

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, March 9, 2021**

*NOTE: Due to the COVID-19 pandemic, and the order of Governor Wolf to avoid large gatherings, arrangements were made for individuals who did not want to attend the meeting in person to attend remotely via Zoom. Information to join the meeting online was posted on the outdoor bulletin board at the municipal building and via fliers on the office door; the invitation was also available on the website.*

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, William Winand, Candace Miller, and Terri Dugan attended in person; David Ross and Russell Lux attended via Zoom.

**AGENDA COMMENTS**

The following items were added to the agenda: DCED and PennDOT grants for intersection; and ORPC update.

**COMMITTEE REPORTS**

Mrs. Bell announced that committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the February 23, 2021 Supervisors Meeting:** Mrs. Bell moved to approve the minutes from the February 23, 2021 Supervisors meeting. Mr. Winand seconded the motion. Motion carried.

**EXECUTIVE SESSIONS**

No executive sessions were held.

**OLD BUSINESS**

**Quotes for Speed Signs on Route 272:** The Supervisors reviewed the quotes provided by Signal Service and Miller Brothers for the installation of the speed signs along Route 272 near Cemetery Road. Mrs. Bell made a motion to accept the quote from Signal Service in the amount of \$17,200 and to authorize them to coordinate with PennDOT on the installation location. Mr. Winand seconded the motion. Motion carried.

**Annual Audit and Financial Report and Summary of Financial Condition – Draft:** Mr. Winand made a motion to accept the draft Annual Audit and Financial Report and Condensed Financial Report, to authorize BBD to submit the report to DCED, and to authorize the secretary to advertise the condensed report. Mrs. Bell seconded the motion. Motion carried.

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**NEW BUSINESS**

**Butler Subdivision:** There was discussion of the Butler 2-lot subdivision which was approved in 2007. The attorney for the property owner has alleged that the subdivision was never recorded. He also asked for permission to record the plan as approved in 2007, because by his assessment, the ordinances have not changed very much. The original owners sold the property shortly after the approval. In an email from the Solicitor, she said the plan could be reviewed by the Engineer for stormwater and zoning compliance. Mr. Ross said that if it came back to the Planning Commission, the Engineer would be asked to do the review which could take a couple of months before it comes back to the Board. Mrs. Bell said she was not ready to make a decision on this matter. Mrs. Miller suggested sending it directly to the Township Engineer to have him conduct a review for zoning and stormwater. Mrs. Dugan noted that 14 years is a long time and that some review should be conducted. Mrs. Bell asked about professional fees for the Solicitor and Engineer. Mrs. Miller noted that the township has incurred legal fees associated with this project and the property owner should reimburse the township for these fees. Mrs. Miller moved to require a review of the Butler Subdivision that was previously approved in August 2007, request funds to cover all legal and engineering fees incurred prior to today and after, until such time the plans are approved for recording. Mr. Winand seconded the motion. DISCUSSION: Mr. Ross wanted to know if the review has to come to the Planning Commission; under what rules can the township ask for the escrow? Mrs. Bell said they are asking for an opinion of the Solicitor and Engineer so it would not be on the fee schedule. Mrs. Miller said it was similar to a zoning opinion, which is \$500 upfront plus any additional costs. Mrs. Miller wanted to know if the Board was comfortable with the review going directly to the Engineer or if they wanted it to go back to the Planning Commission. Mrs. Bell said she was comfortable with it going directly to the Engineer. Both Mrs. Miller and Mr. Winand were also comfortable with that option. Mrs. Miller noted that the second lot has nothing on it right now, so a building permit would be needed for anything going on the lot. Further, they would be required to comply with current stormwater given the amount of time that has passed. Mrs. Bell called for a vote. Motion carried.

**Chester County Transportation Improvements Inventory Program (TIIP):** Mrs. Bell moved to ask the Planning Commission to review the transportation improvements inventory and send any recommendations to the Supervisors before April 13. Mrs. Miller seconded the motion. Motion carried. Mrs. Bell announced that there will be a Transportation Sub-Committee meeting this month via Zoom.

**Kimble Farm Realtor Request:** Mrs. Miller said that she had a call from a realtor looking to market the Kimble Farm. He is requesting a meeting between the Supervisors, the Planning Commission, and the Zoning Officer to talk about future development of the property, uses, etc. Mrs. Miller suggested that he attend the Planning Commission meeting to address all of the Planning Commission members, at least one Supervisor, and the Zoning Officer.

**2021 Road Work & Bids:** Mrs. Miller presented the paving project and road maintenance work for 2021. Mr. Ross asked about the condition of the portion of Ridge Road where the paving will take place. Mrs. Miller said that he did not comment on the condition of the road, only that this was the portion of the road that had not been paved previously.

- **Paving Project:** There was discussion on paving West Ridge Road (.87 mile; from about Harris Drive to Barren Road) – this would be a prevailing wage job and would cost approximately \$125,000, depending on the cost of oil. Mrs. Miller moved to advertise the paving project and to

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open bids at the Supervisors meeting on April 13. Mr. Winand seconded the motion. Motion carried.

- **Skin Patching Bid:** Mrs. Miller moved to advertise the bids for Skin Patching, and to open the bids at the Supervisors meeting on April 13. Mrs. Bell seconded the motion. Motion carried.

**Estimates for New Truck:** The Road Master provided quotes for a small dump truck from three different vendors. The equipment estimate for the Chevy and Dodge are the same; the Ford has a separate equipment estimate. The wait time for the Chevy and Dodge is 5-8 months. The Ford is available now fully equipped. None of the prices reflect any trade in. If the Supervisors decided to move forward, a down payment could be made with the balance financed through a lease-purchase program. This leaves a large portion of our liquid fuels equipment fund intact for the future purchase of a loader. Mr. Winand asked about the age of the current truck. Mrs. Miller said it was a 2007. Mrs. Miller recommended a \$30,000 down payment, with the remaining being financed through a lease purchase.

**Spring Clean-up:** Mrs. Miller moved to schedule Spring Clean-up for April 10, dedicate the entire month of April as Keep West Nottingham Beautiful and advertise for volunteers to help clean-up trash. Mr. Winand seconded the motion. Motion carried. Mr. Winand will apply for a Wawa Foundation grant to supply drinks to the volunteers.

**PennDOT and DCED Grant Applications:** Mrs. Bell announced that the March 23 CFA meeting was cancelled and no decision for the DCED grant has been made. There could be a special meeting in April or May. She said the PennDOT grant is scheduled to be announced in a few weeks.

**Salt Shed:** Mr. Winand reported that he met a contractor to look at the salt shed. He looked at retrofitting what was there already, and building a new shed. The contractor was going to provide some suggestions.

**ORPC Update:** Mr. Winand talked about the OMI drive-in movie event on April 16 & 17; funds will go to fund the Shoebox Theater. There was also discussion about broadband and the lack of access in rural areas. The Committee is also looking at the regional impact of developments, and perhaps having the ORPC review the plans to make recommendations or advise the municipalities. Mr. Ross added that municipalities are grappling with traffic and transportation issues related to subdivisions being planned in other municipalities. Ideally, the review would happen at the “sketch plan” stage. Mr. Winand noted that Oxford Borough hired ARRO Engineering as the interim Borough Manager. Mr. Ross said that at the March meeting, there will be representatives from North Wind, who works with the Conservation District, to discuss mushroom compost, specifically hauled compost. They are looking for feedback from municipalities on the problems they are seeing or have encountered. Mrs. Miller said that Scott Moran, former Zoning Officer, would probably be a better source for this matter since he dealt specifically with a problem down near the Harris property off of West Ridge Road. Mrs. Miller said she would get in touch with Mr. Moran and arrange for him to talk to Mr. Ross.

**Act 167 Issues:** Mrs. Bell announced that she is part of the Chester County Water Resource Steering Committee for Act 167 issues. The committee is moving forward with water quality and water plans. Also, Mrs. Bell has been asked to be on an Ag Economic Strategic Committee, looking at how to keep

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agriculture viable in the county. There is a lot of pressure on agriculture right now. Specialty farmers can grow on a few acres and set their own price, where production agriculture is commodity price driven. Mr. Ross said he appreciated Mrs. Bell's continued involvement and that she has been a terrific advocate for the township in that regard.

**FINANCIAL REPORTS**

**Bank Statements:** Mrs. Bell moved to open the bank statements for the period ending February 28, 2021 and give them to the Secretary for reconciliation. Mr. Winand seconded the motion. Motion carried.

**General Fund Bills List:** Mr. Winand moved to approve the bills list for the period February 24 to March 9, 2021, subject to audit. Mrs. Bell seconded the motion. Motion carried.

**ANNOUNCEMENTS**

Mrs. Miller forwarded the invitation for the CCATO Spring Conference which will be held on Thursday, March 4. Also, PSATS cancelled their spring conference. Mrs. Bell suggested having someone from Penn State Extension talk to CCATO and how they can help municipalities. Mrs. Bell will send Mrs. Miller the information for the CCATO executive director.

Mrs. Bell also announced that there is food insecurity due to COVID. Food pantries need money to help stock their pantries.

**PUBLIC COMMENT**

Mrs. Miller announced that the new streetlight at Cemetery Road has been installed.

**EXECUTIVE SESSION**

Mrs. Miller moved to recess the regular meeting and go into executive session at 8:38 p.m. Mr. Winand seconded the motion. Motion carried.

Mrs. Miller moved to reconvene the regular meeting at 8:58 p.m. Mr. Winand seconded the motion. Motion carried.

After coming out of executive session, Mrs. Dugan noted that the plans have already been recorded; she noted the recording stamp at the top of the plan. Mrs. Miller made a motion, that after further review of the plan, it was noted that the plan had been recorded and that pending a discussion with the Solicitor about the recorded plan, no further action would be taken at this time. But that the property owners should reimburse the township for the professional fees incurred. Mr. Winand seconded the motion. Motion carried.

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**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 9:00 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer