supervisors meeting. Mrs. Miller seconded the motion. Motion carried unanimously.

**Special Meeting held on June 1, 2017:** Mrs. Bell and Mrs. Miller attended a joint meeting between the OASA and the OASA Study Committee on June 1, 2017 at Lower Oxford Township. Mrs. Bell called the meeting to order for the Township since there was a quorum; however, no township business was conducted so no meeting minutes are required. The meeting was advertised properly in the Daily Local News.

**EXECUTIVE SESSIONS**

An executive session was held on May 25, 2017 with the Solicitor, Engineer and representative from Chester Water Authority to discuss legal matters with regard to the water line to Rising Sun, MD.

**OLD BUSINESS**

**OASA Study Committee:** Mrs. Bell reported on the joint special meeting on June 3, 2017 with the OASA and the OASA Study Committee. At that meeting the OASA decided to move forward with opening a dialogue with two municipal authorities which expressed interest in purchasing the authority earlier in the year. The OASA board also decided to look into selling the administrative building on 3<sup>rd</sup> Street in Oxford. Because they are going to look into selling the OASA, they voted not to contribute \$7,000 to the OASA Study Committee for the RFP effort. As a result of the OASA's decision, the OASA Study Committee decided to refund East Nottingham Township's \$7,000 contribution and amend their request to have the participating municipalities pay \$2,000 to go towards outstanding bills. Mrs. Bell moved to rescind the action taken by the Supervisors at the May 9, 2017 meeting with regard to the

approval of a \$7,000 payment to the OASA Study Committee to be used toward the next step in moving forward with the sale of the OASA; and to instead approve a payment of \$2,000 to the OASA Study Committee to be used to pay consulting and legal fees related to the possible sale of the OASA. Mrs. Miller seconded the motion. Motion carried unanimously.

**Freedom Fest - Permit:** Mr. Winand moved to authorize Chester County to conduct a fireworks display on County property, conditionally approve the permit for the Freedom Fest event, and authorize John Reynolds the Emergency Management Coordinator (EMC) to issue the permit provided any and all conditions are met to the satisfaction of the EMC. Mrs. Bell seconded the motion. Motion carried unanimously.

**Capitalization Policy:** In the 2016 Annual Audit and Financial Report, the auditor recommended the Township adopt a capitalization policy to track capital expenditures. The recommendation comes from the Department of Community and Economic Development (DCED). In an email from Pam Baker of Barbacane Thornton & Company, Mrs. Baker says that the intent is to develop a policy for what the Township will consider capital expenditures in its financial statements. The township is not required to depreciate its assets; however, Mrs. Baker thinks it is a way to frame what might be considered a capital asset. Municipalities similar in size to West Nottingham Township seem to be using \$1,000 as a baseline. Mrs. Baker said we could set the baseline at \$5,000 but no higher than that. There was much discussion on the advantages and disadvantages of such a policy. Mr. Winand moved to table the discussion and decision on the policy for a later meeting. Mrs. Miller seconded the motion. Motion carried unanimously.

**Traffic Signal Timing:** Mrs. Miller reported that she received an email and later talked to Bill Hitchens, a PennDOT consultant. He put out a counter along Route 272 and will have someone out on Thursday and Saturday to monitor high volume traffic times. He plans to install temporary cameras at both traffic signals to get a better idea of how traffic flows. He recommended the Township purchase and install a GPS controller for the signal located at Herr Drive/Ponds Edge Drive and Route 272. Timing devices typically lose time due to equipment wear, power outages, etc. The controller will keep the same time as the controller in the new signal and should help reduce timing problems. Mr. Hitchens said he had some ideas to improve the timing at the new signal. However, some issues won't be fixed, specifically vehicle back up from traffic waiting to turn left from Route 272 onto Baltimore Pike. The only thing that will reduce the congestion for that will be a turn lane. Regarding the issues with pedestrians crossing, and vehicles cutting through the Sun East and Nottingham Kitchen and Creamery parking lot, he suggested a strong Police presence during high volume times. Mr. Hitchens said he hopes to have a resolution by June 24. Mrs. Miller said he seemed very optimistic that he could improve things at that intersection. Mr. Winand moved to purchase a GPS controller for the traffic signal at Herr Drive/Ponds Edge and to have Signal Service perform the installation. Mrs. Bell seconded the motion. Motion carried unanimously.

## **NEW BUSINESS**

**Resolution 8-2017, Support of a Citizen's Commission for Legislative and Congressional Redistricting:** Mrs. Bell said she read Senate Bill 22 and did some research on the redistricting issue. She said the appointment of a Special Master concerned her because she felt it was taking the power from the people and giving it to one individual who had to have very a specific education and job. Mr. Ross urged her to add her concern as a comment on the issue. He pointed out that the intent of the resolution is to urge the Legislature to move forward on the issue. He said he couldn't believe that 7 out of 11 people would not be able to come to an agreement. Mrs. Bell pointed out that giving the power to one person if seven people couldn't agree was not the best way to represent the population. She added that she took issue with some of the definitions in the bill. Mr. Ross said that Kennett Township,

Kennett Borough, East Pikeland Township, Malvern Borough, and East Marlboro Township all adopted the resolution supporting fair redistricting. There was discussion on the process in Harrisburg for passing bills and state constitutional amendments and the current districting process. Mrs. Miller moved to adopt Resolution 8-2017 and to send a letter to the officials cited in the Resolution expressing concern over the appointment of a “Special Master” in both Senate and House Bills, urging this provision to be considered carefully and eliminated or amended to be more fair for all Pennsylvania voters. Mr. Winand seconded the motion. Motion carried unanimously.

**Nottingham Country Fair and Color Fun Run:** Mrs. Miller reported that she talked to Lori, the Race Roll Dye coordinator about the color fun run in October. Lori submitted an estimate/proposal for organizing the race in the amount of \$5665. She reviewed the changes from last year’s proposal; she is requesting 2 photographers. After some discussion, it was decided that one photographer was enough. Mrs. Miller said she would ask her to take one of the photographers off the estimate and update the price. Lori also wants to double the participation from last year (265 participants). Mrs. Miller said she needs to order a banner (3 x 20) for advertising in Oxford and on Oxford Presbyterian Church’s “The Green”. Cost of the banner would be about \$400 but would be made so that it could be used each year simply by changing the date. Mrs. Miller moved to conditionally approve the Race Roll Dye estimate pending the changes to the number of photographers, and pending the review of an agreement by the Township Solicitor. Mrs. Bell seconded the motion. Motion carried unanimously. Mrs. Bell moved to authorize the purchase of a banner for the Nottingham Country Fair and Color Fun Run at a cost of approximately \$400 from Signs for Success.

**Letter from Planning Commission regarding the Pearson/Stoltzfus plan:** There was discussion regarding the letter from the Planning Commission, specifically their decision to not require a note on the Pearson/Stoltzfus subdivision plan that would state that if either tax parcel (68-5-50.1 or 58-5-50.2) were sold, the structures on the property line would be moved and brought into compliance. Mr. Ross said that currently, the plan is to keep the land in the family, but there is concern that at some point in the future, the land could be sold. Mrs. Miller pointed out that with the Novello 2-lot subdivision, the Supervisors required a note on the plan for the driveway to be brought into compliance with the ordinance. Although the issue are very different, there are ordinances in place for both and if we are going to require one resident to comply, then everyone else should be held to the same standard. She said she looked in the tax parcel file and found that none of the sheds or accessory buildings on the Stoltzfus property were permitted. She said she supported requiring Mr. Stoltzfus to come into compliance with regard to submitting permits for all of the accessory structures. Mrs. Miller moved to require a note to be placed on the plan with regard to the structures that straddle the property line and to require the accessory structures to be brought into compliance with regard to permitting. Mr. Winand seconded the motion. Motion carried unanimously.

**Email from John Kinnaird regarding OLDS:** Mrs. Miller read an email from John Kinnaird. There was discussion on how to respond. The Supervisors agreed that a response should be crafted to tell him that there will be an opportunity to review the ordinance and a public meeting to hear comments on it. There are provision built into the ordinance for residents to request a waiver for situations such as his; further it would be time consuming and costly to create an ordinance that is tailored to every septic system in the township.

**Speeding on Park Road and Old Baltimore Pike:** Mrs. Shannon said that speeding on Park Road and Old Baltimore Pike was getting worse. There is also an issue with a milk truck using brake retarders coming up Park Road at all hours of the day and night. Chief McFadden was at the meeting and said that the Police Department has talked to the trucking company in the past; they will reach out again and see what they can do. Regarding the speeding vehicles, he said it is very likely residents. The township has a portable speed sign currently sitting down by the park entrance. He said he would move it and see

if it improves the situation. He told Mrs. Shannon he would talk to the officers about the speeding and they would see what they could do.

### **FINANCIAL REPORTS**

**Bank Statements:** Mrs. Bell moved to accept the bank statements for the period ending May 31, 2017 and give them to the Secretary/Treasurer for reconciliation. 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 May 24 to June 13, 2017, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

### **ANNOUNCEMENTS**

A volunteer fair will be held at the library on Wednesday, June 14 from 5:00 – 7:00 p.m. If you are interested in volunteering in the community, please come out and visit the local agencies that need help.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 8:15 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer