

**West Nottingham Township
Board of Supervisors Organization Meeting Minutes
Monday, January 4, 2021**

The meeting was called to order at 7:02 p.m. by Candace Miller. The pledge of allegiance followed by a moment of silence.

The following were in attendance: Tiffany Bell, Candace Miller, William Winand, and Charice Russell (towards the end of the meeting).

ORGANIZATION

Election of Chair: Mr. Winand nominated Tiffany Bell as Chair. Mrs. Miller seconded the motion. Motion carried.

Election of Vice Chair: Mrs. Bell nominated William Winand as Vice Chair. Mrs. Miller seconded the motion. Motion carried.

Appointment of Secretary/Treasurer: Mrs. Bell moved to appoint Candace Miller as Secretary/Treasurer. Mr. Winand seconded the motion. Motion carried.

BONDS

Treasurer's Bond: Mrs. Bell moved to retain the Treasurer's Bond of \$1,000,000 for 2021. Mr. Winand seconded the motion. Motion carried.

Tax Collector's Bond: Mr. Winand moved to retain the tax collector's bond at the amount set by Chester County. Mrs. Miller seconded the motion. Motion carried.

DEPOSITORIES

Depositories for Township Funds: Mrs. Bell moved to use Meridian Bank and PLGIT as depositories for township, state, and private funds. Mr. Winand seconded the motion. Motion carried.

APPOINTMENTS

Township Solicitor: Mrs. Bell moved to appoint Helen Esbenshade of Lamb McErlane as Township Solicitor. Mr. Winand seconded the motion. Motion carried.

Zoning Hearing Board Solicitor: Mrs. Miller moved to appoint Neil Land of Brutscher Foley Milliner Land & Kelly as Zoning Hearing Board Solicitor. Mr. Winand seconded the motion. Motion carried.

Township Engineer: Mrs. Bell moved to appoint LTL Consulting as Township Engineer. Mrs. Miller seconded the motion. Motion carried.

Vacancy Board: Mr. Winand moved to appoint Ed Herr as the Vacancy Board member. Mrs. Miller seconded the motion. Motion carried.

Building Codes Official: Mrs. Miller moved to appoint Charles Shock as the Building Codes Official. Mr. Winand seconded the motion. Motion carried.

Building Inspector (third-party): Mr. Winand moved to appoint Accurate Building Inspections as the third-party building inspector for the township. Mrs. Miller seconded the motion. DISCUSSION: After much discussion, the Board decided to set up a meeting with Scott Moran to discuss professional services. Mr. Winand withdrew his motion. The appointment will be made at a future meeting.

Codes/Zoning Officer: Mrs. Bell moved to appoint Terri Dugan as the Zoning/Codes Officer. Mr. Winand seconded the motion. Motion carried.

Emergency Management Coordinator: Mrs. Miller moved to appoint John Reynolds, Jr. as Emergency Management Coordinator. Mr. Winand seconded the motion. Motion carried.

Historical Commission: Mrs. Bell moved to appoint Angie Thompson-Lobb to a 5-year term ending December 31, 2025. Mr. Winand seconded the motion. Motion carried.

Planning Commission: Mrs. Bell moved to appoint Neal Camens to the Planning Commission for a 4-year term to end on December 31, 2024. Mrs. Miller seconded the motion. Motion carried.

Oxford Region Planning Committee: Mrs. Miller moved to appoint David Ross as the Planning Commission representative and William Winand as the Supervisor representative to the Oxford Region Planning Committee. Mrs. Bell seconded the motion. Motion carried.

Oxford Area Recreation Authority Representative: Mrs. Miller moved to appoint Terri Dugan as the representative to the Oxford Area Recreation Authority for a 5-year term ending December 31, 2025. Mr. Winand seconded the motion. Motion carried.

Oxford Area Sewer Authority Representative: No appointment needs to be made this year.

Recycling Coordinator: The Recycling Coordinator position remains vacant.

Zoning Hearing Board: Mrs. Miller moved to appoint John Rogers to the Zoning Hearing Board for a 3-year term ending December 31, 2023. Mrs. Bell seconded the motion. Motion carried.

Zoning Hearing Board Member and Alternate: There is a vacancy on the Zoning Board and an alternate position that needs to be filled. The Board will seek out some candidates and work to fill these vacancies at the next meeting.

UCC Appeals Board: No appointments need to be made at this time. *Note: The members and terms are listed below for information only.*

Board Members Currently Serving

Board Members	Remaining Yrs	Term Expires	Next Appointment
Scott Moran	1 years	12/31/2021	Jan. 2022

Dan Dolinger	2 years	12/31/2022	Jan. 2023
Bob Ritchie	2 years	12/31/2022	Jan. 2023
William Sumner	3 years	12/31/2023	Jan. 2024
Bruce Vanderhoef (alt)	3 years	12/31/2023	Jan. 2024
Gary Calibey	4 years	12/31/2024	Jan. 2025
Jeffery Young (alt)	4 years	12/31/2024	Jan. 2025

Newspaper for Township Advertising: Mrs. Bell moved to continue using the Daily Local News for advertising. Mrs. Miller seconded the motion. Motion carried.

MEETING SCHEDULE

Monthly Meetings: Mr. Winand moved to set the Supervisors regular monthly meeting for the 2nd and 4th Tuesday of each month beginning at 7:00 p.m. Mrs. Bell seconded the motion. Motion carried.

Advertisement of Meeting Schedules: Mrs. Bell moved to authorize the Secretary to advertise the meeting schedule for the Board of Supervisors, Planning Commission, and Historical Commission, and to authorize the Secretary to place legal advertisements throughout the year that are legally necessary and/or required. Mr. Winand seconded the motion. Motion carried.

PERSONNEL ISSUES

Appointment of Employees: Mrs. Bell moved to reappoint township employees. Mr. Winand seconded the motion. Mrs. Bell and Mr. Winand voted in favor of the motion. Mrs. Miller recused herself from the vote since she is an employee. Motion carried.

Employee Paid Holidays: Mr. Winand moved to observe the following holiday schedule:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1, 2021
Good Friday	April 2, 2021
Memorial Day	May 31, 2021
Independence Day	July 5, 2021 (observed)
Labor Day	September 6, 2021
Election Day	November 2, 2021
Thanksgiving Day	November 25, 2021
Floating holiday	November 26, 2021
Christmas holiday	December 24, 2021
Floating holiday	December 27, 2021
New Year's Day	January 1, 2022

Mrs. Bell seconded the motion. Motion carried.

Employee Wages:

The wage rate for the tax collector remains at 5%;

Hannah Rush	Tax Collector	5.00%	Commission	5.00%	5.00%
-------------	---------------	-------	------------	-------	-------

Mrs. Bell moved to approve a 3% wage increase for Police personnel, effective January 2, 2021. Mr. Winand seconded the motion. Mrs. Miller moved to approve a 3% wage increase for the Codes/Zoning Officer, effective January 2, 2021. Mr. Winand seconded the motion. Motion carried. Mrs. Bell moved to approve a 2% wage increase for the Planning Commission Secretary, effective January 2, 2021. Mr. Winand seconded the motion. Motion carried. The Board will revisit wage increases for the Road Master, Road Crew, and extra labor.

Employee	Position	2020 Rate	1%	2%	3%
Norman Marsh	Road Master	24.26	24.50	24.75	24.99
Dylan Howe	Road Crew	20.47	20.67	20.88	21.08
Terri Dugan	Codes/Zoning Off.	22.25	22.47	22.70	22.92
Charice Russell	Plan. Comm. Sec.	19.62	19.82	20.01	20.21
Tom McFadden	Police Chief	25.50	25.76	26.01	26.79
Brian Bolt	Police Sergeant	23.93	24.16	24.41	24.65
Adam Weaver	Police Officer	22.86	23.09	23.32	23.55
Extra Labor (CDL)	CDL Driver	20.47	20.67	20.88	21.08
Extra Labor (Non-CDL)	Non-CDL Driver	19.38	19.57	19.77	19.96

Mr. Winand moved to recommended to the Board of Auditors, a 2% wage increase for the Secretary/Treasurer who is also serving as a Supervisor. Mrs. Bell seconded the motion. Mrs. Bell and Mr. Winand voted in favor of the motion. Mrs. Miller recused herself from the vote. Motion carried.

Employee	Position	2020 Rate	1%	2%	3%
Candace Miller	Sec/Treas	\$24.33	24.57	24.82	25.06

Pay Rate for Supervisors for extra labor: Mrs. Bell moved to recommend to the Board of Auditors that the rate of reimbursement for seasonal work performed by Supervisors set at the same rate as Extra Labor. Mr. Winand seconded the motion. Motion carried.

Supervisors' Salary: Mrs. Miller moved to accept the State's guidance for the Supervisors' pay. Mr. Winand seconded the motion. Motion carried.

Liaison Assignments: Mrs. Bell moved to set the 2021 Liaison Assignments for Departments/ Employees as follows:

Supervisor	Department/Employee
Tiffany Bell	Office Personnel, Ag Security Board, Planning Commission
Candace Miller	Roads Department, Recycling Coordinator
William Winand	Police Department, Historical Commission

Mr. Winand seconded the motion. Motion carried.

Mileage Reimbursement: Mr. Winand moved to pay mileage reimbursement at the IRS Rate. Mrs. Miller seconded the motion. Motion carried.

RESOLUTIONS

Resolution 1-2021, Appointment of Outside Auditor: Mrs. Miller moved to adopt Resolution 1-2021 appointing BBD, LLP as auditors for the township. Mr. Winand seconded the motion. Motion carried.

Resolution 2-2021, Designation of Emergency Responders: Mrs. Bell moved to adopt Resolution 2-2021 designating the emergency responders for the citizens of West Nottingham Township. Mr. Winand seconded the motion. Motion carried.

AGENDA COMMENTS

There were no comments to the agenda.

COMMITTEE REPORTS

Mrs. Bell announced that reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the December 8, 2020 Supervisors Meeting: Mr. Winand moved to approve the minutes from the December 8, 2020 supervisors meeting. Mrs. Bell seconded the motion. Motion carried.

Minutes from the December 21, 2020 Special Meeting: Mr. Winand moved to approve the minutes from the December 21, 2020 special meeting. Mrs. Bell seconded the motion. Motion carried.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

Cancellation of the January 12 meeting: Mrs. Miller moved to cancel the meeting scheduled for January 12. 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 November 30, 2020. Mr. Winand seconded the motion. Motion carried.

Reconciliation Summary: Mr. Winand moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending November 30, 2020, subject to audit. Mrs. Bell seconded the motion. Motion carried.

Bank Statements: Mrs. Bell moved to accept the bank statements for the period ending December 31, 2020 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 December 9, 2020 to January 4, 2021, subject to audit. Mrs. Bell seconded the motion. Motion carried.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 9:03 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer