

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, January 28, 2020

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, Don Armstrong, Pauline Garcia-Allen (ECON Partners), Charice Russell, and David Ross.

AGENDA COMMENTS

Mr. Armstrong expressed concern about what was happening in Kennett Township. He thinks each county in the state needs to take the issue to the State Legislature and have them do something to protect public funds from theft.

COMMITTEE REPORTS

OARA: Mrs. Miller announced that the OARA is working on spring events at the park - Pitch Hit Run and Kids to Park. The OARA Board established a work committee to work on various projects/matters in between meetings.

OASA: Mrs. Miller announced that the OASA received documentation from the USDA regarding the reamortization of the loan. At this time the only municipality that has not committed to paying their portion of the unpaid debt service is Oxford Borough. The OASA Solicitor will be sending information to the Solicitors of the municipalities regarding the new USDA loans and a commitment resolution confirming that each municipality is willing to sign a new guaranty. Additionally, the upgrade of 6th Street pump station has been completed.

ORPC: Mr. Ross provided notes to the Supervisors via email regarding the ORPC meeting.

OxREM: Mrs. Miller reported that at the last OxREM meeting, Chuck Freese reported that Penn Township will host "Emergency Management for Elected Officials" on Saturday, February 1 with registration beginning at 8:30. He invited elected officials from the Oxford Area to attend. John Reynolds announced that the Peach Bottom Exercise will be held on April 21. OxREM will also beginning reviewing its bylaws at the next meeting.

Other Committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the January 6, 2020 Supervisors Meeting: Mr. Winand moved to approve the minutes from the January 6, 2020 supervisors meeting. Mrs. Miller seconded the motion. Mr. Winand and Mrs. Miller voted in favor of the motion. Mrs. Bell recused herself because she was not at the meeting.

EXECUTIVE SESSIONS

No executive sessions were held since the last meeting.

OLD BUSINESS

Transportation District - Grant Writer (ECON Partners): Ms. Garcia-Allen talked to the Supervisors about the services offered by ECON Partners. ECON Partners is an economic development public funding strategy firm that works with municipalities, private developers, non-profit organizations, or anyone who has a transportation or real estate project that needs public funding. She worked with Oxford Borough on securing the grant for the garage and streetscapes. ECON Partners can help to identify funding sources for the project, put together the application, and after project award, help to position the project for funding. They seek support from legislators like Senator Dinniman and Representative Lawrence. She estimated the time required for the initial Multimodal Transportation Funding grant would be 22-30 hours. She mentioned the County's Vision Partnership Grant for creating a transportation district and the upcoming requirements for this round, as well as a few other grants that could be considered. She said the biggest challenge is going to be that it is for future impacts. Mrs. Bell wanted to know if we could meet the May 31st deadline if we started soon. Ms. Garcia-Allen said yes and laid out a rough timeline of what would need to be done. She also pointed out that with programs that require a match, professional services provided by ECON Partners would not count toward the match. Mr. Ross said he believed that county looks more favorably on joint applications and it might be advantageous in having that conversation with East Nottingham Township. He also pointed out that some of the projects in East Nottingham that could potentially impact West Nottingham are already in review and won't be subject to any impact fee. Mrs. Bell said that's what she thought, but she wasn't sure. After some discussion, Mrs. Bell moved to enter into the agreement with ECON Partners pending a review of the agreement by the Township Solicitor. Mr. Winand seconded the motion. Motion carried. Mr. Ross said that East Nottingham Township meets on February 11; that would be the only chance to get them to write a letter of support. Ms. Garcia-Allen said she could get the ball rolling and call the county tomorrow.

Woodland Mapping: Mr. Ross said that each of the Boards needs to vote on what they want to do. There are two options: 1) the Woodland Resource Map for \$756 (divided among the municipalities that sign on); or 2) the Woodland Classification Map for \$2160. Only two municipalities have taken action on the woodland protection proposal; Lower Oxford is on record agreeing to fund its share of the woodland classification map if at least three other municipalities agreed to do so. Upper Oxford would fund its share of the woodland resource map without stipulating a minimum number of contributing municipalities. The remaining municipalities are asked to place the woodland mapping proposal on the agenda and provide a decision for the February 26th ORPC meeting. Mrs. Bell wanted to know what the next step would be after the classification is done. Mr. Ross said the Conservancy would come back and ask if any municipality would want the Conservancy to review their woodland ordinance, which would cost about \$6000. The plan would be to do that as part of a Vision Partnership Grant. Mrs. Bell asked if the ordinance review would apply to new landowner or to current landowners. Mr. Ross said it would be like any other ordinance review. Perhaps there are some improvements that could be made to the ordinances. Mrs. Bell said she thought we could do the ordinance review without doing the mapping. Mrs. Miller asked if it would be beneficial to have the Planning Commission take a look at the ordinance? Mrs. Bell asked who came up with the idea to map the woodlands. Mr. Ross said it was the Brandywine Conservancy's idea. They want to protect the woodlands in areas where they are producing the "best bang for the buck" and protecting the ecosystem. Mrs. Miller moved to participate in the woodland classification map with the condition that three other municipalities agree to participate. Mr. Winand seconded the motion. Mrs. Miller and Mr. Winand voted in favor of the motion. Mrs. Bell voted against the motion. Motion carried. Mr. Ross asked if there aren't four participating members, is

there any interest in the Resource Mapping? Mr. Winand suggested that we revisit it at one of the February meetings.

Employee Wages: Mrs. Bell moved to approve a 2% wage increase for all employees (except the Secretary), with the option of a mid-year increase of ½ to 1%, effective February 1, 2020. Mr. Winand seconded the motion. Motion carried.

NEW BUSINESS

Stoneyfield Estates Escrow Release #6 Request: Mrs. Miller reported that the balance of the letter of credit is \$41,082.60. The Township Engineer is recommending a release of escrow (letter of credit) for Stoneyfield Estates in the amount of \$2771.10. However, the Solicitor is recommending release of the balance based on completion of all of the improvements included in the Financial Security Agreement to the satisfaction of the former Township Engineer, Ron Ragan, and the current Township Engineer with respect to the more recent completions. Recognizing that this leaves the Township without funds to be applied to future problems if they develop, however, the improvements are private improvements, the developer is still and will continue to be resident and accessible to address the issues, and any complaints from unit owners or problems that the Township observes should be addressed directly with the developer. Mrs. Miller moved to accept the escrow release recommendation from LTL Consultants Ltd., Township Engineer, and Helen Espenshade, Township Solicitor, for construction and improvements to Stoneyfield Estates, and to send a letter authorizing Fulton Bank to release \$41,082.60 of the original Irrevocable Letter of Credit for Martins Community LP, reducing the balance to \$0.00. Mr. Winand seconded the motion. Mrs. Miller and Mr. Winand voted in favor of the motion. Mrs. Bell recused herself from the vote because her property borders the development. Motion carried.

Tax Bills: Mrs. Bell moved to authorize the Secretary to order the tax file from Chester County. Mr. Winand seconded the motion. Motion carried.

TouchPoint Tax Bill Quote: Mrs. Bell moved to authorize TouchPoint to print and mail the 2020 tax bills. Mr. Winand seconded the motion. Motion carried.

Speed Reduction on Route 272: Mrs. Bell reviewed information from PennDOT about the speed and signage needed for Route 272 from Route 1 to Diana Circle. Mrs. Bell moved to approve the purchase of the signs as outlined by PennDOT. Mrs. Miller seconded the motion. Motion carried.

FINANCIAL REPORTS

Treasurer's Report: Mr. Winand moved to approve the Treasurer's Report for the period ending December 31, 2019, subject to audit. Mrs. Bell seconded the motion. Motion carried.

Reconciliation Summary: Mrs. Bell moved to approve the Reconciliation Summary for the General Fund checking account at Meridian Bank for the period ending December 31, 2019, subject to audit. Mr. Winand seconded the motion. Motion carried.

General Fund Bills List: Mrs. Bell moved to approve the General Fund bills list for the period January 7-28, 2020 subject to audit. Mr. Winand seconded the motion. Motion carried.

ANNOUNCEMENTS

The township has several positions open for volunteers who are interested in serving their community. The first is a representative for the Oxford Area Recreation Authority Board, which meets on the 3rd Thursday of each month at 6:30 pm at Lower Oxford Township. The second is a Recycling Coordinator; this person would be responsible for submitting the recycling grants to the State each year. Anyone interested should contact the township. Mrs. Miller said she was contacted by a resident about the OARA position; she meets with her later in the week.

PUBLIC COMMENT

Mrs. Bell wanted to discuss Mr. Armstrong's concern about fraud or theft of public funds. Mrs. Miller said that the second-class township code contains lawful requirements for bonding, depositories, etc. It doesn't get into details like requiring two signatures on a check, etc. She told Mr. Armstrong about the procedures the township has in place to safeguard public funds. It's really about the residents holding the Supervisors accountable. Mrs. Miller said anyone can come in and look at the bills, bank statements, reconciliation reports, etc. Mrs. Bell said that with regard to Kennett Township, it sounds like they weren't paying attention to the details. Mr. Armstrong said he doesn't like the idea of a future Board changing the policies that are currently in place and that maybe the legislature needs to take action.

Mr. Armstrong said hunters (firearm) can't hunt within 150-yards of any building. If they are hunting with a bow, the zone is 25 yards. Mrs. Miller asked if that was also the case for target practice? Mr. Armstrong wasn't sure.

EXECUTIVE SESSION

Mrs. Bell moved to recess the meeting at 8:36 p.m. and enter into an executive session to discuss a legal matter. Mr. Winand seconded the motion. Motion carried.

The Supervisors came out of executive session at 9:18 p.m.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 9:18 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer