

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisor's Meeting Minutes**  
**October 25, 2016**

Chairwoman Tiffany Bell called the meeting to order at 7:03 p.m. The pledge of allegiance was followed by a moment of silence.

**The following were in attendance:** Tiffany Bell, Eric Todd, Candace Miller, Scott Moran, Dan Siegfried, Carolyn Sacks, David Ross, Dave Miller, Marie Miller, and Michael Miller.

**AGENDA COMMENTS**

There were no comments on the agenda.

**APPOINTMENT**

**Appointment of Supervisor:** Mrs. Bell moved to appoint Candace Miller to the position of Supervisors, filling the vacancy created by the resignation of Charles Wilmont, with the term ending on December 31, 2017. Mr. Todd seconded the motion. Motion carried.

**Election of Vice Chair:** Mrs. Bell moved to nominate Candace Miller as Vice Chair. Mr. Todd seconded the motion. Motion carried unanimously.

**Police Liaison Appointment:** Mr. Todd moved to appoint Candace Miller as liaison to the Police Department. Mrs. Bell seconded the motion. Mrs. Miller recused herself from the vote. Motion carried.

**Roads Department Liaison Appointment:** Mrs. Bell moved to appoint Eric Todd as liaison to the Roads Department. Mrs. Miller seconded the motion. Mr. Todd recused himself from the vote. Motion carried.

**COMMITTEE REPORTS**

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

**APPROVAL OF MEETING MINUTES**

**Minutes from the October 11, 2016 Meeting:** Mrs. Bell moved to approve the minutes from the October 11, 2016 Supervisors meeting. Mr. Todd seconded the motion. Motion carried unanimously.

**EXECUTIVE SESSIONS**

An executive session was held on Tuesday, October 18 to discuss the matter involving the Oxford Area Sewer Authority with the Township Solicitor.

**OLD BUSINESS**

**International Dump Truck:** The International dump truck was repaired and inspected. At the last meeting, the Road Master indicated that he would like to keep the Viking plow because the

loader plow is getting “rickety”. Consensus at the time was to sell it with the plow and use the money to purchase a plow that fits the loader. Mr. Todd was not at the meeting and the Supervisors wanted to make sure he agreed. After some discussion, it was decided to sell the plow with the truck and to use the proceeds to purchase a plow that will fit the loader.

**OASA Study Committee:** Mr. Todd provided an update on the efforts of the OASA Study Committee. He said we need to make sure that if the township purchases EDUs from the OASA, that the purchase satisfies our portion of the debt service for the USDA. The matter is on hold at this time.

**Floodplain Update:** Mr. Ragan has the floodplain package ready to go. He is waiting for the “go ahead” from the township to send it to DCED. The Supervisors agreed that he should send the package.

**Color Run Complaint:** Mrs. Miller reported that there were 2 complaints regarding the color run. The first involved a woman who registered the day of the event and was upset that she didn’t get a free T-shirt. The second was a woman who was upset that her son had color on his face, in his ear, etc. She has requested a refund of her registration fee. After some discussion, it was agreed that since both signed a waiver for the event and the participants were aware that color powdered would be thrown at various points during the race, no refunds would be given. Mrs. Bell announced that the date for the Nottingham Country Fair and Color Run in 2017 would be October 7, 2017.

**Armstrong Franchise Fee Agreement Renewal:** Mrs. Miller announced that Elk Township would not be participating in the joint negotiations. The Township Solicitor is reviewing the multi-municipal agreement (ordinance). Things will begin to move forward once the ordinance is adopted.

## **NEW BUSINESS**

**Signal Service Traffic Signal Maintenance Contact:** There was discussion about the cameras on the traffic signals. Mrs. Miller will contact Bill Conrad of Signal Service about the timing issues. Mr. Todd moved to enter into the 2-year contract with Signal Service for maintenance of the traffic signals at a cost of \$275 in 2017 and \$550 in 2018 for preventative maintenance with other repairs or service to be billed at the rates quoted in Exhibit C of the contract. Mrs. Miller seconded the motion. Motion carried unanimously.

**IT Contract:** There was discussion regarding the IT contract from A.F. Daniels. Mrs. Bell wanted to see different options. Mrs. Miller said she thought we were already paying for a firewall and anti-virus. She said she would find out why we would need an additional firewall and also check the expiration date of the anti-virus program. She will request a quote with other options. It is something that would need to be budgeted for in 2017.

## **FINANCIAL REPORTS**

**Treasurer’s Report:** Mr. Todd moved to approve the Treasurer’s Report for the period ending September 30, 2016, subject to audit. Mrs. Miller 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 September 30, 2016, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.
- 2) Mr. Todd moved to approve the Reconciliation Report for the General Fund checking account at BB&T for the period ending September 30, 2016, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

**General Fund Bills List:** Mr. Todd moved to approve the General Fund bills list for the period October 12-25, 2016, subject to audit. Mrs. Bell seconded the motion. Mrs. Miller recused herself from the vote because a reimbursement for expenses was included in the Bills List. Motion carried.

**PUBLIC COMMENT**

Mr. Siegfried reported that the Oxford Area Recreation Authority (OARA) held a Halloween event on October 14-15. It came together quickly and there was a good turnout. He hopes that the event will improve next year.

Mr. Todd asked Mrs. Miller to contact the Union Fire Company and Ambulance Division regarding the service contract for 2017. The township has not received the contracts and we need to know the millage rates for the 2017 proposed budget.

Mr. Siegfried wanted to know the township's exposure for the USDA loan. Mr. Todd said it was 12%.

**ANNOUNCEMENTS**

The next Budget Workshop is scheduled for Friday, November 4<sup>th</sup> at 9:00 a.m.

A Conditional Use Hearing will be held on Thursday, November 3, 2016 at 7:00 p.m. for the application of Ronald E. Campbell who is seeking approval to build and operate a used car lot at 48 Sylmar Road.

**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 7:41 p.m. Mr. Todd seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer