

WEST NOTTINGHAM TOWNSHIP
Board of Supervisor's Meeting Minutes
July 21, 2009

Chairman Gerald Cox called the meeting to order at 7:30 p.m. The pledge of allegiance was followed by a moment of silence.

The following were in attendance: Gerald Cox, David Ross, Eric Todd, Candace Miller, John S. Carnes, Jr., Chief Don McIvor, Patricia Vail, Martina Moore, Jerome Culik, and Marcella Peyre-Ferry.

COMMITTEE REPORTS – Committee reports available from the Secretary.

APPROVAL OF MEETING MINUTES

Board of Supervisors Meeting Minutes of June 16, 2009 – Mr. Ross moved to approve the minutes from the Board of Supervisors meeting of June 16, 2009. Mr. Todd seconded the motion. Motion carried unanimously.

Workshop Minutes of July 14, 2009 – Mr. Ross moved to approve the minutes from the Workshop held on July 14, 2009. Mr. Todd seconded the motion. Motion carried unanimously. Mr. Ross noted that the Board normally uses the Workshop to discuss agenda items and set the agenda for the regular meeting. On rare occasions, time sensitive business is brought before the Board at the Workshop requiring the Board to act. The Secretary provides minutes of the business conducted, when required.

EXECUTIVE SESSIONS/INFORMATIONAL MEETINGS

The Board met on Tuesday, July 14, 2009 to set the agenda for the regular meeting.

AGENDA COMMENTS

Ms. Moore asked about the File Clerk position. Mr. Cox explained that the township was looking for a temporary, part-time file clerk to help with the township's files.

Mr. Ross noted that at the Workshop, citizens requested that the Supervisors relay their complaints regarding Freedom Fest to the County at the debrief meeting which is scheduled to be held on August 4, 2009.

Mr. Culik wanted to know how much the township spent on Freedom Fest. The total was read from the budget report. It was recommended that he submit a records request to obtain the information. He asked about the solar feasibility analysis referenced in June's minutes. The Secretary told him that two companies contacted the township and one offered to submit a solar feasibility study. To date, no study has been submitted.

The following items were added to the agenda under *Old Business*: Vision Partnership Grant extension, traffic signal financial security agreement, and escrow accounts for the traffic signal and CVS holding tank.

ANNOUNCEMENTS

Mr. Ross explained that the business conducted at the Workshop included the following:

1. NBC/CVS land development plan: The Board approved the settlement of a legal dispute and the plans for a CVS pharmacy.
2. Sacks legal matter: The Board signed an agreement to settle the legal dispute with Mr. and Mrs. Benjamin Sacks, Sr.
3. Conkey litigation: The Board authorized the Solicitor and Codes Enforcement Officer to continue with the Conkey matter.

OLD BUSINESS

Act 32 Countywide Earned Income Tax Collection – Mr. Todd moved to appoint Charles Lewis as delegate, and Jim Lewis and David Ross as alternates for the Act 32 Countywide Earned Income Tax Collection Committee. Mr. Cox seconded the motion. Motion carried unanimously.

Written request made by S. King at June 16 meeting – The Board authorized Mr. Carnes to act as Codes Enforcement Officer to look into a written request made by Mr. M. Scott King at the June meeting. Mr. Carnes requested further information from Mr. King because the information presented in and with the letter was insufficient. To date, he has not received the information requested from Mr. King. He suggested that the Board appoint someone else to act as the Codes Enforcement Officer when a conflict arises so that if required, he can still perform the duties as the Township Solicitor. Mr. Ross agreed and suggested that the Board consider an alternate Zoning Officer at a different meeting.

Vision Partnership Grant Extension – Mr. Todd moved to request that the County grant an additional 6-month extension to complete the Zoning Ordinance revision process. Mr. Ross seconded the motion. Motion carried unanimously.

Traffic Signal Financial Security Agreement – Mr. Ross moved to enter into the Traffic Signal Financial Security Agreement with James and Elizabeth Mark. Mr. Todd seconded the motion. Motion carried unanimously.

Escrow Accounts for the Traffic Signal and CVS Holding Tank – Mr. Todd moved to authorize the Secretary to establish separate escrow accounts for the traffic signal and CVS holding tank. Mr. Cox seconded the motion. Motion carried unanimously.

NEW BUSINESS

Third-party Building Inspector – Mr. Todd moved to approve the use of Scott Moran as the third-party building inspector. Mr. Cox seconded the motion. Motion carried unanimously.

File Clerk Advertisement – Mr. Todd moved to advertise for a temporary part-time file clerk. Mr. Ross seconded the motion. DISCUSSION: Mr. Ross stated that he has been pushing for the Board to adopt a document retention policy. The new hire would work with Township personnel to consolidate the files and identify documents that can be purged. Mr. Cox wanted to know why the advertisement listed work hours on Saturday. The Secretary explained that the Codes Enforcement Officer requested that the individual hired be available for 4 hours, one Saturday a

month to work with her on files. Mr. Cox also wanted to know why an end date to accept applications was not listed in the advertisement. Mr. Ross suggested leaving the advertisement open-ended so that re-advertisement of the position would not be required in the event that the applicants were not qualified or if there was high turnover. Mr. Cox called for a vote. Motion carried unanimously.

UCC Appeals Board Appointment – Mr. Cox moved to appoint Bruce Vanderhoef to the UCC Appeals Board. Mr. Todd seconded the motion. Motion carried unanimously.

FINANCIAL REPORTS

Mr. Ross moved to accept the Treasurer's Report for the period ending June 30, 2009 subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Mr. Ross moved to accept the Bills List for the period June 17 to July 21, 2009, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

Mr. Ross moved to accept the Reconciliation Report for the period ending June 25, 2009, subject to audit. Mr. Todd seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

Tax Collector – Mrs. Vail announced that interim tax bills are coming in and she is preparing to mail those out.

Keys Building Permit – Mr. Cox stated that at the Workshop, the Codes Enforcement Officer discussed a building permit submitted by a resident for a carport that crossed a property line. She sought advice from the Solicitor and the Township Engineer, both of whom had different opinions on whether or not to issue the permit. During the discussion, she suggested that if the two parcels were put together to make one parcel, then there would be no problem. Mr. Cox called the Tax Assessment Office to find out what needed to be done to make the two tax parcels into one. He then had Mr. Keys write a letter requesting that the lots be combined into one parcel. Mr. Cox asked the Secretary to write a letter to the Tax Assessment Office supporting Mr. Keys' request.

ADJOURNMENT

Mr. Cox moved to adjourn the meeting at 8:00 p.m. Mr. Todd seconded the motion. Motion carried unanimously.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer