

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
February 16, 2010

Chairman Eric Todd called the meeting to order at 7:31 p.m. The pledge of allegiance was followed by a moment of silence.

The following were in attendance: Eric Todd, Patricia Vail, Gerald Cox, Candace Miller, Cynthia King, John Vail, John Hays, Dorothy Hays, John Reynolds, Frank Lobb, Rob Miller, and David Ross.

COMMITTEE REPORTS – Committee reports available from the Secretary.

APPROVAL OF MEETING MINUTES

Board of Supervisors Meeting Minutes of January 19, 2010 – Mrs. Vail moved to approve the minutes from the Board of Supervisors meeting of January 19, 2010. Mr. Cox seconded the motion. Motion carried unanimously.

EXECUTIVE SESSIONS

An executive session was held after the regular meeting on January 19, 2010 to discuss the Hughes Subdivision with the new Township Solicitor.

An executive session will be held after the meeting to discuss an issue with Police Chief Don McIvor.

AGENDA COMMENTS

Mr. Lobb presented the Board with a document that was going to be put before the Oxford Area Sewer Authority (OASA) Board at the Wednesday, January 20, 2010 meeting. The document basically states that infrastructure would not be the responsibility of the OASA.

Mr. Reynolds asked to speak to the Board about the Oxford Regional Emergency Management (OxREM) Committee.

Mrs. Hays asked to speak to the Board about the condition of her road after the recent snow storm.

OLD BUSINESS

Bids – The Secretary opened the bids and read the results to the Board. The bid received from Penn/MD Materials for stone was disqualified because it was incomplete. Two of the items that are used most by the township were not bid on by the bidder. The results of all the bids are as follows:

BIDDER'S NAME	AWARDED BID	MATERIALS	AMOUNT	UNIT PRICE	UNIT
Asphalt Industries, Inc.		Skin patching (RC-250)	\$37,500.00	\$1,500.00	Ton
Martin Paving, Inc.	X	Skin patching (RC-250)	\$24,450.00	\$978.00	Ton

BIDDER'S NAME	AWARDED BID	MATERIALS	TOTAL	HEATING OIL	UNLEADED GASOLINE	DIESEL FUEL	UNIT
Alger Oil, Inc.	X	Fuels	\$12,852.40	\$1.996	\$2.246	\$2.0385	Gallon

BIDDER'S NAME	AWARDED BID	MATERIALS	TOTAL	UNIT	NOTES
Penn/MD Materials		Stone	\$13,787.50	Ton	*Bid disqualified.
D.M. Stoltzfus	X	Stone	\$18,662.50	Ton	Unit pricing available upon request.

**The bidder did not bid on all the items listed. The Board deemed this bid package as incomplete and therefore disqualified the bid. The items not bid on are used most often by the Township.*

Mr. Cox moved to award the bid for fuels to Alger Oil. Mrs. Vail seconded the motion. Motion carried unanimously.

Mr. Cox moved to award the bid for stone to Independence Construction Materials, pending review of the Road Master. Mrs. Vail seconded the motion. Motion carried unanimously.

Mr. Cox moved to award the bid for road oil for skin patching to Martin's Paving. Mrs. Vail seconded the motion. Motion carried unanimously.

Vision Partnership Grant – Mr. Cox moved to request an extension of the Vision Partnership Grant with Chester County and the Brandywine Conservancy for the ordinance revision effort for a period of 6-months. Mr. Todd seconded the motion. Motion carried unanimously.

Hughes 2-lot Subdivision Letter of Extension: Mr. Cox moved to accept the extension for the review of the Hughes Subdivision through July 31, 2010. Mr. Todd seconded the motion. Motion carried unanimously.

McMichael 6-lot Subdivision Letter of Extension: Mr. Todd moved to accept the extension for the review of the McMichael 6-lot Subdivision through June 16, 2010. Mr. Cox seconded the motion. Motion carried unanimously.

Sacks Matter – Mr. and Mrs. Sacks submitted a letter to the Board requesting an additional 30 days to clean up their property. The winter storms have prevented them from being able to make any progress in the clean up. Mrs. Hays stated that she thought an extension was necessary even though the Board voted that the extension granted at the January meeting would be the last. Mr. Todd moved to grant a 30-day extension for the clean-up effort. Mrs. Vail seconded the motion. Motion carried unanimously.

NEW BUSINESS

Proposed Resolution for CCATO Spring Convention – Mr. Cox moved to ratify the action taken by the Board which was to submit the proposed resolution to Chester County Association of Township Officials (CCATO) before the imposed deadline of Monday, February 15, 2010. Mrs. Vail seconded the motion. Motion carried unanimously.

CCATO Spring Convention – Mr. Todd moved to authorize Board members to attend the CCATO spring convention on Thursday, March 11, 2010, pay the \$50 registration fee, and reimburse them for allowable expenses. Mrs. Vail seconded the motion. Motion carried unanimously.

QuickBooks Payroll Subscription – Mr. Todd moved to authorize a debit of \$275 from general fund checking account to pay for the annual payroll subscription. Mrs. Vail seconded the motion. Motion carried unanimously.

2009 Concise Financial Report – Mr. Todd moved to authorize the Secretary to advertise the 2009 concise financial report when it becomes available. Mrs. Vail seconded the motion. Motion carried unanimously.

Dumpster Day – Mr. Cox moved to hold Dumpster Day on April 9 & 10 and to set the fees for CFC items at \$10 per item and non-CFC items \$5 per item. Mr. Todd seconded the motion. Motion carried unanimously.

Spring Clean-up Day – Mr. Cox moved to hold Spring Clean-up Day on Saturday, April 10, 2010 and to authorize the purchase of food, drinks, and a bicycle for the raffle. Mr. Todd seconded the motion. Motion carried unanimously. Mrs. Vail will coordinate the clean-up day event this year.

Spring Newsletter – Mr. Cox moved to authorize the Secretary to create, print and mail the Spring Newsletter, with a target mailing date of March 31, 2010. Mrs. Vail seconded the motion. Motion carried unanimously. Mr. Cox suggested an article inviting residents who are elderly or have special needs to register with the township so we can check on them in the event of a bad storm.

Transfer of funds – Mr. Todd noted that there were no funds transferred after the January meeting. Mr. Cox moved to authorize the Secretary/Treasurer to transfer up to \$40,000 to cover bills and expenses that may arise before the March meeting. Mr. Todd seconded the motion. Motion carried unanimously.

Letter from Frank Lobb regarding storm water run-off – Mr. Cox moved to refer Mr. Lobb's letter to the Township Engineer. Mr. Todd seconded the motion. Motion carried unanimously. Mr. Todd noted that the former township engineer was supposed to look into the issue last fall.

Letter from Allison Bell Royer regarding 31/33 Park Road – Mr. Todd stated that the Board had received a letter from Allison Bell Royer which was a response to a letter written to the Board from C. Scott King regarding an issue with a mobile home located at 31/33 Park Road. The Board referred the letter from Mr. King to the Township Engineer and expects a response before the next meeting.

Comments from Dorothy Hays – Mrs. Hays asked the Board about the plowing order for the roads in the township. She said that Quarry Road was not plowed for 36 hours. Mr. Cox said that the road crew did a good job clearing the roads. He said through roads are plowed first and dead end roads last. It was a lot of snow for two people to manage.

Act 537 Status – Mr. Ross inquired about the status of the Act 537 plan. Mrs. Vail said that it was about 75% done.

OxREM – Mr. Reynolds told the Board that he had a certificate to present to the Board for being a member of OxREM. He was asked by East Nottingham Township to schedule another NIMS certification class for new supervisors and employees in the Oxford Area. He reminded the Board that the Peach Bottom drill would take place this year. Mr. Reynolds provided guidance regarding the municipal public assistance request form; the Board should submit expenses for both storms to the County to see if the Township qualifies for assistance.

FINANCIAL REPORTS

Mr. Todd moved to accept the Treasurer's Report for the period ending January 31, 2010 subject to audit. Mrs. Vail seconded the motion. Motion carried unanimously.

Mr. Cox moved to accept the Bills List for the period January 20 to February 16, 2010, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Mrs. Vail moved to accept the Reconciliation Report for the period ending January 25, 2010, subject to audit. Mr. Cox seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Mr. Cox suggested having a public comment period at the beginning of the meeting. After much discussion, the Board decided not to change the agenda. Mr. Ross recommended that the Board make it clear that people attending the meeting can comment on the agenda or add something to the agenda during the "Agenda Comments" portion of the meeting.

ADJOURNMENT

Mr. Todd moved to adjourn the meeting at 8:44 p.m. Mrs. Vail seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer