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**West Nottingham Township
Planning Commission
MEETING MINUTES
September 6, 2016**

The West Nottingham Township Planning Commission held its regular monthly meeting on Tuesday, September 6, 2016. Meeting was held in the Municipal Building, 100 Park Road, Nottingham, Pennsylvania.

IN ATTENDANCE:

Board members:

Neal Camens, (Chairman)
Dennis Byrne (Vice Chairman)
Robert Rohrer
David Ross
Charice Russell, Secretary

Other Township Officials and XXXXX

Eric Todd (Supervisor)
Tiffany Bell (Supervisor)
Scott Moran (CEO)
Pete Eisenbrown (Township Engineer)
Candace Miller (Township Secretary)
Representative for Brian Novello -
(no name given)

The meeting was called to order by Chairman, Neal Camens, at 7:30 p.m. followed by the Salute to the Flag.

A motion to approve the August 2, 2016 minutes, as presented, was made by Dennis Byrne, and seconded by Robert Rohrer. Motion approved by members in attendance, with the exception of Neal Camens, who abstained, due to his absence on the meeting date.

LAND DEVELOPMENT PROJECTS

There are no projects at this time.

SUBDIVISION PROJECTS

Wicklow Land Development (Subdivision) /Final

Neal stated that this development has an extension through the end of the year, and that if action was required, a recommendation would be made to the BOS following the December PC meeting.

Novello Subdivision (sketch plans)

With a representative for Brian Novello in attendance, Neal Camens stated that as the plans were submitted to the Township Engineer, Pete Eisenbrown, that they were found to be lacking on various pieces of information, and made reference to a letter written by the engineer to that effect. (That letter is on file with the PC secretary) He then stated that through discussion between the Township secretary and the Township solicitor, to the advantage of the applicant, it was suggested that the PC Board rescinds the motion to accept the plans as preliminary. Neal suggested that the applicant work with their own engineer to get a more complete preliminary plan for submission. The representative stated that they were in the process of doing so. Neal also stated where information could be found to assist the applicant in creating an absolutely complete application package, and that if they have any further questions, they can contact the Township secretary for information as well.

It was then stated by David Ross that it was previously stated that the plans had been accepted, but that a formal motion had not actually be made to that effect. It was then decided that a clarification need to be made as to where the application stood. David Ross made a motion that; **Upon the communication between the engineer and solicitor with the Township and Planning Commission, that the previous acceptance (as it were) be rescinded, and that the plans submitted on August, 2, were in deed, only “sketch” plans,**

DRAFT

and would be accepted as such. The motion was seconded by Dennis Byrne, and approved by all members present.

The Township Secretary was then requested to send a note to Mr. Novello, stating that, upon review, it was the opinion of the Township Engineer and the Township Solicitor that is was, in fact, not a complete preliminary plan, that the clock had not started and that the application fees would be preserved until the preliminary plans were presented as a full package. The Township Secretary, in attendance, then gave the representative a brief overview of what the complete process will be. The Township Engineer then gave a more detailed explanation of the letter he had written to the applicant. There was then a good bit of discussion on details of the process, so that the next submission will be more complete and will be more productive and move the project forward expeditiously.

NEW BUSINESS

No new business was conducted.

OLD BUSINESS

ORPC update- David Ross stated that East Nottingham is now officially back as a member of the ORPC. He shared that discussion at the meeting centered on storm water and trying to find additional grants to help lower costs. There will be a vote in favor of Al signing a letter on behalf of the ORPC for a grant application to the Brandywine Conservancy, and possibly a second grant from the EFC (Environmental Finance Center) a regional center out of the University of Maryland, funded by the EPA, that assists municipalities in finding funding.

Component 2M- Pete Eisenbrown shared information regarding the shift to the Component 2M. After referencing the original 537 plan that the DEP reviewed and made 71 comments on, discussion included, but was not limited to the creation of three districts within the township, creation of an administration effort, creation of a holding tank ordinance, and creation of an on lot sewage management ordinance. There was some discussion regarding if the township was under consent order to implement the module by a deadline. Tiffany Bell stated that a cost cap and a timeline had been given to the engineering firm in regards to creating the component. There was also discussion on if there was an overlap with county requirements. Pete then stated that discussion with the BOS on Friday, September 9th would include deciding how to proceed with create these ordinances; through modifying existing documents, or creating a new document by using a separate template and making it specific to the Township, it was also suggested that Kelly from DEP may be available to have a discussion with the Township engineer and representatives from the Township when a draft was available, to try and expedite arriving at a final version. Pete stated that he didn't see why he couldn't have a draft of the ordinances available for the October PC meeting.

PUBLIC COMMENT

As a member of the public only, Neal Camens, after stating that he knows the BOS cannot act until everything is done, questioned whether the PC would consider making a planning agency recommendation on a planning module with pieces missing. There was some discussion on if this had been done before, and the discussion was non-conclusive.

ANNOUNCEMENTS

Neal Camens stated that the Board of Supervisors will hold meetings on September 13th & 27th at 7:00 p.m. and that the Planners' Forum for fall is tentatively set for October 5, 2016. It was offer by the secretary that she would forward an email concerning the Forum to all board members, and it was accepted favorably.

DRAFT

ADDITIONAL DISCUSSION

There was a fair amount of discussion between the PC Board and the new Township Engineer, Pete Eisenbrown as to the expectation of his responsibilities, how information should be communicated between all parties, and various other aspects of his role as Township Engineer.

There was also discussion between Robert Rohrer and Township Engineer, Pete Eisenbrown, on how Pete and his firm of LTL Consultants relate to the Townships they represent. Bob stated that he wanted to make sure that the Township and its residents' financial interests were of high importance. Pete assured him that it was his, and the firms practice of doing enough work to properly complete a job, and billing accordingly, without adding unnecessary time and cost, and that he has the Township's best interest at heart. Neal Camens and Tiffany Bell also spoke to their favorable impressions as to the work that has been thus far by Pete.

ADJOURNMENT

A motion to adjourn the meeting at 8:55 p.m. was made by Robert Rohrer, and seconded by Neal Camens. Motion unanimously approved.

Respectfully submitted,

Charice Russell, Secretary