

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, March 24, 2020

NOTE: Due to the COVID-19 pandemic, and the order of Governor Wolf to avoid large gatherings, arrangements were made to hold the meeting online. The Township Secretary remained at the municipal building to receive any guests who came to attend the meeting.

Chair Tiffany Bell called the meeting to order at 7:02 p.m. A moment of silence was observed.

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

AGENDA COMMENTS

Mr. Reynolds reported that there were COVID-19 cases reported in three neighboring municipalities – East Nottingham Township, Upper Oxford Township, and Oxford Borough.

Mrs. Bell wanted to give an update on Route 272 and the change in the speed limit.

COMMITTEE REPORTS

Committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the March 10, 2020 Supervisors Meeting: Mrs. Bell moved to approve the minutes from the March 10, 2020 supervisors meeting. Mr. Winand seconded the motion. Motion carried.

EXECUTIVE SESSIONS

An executive session was held on March 10 to discuss a personnel matter.

OLD BUSINESS

Resolution 4-2020, Temporary Emergency Declaration: Mrs. Miller moved to ratify the adoption of resolution 4-2020 declaring an emergency related to the COVID-19 emergency. Mr. Winand seconded the motion. Motion carried.

Road Work & Bids: Mrs. Miller moved to postpone the bidding of road work and paving until further notice. Mr. Winand seconded the motion. Motion carried.

Route 272 Update: Mrs. Bell has been in contact with PennDOT regarding the speed changes on Route 272. A PennDOT representative came out to do some speed checks with radar and did not notice a change in the speed of the vehicles driving Route 272. Mrs. Bell said he suggested having the temporary speed sign posted near the Route 272/Route 1 exit. PennDOT will continue monitor the speed of the vehicles periodically to see if anything changes. There is still a plan to put markings down near the Cemetery and Union Square Road intersection, but it won't be thermoplastics; instead, the markings will be painted on the asphalt. There will also be larger stop signs posted on these side streets, as well as look left/right signs. Mrs. Bell said there was also talk about painting stop bars on Cemetery and Union Square roads. She said Route 272 would not repaved before the pavement was painted. Mr. Winand asked if there would be flashing lights installed on the intersection ahead sign. Mrs. Bell said

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, March 24, 2020

PennDOT wants to build up to that. There was discussion about looking into purchasing a second portable speed sign. Mr. Winand will follow up with Chief McFadden.

NEW BUSINESS

Resolution 5-2020, Emergency Declaration: Mrs. Bell moved to adopt Resolution 5-2020, extending the emergency declaration for West Nottingham Township until such time that Governor Wolf lifts the emergency declaration for the State of Pennsylvania. Mr. Winand seconded the motion. Motion carried.

Resolution 6-2020, Restatement of Qualified Retirement Plan: Mrs. Miller moved to adopt Resolution 6-2020 restating the defined benefit pension plan for eligible employees to comply with the requirements of the Pension Protection Act of 2006, the Heroes Earning Assistance and Relief Tax Act of 2008, the Worker, Retiree, and Employer Recovery Act of 2008, and other applicable guidance, pending the review of the agreement by the Solicitor; and to pay the \$100 document preparation fee. Mr. Winand seconded the motion. Motion carried.

Fire & Emergency Medical Services Delivery Services Survey: Mr. Reynolds said there are two surveys; one for municipalities and one for residents. The intent behind the survey is to try to improve services. One idea is to regionalize the services, which could increase response times. Mrs. Miller said she would complete the survey.

Condensed Financial Report: Mrs. Bell moved to authorize the Secretary to advertise the Condensed Financial Report once it is received from Barbacane Thornton & Company. Mr. Winand seconded the motion. Motion carried.

FINANCIAL REPORTS

Treasurer's Report: Mr. Winand moved to approve the Treasurer's Report for the period ending February 29, 2020, subject to audit. Mrs. Bell 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 February 29, 2020, subject to audit. Mrs. Bell seconded the motion. Motion carried.

General Fund Bills List: Mrs. Bell moved to approve the General Fund bills list for the period March 11-24, 2020 subject to audit. 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.

Plan reviews and inspections in the township are done by a third-party agency. As required by Labor & Industry, all inspections not related to health care facilities, emergency repairs, and work being conducted in connection with a DCED waiver are temporarily halted. Inspections for projects that are underway would depend on the structure and use, or if it is classified as an emergency repair. If a

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, March 24, 2020

construction project has received a waiver through DCED to continue work on the project, then inspections may continue. If the work is not for a health care facility or emergency repairs to commercial and residential structure, then the inspection will have to wait.

PUBLIC COMMENT

Mrs. Miller reported that all the municipalities had made their partial payments to the OASA for the USDA past due debt. She said the Reedville Road closing is set for mid-April and that a letter of intent to purchase had been received for the OASA administration building.

Mr. Winand reported that there were a few small groups that went out and picked up trash from the sides of the road on Saturday. The Boy Scouts still want to come out, if they are able.

Mr. Ross thanked Mrs. Miller for arranging the online meeting.

ADJOURNMENT

Mrs. Miller moved to adjourn the meeting at 8:02 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer