

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**Tuesday, August 22, 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, David Ross, Scott Moran, and Sue Lamborn.

**AGENDA COMMENTS**

Mr. Ross requested an update on the Oxford Area Sewer Authority. Mrs. Bell added the Fire Company Liaison meeting.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the August 8, 2017 Supervisors Meeting:** Mr. Winand moved to approve the minutes from the August 8, 2017 Supervisors meeting. Mrs. Miller seconded the motion. Mrs. Bell abstained from the vote. Motion carried.

**EXECUTIVE SESSIONS**

An executive session was held on Thursday, August 10 with the Township Solicitor, Township Engineer, Codes Enforcement Officer, attorneys and an engineer representing Chester Water Authority to discuss a legal matter.

**OLD BUSINESS**

**Sue Lamborn – Driveway and drainage issue:** Mrs. Miller provided pictures of the driveway and drainage pipe as indicated at the July 25 meeting. Mrs. Lamborn wants the township to put down millings or extra macadam at the driveway to stop the erosion and reduce the drop-off from the cartway to the driveway. Mrs. Miller said she talked to the Road Master about the pipe and he said he might be able to put some large stone over the pipe to fill in the hole. She said she also talked to Mrs. Lamborn and explained that the township doesn't have any other paving projects scheduled for this year and since we pave every other year, the next project would likely be in 2019. Mrs. Lamborn expressed her concern over the drop-off from the roadway to the driveway and asked that the township pave from the edge of the cartway to the cement endwall she put in around the pipe that goes under the driveway. Mrs. Bell stressed that driveway maintenance is the responsibility of the property owner and it is the property owner's responsibility to pave the driveway. Mrs. Lamborn said the property owner is not going to maintain the driveway. Mr. Moran said if the driveway is stoned or paved, the endwall would need to be extended or the stone would wash or fall into ditch. He reiterated that the driveway is a private driveway and not the responsibility of the township to pave or maintain. He offered to contact the property owner about doing some maintenance on the driveway.

**MS4 Waiver Application and Notice of Intent (NOI):** Mrs. Miller to approve the MS4 Waiver Application, authorize Tiffany Bell to sign the application and the Notice of Intent (NOI), and to pay the \$500 general permit fee to DEP. Mr. Winand seconded the motion. Motion carried unanimously.

## **NEW BUSINESS**

**Oxford Area Sewer Authority Update:** Mr. Ross wanted to know if there was anything that could be shared about the potential sewer line that could be installed when Chester Water Authority installs the water line. Mrs. Miller said it was her understanding that CWA bid the project two different ways; with the utility (sewer) line and without. Once the bids come back, they will be shared with the OASA and a decision will be made as to whether or not to install the dry line. She said it was her understanding that CWA would pay the upfront costs of the installation with a reimbursement plan in place as tapping fees come in. Mr. Ross wanted to know if the township would have an exposure in terms of paying for the line. Mrs. Miller said no the township would not be required to pay for the line. Mr. Ross asked about a pumping station to handle any waste. Mrs. Miller said the OASA would need to build a pumping station as well as connect to the existing line, which is currently private. There are talks with the owner(s) of the line but she didn't know where things stood at this time. Mr. Ross wanted to know if the contract with CWA would require some sort of agreement to connect to the private line. She did not know the answer to that question. Mr. Ross confirmed that the township received the letter outlining the portion of unpaid debt service the township is responsible for in 2018. How much of the unpaid debt will be covered by the sale of the OASA land and administrative building. Mrs. Miller said only one assessment was available and she couldn't discuss the details. Originally, the hope was that the building and land would bring \$500,000 each; but it looks like it could be significantly less. She said the land off of Brick Road was part of a land package purchase which totaled \$500,000 at the time it was purchased. Since this is only one parcel within the package it will likely be less. She is hoping the OASA will see \$600,000-800,000 from the sale of both properties, but there are other things to consider and it could be less. Whatever comes from the sale will go toward the unpaid debt, reducing the obligations from the member municipalities accordingly. Mrs. Miller said that after the executive session at the last meeting, the OASA Board decided on a flat 50 cent per hour increase for employees. She said there is going to be a 2% rate increase for customers. She has requested a review of healthcare for the employees to include looking at different plans to help reduce cost. She said she doesn't feel comfortable going to the municipalities asking them to pay their percentage of the debt without looking at every possible way to reduce that debt. She did research before the meeting and discovered that all but one employee's pay exceeds the highest hourly rate according to the PSATS wage and benefits survey of 2016. She said while the Board has a responsibility to the employees, they also have a responsibility to the rate payers and the municipalities and she couldn't, in good conscience, come back to the township and ask for 12% of the unpaid debt without trying to reduce that debt by any means possible. Mrs. Miller said David Busch offered to come to the municipalities to talk about the workout plan and the percentage requested from each municipality. Mrs. Miller said the budget will need to be approved at the September meeting. Mr. Ross asked if it was balanced. Mrs. Miller said that with the commitments from the municipalities for the back debt and the rate increase, the budget would be balanced. Mr. Ross asked if the Supervisors would put a reserve in the 2018 budget for the township's portion of the OASA unpaid debt to the USDA. Mrs. Bell said it was suggested by our Solicitor that we do that. There was discussion about the parking garage. Mrs. Miller said there are three parking spaces owned by the OASA and tied to the building. There are talks with Oxford Borough about the parking spaces but nothing has been decided or recommended. She said it is her understanding that there will be a loading lane behind the building where those parking spaces currently exist. She said it could mean that there are spaces reserved in the garage for occupants of the building, but she didn't know any other details regarding fees for spaces, etc. Mr. Moran said the Borough has purchased kiosks for the parking spaces in the lot. Mr. Ross said it is his understanding the Borough is committed to the parking garage because they received a \$1M grant for a new administrative building and if they don't proceed, they have to pay back that grant. Mrs.

Lamborn said she wondered how many people would use the parking garage. Mr. Ross said the community is split; half of the people you talk to think it's not necessary, the other half are very excited and think it will bring business to Oxford. Mrs. Miller said the meters in front of the Oxford Post Office are set for 15 minutes only. If you think you are going to put a quarter in and add 15 minutes to a meter that has 5 minutes left, you'd be wrong; it resets to 15 minutes. Mrs. Bell asked if the OASA employees contribute to their pensions. Mrs. Miller said she didn't know; she has not been given information on the pension or healthcare plans at this time.

**Fire Company Liaison Meeting:** Mrs. Bell reported that the Ambulance Division said they project that by the end of the year they will be \$274,000 in the red. As of July, they are operating with a \$148,000 deficit. They wanted to know what the municipalities are going to do about the projected shortfall. Mrs. Bell wanted to know why there was such a large gap between income and expenses. They said they don't get reimbursed as much as it costs for service; they have more paid staff than volunteer because of regulations; and regulations prevent volunteers from obtaining the training. They have \$575,000 which they project being depleted in 2-2½ years. They want to know what the municipalities are going to do. The Fire Company is going to start leasing equipment rather than purchase. If they lease rather than purchase they can hire a career full-time employee to be ready at all times. The fire company also wants to see the emergency services resolution to amend the automatic mutual aid policy. For West Nottingham Township, the closest would be Rising Sun, MD. They want to be able to dispatch an ambulance based on time instead of proximity. They also want the Borough to have a worker's compensation policy for community events. Mrs. Miller pointed out that West Nottingham Township currently pays a portion of worker's compensation for the Fire Company and Ambulance Division. If an additional policy is needed for First Friday or another community event, then it should be broken out and billed separate. The other municipalities shouldn't have to pay for First Fridays or other community events. Mr. Moran suggested a rider to our insurance policy for township sponsored events. Mrs. Miller will look into it. There was discussion about why the ambulance division can't collect on unpaid bills. Mrs. Bell said would them (Ambulance Division) to come talk to the Township.

## **FINANCIAL REPORTS**

**Treasurer's Report:** Mrs. Bell moved to approve the Treasurer's Report for the period ending July 31, 2017. Mr. Winand seconded the motion. Motion carried unanimously.

**Reconciliation Report:** Mr. Winand moved to approve the Reconciliation Report for the General Fund checking account at Meridian Bank for the period ending July 31, 2017, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

**General Fund Bills List:** Mr. Winand moved to approve the General Fund bills list for the period August 9 -22, 2017, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

**Canterbury Acres Escrow:** Mrs. Miller moved to transfer \$2,200 from the Canterbury Acres Escrow account to the General Fund Checking account to refund the general fund for the repair of the storm pipe on Somerset Drive. Mr. Winand seconded the motion. Motion carried unanimously.

## **ANNOUNCEMENTS**

Tickets are available for the Color Fun Run on October 7. Craft vendors are also being sought for the fair.

**PUBLIC COMMENT**

Mr. Ross wanted to thank the Supervisors for their support of the Oxford Library. It is a terrific resource. He also wanted to make sure the Township Engineer was aware of the training for the Chester County Health Department Septage Management System. Mrs. Miller said she forwarded the email to Mr. Eisenbrown and she was planning to attend the August 29 training.

**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 8:01 p.m. Mr. Winand seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer