

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, June 23, 2020**

*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, Helen Esbenshade (online), Pete Eisenbrown (online), John Reynolds Jr. (online), Don Armstrong (online), Charice Russell, Robert Russell, David Ross, Diane Smith (online) and Mike Shiring.

**AGENDA COMMENTS**

Mrs. Miller wanted to add “Professional Services Escrow Agreement” to New Business. Mr. Ross requested to discuss the woodland mapping effort. Mrs. Bell said she wanted to talk about the speed signs. Mr. Winand said he’d give an update on the ISO rating for the township.

**COMMITTEE REPORTS**

**OASA:** Mrs. Miller reported that the Sewer Authority anticipates going to settlement on the administrative building in late August. Once the proceeds have been received, the final payment will be made to the USDA, and the Authority will no longer be delinquent on any of the loans. The Board has authorized the Executive Director to pursue a 5-year lease for space on the second floor of the BB&T building in the Borough at a cost of \$1200/month. The Treasurer has also submitted a plan to begin paying back the contributions made by the municipalities. The first payment is tentatively scheduled to be made in September. Money has also been set aside to do work on the Broad Street force main. Details are being worked out with the developer who is doing work on the 8<sup>th</sup> street pump station upgrade. The regular USDA payment was made in May, a month early.

**OARA:** Mrs. Miller reported that the park trails and multi-purpose field are open, but all other areas of the park remain closed until Chester County moves into Phase 3 or “green” which is currently slated for June 26. The Board is moving forward with plans for the Haunted Park, but they will re-evaluate the situation in September and decide whether they can safely host the event.

All other committee reports are available upon request.

**APPROVAL OF MEETING MINUTES**

**Minutes from the June 9, 2020 Supervisors Meeting:** Mrs. Bell moved to approve the minutes from the June 9, 2020 Supervisors meeting. Mr. Winand seconded the motion. Motion carried.

**EXECUTIVE SESSIONS**

No executive sessions were held since the last meeting.

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, June 23, 2020**

**OLD BUSINESS**

**Resolution 8-2020, Post Construction Stormwater Management Plan and Report for Stoneyfield Estates:** Mr. Shiring provided a brief summary of the plan and background information on why it was necessary to come up with a plan to amend the stormwater. He talked about the infiltration beds, the revised NPDES permit, and the requested waivers listed in the resolution. After some discussion and questions about the resolution and waivers, Mrs. Miller moved to adopt resolution 8-2020, conditionally approving the post construction stormwater management plan and report for Stoneyfield Estates dated March 3, 2020 and revised on March 15, 2020 – prepared by DL Howell and Associates, Inc.; and authorizing the execution of the plan and release for recording upon satisfactory completion of all conditions of approval and providing for no more than 10 permits to be issued in the interim. Mr. Winand seconded the motion. Mrs. Miller and Mr. Winand voted in favor of the motion. Mrs. Bell recused herself from the vote since she lives next to the development. Motion carried.

**ISO Rating:** Mr. Winand talked to the Fire Chief, Shane Kinsey. Chief Kinsey didn't think it would make a big impact for the township but said he would help. After some discussion, it was decided to move forward with having the ISO rating evaluated. Mr. Winand said he would look into requesting an evaluation.

**Speed Sign:** Mrs. Bell said the speed sign we have was run over. She is not sure if it is functional or if it needs to be replaced. There was discussion about speed calming efforts such as flashing lights on the speed limit signs, but Mrs. Bell said PennDOT didn't want us to do that until we tried the speed signs. Mrs. Miller said she would check with Sgt. Bolt to see if the speed sign was still working.

**NEW BUSINESS**

**Resolution 9-2020, ARLE Grant:** Mrs. Bell reported that the grant is almost ready to be submitted to PennDOT. She noted that the project cost for the design concept is expected to be approximately \$1.3M. The Multi-Modal Transportation Grant is due in September. Mrs. Bell moved to adopt resolution 9-2020, authorizing Tiffany Bell and Candace Miller to execute the necessary documents and agreements relative to applying for the Automated Red Light Enforcement (ARLE) Transportation Enhancements Grant Program grant and to request up to \$935,550 from the Pennsylvania Department of Transportation to be used for road, signal and safety improvements at the intersection of Christine Road (SR 272) and Baltimore Pike (SR 3026). Mr. Winand seconded the motion. Motion carried.

**Resolution 10-2020, Establishing Guidelines and Policy for Outdoor Dining During the Coronavirus Pandemic:** Mrs. Miller presented a *resolution provided by PSATS to allow outdoor dining for existing restaurants for a period of 120 days.* Mr. Ross asked how a resolution could overrule the zoning. Mrs. Bell pointed out that the first paragraph in the resolution states that provisions are allowed because the Governor issued a Proclamation of Disaster Emergency on March 6, 2020, which was also declared by the township, giving the Supervisors the ability to implement safety measures, such as increased workplace ventilation, increased physical distance between employees and customers, and alteration of hours based on building size and number of employees, and to allow temporary outdoor dining provided such dining is consistent with all other state and federal statutes, regulations, and orders. Mrs. Miller said one of her concerns was that vehicles like to use the parking lot as a shortcut to avoid sitting at the stop light. The Nottingham Kitchen has set up outdoor dining facilities on the deck across from restaurant, requiring servers to cross the parking lot to get to guests. She said she was concerned that a rope across the parking lot would not keep pedestrians or employees safe. Mrs. Bell moved to adopt resolution 10-2020 establishing guidelines and policy for outdoor dining during the coronavirus pandemic. Mr. Winand seconded the motion. Motion carried. Mr. Ross asked if the resolution could be sent to the Planning Commission for review to see if anything in it should be considered for the Township's zoning.

**WEST NOTTINGHAM TOWNSHIP**  
**Board of Supervisors Meeting Minutes**  
**Tuesday, June 23, 2020**

**Professional Services Escrow Agreement for the Nottingham Business Center (NBC) Barn:** Mrs. Miller moved to enter into the professional services escrow agreement with James & Elizabeth Mark for the NBC Barn land development. Mr. Winand seconded the motion. Mrs. Miller and Mr. Winand voted in favor of the motion. Mrs. Bell recused herself because her family does business with Mr. Mark. Motion carried. Mrs. Miller moved to send the plan to the Planning Commission for review. Mr. Winand seconded the motion. Mrs. Bell recused herself again. Motion carried.

**Woodland Mapping:** Mr. Ross gave a summary of the woodland mapping effort and answered some of Mrs. Bell's questions regarding the maps and what it all means. It was noted that 50% of the woodlands in the township are protected. Mrs. Bell asked what the next step in the process would be. Mr. Ross said the Township may want to consider letting the Brandywine Conservancy review and revise the Township's natural resource ordinance. [Tiffany – can you add anything to this discussion? I did not record the meeting and only had my notes to go on and my notes weren't very good relative to this topic.]

**FINANCIAL REPORTS**

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

**Reconciliation Summary:** Mr. Winand moved to approve the Reconciliation Summary for the period ending May 31, 2020, subject to audit. Mrs. Bell seconded the motion. Motion carried.

**General Fund Bills List:** Mr. Winand moved to approve the bills list for the period June 10-23, 2020, subject to audit. Mrs. Bell second the motion. Motion carried.

**Bank Statements:** Mrs. Bell moved to open the bank statements for the period ending June 30, 2020 and give them to the Secretary for reconciliation. Mr. Winand seconded the motion. Motion carried.

**ANNOUNCEMENTS**

There will be an Agricultural Security Area hearing on Tuesday, July 14 at 7:00 p.m.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

Mrs. Bell moved to adjourn the meeting at 8:24 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer