

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, October 23, 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, William Winand, Scott Moran, Don Armstrong, Dennis Byrne, Dottie Byrne, John Reynolds, Jr., Anita Bower, David Ross, and Charice Russell.

Mr. Winand moved to recess the regular meeting at 7:01 p.m. and open the public hearing for the Reid and Bell Agricultural Security Area Applications. Mrs. Bell seconded the motion. Motion carried.

**AGRICULTURAL SECURITY AREA PUBLIC HEARING**

Mrs. Miller took over the hearing proceedings summarized the purpose of the hearing which was to accept public comment regarding the Agricultural Security Area (ASA) applications submitted by W. Ronald Reid, and David & Tiffany Bell. She noted that the applications received by W. Ronald Reid and David & Tiffany Bell have been available for public inspection since they were received. The applications and hearing were advertised properly with required notices posted at the municipal building and on the properties in accordance with Act 43. The applications were reviewed by the Township Planning Commission, Agricultural Security Area Committee and the Chester County Planning Commission with the following results:

- a. The Township Planning Commission recommended modifying the ASA to include the parcels listed on both applications;
- b. The Township ASA Committee recommended modifying the ASA to include the parcels listed on both applications
- c. The Chester County Planning Committee found that the property of W. Ronald Reid is consistent with the criteria of Act 43; and that the property of David and Tiffany Bell is consistent with the criteria of Act 43.

Mrs. Miller asked for comments from the attendees. There were no comments. Mrs. Miller moved to close the public hearing at 7:02 p.m. and reopen the public meeting. Mr. Winand seconded the motion. Motion carried.

**AGENDA COMMENTS**

Mrs. Miller said she wanted to add “KDI Contract for DocStar” to New Business.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the September 25, 2018 Supervisors Meeting:** Mrs. Bell moved to approve the minutes from the September 25, 2018 supervisors meeting. Mr. Winand seconded the motion. Motion carried.

## **EXECUTIVE SESSIONS**

An executive session was held on October 4, 2018 to conduct employee performance reviews.

## **OLD BUSINESS**

**Salt Shed:** The supervisors were waiting for information on the special coating that could be applied to the rusted areas on the salt shed to slow the corrosion. Mr. Winand said 1 gallon would cover about 200-300 square feet. The consultant said the coating would last about 2-3 years and would need to be reapplied. To remove the current shed and put a pole building on the existing foundation it would cost \$30,000-40,000. Mrs. Miller suggested moving some of the surplus from this year into a capital fund to be used for the salt shed next year. The project exceeds the bidding threshold and would need to be bid. Mrs. Miller said she would have better numbers after the budget meeting and would be prepared to make a recommendation at the next meeting.

**Brandywine Valley SPCA Animal Protective Service Agreement:** Mrs. Miller reported that Section D, paragraph 2 was reviewed by the Solicitor. She said it was her understanding that the requirement of including the SPCA as an additional insured has been in the contract for some years. She did not believe they enforced this provision, but it is handled typically by making the request to our insurance agent, and should not add any expense to our policy. The difference in the new contract this year as it was originally written was that it required SPCA to be an additional named insured, which has different liability and cost implications associated with it.” Mrs. Miller noted that the current agreement expires December 31, 2018. The 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. Mrs. Miller moved to enter into the SPCA Animal Protective Services Contract. Mr. Winand seconded the motion. Motion carried.

**Oxford Area Recreation Authority 2019 Proposed Budget & Per Capita Suggestion:** Mrs. Miller reported that the OARA has submitted the 2019 Proposed Budget, with a \$1 per capita contribution for the municipalities. West Nottingham’s requested contribution is the same as last year, \$2722. They are asking the member municipalities to consider an additional voluntary donation of up to \$1 per person for upcoming year. The additional funding will be used to develop plan for future improvements. There was discussion on how the OARA can raise the per capita and how often. It can only be raised every 5 years and no more than 2%. The member municipalities have to unanimously approve any increase. Mrs. Miller noted that East Nottingham Township has a recreation impact fee that is supposed to be used for recreation. The idea is that for each new home built, a certain amount of money is put into recreation. Mrs. Miller also discussed the ongoing effort to bring water to the Park. Oxford Borough thinks they can just pay for a well to be drilled but the agreement says it should be potable water. Mr. Reynolds noted the municipalities signed a letter of agreement for certain maintenance aspects of the Park. If the OARA moves forward with developing parcel 2, then the rental income will go away. Mrs. Miller said she suggested that any funding above the annual donation be used to develop plans and not for maintenance or events. The 2019 contribution will be discussed further during budget development.

## **NEW BUSINESS**

**Tax Claim Bureau Request of Consent of Sale:** A doublewide home owned by Robert Arnold, Jr. was exposed at both an Upset Tax Sale and a Judicial Tax Sale on September 10. No bids were made.

When a property is not sold at Judicial Sale, it is then placed in a category termed “repository for unsold properties.” A bid was received by Smiley, LLC in the amount of \$1500 for the purchase of this property. The township must consent to the sale of this property before the property can be transferred. Mrs. Miller moved to consent to the repository sale of the mobile home owned by Robert Arnold, Jr., Tax Parcel No. 68-02-0007450T and authorize the Secretary to sign the consent form. Mr. Winand seconded the motion. Motion carried.

**Resolution 11-2018, Approval of the W. Ronald Reid Application to the Agricultural Security Area:** Mrs. Bell moved to adopt Resolution 11-2018 approving the application of W. Ronald Reid to add three parcels of land totaling 44.4 acres to the township’s agricultural security area. Mr. Winand seconded the motion. Motion carried.

**Resolution 12-2018, Approval of the David K. and Tiffany L. Bell Application to the Agricultural Security Area:** Mr. Winand moved to adopt Resolution 12-2018 approving the application of David K. and Tiffany L. Bell to add one parcel of land totaling 10.3 acres to the township’s agricultural security area. Mrs. Miller seconded the motion. Mr. Winand and Mrs. Miller voted in favor of the motion. Mrs. Bell recused herself from voting. Motion carried.

**KDI Contract for DocStar Maintenance:** Mrs. Bell moved to enter into the “Gold Level” maintenance contract with KDI for the DocStar system. Mr. Winand seconded the motion. Motion carried.

## **FINANCIAL REPORTS**

**Bank Statements:** Mrs. Bell moved to accept the bank statements for the period ending September 30, 2018 and give them to the Secretary/Treasurer for reconciliation. Mr. Winand seconded the motion. Motion carried.

**General Fund Bills List:** Mr. Winand moved to approve the General Fund bills list for the period September 26 to October 23, 2018, subject to audit. Mrs. Bell seconded the motion. Motion carried.

## **ANNOUNCEMENTS**

There will be a budget meeting on Friday, October 26 at 10:30 a.m.

There will be a public hearing for Landscapes3 on November 29 at 7:00 p.m. at Uptown! Performing Arts Center in West Chester. In the full draft of Landscapes3, the suggestions submitted by the township for Growth Outlook for Rural Centers were incorporated as follows:

- Limited future growth;
- Growth maintains economic vitality and meets fair share housing requirements; and
- Growth serves surrounding rural and agricultural landscapes.

A hearing will be held on November 27 at 7:00 p.m. regarding the renewal of the Armstrong Franchise Fee Agreement.

**PUBLIC COMMENT**

Mrs. Miller reported that the portable lights were tested at the OARA Haunted Park and Hayride. She said she'd have them available for election night.

Mrs. Miller reported that the OASA has begun working with Delcora on the agreement. The 6<sup>th</sup> Street Pump Station work is underway.

Mrs. Bell and Mr. Winand attended a meeting at East Nottingham Township last month and received a citation from Senator Andy Dinniman for the 300<sup>th</sup> Anniversary of the Township.

**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 7:34 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer