

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
November 8, 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, Candace Miller, Scott Moran, Dan Siegfried, Carolyn Sacks, John Reynolds, and David Ross.

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 October 25, 2016 Meeting: Mr. Todd moved to approve the minutes from the October 25, 2016 Supervisors meeting. Mrs. Miller seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

An executive session was held on October 18 to discuss the resignation of Charles Wilmont and the appointment possible appointment of Candace Miller to fill the vacancy. An executive session was held on Thursday, November 3 to discuss legal matters related to the Oxford Area Sewer Authority with the Township Solicitor.

OLD BUSINESS

Wicklow Subdivision Letter of Extension: Mrs. Bell moved to accept the letter extending the review period for the Wicklow Subdivision to December 31, 2017. Mr. Todd seconded the motion. Motion carried unanimously.

Component 2M, Holding Tank Ordinance, and On-lot Sewage Management Ordinance: There was discussion about the status of the Component 2M, Holding Tank Ordinance, and On-lot Sewage Management Ordinance. Mr. Todd said all haulers must be licensed in Chester County regardless of whether they are based in a different county or state. Holding tanks will require an agreement with the Township and a financial escrow. Mr. Moran said the church on W. Ridge Road wants to put in a holding tank. He has been trying to reach Bill Conrad of the Chester County Health Department to discuss if there are alternatives to the holding tank and whether or not a different solution had been considered. Mrs. Miller said she talked to Walt Kimble and he indicated the holding tank would be permanent. He said he would pass along the agreement and escrow information to the church leaders and let them decide if they want to move forward. A motion to forward the Component 2M, Holding Tank Ordinance, and On-lot Sewage Management Ordinance to the Township Solicitor for review. The timeline for the approval of the ordinances was discussed. Mrs. Bell said the intent was to send notices out with

the 2017 tax bills. Mr. Ross said the township needs to allow a 45-day comment period and a period of time for DEP to do an informal review prior to the comment period. After further discussion, it was decided that the Solicitor would be asked to submit comments by December 1, allowing time for the Planning Commission to do one more review before the Supervisor authorize the submission to DEP at their December meeting. Mr. Todd moved to send the Holding Tank and On-lot Sewage Management Ordinances to the Township Solicitor for review and to request comments to be sent back to the Supervisors by December 1st. DISCUSSION: Mrs. Bell wanted to know if the Solicitor needed to review the Component 2M. Mrs. Miller said she didn't think so; it is just a series of boxes that are checked with some information about the township. Mrs. Bell called for a vote. Motion carried unanimously.

NEW BUSINESS

Auditors for Annual Audit & Financial Report for 2016: Mr. Todd moved to advertise the intent of the Board to hire outside auditors to perform the Annual Audit & Financial Report for the year ending December 31, 2016. Mrs. Bell seconded the motion. Motion carried unanimously.

Union Fire Company #1 2017 Fire Protection Contract: Mr. Todd moved to enter into the 2017 contract in the amount of \$36,089.14 for fire protection and rescue services, which will be due in July 2017. Mrs. Miller seconded the motion. Motion carried unanimously.

Union Fire Company #1 Ambulance Division 2017 Emergency Medical Services Contract: There was discussion about the Ambulance Division contract and how they calculated the amount for the 2017 service contract. They used a "1/3 Scenario" which is calculated using the calls, population and millage. The contract is confusing because the townships 2010 census population is 2722 but the contract in the 1/3 Scenario says that it is 2993. Mrs. Miller also pointed out that if you calculate the millage rate with the township valuation, the number they are asking for does not match. Mrs. Miller will find out how where the numbers came from and the formula used to calculate the 1/3 scenario numbers. Mr. Todd moved to table the matter to the next meeting. Mrs. Bell seconded the motion. Motion carried unanimously.

Emergency Services Fund: Mrs. Bell moved to authorize the Secretary/Treasurer to open a savings account at Meridian Bank for the Emergency Services Fund and to transfer \$4966.22, the proceeds from the Nottingham Country Fair and Color Run. Mr. Todd seconded the motion. Motion carried unanimously. Mrs. Miller noted that the funds will be used to offset the payment to the Ambulance Division in 2017, allowing the special purpose tax to be reduced.

FINANCIAL REPORTS

Bank Statements: Mr. Todd moved to accept the bank statements for the period ending October 31, 2016 and give them to the Secretary/Treasurer for reconciliation. Mrs. Bell seconded the motion. Motion carried unanimously.

General Fund Bills List: Mrs. Miller moved to approve the General Fund bills list for the period October 26 to November 8, 2016, subject to audit. Mrs. Bell seconded the motion. DISCUSSION: Mrs. Miller noted that the OASA Study Committee had been paid \$2500 in October. There was also discussion regarding winter coats for Police personnel. Mrs. Bell called for a vote. Motion carried unanimously.

PUBLIC COMMENT

Mrs. Bell announced that local Boy Scouts were recognized by PSATS with a grant award for service projects in the community.

Mr. Todd said the Chester Water Authority donated 2 picnic tables to the Rec Authority.

On behalf of the OxGrove Democratic Committee, Mr. Ross thanked the township personnel for having everything ready for the voters. Mrs. Bell said she heard that Mr. Ross and Mr. Siegfried did a fabulous job directing traffic and organizing parking. Mrs. Miller said someone suggested doing a food drive during the election. Mr. Ross said if the township decides to do that, please let the Republican and Democrat committees know so they can get the word out to their registered voters. Mrs. Miller said she would also use Facebook and the Website to let people know.

Mr. Reynolds announced two Emergency Management opportunities coming up later this month: 1) POD recruitment on November 29 at Penn's Grove School at 6:00, with training and an exercise to take place in January; and 2) an OxREM table top exercise on November 30 from 6:00-9:00 at the Union Fire Company.

ANNOUNCEMENTS

A Special Meeting will be held on Friday, November 18th at 10:00 a.m. to award the bid for the Muncibid auction, and conduct any other business that may come properly before the Supervisors.

ADJOURNMENT

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

Respectfully Submitted,

Candace Miller
Secretary/Treasurer