

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, March 10, 2020**

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, Charice Russell, Robert Russell, David Ross, and John Reynolds, Jr.

**AGENDA COMMENTS**

The following items were added to the agenda: Replenish special checking account; cyber security; and non-taxable property in the township. Mrs. Bell also wanted to talk about policing on Route 272 and her meeting with the County. Mr. Ross said he would talk about the ORPC. Mr. Winand said the Lieutenant from the Pennsylvania State Police wanted to come to a future meeting.

**COMMITTEE REPORTS**

Committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the February 11, 2020 Supervisors Meeting:** Mrs. Bell moved to approve the minutes from the February 11, 2020 supervisors meeting. Mr. Winand seconded the motion. Motion carried.

**EXECUTIVE SESSIONS**

No executive sessions were held since the last meeting.

**OLD BUSINESS**

**Resolution 3-2020, Partial Payment on West Nottingham Township's share of the Past Due USDA Debt Guarantee:** Mrs. Miller explained that the amount of the Township's portion of the past due debt has been adjusted because Oxford Borough is only agreeing to pay their 44% after \$600,000 is subtracted from the total amount due. They are counting on the sale of the Reedville Road property and the administrative building. If the other municipalities paid their full portion and Oxford Borough only paid the reduced portion, the USDA could come back and demand that the unpaid portion be paid by all the municipalities equal to their portions. David Busch reduced all the municipal payments the same way Oxford Borough reduced theirs. The Reedville Road has an offer and settlement is expected before summer. The admin building remains for sale. Mrs. Miller said that the majority of the payment was made in December, and the money has been sitting in an interest-bearing account. That original amount, plus the interest earned, leaves the total amount due at \$513.91. The resolution states that the Township agrees to pay that amount. There was discussion about where the administrative staff would go if the admin building were to sell. Mr. Ross said the Borough Council has directed the Solicitor to draw up a lease; Digi-tec will be in the back of the Borough space, and they expect the Sewer Authority to be in the front space. The monthly rent would be \$750 plus \$30 for utilities. Mrs. Bell moved to adopt resolution 3-2020 stating the intent of the Supervisors to make a partial payment of West Nottingham Township's portion of the past due debt in the amount of \$513.91, and to authorize the Secretary/Treasurer to write a check in that amount for the Supervisors to sign. Mr. Winand seconded the motion. Motion carried.

**Hydrant Location and Maintenance Application:** Mr. Winand moved to authorize the Secretary/Treasurer to sign the Application for Public Fire Protection Service for the two hydrants to be installed on the water main extension to be installed from the corner of Route 272 and Baltimore Pike to Ponds Edge Drive. Mrs. Bell seconded the motion. Motion carried.

## **NEW BUSINESS**

**2020 Road Work and Bids:** There were several items for discussion regarding road work:

**1) Small Paving Project:** The Road Master requested to do a small paving project on Sylmar Road; it would be a non-prevailing wage project estimated to cost about \$40,000. Mr. Winand moved to advertise the Sylmar Road paving project and to open bids at the Supervisors meeting on April 14. Mrs. Miller seconded the motion. Motion carried.

**2) Seal Coat In-place and Skin Patching Bid:** Mrs. Bell moved advertise the bids for Seal Coat In-place and Skin Patching, and to open the bids at the Supervisors meeting on April 14. Mr. Winand seconded the motion. Motion carried.

**3) Pipes:** Mrs. Bell moved to authorize the Road Master to order pipes for some stormwater infrastructure work along Glen Roy and various other places, at a cost of about \$2,100.00. Mr. Winand seconded the motion. Motion carried.

**Police Training:** Sergeant Bolt has requested to go to Armor Glock training on March 12 at Lincoln University. The Police use Glockes as their service weapons. This class will certify him to make minor repairs on the service weapons saving the Township money on sending them out to be repair. Mr. Winand moved to authorize Sgt. Bolt to attend the Armor Glock Training on March 12 at Lincoln University. Mrs. Miller seconded the motion. Motion carried.

**Brandywine Conservancy's Municipal Assistance Subscribers Membership Renewal:** Mrs. Miller moved to renew the membership in the Brandywine Conservancy's Municipal Assistance Subscribers program in the amount of \$450. Mr. Winand seconded the motion. Motion carried. Mr. Winand noted that all the municipalities stepped up and said they would participate in the woodland classification, which would be done by the Brandywine Conservancy. Mr. Ross noted that the cost would be \$360 for each municipality.

**Agricultural Security Area Submission from Jonas & Annie Stoltzfus:** Mrs. Bell moved to acknowledge receipt of the Agricultural Security Area application from Jonas and Annie Stoltzfus for tax parcel 68-5-26 on March 2, 2020 and to authorize the Secretary to publish a notice of receipt in the Daily Local News announcing the modification period which will end on March 26, 2020. Mr. Winand seconded the motion. Motion carried.

**Chester County 2020:** Chester County 2020 (CC2020) asked municipalities to consider sponsoring the Master Planner Program. They asked for an annual contribution of \$300, but if that is too much, they would gladly take \$150 or \$200, annually. After much discussion, the Supervisors agreed not to contribute to CC2020 at this time.

**Dumpster Day:** Mrs. Miller moved to set Dumpster Day for April 24-25. Mr. Winand seconded the motion. Motion carried.

**Clean-up Day:** Mrs. Miller moved to set Spring Clean-up Day for Saturday, March 21 beginning at 9:00 a.m.; however, if that date doesn't work for the Scouts, then we will go with whatever date works for the troop. Mrs. Bell seconded the motion.

**Cyber Security:** Mrs. Bell asked about our cyber security and the steps taken to secure the computer equipment. Mrs. Miller explained what was in place. She said she could get more information if needed.

**Non-Taxable Properties in the Township:** Mrs. Bell asked Mrs. Miller to prepare a summary of the property in the township that is non-taxable or reduced taxes. She said that she has been in meetings where another municipality says it is unfair the number of non-taxable properties they have in their municipality.

**ORPC Update:** Mr. Ross talked about the ORPC meeting and the recent visit from the Pennsylvania State Police. They said they are open to residents letting them know when they will be out of town so they can park in the driveway and observe what's going on or do paperwork. He said anyone who was planning to be away could contact the Avondale barracks. They are going to continue with their bi-annual breakfast. Mr. Winand said they have 50 troopers that cover 600 square miles. The DUI arrests are up and accidents are down. They recently apprehended a man who was trying to lure a 15-year old girl to the Nottingham Inn. Lt. Nicole Palmer said she would like to visit one of the Supervisors meetings in the near future and to discuss patrolling on Route 272. Mr. Ross wanted to know if the Historical Commission was aware that the next ORPC would be focusing on regional history and possibly starting a regional historical society. Mrs. Miller said she would let them know. Mr. Ross said that it might be a good idea if the municipalities got behind a particular set of resolutions to go to CCATO and then to PSATS. He said there were some already circulating.

**Policing on Route 272:** There was discussion on speed enforcement on Route 272. Mrs. Miller said the Police went out and painted lines on the road for speed enforcement. They are going to issue warnings at first to give motorists a chance to get used to the lowered speed. Mrs. Bell said the PennDOT told her that the state police would not enforce speed on that road because there is not a place to pull a vehicle over. But it might be a good discussion to have with Lt. Palmer.

**Meeting with PennDOT:** PennDOT is supposed to apply thermo-plastics to the road. The Road Master said they should pave the road before they put down the thermo-plastics. She also talked to PennDOT about the flashing signs; they were going to send someone out to look at the intersection.

**Meeting with the County:** Mrs. Bell said that things are progressing. She thinks the County will be a good partner to have. She will be meeting with Representative Lawrence, Ed Herr and ECON Partners later in March.

**Solar Ordinance:** Mrs. Miller said that the Zoning Officer has had several inquiries from companies that want to install "solar farms" in the township. Our current zoning doesn't cover this type of project and he recommended the Supervisors ask the Planning Commission to discuss this at a future meeting.

## **FINANCIAL REPORTS**

**Treasurer's Report:** Mrs. Bell moved to approve the Treasurer's Report for the period ending January 31, 2020, subject to audit. Mr. Winand seconded the motion. Motion carried.

**Reconciliation Summary:** Mrs. Bell moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending January 31, 2020, subject to audit. Mr. Winand seconded the motion. Motion carried.

**Bank Statements:** Mr. Winand moved to accept the bank statements for the period ending February 29, 2020 and give them to the Secretary/Treasurer for reconciliation. Mrs. Bell seconded the motion. Motion carried.

**General Fund Bills List:** Mr. Winand moved to approve the General Fund bills list for the period February 12 to March 10, 2020 subject to audit. Mrs. Bell seconded the motion. Motion carried.

**Replenish Special Checking:** Mrs. Miller moved to transfer \$600 to the special checking account. Mr. Winand seconded the motion. Motion carried.

## **ANNOUNCEMENTS**

The township is seeking a volunteer to be the Recycling Coordinator; this person would be responsible for submitting the recycling grants to the State each year. Anyone interested should contact the township.

## **PUBLIC COMMENT**

Mr. Reynolds announced that the Peach Bottom Exercise is scheduled for April 21. He added that UFC #1 will be at the school for a mass monitoring and decontamination drill on April 8. He said if the Coronavirus ramps up, the Peach Bottom Exercise could be canceled.

There was discussion about alerting the Amish community during an emergency. Mr. Reynolds said he made fliers and had them distributed to the Bishops of the local Amish community. If anyone wants information on the Coronavirus, they should visit the Chester County Health Department's website for information, or the CDC's website.

## **EXECUTIVE SESSION**

Mrs. Miller moved to go into executive session at 8:48 p.m. Mrs. Bell seconded the motion. Motion carried.

Mrs. Miller moved to come out of executive session at 9:37 p.m. Mrs. Bell seconded the motion. Motion carried.

## **ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 9:38 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer