

**West Nottingham Township
Board of Supervisors' Organization Meeting Agenda
January 3, 2011**

The meeting was called to order at 7:10 p.m. by Gerald Cox. The Pledge of Allegiance was followed by a moment of silence.

The following people attended the meeting: Tiffany L. Bell, Gerald T. Cox, Eric M. Todd, Candace Miller, Cynthia King, and Donald McIvor.

ORGANIZATION

Election of Chair – Mr. Cox nominated Eric Todd as chairman. The nomination was seconded by Mrs. Bell. Motion carried unanimously. Mr. Cox turned the meeting over to the Chairman, Mr. Todd.

Election of Vice Chair – Mrs. Bell nominated Gerald Cox as vice chairman. The nomination was seconded by Mr. Todd. Motion carried unanimously.

Appointment of Secretary/Treasurer – Mr. Todd moved to appoint Candace Miller as Secretary/Treasurer. Mr. Cox seconded the motion. Motion carried unanimously.

BONDS

Treasurer's Bond – Mrs. Bell moved to retain the Treasurer's Bond of \$300,000 for 2011. Mr. Todd seconded the motion. Motion carried unanimously.

Tax Collector's Bond – Mr. Todd moved to retain the tax collectors bond at the amount set by Chester County. Mr. Cox seconded the motion. Motion carried unanimously.

DEPOSITORIES

Depositories for Township Funds – Mr. Todd moved to use 1N Bank and PLGIT as depositories for township funds. Mrs. Bell seconded the motion. Motion carried unanimously.

APPOINTMENTS

Resolution 1-2011, Appointment of Outside Auditor – Mr. Todd moved to adopt Resolution 1-2011 appointing Barbacane Thornton & Company as auditors for the township. Mr. Cox seconded the motion. Motion carried unanimously.

Township Solicitor – Mr. Todd moved to reappoint Conrad O'Brien as the township solicitor. Mrs. Bell seconded the motion. Motion carried unanimously.

Alternate Township Solicitor – Mr. Todd moved to reappoint John S. Carnes to handle the on-going litigation and to retain him as the alternate township solicitor. Mrs. Bell seconded the motion. Motion carried unanimously.

Township Engineer – Mr. Todd moved to reappoint Gilmore Associates as the township engineer. Mr. Cox seconded the motion. Motion carried unanimously.

Vacancy Board – Mr. Todd moved to reappoint Ed Herr to the Vacancy Board. Mr. Cox seconded the motion. Motion carried unanimously.

Building Codes Official – Mr. Todd moved to reappoint Charles Shock as the Building Codes Official (BCO). Mr. Cox seconded the motion. Motion carried unanimously.

Third Party Building Inspector – Mr. Todd moved to reappoint Accurate Building Inspections as the third party building inspector. Mrs. Bell seconded the motion. Motion carried unanimously.

Zoning Hearing Board Solicitor – Mr. Todd moved to reappoint Neil Land of Brutscher Foley Milliner & Land as Zoning Hearing Board Solicitor. Mr. Cox seconded the motion. Motion carried unanimously.

Recycling Coordinator – Mr. Todd moved to reappoint Robert McMahon as Recycling Coordinator. Mrs. Bell seconded the motion. Motion carried unanimously.

Emergency Management Coordinator – Mr. Todd moved accept the Governor's appointment of John Reynolds as Emergency Management Coordinator. Mrs. Bell seconded the motion. Motion carried unanimously.

Planning Commission – Mr. Todd moved to reappoint David Ross for a 4-year term to end on December 31, 2014. Mr. Cox seconded the motion. Motion carried unanimously.

Zoning Hearing Board – Mr. Todd moved to reappoint Ralph McDowell to the Zoning Hearing Board for a 3-year term ending December 31, 2013. Mr. Cox seconded the motion. Motion carried unanimously.

Historical Commission – Mr. Todd moved to reappoint Bertha Kinnaird and Angie Lobb to the Historical Commission for a 5-year term ending December 31, 2015. Mrs. Bell seconded the motion. Motion carried unanimously.

Sewer Authority – After some discussion, the Board decided to make an appointment at a later date.

Newspaper for Township Advertising – Mr. Todd moved to continue using the Daily Local News for advertising. Mrs. Bell seconded the motion. Motion carried unanimously.

MEETING SCHEDULE

Board of Supervisors' Monthly Meeting – Mr. Todd moved to hold the monthly Board of Supervisors' meeting on the third Tuesday of each month beginning at 7:30 p.m. Mrs. Bell seconded the motion. Motion carried unanimously.

Supervisors' Workshop – Mr. Todd moved to hold a workshop meeting on the second Tuesday of each month beginning at 7:00 p.m. Mr. Cox seconded the motion. Motion carried unanimously.

Zoning Ordinance Review Task Force Meeting – Mr. Todd moved that the Zoning Ordinance Review Task Force meet on the second Monday of every month at 7:00 p.m., and to allow the task force to use the monthly Planning Commission meeting as a work session. Mr. Cox seconded the motion. Motion carried unanimously.

PERSONNEL ISSUES

Appointment of Employees – Mr. Todd moved to reappoint the township’s existing employees. Mr. Cox seconded the motion. Motion carried unanimously.

Employee Paid Holidays – Mr. Todd moved to observe the holiday schedule for 2011. Mrs. Bell seconded the motion. Motion carried unanimously.

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year’s Day 2011	December 31, 2010
Good Friday	April 22, 2011
Memorial Day	May 30, 2011
Independence Day	July 4, 2011
Labor Day	September 5, 2011
Thanksgiving Day	November 24, 2011
Floating holiday	November 25, 2011
Floating holiday	December 23, 2011
Christmas Day	December 26, 2011
New Year’s Day 2012	January 2, 2012

Employee Wages – Mr. Todd made a motion to set the employee wages as follows:

Employee's Name	Position	2010 Rate	Frequency	2011 Rate
Cynthia King	Codes Enforcement Officer	\$16.80	Hourly	\$17.81
Norman Marsh	Road Master	\$18.81	Hourly	\$19.00
Scott Massey	Police Officer	\$15.63	Hourly	\$16.57
Tom McFadden	Police Officer	\$15.63	Hourly	\$16.57
Don McIvor	Chief of Police	\$17.44	Hourly	\$18.49
Candace Miller	Secretary/Treasurer	\$17.46	Hourly	\$18.51
Ken Poole	Road Crew	\$16.02	Hourly	\$16.02
John Smith	Police Sergeant	\$16.63	Hourly	\$17.63
Cullen Todd	Police Officer	\$15.63	Hourly	\$16.57
Extra Labor	Laborer	\$14.25	Hourly	\$14.25
VACANT	File Clerk	\$13.00	Hourly	\$13.00
Nancy Cox	Plan. Comm. Secretary	\$100.00	Per meeting	\$100.00
John Vail	Tax Collector	5.00%	Commission	5.00%

Mrs. Bell seconded the motion. DISCUSSION: The Board discussed the total compensation packages for the full-time employees and the increase in the cost of insurance. They also discussed the flat-rate benefit offered to full-time employees to pay for all or a portion of the medical and dental insurance. It was noted that no pay raises were given to any employees in 2010, but insurance rates increased which raised the total compensation for the full-time employees in that calendar year. Wage increases were discussed for part-time employees. Mr. Todd called for a vote. Motion carried unanimously.

Mileage Reimbursement – Mr. Todd moved to pay mileage reimbursement at the IRS Rate. Mr. Cox seconded the motion. Motion carried unanimously.

Supervisors' Salary – Mr. Todd moved to accept the State's guidance for the Supervisors' pay. Mrs. Bell seconded the motion. Motion carried unanimously.

Pay Rate for Supervisors for extra labor – Mr. Todd moved to recommend to the Board of Auditors that the current rate of reimbursement of \$14.25 per hour for work performed by Supervisors. Mr. Cox seconded the motion. Motion carried unanimously.

NEW BUSINESS

Liaison Assignments – Mr. Todd moved to approve the proposed 2011 Liaison Assignments for Departments/ Employees. Mrs. Bell seconded the motion. Motion carried unanimously. The assignments for 2011 are as follows:

Eric Todd	Recycling Coordinator, Secretary/Treasurer, Codes Enforcement, File Clerk
Tiffany Bell	Police Department, Planning Commission, Historical Commission
Gerald Cox	Roads Department, Ag Security Board

Advertisement of Meeting Schedules – Mr. Todd moved to authorize the Secretary to advertise the meeting schedule for the Board of Supervisors, Planning Commission, Historical Commission, and Zoning Ordinance Review Task Force and to authorize the Secretary to place legal advertisements throughout the year that are legally necessary and/or required. The motion was seconded by Mr. Cox. Motion carried unanimously.

Resolution 2-2011, Designation of Emergency Responders – Mr. Todd moved to adopt Resolution 2-2011 designating the emergency responders for the citizens of West Nottingham Township. Mrs. Bell seconded the motion. Motion carried unanimously.

2011 PSATS Convention and Voting Delegates – Mr. Todd moved to appoint Mr. Cox as the State Voting Delegate and Mr. Todd as the County Voting Delegate and to authorize the Secretary to submit the required paperwork and payment to PSATS for the 2011 State Convention. Mrs. Bell seconded the motion. Motion carried unanimously.

COMMENTS FROM ATTENDEES

There were no comments.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 8:36 p.m. Mr. Todd seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer