

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**September 13, 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, Eric Todd, Charles Wilmont, Candace Miller, David Ross, and Dan Siegfried.

**AGENDA COMMENTS**

There were no comments on the agenda.

**COMMITTEE REPORTS**

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

**APPROVAL OF MEETING MINUTES**

**Minutes from the August 9, 2016 Meeting:** Mr. Wilmont moved to approve the minutes from the August 9, 2016 Supervisors meeting. Mr. Todd seconded the motion. Mr. Wilmont and Mr. Todd voted in favor of the motion. Mrs. Bell abstained because she did not attend the August 9<sup>th</sup> meeting. Motion carried.

**Minutes from the August 16, 2016 Special Meeting:** Mrs. Bell moved to approve the minutes from the August 16, 2016 special meeting. Mr. Wilmont seconded the motion. Motion carried unanimously.

**Minutes from August 24, 2016 Public Hearing and Special Meeting:** Mr. Wilmont moved to approve the minutes from the August 24, 2016 public hearing and special meeting. Mr. Todd seconded the motion. Mr. Wilmont and Mr. Todd voted in favor of the motion. Mrs. Bell abstained because she did not attend the hearing/meeting. Motion carried.

**EXECUTIVE SESSIONS**

An executive session was held on September 9, 2016 with the Township Solicitor and Township Engineer to discuss the legal matters and engineering concerns associated with the proposed water line; the engineer provided an update on the MS4 mapping effort and progress with the Component 2M.

**OLD BUSINESS**

**FEMA Flood Plain:** Ron Ragan was present to discuss two aspects of the FEMA flood plain mapping effort: 1) accuracy of the mapping; and 2) timing of adopting the new ordinance. Accuracy of the mapping: Mr. Ragan reported that the only official changes are along the Octorara Creek. Everything else is the same. Chester County has a tool on Chesco Views that allows you to turn on a flood plain layer with a 2 foot contour. While reviewing this layer, Mr. Ragan noted a number of discrepancies. He sent a letter to FEMA in April noting the

discrepancies; they replied that they were not going to make any changes or address any of the discrepancies. They told him to do a Letter of Map Revision (LOMR) which would be costly for the township. FEMA used USG data which only allows for 10 foot contours; that is why there were so many discrepancies. There was a meeting in June at West Chester University where Mr. Ragan spoke to Jan Bowers of the Chester County Water Resource Authority (CCWRA) about the discrepancies. She is concerned about the problem and why no one else picked up on it. She suggested that the CCWRA and the municipalities along the Octorara Creek work together to get this resolved. She suggested having the municipalities write a letter to her stating that they are interested in forming a group to spearhead the effort to go back to FEMA to adjust the contours. In the meantime, the township is stuck with the maps unless the Supervisors want to do a flood plain study. Mr. Ragan said that the Supervisors would need to adopt the flood plain ordinance and maps or the Township would not be eligible for FEMA funding and its residents would not be eligible to participate in the National Flood Insurance Program. Mrs. Bell wanted to know if there had been ordinances that contained language stating that the Supervisors were adopting the maps because we had to. Mr. Ragan said you could have language that said something like the maps being adopted were the most recent available. He added that the maps would be official by December 1, 2016 and the township had 6-months from the date that they are official to adopt the ordinance. It could take 6-months to a year (at the earliest) to get a change to the maps.

Ordinance Adoption: Mr. Ragan reported that there are two ways to develop the ordinance. One would be to draft it ourselves; the second would be to submit our current ordinance along with answers to a series of questions to DCED and they would draft a new ordinance for the township. It would have to be formatted to meet the township's ordinance format. Mr. Siegfried asked if changes could be made after DCED drafted it. Mr. Ragan said yes, but it would have to be sent back to DCED for review. He added that the questionnaire would take about 2 hours to complete; a response would be sent back to the township in about two weeks before being sent out to DCED.

**Traffic Signal:** Mrs. Miller reported that the contractor has not been paid because we are waiting on the maintenance bond. The Township Solicitor is working with Traffic Signal Engineer on the matter. She added that she will need to close the Traffic Signal Account at BB&T and deposit the funds in the General Fund to pay the contractor. Mrs. Bell moved to authorize Eric Todd and Candace Miller to close the Traffic Signal Account at BB&T and have the funds deposited into the General Fund in anticipation of payment to Miller Brothers for the installation of the traffic signal. Mr. Wilmont seconded the motion. Motion carried unanimously. There was discussion about the timing of the signal and traffic cutting through the parking lots of Sun East and the Kitchen & Creamery. Mr. Siegfried stated that the signal time on Baltimore Pike is really short. It was also noted that traffic is pulling onto the shoulder to make right-handed turns onto Route 272 and perhaps a "Stay Off Shoulder" sign would be helpful.

