

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
December 13, 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, Andrew Marker, Josh Cass, Wayne Grax, Kermit Blackburn, Jerry Wood, Walter Miller, Marshall Wood, David Ross, Brian Novello, and Walt Kimble.

AGENDA COMMENTS

Mr. Siegfried requested to discuss a problem with 161 Pleasant Drive. The property owner has complained to him about people living in a trailer on her property. There is debris and trash everywhere and there have been multiple domestic issues. They park vehicles on the road and he is not sure that the trailer is there legally. He said they indicated that they are in the process of leaving but wanted the Codes/Zoning Officer to follow up.

COMMITTEE REPORTS

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

APPROVAL OF MEETING MINUTES

Minutes from November 3, 2016 Campbell Conditional Use Hearing: Mr. Todd moved to approve the minutes from the Campbell Conditional Use Hearing held on November 3, 2016. Mrs. Bell seconded the motion. Motion carried unanimously.

Minutes from the November 8, 2016 Meeting: Mrs. Miller moved to approve the minutes from the November 8, 2016 Supervisors meeting. Mr. Todd seconded the motion. Motion carried unanimously.

Minutes from the November 18, 2016 Special Meeting: Mrs. Bell moved to approve the minutes from the November 18, 2016 special meeting. Mr. Todd seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

Executive sessions were held on Monday, November 14 and Wednesday, November 16 to conduct employee performance reviews. An executive session was held with the Township Solicitor and the Township Engineer on Friday, December 9, 2016 to discuss legal matters related to the proposed water line to Rising Sun. A personnel matter was also discussed.

Mrs. Bell and Mrs. Miller attended an OxREM exercise held at the Union Fire Company in Oxford on Wednesday, November 30, 2016.

OLD BUSINESS

Proposed 2017 Budget: Mrs. Miller read the line item changes to the proposed budget. Mr. Todd moved to accept the revisions and adopt the revised proposed 2017 budget. Mrs. Bell seconded the motion. Motion carried unanimously.

Holding Tank Ordinance and On-lot Sewage Management Ordinance: The Township Engineer incorporated the changes submitted by David Ross via email. He said he would send it to Kelly Sweeney at PA-DEP to review. Mrs. Bell said the penalties in the Holding Tank Ordinance needed to be consistent with the Act 167 ordinance and the On-lot Sewage Management ordinance. She also requested that he provide Ms. Sweeney with our adoption timeline and let he know that we are trying to get notices out with the annual tax bills.

Union Fire Company #1 Ambulance Division 2017 Emergency Medical Services Contract: Mrs. Miller reported that she sent a request to the Fire Company in November and another in December requesting that they remove the language from the Ambulance Division's support contract related to a millage rate. They are using the 1/3 scenario to calculate the cost to each municipality and the amount is considerably different from the millage rate listed in the same paragraph. She has not heard back from anyone concerning the request. She will reach out in the hopes of resolving this before the next meeting.

Intergovernmental Agreement for CATV Franchise Renewal: A memo was forwarded to the Supervisors from the Township Solicitor. Cohen Law Firm has proposed a flat fee for the Armstrong cable TV franchise agreement renewal. There was an intergovernmental agreement proposed with East Nottingham Township to share the cost of the negotiations. However, the way it has been broken down, it looks like there are no shared costs, therefore an agreement would not be required. Mrs. Miller wants to check with the Solicitor before moving forward.

Traffic Signal: There was discussion regarding the update from Bill Conrad on upgrading the traffic signal to be full actuated. Currently, there is one video camera pointed at the Baltimore Pike lane to trigger the light change. Intersections that have more volume or a higher speed limit are typically set up for triggers in every direction. If we wanted to change the signal to be fully actuated, we would need to have an engineering study and submit the change to PennDOT for approval. The cost for the cameras and hardware would be \$13-15,000; this does not include the engineering fees for the traffic study and changes to the plans and permit. Mr. Todd wanted to know why all the lanes at the other intersection have loops to trigger the signal. Mrs. Miller said she would check.

NEW BUSINESS

Holding Tank for Gospel Lighthouse Freewill Baptist Church: There was discussion regarding a holding tank for Gospel Lighthouse Freewill Baptist Church. Mr. Moran reported that he talked to Bill Conrad at CCHD; there is no room for any other system and a holding tank is their only option. Currently, the church has 2 services on Sunday and one on Wednesday evening. The township has a holding tank agreement but it needs to be reviewed by the Solicitor; the applicant was asked to put up \$500 as a down payment for the review. The purpose of the escrow, as well as the amount, was discussed. Church members were concerned with the amount (\$7500). Mr. Ross explained that the escrow is needed to take care of any problems in the event that the church doesn't maintain it or if it is abandoned. The township does not set the

escrow amount based on the applicants ability to pay; rather it is based on what is needed to maintain or remove it in the event the property owner doesn't or isn't able to. It was also explained that in the event that sewer does reach that part of the township, the escrow would be returned. Mr. Wood said that the church has a pump and haul agreement ready to be executed. Mrs. Miller said that if the church is willing to pay the \$500 deposit to have the Solicitor review the agreement, she would send it to her for review and ask her to make changes so it applies to the church. She noted that if the review cost more than \$500, the church would have to pay the difference. It was agreed and Mr. Miller provided the Codes/Zoning Officer with a check. There was discussion about the location of the tank and the need to keep cars off of it. Mr. Kimble suggested painting lines or putting up some sort of barrier. It was also noted that the church wants to get this done as soon as possible.

Agricultural Security Area Submissions: There was some discussion on where these two parcels were located. Mrs. Bell moved to acknowledge receipt of the Agricultural Security Area application from R. Lamar and R. Lavon Harnish for tax parcels 68-7-14 and 68-7-14.1; and to authorize the Secretary to forward the Pearson and Harnish applications to the Township Planning Commission, County Planning Commission and ASA Committee for review and comment. Mr. Todd seconded the motion. Motion carried unanimously.

Reimbursement of SALDO from General Fund: Mrs. Bell moved to approve the reimbursement from the general fund checking to the SALDO checking account in the amount of \$115.11 for payment of a legal advertisement that should have been paid from the general fund but was included in a bill paid from the SALDO checking account. Mr. Todd seconded the motion. Motion carried unanimously.

Refund of escrow to R. Laverne Harnish: There was discussion regarding the reimbursement of the unspent escrow for R. Laverne Harnish. Mrs. Miller is going to make sure all fees have been paid.

Refund of escrow to Ronald Campbell: Mrs. Bell moved to authorize the reimbursement of \$611.10 to Ronald Campbell for unexpended escrow funds related to the Campbell conditional use hearing. Mr. Todd seconded the motion. Motion carried unanimously.

Right to Know Request for OASA Documents: Oxford Borough submitted a right to know request for various OASA documents. The copy fee was over \$2000. Winnie Sebastian is suggesting the cost be shared among the 4 municipalities. Mrs. Bell said the number of documents reported don't add up to the amount charged. She suggested that a copy of the fee schedule be obtained and that Ms. Sebastian make sure that Oxford Borough wasn't over charged. At 25-cents per page, \$2000 would pay for 8,000 pages; the page count was estimated at 3000 so there are either documents missing or the Borough was overcharged. Mrs. Miller moved to share the costs with the other municipalities for the Oxford Borough's Right to Know Request with the understanding that the fee schedule will be obtained from the OASA and an accurate page count of the request received prior to payment. Mr. Todd seconded the motion. Motion carried unanimously.

Oxford Chamber of Commerce: Mr. Todd moved to authorize the Secretary to complete the membership information for the Oxford Chamber of Commerce (OCC) and request that the OCC include an article on the township in one of their quarterly magazine mailings. Mrs. Bell seconded the motion. Motion carried unanimously.

Plow for Loader: There was discussion regarding the estimates for a plow for the loader. Mrs. Bell wanted to know if any of the estimates included the cost to connect it to the loader. It didn't appear that the quick connect was included in any of the estimates. Mr. Todd moved to purchase the Volk plow in the amount of \$11,600. Mrs. Miller seconded the motion. Motion carried unanimously. Mr. Todd noted that the proceeds from the sale of the 1992 International dump truck would be used to purchase the plow (\$10,600).

Budget Tracking: Mr. Ross suggested tracking stormwater costs by creating a line item in the budget. There was also discussion about the difference in the township's line item numbering and the list put out annually by DCED. Mrs. Miller explained that the numbering had been in place since before she started with the township. DCED revisits the numbering annually to accommodate new expenses.

Novello 2-lot Subdivision: Mr. Novello said he was seeking the waivers discussed at the Planning Commission on December 6. Mrs. Bell noted that the Supervisors did not receive a letter from the Planning Commission regarding the waivers. Mr. Moran reviewed the requirements in the SALDO and the comments in the Township Engineer's review letter. One waiver dealt with the width of the private road/shared driveway and the other dealt with the features within 200 feet of the setback (it's all open space). There was also discussion about the Zoning Board's decision and the condition to limit further subdivision unless improvements were made to the property. A driveway agreement has been submitted to the Solicitor and is being reviewed. Mr. Novello said that widening the driveway would be a deal breaker. Mr. Todd suggested putting a condition on the plan and in the agreement that if either property sold, the driveway would need to be widened to 18' or whatever the ordinance required at that time. Mr. Moran agreed with Mr. Todd and said he thought it was a good compromise. Mr. Ross noted that procedurally, the Supervisors should receive the recommendation from the Planning Commission. Mrs. Bell agreed with Mr. Ross regarding township procedures; she added that she would like to see language from the Zoning Board's decision on the plans and in the driveway agreement. Mr. Moran asked Mr. Novello if the Stormwater plan takes the driveway requirements into consideration. Mr. Novello wasn't sure. Mrs. Miller said she would contact the Planning Commission Secretary about the Planning Commission's recommendations; she would also ask the Solicitor about putting a condition on the plan and in the agreement that would require the driveway to be widened in the event either property is sold. Mr. Novello said he thought the Zoning Hearing was for the driveway; Mr. Moran explained that it was for the frontage. Mr. Novello asked about the plan review deadline. Mr. Todd said that he could grant an extension for the review or the plan would be denied. Mr. Novello said that the Township Engineer said if he had revised plans by December 20, he would have his review done before the next Planning Commission meeting. Mr. Ross said that the Supervisors can't act on a final plan until the Planning Commission makes a recommendation and they can't take action on the waivers until they receive a recommendation and appropriate language from the Planning Commission.

Oxford Area Recreation Authority (OARA): Mr. Todd resigned from the OARA effective immediately. Mr. Todd moved to appoint Andrew Marker as a representative to the OARA for a 4-year term to expire December 31, 2020. Mrs. Bell seconded the motion. Motion carried unanimously. There was discussion on the efforts and plans of the OARA. Mrs. Bell noted that Senator Dinniman has been giving out grant money for trails and parks. Maybe there is some left for the OARA.

Speeding on Graves Road: There was discussion regarding a complaint about speeding vehicles from residents who live on Graves Road. The Supervisors will ask the Police to monitor traffic during the morning and afternoon, when speeding vehicles seem to be more frequent. Mr. Todd noted that Police can't enforce within 500 feet of the township line; he also noted that there is no speed limit posted in East Nottingham Township. Mrs. Miller will contact Chief McFadden and ask him to move the speed sign around and have personnel monitor traffic when they are on duty.

FINANCIAL REPORTS

Treasurer's Report: Mr. Todd moved to approve the Treasurer's Report for the period ending October 31, 2016. Mrs. Bell 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 October 31, 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 October 31, 2016, subject to audit. Mrs. Bell seconded the motion. Motion carried unanimously.

Bank Statements: Mrs. Bell moved to accept the bank statements for the period ending November 30, 2016 and give them to the Secretary/Treasurer for reconciliation. Mr. Todd seconded the motion. Motion carried unanimously.

General Fund Bills List: Mr. Todd moved to approve the General Fund bills list for the period November 19 – December 13, 2016, subject to audit. Mrs. Bell seconded the motion. Mr. Todd and Mrs. Bell voted in favor of the motion. Mrs. Miller recused herself from the vote because there was a check to her for reimbursement of expenses. Motion carried.

PUBLIC COMMENT

There was discussion regarding the bill to repair the Chevy Van. Mr. Todd asked Mrs. Miller to have Chief McFadden remove all equipment from the van to prepare it for sale on Municibid.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:40 p.m. Mr. Todd seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer