

CHAPTER 1

ADMINISTRATION AND GOVERNMENT

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Part 1  
Planning Commission

§101. Membership. The Township Planning Commission shall consist of five (5) members. Members of the Planning Commission shall be appointed by the Supervisors of West Nottingham for terms of four (4) years. The members of the existing Planning Commission shall serve for the term appointed and thereafter members shall be appointed in accordance with this Section. An appointment to fill a vacancy shall be only for the unexpired portion of the term. All members of the Commission shall reside within the Township. They shall serve without compensation but may be reimbursed for necessary expenses. The Board of Supervisors may, after a public hearing, remove any member, or members of the Planning Commission for inefficiency, neglect of duty or malfeasance in office. (Ord. 1-1976, -/-/1976, §1; as amended by Ord. 3-1991, 12/30/1991)

§102. Authority. Township Planning Commission shall elect its own Chairman and create and fill such other offices as it may determine. The commission may make and alter rules for its procedure consistent with the ordinances of the Township and the laws of the Commonwealth. It shall keep a record of its resolutions, transactions, findings, and determinations, which records shall be a public record. The Board of Supervisors shall appropriate from the General Township Funds such money as may be necessary and may be available for the work of the Planning Commission in the year in which the appropriation is made. The Planning Commission may appoint such employees and staff as it may deem necessary for its work and may contract with Planners, Surveyors and other Consultants for such technical services as it may require upon authorization of the Board of Supervisors. These and other expenditures as may be necessary and proper shall be within the amount appropriated for the purpose by the Board of Township Supervisors or placed at the Commission's disposal from other sources. (Ord. 1-1976, -/-/1976, §2)

§103. Comprehensive Plan; Adoption.

1. The Planning Commission shall prepare and adopt a Comprehensive Plan for the Township. The plan, with accompanying maps, charts, drawings, and descriptive matter, shall show the Commission's recommendation for the development of the Township.

2. The Comprehensive Plan shall be based on the studies of the physical, social, economic and governmental conditions and trends, and shall be designed to promote with the greatest efficiency and economy the coordinated development of the Township and the general welfare and prosperity of its people.

3. Any maps or plans adopted by the Commission shall not be effective unless they are approved by the Township's Supervisors.

4. After such approval they may be amended from time to time as the Township Supervisors may deem expedient.

(Ord. 1-1976, -/-/1976, §3; as amended by Ord. 3-1991, 12/30/1991)

§104. Official Map.

1. The Board of Supervisors may establish by ordinance as the Official Map of the Township any part of the development plan after public hearing, with notice of such public hearing to be published in a newspaper of general circulation in the Township at least ten (10) days prior to the hearing.

2. The Board of Supervisors may by resolution, whenever and as often as it may deem it for the public interest, change or add to the official map of the Township. Before changing or adding to the official map, the matter shall be referred to the Planning Commission for its recommendation. If the Planning Commission shall not make its recommendation thereon within thirty (30) days after such reference, it shall be deemed to consent thereto.

3. Upon the receipt of the recommendation of the Planning Commission or upon the expiration of thirty (30) days after reference to the Planning Commission, the Board of Supervisors may hold a public hearing on the proposed change in or addition to the official map, and if such hearing is to be held, shall cause notice of the hearing to be published in a newspaper of general circulation in the Township at least ten (10) days prior to the date of the hearing. At such public hearing, all interested parties shall be given an opportunity to present their views prior to the final vote upon the resolution providing for the change in or addition to the official map. Upon final passage of the resolution, the changes or additions shall become a part of the official map of the Township.

(Ord. 1-1976, -/-/1976, §4)

§105. Recommendation of the Planning Commission. The Board of Supervisors, having adopted sub-division regulations under the authority of the Second Class Township Code of Pennsylvania, shall refer all such plans to the Planning Commission for its recommendation before approving plans for proposed sub-division. (Ord. 1-1976, -/-/1976, §5)

§106. Reports. The Township Planning Commission may make reports and recommendations to the Board of Supervisors, agencies and citizens regarding public and private improvements in relation to its plans and general community development. It may publish the development plan or sections thereof and such other reports and recommendations as, in the opinion of the Commission, are necessary to attain the objectives of this Part 1. The Commission may yearly recommend to the Supervisors a long-range program of public improvements, together with a long range financial plan. (Ord. 1-1976, -/-/1976, §6)

Part 2

Firemen's Relief Association

§201. Recognition of Firemen's Relief Association.

1. The following association is hereby recognized as actively engaged in providing fire protection and/or emergency services in the Township of West Nottingham:

Oxford Union Volunteer Firemen's Relief Associations.

The above named association has been formed for the benefit of its members and their families in case of death, sickness, temporary or permanent disability or accident suffered in the line of duty.

2. The above named Association of the Township of West Nottingham is designated the proper association to receive such funds as are due and payable to the Township Treasurer by the Treasurer of the State of Pennsylvania from the tax on premiums from foreign fire insurance companies.

(Ord. 3-1991, 12/30/1991)

§202. Certification to Auditor General. The Board of Supervisors shall annually certify to the Auditor General of the Commonwealth, the name of the active associations and the percentage of service they contribute to the protection of the Township of West Nottingham. Such certification shall be on forms prescribed by the Auditor General. (Ord. 3-1991, 12/30/1991)

§203. Annual Appropriation. There is annually appropriated from the Township Treasury all such sums of money that may hereafter be paid into the Township Treasury by the Treasurer of the State of Pennsylvania on account of taxes paid on premiums of foreign fire insurance companies in pursuance of 1984 Act of December 18, No. 205, §§701 et seq., as hereafter amended, supplemented, modified or reenacted by the General Assembly of Pennsylvania. Such monies received by the Township Treasurer from the State Treasurer shall be distributed to the duly recognized association within sixty (60) days of receipt. The funds shall be distributed on the basis of the percentage of service established in the certification to the Auditor General and with other provisions of the Act. (Ord. 3-1991, 12/30/1991)



## Part 3

## Historical Commission

§301. Purpose. In order to recognize the significance of locating, naming and preserving historical resources, within the boundaries of Nottingham Township, for the enjoyment, education and inspiration of the people, including future generations, this Part creates a Historical Commission. (Ord. 1-2000, 2/8/2000, §101)

§302. Establishment. West Nottingham Township, by and through its Board of Supervisors, hereby establishes the West Nottingham Township Historical Commission which shall be governed by the rules, regulations and duties hereinafter set forth. The Historical Commission shall fully cooperate with the Board of Supervisors and Township officials in all matters of business. (Ord. 1-2000, 2/8/2000, §102)

§303. Duties of Historical Commission. The Historical Commission shall serve as an advisory and information gathering body for the purpose of identifying, collecting and preserving the historical resources in the Township. The specific duties of the Commission are listed below and in §306, Financial Operations.

A. Identify cultural and natural resources which reflect the history of the Township. Research the history of the Township from the native Americans to the present day, including all cultural, agricultural, business, educational and religious endeavors. Notify owners in writing of identified resources and request permission to gather historical information about the resource.

B. Collect significant data including, but not limited to, maps, pictures, written records, of identified resources. Prepare written documentation recording the history of the Township.

C. Preserve and file all collected data for current and future research use by the Township residents.

D. Create and maintain an awareness of the Township history for Township residents. Propose, for approval by the Board of Supervisors, a system to mark historic resources, including purchase, installation and care of markers as well as associated costs thereof.

E. Act as an advisory resource for owners of historic resources who are involved in the preservation and/or restoration of their resources. This includes the following items:

(1) Advise owners regarding availability and application for technical and financial assistance from all appropriate local, county, State, Federal and other agencies for the purpose of preservation and/or restoration.

F. Cooperate with and enlist the assistance from the National Park Service, the National Historic Trust for Historic Preservation, the Pennsylvania Historical and Museum Commission and other local, county, State and national historical societies, conservancies and other agencies, public and private, concerned with historical and/or architectural preservation.

G. Advise the Board of Supervisors of contemplated activities and actions through reports, meeting minutes and other documentation, which may be requested by the Board of Supervisors.

H. At the request of the Board of Supervisors, prepare reports or presentations which address matters of interest to the Township. These matters may include advisement on proposed zoning, subdivision or land development proposals; creation of historic district(s).

(Ord. 1-2000, 2/8/2000, §103)

§304. Limit of Duties. The Historical Commission does not have the authority to act in any matter on behalf of the Township or any property owner, unless specifically authorized in writing.

A. After identification of cultural or natural resources, the Historical Commission shall not undertake any review or activities with respect to any property unless the owner of the site gives permission in writing. If the property changes owners, the new owner must give written permission before the Historical Commission's activities related to the property may continue.

B. To the extent consistent with current law, an owner of an identified historical resource shall determine what, how and when to preserve, restore or adaptively reuse the property or building(s). If, upon seeking advice from the Historical Commission, the owner of the site decides that the historical review process shall not continue for whatever reason, then the Historical Commission shall stop all activities related to that property. The owner shall send written notice of this decision to both the Historical Commission and the Board of Supervisors.

(Ord. 1-2000, 2/8/2000, §104)

§305. Members, Terms of Office and Organization. The Historical Commission shall consist of nine (9) members, all of whom shall be residents of the Township.

A. The members shall be appointed by the Board of Supervisors and shall serve at the pleasure of the Board of Supervisors, unless removed by the Board of Supervisors.

B. Each member shall serve a term of office for five (5) years,



except for the initial term which shall be three (3) members appointed for one (1) year; three (3) members appointed for two (2) years; and three (3) members appointed for three (3) years.

(1) The Commission shall elect annually a Chairperson, Vice-Chairperson, Secretary and Treasurer. One person may fill the Secretary and Treasury positions.

C. Each member shall serve without compensation but members may be reimbursed for expenses per §306 below.

D. A vacancy on the Commission shall be filled by a Township resident appointed by the Board of Supervisors for the unexpired term. The Commission may make nonbinding recommendations for appointees to the Board of Supervisors for vacancies, as well as unfulfilled or full terms.

E. The Historical Commission shall have the right to establish appropriate committees as necessary to carry out their responsibilities. Members of committees may be nonresidents of the Township or residents of the Township who are not Historical Commission members. Committee members may be chosen for their expertise in a specific field. A member of the Historical Commission shall chair each committee.

F. The Historical Commission shall hold publicly advertised meetings on a monthly or other recurrent basis, as approved by the Board of Supervisors. The purpose of the meetings is to conduct the business of the Commission. The Historical Commission shall adopt rules and regulations for the conduct of its business.

G. The Historical Commission may, with the consent of the Board of Supervisors, utilize any personnel or other assistance made available from the County, the Commonwealth of Pennsylvania or the Federal Government, or any of their agencies, or from any other private or public sources. The Board of Supervisors may enter into agreements or contracts regarding the acceptance or utilization of such personnel or other assistance as may be available.

(Ord. 1-2000, 2/8/2000, §105)

§306. Financial Operations. Funding for Historical Commission activities may come from the Township or other outside sources.

A. The Historical Commission shall annually submit a plan of activities and a proposed budget to the Board of Supervisors during the regular Township budget process.

(1) Funds for the expenses to be incurred by the Historical Commission shall, at the sole discretion of the Board of Supervisors, be appropriated by the Board of Supervisors. Due to the advisory nature of the Historical Commission, the Township has

no obligation to provide any substantial financial funds to it.

(2) The Historical Commission may expend monies for such administrative, clerical, printing and legal services as may from time to time be required, but its expenditure shall be limited to the amount of funds appropriated to it by the Board of Supervisors or otherwise obtained from other sources as provided in this §306. All expenditures of the Historical Commission shall be subject to the approval of the Board of Supervisors.

(a) Any fees for legal or other professional services which shall be proposed or actually incurred and which directly benefit a specific owner or owners of historical resource(s), shall be paid with non-Township funds or by reimbursement from the owner(s). Prior to incurring the expense, the Historical Commission shall procure a written estimate of proposed fees; make this estimate available to the historical resource owner(s); shall advise the owner(s) the current year reimbursement percentage figure available from non-Township funds; and shall request and receive the owner's written agreement to pay the unreimbursed costs and the owner's written permission to proceed with the service(s). The Historical Commission shall advise the Board of Supervisors, as part of the annual budget process, what percentage of professional fees which directly benefit a specific owner or owners of historical resource(s), shall be reimbursed by non-Township funds for the upcoming fiscal year. This reimbursement percentage figure, used to calculate the reimbursement amount from non-Township funds, shall be used for each such historical resource project investigated during the fiscal year. This reimbursement percentage figure shall not change during the fiscal year unless authorized by the Board of Supervisors.

(b) A list of proposed expenses, including individual member expenses, shall be included as part of the annual budget process. The expense list shall include, but is not limited to, automobile mileage, other transportation expense, postage, copying and reproduction, office supplies, equipment and furniture; membership fees, subscriptions, legal and professional fees. As part of the budget approval process, the Board of Supervisors shall designate what, if any, portions of the proposed Historical Commission budget the Township will fund.

(3) Members may be reimbursed for expenses actually and necessarily incurred by them in the performance of their duties and in the conduct of Historical Commission business. Reimbursement shall be authorized by the Chairman of the Historical Commission and approved by the Board of Supervisors.

B. The Historical Commission may, with the consent of the Board of Supervisors, utilize any funds made available from the County, the Commonwealth of Pennsylvania or the Federal Government, or any of their agencies, or from any other private or public sources.

C. Accounting for the receipt of any funds and for the expenditure thereof shall be pursuant to such regulations as the Board of Supervisors may adopt.

D. Unless specifically authorized by the Board of Supervisors, the Historical Commission shall not establish any separate bank or other account for the deposit or accumulation of funds.

E. The Board of Supervisors may enter into agreements or contracts regarding the acceptance or utilization of such funds as may be available.

(Ord. 1-2000, 2/8/2000, §106)

