

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

Chairman Eric Todd called the meeting to order at 7:34 p.m. The pledge of allegiance was followed by a moment of silence. Vice Chair Patricia Vail was not at the meeting due to illness.

**The following were in attendance:** Eric Todd, Gerald Cox, Candace Miller, Eugene Twardowski, Cynthia King, Chief Don McIvor, and David Ross.

**COMMITTEE REPORTS**

Mr. Todd announced that the committee reports are available from the Secretary.

**APPROVAL OF MEETING MINUTES**

**Board of Supervisors Meeting Minutes of October 19, 2010** – Mr. Cox moved to approve the minutes from the Board of Supervisors meeting of October 19, 2010. Mr. Todd seconded the motion. Motion carried.

**EXECUTIVE SESSIONS/INFORMATIONAL MEETINGS**

A meeting to discuss the budget was held on October 26, 2010.

**ANNOUNCEMENTS**

A budget meeting will be held on November 17 at 9:00 a.m.

A zoning board hearing will be held on November 17 at 7:30 p.m. to hear the application submitted by R. Reid.

**AGENDA COMMENTS**

There were no comments or additions to the agenda.

**OLD BUSINESS**

**Amended OASA Act 537 Plan Approval, Resolution 15-2010:** PA DEP issued a letter stating that the Act 537 plan submitted in October is “administratively incomplete.” The township must adopt a resolution which contains, at a minimum, “alternatives chosen and a commitment to implement the Plan in accordance with the implementation schedule.” It was also stated that the Resolution “must indicate that the municipality is providing a commitment to implement the Plan”; and that any language indicating conditions be removed. Mr. Todd moved to adopt Resolution 15-2010, which rescinds Resolution 14-2010, and approves the Act 537 plan and its submission to DEP. Mr. Cox reluctantly seconded the motion. Motion carried.

**Hughes 2-lot Subdivision:** Mr. Todd moved to accept the letter extending the review period for the Hughes 2-lot Subdivision to March 31, 2011. Mr. Cox seconded the motion. Motion carried.

**OASA Representative:** Mr. Todd moved to post an announcement on the website for residents interested in serving on the Oxford Area Sewer Authority Board to submit a letter of interest to the township. Mr. Cox seconded the motion. Motion carried. The vacancy was created by the resignation of Mr. Frank Lobb in October.

**Recreation Authority:** Mr. Todd made a motion for West Nottingham Township to join the Recreation Authority at the \$1/per capita per year rate beginning this year. Mr. Cox seconded the motion. Motion carried.

## **NEW BUSINESS**

**Reid Zoning Board Hearing:** Mr. Cox moved to authorize the Secretary to send a letter to Zoning Board stating that the Board does not oppose the applicant's request. Mr. Todd seconded the motion. Motion carried.

**Wyatt Conditional Use Hearing:** There was discussion about the zoning of the property and whether or not the change in use would require the property to be ADA compliant. Mr. Cox recommended having Mr. and Mrs. Wyatt contact the Building Inspector so they have a clear understanding of the requirements to bring the property up to code in accordance with the U.C.C. The Board agreed to set a hearing date in the event that Mr. and Mrs. Wyatt wanted to move forward with their plans. Mr. Todd moved to set the date for the Wyatt conditional use hearing for Tuesday, December 14 at 7:00 p.m. and to authorize the secretary to advertise the hearing. Mr. Cox seconded the motion. Motion carried.

**SALDO Procedures:** In a letter from the Planning Commission Secretary, the Planning Commission has asked the Board to consider asking the Township Engineer to review and comment on the Subdivision and Land Development Ordinance (SALDO) procedures. Mr. Todd moved to forward the SALDO procedures to the Township Engineer for review and comment. Mr. Cox seconded the motion. Motion carried.

**4-way Stop Ordinance:** Mr. Cox moved to authorize the Secretary to advertise the 4-way stop ordinance, a hearing to receive public comment on the ordinance, and the possible adoption of the ordinance at the December 21 meeting. Mr. Todd seconded the motion. Motion carried.

**2011 Proposed Budget:** Mr. Cox moved to authorize advertising the proposed budget and the Board's intention to adopt it as the final budget at the December 21, 2010 meeting. Mr. Todd seconded the motion. Motion carried. Mr. Todd noted that the budget is not finalized; there is a budget meeting on November 17 at 9:00 a.m. The proposed budget should be available for inspection no later than November 30, 2010.

**Auditors for Annual Audit & Financial Report for 2010:** Mr. Cox moved to advertise the intent of the Board to hire outside auditors to perform the Annual Audit & Financial Report for the year ending December 31, 2010. Mr. Todd seconded the motion. Motion carried.

**Organization Meetings:** Mr. Todd moved to authorize advertising the 2011 Organization Meetings for the Board of Supervisor, Elected Auditors, and Planning Commission. Mr. Cox seconded the motion. Motion carried. Mr. Todd noted that the Supervisors will meet on Monday, January 3, 2011 at 7:00 p.m.

**Employee Policy Manual, Resolution 16-2010:** The Board decided to table the consideration of Resolution 16-2010 which would rescind the current Employee Policy Manual and establish a new one. Mr. Todd asked the Secretary to forward a copy of the policy and resolution to Mr. Twardowski for review. The resolution will be considered at the December Supervisors meeting.

**McMichael 6-lot Subdivision Sewage Facilities Planning Module:** Mr. Cox moved to authorize Mr. Todd to sign the letters responding to the comments from PA DEP for the McMichael Sewage Facilities Planning Module. Mr. Todd seconded the motion. Motion carried.

### **PUBLIC COMMENT**

Mr. Ross started a dialogue about the Act 537 plan. Mr. Frank Lobb joined the meeting late and added to the discussion. There was concern that the pages cited in letter from DEP were not in the public copy of the plan and there was no financial data in the plan that was available during the public review. Mr. Todd moved to withhold the resolution until questions by the Board and Solicitor could be answered satisfactorily. Mr. Cox seconded the motion. Motion carried.

Mr. Ross announced that the Zoning Task Force has divided the proposed zoning ordinances for review. He has asked the Board of Supervisors to review Chapters 6 and 19. He said that there has been discussion about amending the Comprehensive Plan in conjunction with the Zoning Ordinances to sync the two documents.

### **FINANCIAL REPORTS**

Mr. Todd moved to accept the Treasurer's Report for the period ending October 31, 2010 subject to audit. Mr. Cox seconded the motion. Motion carried.

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

Mr. Todd moved to accept the Reconciliation Report for the period ending October 29, 2010, subject to audit. Mr. Cox seconded the motion. Motion carried.

### **ADJOURNMENT**

Mr. Cox moved to adjourn the meeting at 8:48 p.m. Mr. Todd seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller  
Secretary/Treasurer