**Vegetation Violations:** Mr. Todd said that the grass at Nottingham Country Daycare needs to be mowed. Mrs. Bell wanted to know what it would cost. Mrs. Miller said that she needed to find out if the notice sent was a warning or an enforcement notice. If it was a warning, we would have to send out an enforcement notice before taking any action. She said she will talk to the Zoning Officer to see what he issued.

## **NEW BUSINESS**

**Oxford Area Sewer Authority (OASA) Study Committee:** Mr. Wilmont moved to authorize Winnie Sebastian to advertising the following: 1) The ordinance to enter into the Intergovernmental agreement to form the OASA Study Committee; 2) Notification of a special meeting on September 28 at 7:00 p.m. at Lower Oxford Township, during the Oxford Region Planning Committee meeting; and 3) Possible adoption of the ordinance and execution of the multi-municipal intergovernmental agreement by the Board of Supervisors at the special meeting. Mr. Todd seconded the motion. DISCUSSION: Mrs. Bell wanted to know if the group could sell the OASA. Mr. Todd said no, but they could bring a recommendation back to the municipalities and the OASA board. Mrs. Bell asked what the fees would be. Mr. Todd said \$2500 per municipality to start. Mrs. Bell called for a vote. Motion carried unanimously.

**National Fish and Wildlife Foundation (NFWF) Grant, Letter of Support:** Mr. Wilmont moved to send a letter of support for the NFWF grant to fund the further development of the Regional Stormwater Management Program, authorize Tiffany Bell to sign the letter, and forward to Mark Gallant of the Oxford Region Planning Committee. Mr. Todd seconded the motion. Motion carried unanimously.

**Environmental Finance Center (EFC) Grant, Letter of Support:** Mr. Todd moved to agree to a letter of support for the EFC grant through the University of Maryland to fund collaborative stromwater funding and to authorize the Chairman of the ORPC, Al Jezyk, Jr. to sign on behalf of West Nottingham Township at the September 28<sup>th</sup> ORPC meeting, after he has received confirmation that all governing bodies have agreed to and support submission for this grant. Mr. Wilmont seconded the motion. DISCUSSION: Mrs. Bell wanted to know why the University of Maryland was doing it. Mr. Ross said UMD is the EPA's finance center for the Mid-Atlantic region. They are responsible for assisting the municipalities in managing Stormwater efforts. If we don't get the waiver, EFC can help. Mrs. Bell noted that there is a \$5,000 in-kind financial commitment related to this grant that is identified in the final paragraph of the attached letter. Mr. Ross said he believed we could count the time spent by the Engineer and the Roadmaster to do the MS4 mapping. Mrs. Bell called for a vote. Motion carried unanimously.

**DocStar Maintenance Contract:** Mrs. Bell moved to enter into the 2017 maintenance agreement with ImageNet at the "Gold" level and to pay the contract by October 1<sup>st</sup> to reduce the cost from \$1019.30 to \$866.40. Mr. Wilmont seconded the motion. Motion carried unanimously.

**MetroAlert Annual Licensing and Maintenance Agreement:** Mr. Wilmont moved to enter into the Alert Care annual licensing and maintenance agreement, authorize Chief McFadden to sign the agreement and pay the annual fee of \$1087.00. Mr. Todd seconded the motion. Motion carried unanimously.

**Household Hazardous Waste Collection Commitment Form:** Mrs. Bell moved to commit to the estimated proportionate share for up to four (4) years, as determined for the 2010 census, for the proposed 2017-2020 Regional Hazardous Waste Collection Program. Mr. Wilmont seconded the motion. Motion carried unanimously.

**Pension Distress Determination:** Mrs. Miller reported that the Township received a letter about the Township's distress score (which is 1). Based on this score, there are no mandatory

remedies that need to be implemented. The Supervisors may elect any of the voluntary remedies on the election form or you may choose to do nothing. She requested that the Supervisors defer this item to the next meeting so she can contact Diane Calhoun at PSATS to discuss further. Mrs. Bell moved to table this item until the next meeting. Mr. Todd seconded the motion. Motion carried unanimously.

**PSATS Election of Trustees:** Mrs. Bell moved to nominate Michael Keller to the PSATS Unemployment Compensation Group Trust, the Pennsylvania Municipalities Pension Trust, and Pennsylvania Townships Health Insurance Cooperative Trust, and to authorize the Secretary to sign the ballots and return them to PSATS by October 21, 2016. Mr. Wilmont seconded the motion. Motion carried unanimously.

**Zoning Variance Application Received:** Mrs. Miller announced that the Township received an application from Laverne Harnish who seeks a zoning variance from Part 5, Section 503.B.5 Area and Bulk Regulations (minimum front yard setback of 50 feet). The completed application and fee has been received and forwarded to the Zoning Board Solicitor.

**Fall Dumpster Day:** There was discussion about whether or not to hold a Fall Dumpster Day. It was cancelled last year due to low turnout. After some discussion, the Supervisors decided not to have a fall dumpster day this year.

**Budget Workshops:** Mrs. Miller asked the Supervisors to look at their schedules for 2017 Budget workshops. She said she would ask them to set the dates and times at the next meeting.

**OASA USDA Loan:** Mr. Todd reported that East Nottingham Township is not in favor of buying EDUs. If we were to buy EDUs, we would need an agreement with the USDA. Mrs. Bell said she wanted something tangible.

**Pleasant Drive Complaint:** There is no posted speed limit on Pleasant Drive, the portion of the road between Fremont and Red Pump. A resident alleged that a dog was struck and killed by a speeding car and a child on a bike was struck a couple of weeks ago; fortunately he was not severely injured. Mr. Todd said there should be a police report on the child who was struck. Mr. Wilmont will check with the State Police. The Supervisors agreed that the matter needed to be looked at more closely to find out the circumstances in the two incidents. Mr. Wilmont said that it has been his experience that stripes painted across deter speeders.

**International Dump Truck:** There was discussion regarding the sale of the International Dump Truck. Mr. Todd said he needed to find out what will be sold with the truck (plow, spreader, etc.). He asked that the item be deferred until the next meeting.

**Country Fair and Color Run Update:** Mrs. Miller reported that 134 people are signed up to run/walk the color run as of today's date. The run organizer anticipates last minute registrations so that number will likely go up. We have received \$4900 from event sponsors and \$25 for the silent auction. The cost for Race Role Dye to organize the race was \$5150; we almost hit our sponsorship goal. We are still looking for volunteers the day of the event to help throw color during the race and help with various activities during the fair. She asked the Supervisors to consider a 1<sup>st</sup> – 2<sup>nd</sup> – 3<sup>rd</sup> place prize for the cookie contest; she found that common prizes included cash or gift cards in the amount of \$35 - \$25 - \$15 for prizes. The Supervisors agreed that they were comfortable with Mrs. Miller making the determination for prizes.

## **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 July 31, 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 July 29, 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 July 29, 2016, subject to audit. Mr. Wilmont seconded the motion. Motion carried unanimously.

**Bank Statements:** Mrs. Bell moved to accept the bank statements for the period ending August 31, 2016 and give them to the Secretary/Treasurer for reconciliation. 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 August 10 to September 13, 2016, subject to audit. Mrs. Bell seconded the motion. DISCUSSION: There was discussion regarding the bill from Colledge Tires and whether the Roadmaster called around to get estimates. Mr. Wilmont said he thought they were COSTARS vendors. Mr. Todd noted that COSTARS doesn't always have the best prices. Mrs. Bell called for a vote. Motion carried unanimously.

## **PUBLIC COMMENT**

Mr. Siegfried said that the Oxford Area Recreation Authority had received their Annual Audit and Financial report. He presented it to the Board for review. He said they are looking for grants for an indoor facility that would be multi-purpose. The subcommittee is doing an excellent job so far. They have proposed having a feasibility study done but that will cost \$20-25K. He said that the OARA can't operate for profit, but they should be able to. He also said that they will start to replace the flag at the park quarterly. Mrs. Bell asked if they had considered building tennis courts. He said not really. Mr. Wilmont wanted to know where the indoor facility would be located. Mr. Siegfried said on the land before the park off of Oaks Road.

Mr. Reynolds spoke briefly about the Pine Grove Dam exercise that was coming up.

Mr. Todd asked Mr. Reynolds about Eagle Scout projects, fund raiser and vests.

Mr. Todd said an email had been sent about whether or not the liaison meeting for the Union Fire Company should be postponed until the audit is done. The Supervisors asked Mrs. Miller to find out if there was a completion date for the audit.

## **ANNOUNCEMENTS**

- The Nottingham Country Fair and Color Run event is 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 8:15 p.m. Mr. Wilmont seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer