

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, September 25, 2018

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, Scott Moran, and David Ross.

AGENDA COMMENTS

Mrs. Miller said she wanted to give an update on the Oxford Area Sewer Authority and the Oxford Area Recreation Authority. She added that Mr. Moran wanted to discuss the barn behind Wawa.

COMMITTEE REPORTS

Committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the September 11, 2018 Supervisors Meeting: Mrs. Bell moved to approve the minutes from the September 11, 2018 supervisors meeting. Mrs. Miller seconded the motion. Motion carried.

EXECUTIVE SESSIONS

An executive session was held after the September 11, 2018 meeting to discuss a personnel matter.

OLD BUSINESS

Armstrong Franchise Fee Agreement Renewal: Mrs. Bell discussed some of the answers she received from Phil Fraga regarding her questions and comments on the Franchise Fee Agreement. She asked Mrs. Miller to find out what the cost would be to perform a franchise fee audit in 5 years and what, if anything, is owed to the township as a result of the audit performed this year. There was discussion on providing service to rural areas where housing density is low. Mrs. Bell asked if the township received a certified report with the quarterly franchise fee payment. Mrs. Miller said there is a report, but she did not know if it is certified. Mrs. Bell moved to schedule the hearing for the Armstrong Franchise Fee Agreement Renewal for November 27 at 7:00 p.m. and to authorize the Secretary to advertise it in the Daily Local News. Mrs. Miller seconded the motion. Motion carried.

Salt Shed: Mrs. Miller discussed the estimate the Road Master provided for taking down the existing salt shed and building a “pole barn” on top of the existing foundation (\$21,363). She said the quote is above the bidding threshold so it would likely have to be put out to bid. Mrs. Bell said the quote said the building would be warranted for 40-years. Mr. Moran suggested talking to the factory representative to confirm the warranty. There was discussion on paying for the building. Mrs. Miller suggested taking money and putting it into a capital fund for use next year. Mrs. Bell said Mr. Winand was supposed to find out how much area one gallon of the treatment would cost. At \$150 per gallon, it might not be worth the cost to go that route if the township will have to replace the shed in a couple of years. Further discussion on the salt shed was postponed to the October 23 meeting.

Brandywine Valley SPCA Animal Protective Service Agreement: Mrs. Miller reported that the contract was reviewed by the Solicitor and found to be acceptable. Current agreement expires December 31, 2018. Full service contract agreement is \$1639.09 if paid by January 1, 2019 with monthly billing at a rate of \$109.27 per animal and \$54.63 per unclaimed stray. There were some questions regarding the wording in the contract, specifically Section D, Paragraph 2. Mrs. Miller said she would check with the Solicitor to make sure the wording is acceptable. Mrs. Bell moved to table the discussion until further information was received. Mrs. Miller seconded the motion. Motion carried.

Agricultural Security Area (ASA) Hearings: Mrs. Miller moved to set the date for the Reid ASA and Bell ASA for October 23 at 7:00 p.m. Mrs. Bell seconded the motion. Motion carried.

Oxford Area Sewer Authority (OASA): Mrs. Miller reported that the OASA Board was presented with a letter of intent from Delcora (a municipal authority) to assume the OASA assets and the USDA loan. The Board voted unanimously to move forward with an agreement. The process would likely take about 5-6 months. The sale to Delcora would relieve the municipalities of their obligation to the USDA loan. Delcora would pay the \$1.2M owed to the USDA for the first two missed payments. All other payments have been made to the USDA. If the OASA sells the building and the Reedville property, then that money will be used to pay the back debt. If the property doesn't sell, Delcora will continue to move forward with the sale of the property and those funds will be used specifically for the OASA. Mrs. Miller said the specifics of the agreement will be "secret" until an agreement is reached and approved by all parties. The purpose for this would be to limit input from outside influences. The intent of the OASA is to keep rates low for the rate payers; that's why they are not selling to the highest bidder.

Oxford Area Recreation Authority (OARA): There was not a quorum at the September meeting but Mrs. Miller did present the letter regarding the suggested \$3 increase in per capita. Mrs. Miller said she suggested the OARA start a capital fund for any increase in per capita. The current municipal contributions are enough to maintain the current facilities. A special meeting will be held on October 4 at 6:30 p.m. to take care of some business for the Halloween event and the 2019 budget.

NEW BUSINESS

PSATS Election of Trustees Ballots: Mrs. Bell moved to elect Shirl Barnhart and Lester Houck for the PSATS Unemployment Compensation Group Trust, PA Townships Health Insurance Cooperative Trust, and PA Municipalities Pension Trust, and to authorize the Secretary to sign and date the ballots. Mrs. Miller seconded the motion. Motion carried.

Barn behind Wawa: Mr. Moran reported that OMI wants to have their fundraising gala in the barn behind Wawa. The event would host about 150-200 people. He suggested issuing a special events permit with inspection fees since the barn does not have a use and occupancy permit for this type of activity. He said is emergency lighting and exit signs in the barn, and there will be port-a-potties for guests. After some discussion, the Supervisors agreed that a special events permit would be appropriate and that the applicant would need to comply with the Outdoor Events Ordinance requirements. Mr. Moran said he would reach out the Hunter Hale and make sure nothing is needed from the Health Department.

FINANCIAL REPORTS

Treasurer's Report: Mrs. Bell moved to approve the Treasurer's Report for the period ending August 31, 2018. Mrs. Miller seconded the motion. Motion carried.

Reconciliation Report: Mrs. Bell moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending August 31, 2018, subject to audit. Mrs. Miller seconded the motion. Motion carried.

General Fund Bills List: Mrs. Bell moved to approve the General Fund bills list for the period September 12-25, 2018, subject to audit. Mrs. Miller seconded the motion. Motion carried.

ANNOUNCEMENTS

The Oxford First Friday Car Show was postponed because of forecasted bad weather. East and West Nottingham Townships are planning to be at the Saturday, October 13 Car Show to give out cookies to commemorate the 300th anniversary of the townships. We would love to have some additional volunteers to help set up and cleanup, hand out goodies, etc.

The “Let’s Talk about Drugs” town hall will be held at Oxford High School on September 27, 2018 beginning at 6:00 p.m.

The October 9th Supervisors Meeting was cancelled. The next meeting will be October 23 at 7:00 p.m.

PUBLIC COMMENT

Mr. Moran asked that the township purchase the 2015 IBC/IRC code book. He said he thought they could be purchased from PSATS. Mrs. Miller said she would check with PSATS.

Mr. Ross thanked the township for the sign on Cemetery Road. He also mentioned switching auditors every so many years to prevent the auditor from getting comfortable with the organization. He offered to have the students in his class work on a project related to the component 2M database, such as design of public education, database work, etc. There was additional discussion on the County’s reporting system and the information provided in reports versus email notifications of pumping sent monthly.

Mrs. Bell asked about the business sign on the corner of Ponds Edge Road and Route 272. It’s for a log cabin business. Mrs. Bell said it is a very nice sign with a Lancaster area code. Mrs. Miller said there hasn’t been a permit submitted for it.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:03 p.m. Mrs. Miller seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer