

**West Nottingham Township
Board of Supervisors' Organization Meeting Minutes
January 4, 2010**

Candace Miller called the meeting to order at 7:00 p.m. and invited the attendees to recite the Pledge of Allegiance. The following people attended the meeting: Kenneth Bates, Gerald Cox, Nancy Cox, Candace Miller, Eric Todd, and Patricia Vail.

ORGANIZATION

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

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

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

BONDS

Treasurer's Bond – Mrs. Vail moved to retain the Treasurer's Bond of \$300,000 for 2010. 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 & TAX RATE

Depositories for Township Funds – Mr. Cox moved to use First National Bank of Chester County and PLGIT as depositories for township funds. Mr. Todd seconded the motion. Motion carried unanimously.

Resolution 1-2010, Setting the Tax Millage Rate – Mr. Todd moved to adopt Resolution 1-2010 confirming the tax millage rate to be .93 mills for the calendar year 2010. Mr. Cox seconded the motion. Motion carried unanimously.

APPOINTMENTS

Resolution 2-2010, Appointment of Outside Auditor – Mr. Cox moved to adopt Resolution 2-2010 appointing Barbacane Thornton & Company as auditors for the township. Mr. Todd seconded the motion. Motion carried unanimously.

Township Solicitor – Mrs. Vail moved to appoint Alan Novak of Conrad O'Brien Law Firm as the township solicitor. Mr. Todd seconded the motion. DISCUSSION: Mr. Cox noted that the Township had previously employed Conrad O'Brien and he wanted to know what attorney would be assigned to the Township. Mrs. Vail said that Mr. Alan Novak and Mr. Eugene M. Twardowski were the two attorneys who would provide legal counsel to the Township. Mr. Todd called for a vote. Motion carried unanimously.

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

Township Engineer – Mrs. Vail moved to appoint Gilmore Associates as the township engineer. Mr. Cox seconded the motion. Motion carried unanimously.

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

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

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

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

Planning Commission – Mr. Cox moved to reappoint Robert Rohrer for a 4-year term to end on December 31, 2013. Mrs. Vail seconded the motion. Motion carried unanimously.

Mr. Cox moved to appoint David Ross for a 1-year term to end on December 31, 2010, which is the remaining term of the office previously held by James Lewis who resigned on December 15, 2009. Mr. Todd seconded the motion. Mr. Cox and Mr. Todd voted in favor of the motion. Mrs. Vail voted against the motion, stating that she didn't think that the people who voted to make her Township Supervisor would be in favor of appointing him to a committee. Motion passed with one dissenting vote.

Zoning Hearing Board – Mrs. Vail moved to reappoint Jesse Dollinger to the Zoning Hearing Board for a 3-year term ending December 31, 2012. Mr. Todd seconded the motion. Motion carried unanimously.

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

Sewer Authority – No appointments required in 2010.

Historical Commission – No appointments required in 2010.

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. Mr. Cox seconded the motion. Motion carried unanimously.

Supervisors' Workshop – Mr. Cox moved to hold a workshop meeting on the second Tuesday of each month beginning at 7:00 p.m. Mr. Todd 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. through July 2010, 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. Cox moved to reappoint the township’s existing employees. Mr. Todd seconded the motion. Motion carried unanimously.

New Patrolman – Mr. Cox moved to appoint Mark Cullen Todd as the new Patrolman, to be paid \$14.63 per hour for a 6-month probationary period, after which his job status would be evaluated and his hourly rate increased to the Patrolman’s pay. Mrs. Vail seconded the motion. Mr. Cox and Mrs. Vail voted in favor of the motion. Mr. Todd recused himself citing that Mark Cullen Todd was his son. Motion carried by a majority vote.

Employee Paid Holidays – Mr. Todd moved to observe the holiday schedule. Mr. Cox seconded the motion. Motion carried unanimously.

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year’s Day	January 1, 2010
Good Friday	April 2, 2010
Memorial Day	May 31, 2010
Independence Day	July 5, 2010
Labor Day	September 6, 2010
Thanksgiving Day	November 25, 2010
Floating holiday	November 26, 2010
Christmas Day	December 24, 2010
Floating holiday	December 27, 2010
New Year’s Day 2011	December 31, 2010

Employee Wages – Mr. Cox made a motion not to increase employee wage rates for 2010. Mr. Todd seconded the motion. Motion carried unanimously.

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

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

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

NEW BUSINESS

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 3-2010, Designation of Emergency Responders – Mr. Todd moved to adopt Resolution 3-2010 designating the emergency responders for the citizens of West Nottingham Township. Mrs. Vail seconded the motion. Motion carried unanimously.

Amended Budget – Mrs. Miller explained that the proposed amended budget increased line items for the Police department by taking excess funds from the Insurance and bonding budget line and diverting them to the Police budget lines. She also diverted funds that were to go into the capital savings and put them in the Police budget lines. She noted that budget lines that provided services to residents were not affected and she did not inflate income to increase the Police budget lines. Mr. Cox said that he wanted to use \$15,000 of the LST income toward the purchase of roads equipment. Mrs. Miller advised the Board that in order to increase the Roads department expenses by \$15,000, the income side would have to be increased by \$15,000 by either transferring money from the savings account or by cutting expenses. The Board decided that transferring money from the savings would be the best alternative. The Board agreed to increase the transfer from savings budget line by \$15,000 and to increase the new equipment line for the roads department to \$15,000. The changes to provide the increase to the Police budget were also accepted. Mr. Cox made a motion to amend the 2010 budget, and to authorize the Secretary to advertise the amended budget for public inspection and adoption by Board of Supervisors at the January 19th meeting. Mrs. Vail seconded the motion. Mr. Cox and Mrs. Vail voted in favor of the motion. Mr. Todd voted in favor of the changes to the budget relative to the Roads department, but recused himself from voting on the Police budget since his son was a Police Officer. Motion carried.

Chester County Energy Audit – Mrs. Vail moved to participate in the Municipality Energy Audit Planning. Mr. Todd seconded the motion. Motion carried unanimously.

PSATS Survey on Act 537 Reimbursement – Mr. Todd moved to authorize the Secretary to submit the survey regarding the Act 537 reimbursement. Mrs. Vail seconded the motion. Motion carried unanimously.

2010 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 2010 State Convention. Mrs. Vail seconded the motion. Motion carried unanimously.

Liaison Assignments – Mr. Cox moved to approve the proposed 2010 Liaison Assignments for Departments/ Employees. Mr. Todd seconded the motion. Motion carried unanimously. The assignments for 2010 are as follows:

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

COMMENTS FROM ATTENDEES

Mrs. Cox wanted to know how many paid holidays the Board gave qualifying employees? Mr. Todd told her there were 10 in 2010. Mrs. Miller noted that one holiday was actually for New Year's in 2011; New Year's Day is on Saturday so the observed holiday is Friday, December 31, 2010. Normally, there would only be 9 observed holidays in a year.

Mr. Cox requested that the Township pay for his wife's meals at the PSATS convention since she pays the guest registration fee and is the Planning Commission Secretary. Mr. Todd said that the Township has never paid for meals for spouses and that she does not attend the convention as the Planning Commission Secretary.

Mr. Todd asked if Mr. Cox would be able to attend the Census counting meeting sponsored by Senator Pileggi on January 29. He recommended that Mr. Cox and Mrs. Vail attend. Both said they would.

ADJOURNMENT

Mr. Todd moved to adjourn the meeting at 7:46 p.m. Mrs. Vail seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer