

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, November 13, 2018

Chair Tiffany Bell called the meeting to order at 7:02 p.m. The pledge of allegiance was followed by a moment of silence.

The following were in attendance: Tiffany Bell, Candace Miller, William Winand, Don Armstrong, Anita Bower, John Reynolds, Jr., David Ross, Charice Russell, Robert Spangler, and Susan Spangler.

AGENDA COMMENTS

There were no comments on the agenda.

COMMITTEE REPORTS

Committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the October 23, 2018 Supervisors Meeting: Mr. Winand moved to approve the minutes from the October 23, 2018 supervisors meeting. Mrs. Bell seconded the motion. Motion carried.

Minutes from the October 26, 2018 Budget Meeting: Mrs. Bell moved to approve the minutes from the October 26, 2018 budget meeting. Mr. Winand seconded the motion. Motion carried.

EXECUTIVE SESSIONS

An executive session was held on November 12, 2018 to discuss a personnel matter.

OLD BUSINESS

McMichael Fireworks Escrow Release #1: The Township Engineer has recommended a reduction in the escrow for the McMichael Fireworks project in the amount of \$146,205.79, leaving \$9150.00 in the escrow account to cover future expenses. The applicant has a shortage of \$2,598.35 in the professional services escrow which covers engineering and legal expenses. Mrs. Miller moved to accept the escrow release of \$146,205.79 as recommended by the Township Engineering and authorize the Secretary/Treasurer to release the funds once the professional services escrow has been replenished to cover outstanding engineering and legal fees, or to reduce the escrow release by \$5,198.35 and authorize a check in the amount of \$141,007.44, whichever suites the applicant. Mr. Winand seconded the motion. Motion carried.

2019 Budget Meeting: The Supervisors are going to hold one more budget meeting on Friday, November 16 at 7:30 a.m. The Board will make final adjustments to the budget and consider the budget for approval at the meeting. Mrs. Bell moved to authorize the Secretary to advertise the budget meeting for November 16 at 7:30 a.m. Mr. Winand seconded the motion. Motion carried.

NEW BUSINESS

Establishment of a Capital Improvements Fund: Mrs. Miller recommended establishing a capital improvements fund with the intention to upgrade the Salt Shed in 2019. She suggested starting the fund with \$60,000 from the general fund. Mrs. Miller moved to authorize the Secretary/Treasurer to establish a Capital Improvements Fund checking account with Meridian Bank and to transfer \$60,000 from the General Fund checking account to open the new account. Mrs. Bell seconded the motion. Motion carried.

Technology Upgrade: Mrs. Miller asked the Supervisors to consider a technology upgrade to the copier, fax, and computers in the township. She contacted multiple vendors for the computer and fax upgrade. She received a quote from A.F. Daniel, Stratix Systems said they only dealt with purchases of 15 computers or more, and Omega Systems and Shultz Technology didn't respond. Mrs. Bell moved to accept the proposal from AF Daniel Technology Group, Inc. for two desktop computers, an office server, and installation of said system in the amount of 6809.60 and to authorize a deposit in the amount \$5200.00. Mr. Winand moved to accept the proposal from AF Daniel Technology Group, Inc. to integrate the Police fax line into network, transfer the phone number from Armstrong to the new service, and to authorize payment of \$43.25 to activate the service. Mrs. Miller said she reached out to four vendors for the copier upgrade. Of the four, Ricoh USA had the best deal; they offered a \$700 cash rebate for systems purchased by the end of the year. Mr. Winand moved to accept the proposal from Ricoh USA (COSTARS Contract 001-014) to purchase the MPC3004EX Color Unit with the Fax add-on. Mrs. Bell seconded the motion. Motion carried.

OxREM: Mrs. Miller briefed the Supervisors on a decision made at the last OxREM meeting. She said they voted 4-2 in favor of making Hopewell School the Emergency Operations Center (EOC) for OxREM. Mrs. Miller said she voted against it because of the communication limitations in the school, the duplication of effort (every municipality has to have an EOC), and recurring costs to make it a functional EOC. She also said she believed OxREM was in violation of the Sunshine Act and asked the Board to consider allowing her to talk to the Township Solicitor about the alleged Sunshine Law violations. Mrs. Bell moved to authorize Mrs. Miller to talk to the Township Solicitor about OxREM and possible Sunshine Law violations. Mrs. Miller seconded the motion. Motion carried.

Auditors for Annual Audit & Financial Report for 2018: Mrs. Bell moved to advertise the intent to hire outside auditors to perform the Annual Audit & Financial Report for the year ending December 31, 2018, which will be done by resolution at the organization meeting on Monday, January 7, 2019. Mr. Winand seconded the motion. Motion carried.

FINANCIAL REPORTS

Treasurer's Report: Mrs. Bell moved to approve the Treasurer's Report for the period ending September 30, 2018. Mr. Winand seconded the motion. Motion carried.

Reconciliation Report: Mr. Winand moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending September 30, 2018, subject to audit. Mrs. Bell seconded the motion. Motion carried.

Bank Statements: Mrs. Bell moved to accept the bank statements for the period ending October 31, 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 October 24 to November 13, 2018, subject to audit. Mrs. Bell seconded the motion. Motion carried.

ANNOUNCEMENTS

There will be a public hearing for Landscapes3 on November 29 at 7:00 p.m. at Uptown! Performing Arts Center in West Chester.

The Supervisors will consider an ordinance authorizing execution of a cable franchise agreement between the township and Armstrong Utilities, Inc. at their November 27 meeting which begins at 7:00 p.m.

PUBLIC COMMENT

Mr. Ross pointed out an error in the minutes from the October 26th budget meeting. Mrs. Miller moved to amend the minutes of October 26th to say “10:31 a.m.” instead of “10:31 p.m.” Mr. Winand seconded the motion. Motion carried.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:07 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer