

WEST NOTTINGHAM TOWNSHIP
Board of Supervisors Meeting Minutes
Tuesday, November 24, 2020

NOTE: Due to the COVID-19 pandemic, and the order of Governor Wolf to avoid large gatherings, arrangements were made for individuals who did not want to attend the meeting in person to attend remotely via Zoom. Information to join the meeting online was posted on the outdoor bulletin board at the municipal building and via fliers on the office door; the invitation was also available on the website.

Chair Tiffany Bell called the meeting to order at 7:04 p.m. The pledge of allegiance was followed by a moment of silence.

The following were in attendance: William Winand, Candace Miller, Sue Lamborn, and Angie Thompson-Lobb attended in person; Tiffany Bell, Charice Russell, and Nancy Cox attended via Zoom.

AGENDA COMMENTS

Mrs. Bell wanted to provide an update on Route 272 improvements.

COMMITTEE REPORTS

Mrs. Bell announced that committee reports are available upon request.

APPROVAL OF MEETING MINUTES

Minutes from the October 27, 2020 Supervisors Meeting: Mr. Winand moved to approve the minutes from the October 27, 2020 Supervisors meeting. Mrs. Bell seconded the motion. Motion carried.

EXECUTIVE SESSIONS

An executive session was held on November 20, 2020 to discuss a legal matter.

OLD BUSINESS

Annual Audit Proposals: There was discussion about the responses to the audit proposal package, which asked for pricing to conduct the 2020 audit with an option for 2021 and 2022. The following firms submitted proposals: BBD - \$6,250 for all 3-years; Bee Bergvall & Co. - \$10,650 for 2020 only, \$10,200 for 2020 with a \$300 increase for each year after, if all 3-years were awarded; and WKM - \$8,275 for 2020 with a \$250 increase for each year after; and Sager, Swisher & Co. – decided not to submit a proposal due to the current workload at their firm. Mrs. Miller moved to accept the proposal from BBD for the 2020 Annual Audit in the amount of \$6,250. Mr. Winand seconded the motion. Motion carried.

Light at Cemetery Road/Route 272: Mrs. Miller said she received and signed the quote to replace the light at Cemetery Road. The final cost will be \$782.00.

Security System for Municipal Building: Mrs. Miller is meeting with Penn Security to look at the building and grounds for a quote to install security cameras at the municipal building, police building, and the grounds.

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New Police Vehicle: Mr. Winand provided an update on the pricing for a new SUV for the Police department. Chief McFadden looked at a Ford Explorer, Dodge Durango, and Chevy Tahoe. Of the three vehicles, the Chevy Tahoe best suited the needs of the department. The price of the vehicle was quoted as \$39,408.62, and the cost to install the necessary emergency equipment would be approximately \$9,423.00 for a total of \$48,831.62. If the Township were to trade in the 2011 Dodge Charger, the price would be lower. Mrs. Bell wanted to make sure that the other officers had an opportunity to comment on the new vehicle, in case there were any concerns or objections since they will be driving it. Mrs. Miller asked what the lead time was for receiving the vehicle. Mr. Winand said he would check with Chief McFadden. Mr. Winand moved to purchase the 2021 Chevy Tahoe for the Police Department with the 2011 Dodge Charger being offered as a trade in, and to authorize Metro to install the necessary equipment conditioned upon feedback from Sgt. Bolt and Patrolman Weaver. Mrs. Bell seconded the motion. Motion carried.

NEW BUSINESS

Wicklow Subdivision, Letter of Extension: Mrs. Miller moved to accept the letter of extension for the Wicklow Subdivision through and including June 24, 2021. Mr. Winand seconded the motion. Motion carried.

Historical Commission Request: Ms. Thompson-Lobb and Ms. Lamborn attended on behalf of the Historical Commission to discuss the Passmore Granary and the separating machine inside. Ms. Lamborn asked the board to consider saving the building to be used for storage and/or a museum. Ms. Thompson-Lobb asked for help on finding a way to save the separating machine inside the building. Herr's has offered to have it removed and placed on a trailer when they take down the building. The machine is over 100 years old. Mrs. Miller asked about access to the building. Ms. Thompson-Lobb said you enter across from the Fire Company off of route 272 and then have to cross the railroad tracks. Mrs. Bell wanted to know what advice the County had. Ms. Thompson-Lobb said they came down and wrote a report on the building and contents. They agreed with looking at museums which might be able to preserve it, like the Hagley Museum in Delaware and Anselma Mill in Chester Springs. Mrs. Bell suggested she check with Springton Manor Farm, which is owned by Chester County and is a working farm. She also suggested that we reach out to the Oxford Regional Planning Commission to see if they can help or if they have any suggestions. Mrs. Miller pointed out that there were two separate issues: 1) the preservation of the building, and 2) the preservation of the machine. She said one of the issues she sees is safe access to the building and the liability for a public building on private property. Mr. Winand said it sounds like preserving the equipment should be a priority.

“Man Door” Garage Door: Mrs. Miller said she would like to pursue getting estimates on garage doors with a “man door” access point.

Gift Cards: Mrs. Miller moved to authorize the Secretary to purchase gift cards for the employees and volunteers. Mr. Winand seconded the motion. Motion carried.

Special Purpose Checking: Mrs. Bell moved to replenish the Special Purpose Checking account by transferring \$600.00 to the account from the General Fund checking. Mr. Winand seconded the motion. Motion carried.

Update on Second Speed Sign: Mrs. Bell provided an update on the speed sign for Route 272 near Cumberland Truck Parts. The quote for the electric sign is the same as the solar sign, approximately

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\$3600 (includes a 3-year warranty). PennDOT still needs to issue a permit for the sign and they recommend a certain base to meet PennDOT standards. Traffic Planning and Design has a contract with PennDOT and they are handling the engineering for the signs. Mrs. Bell said we would need to have Signal Service do the installation of the speed sign. Mrs. Miller said she would reach out to Signal Service to see what that would cost. There was discussion about having a sign that flashes or strobes when a motorist is going faster than the speed limit. The thinking was that having something flash or strobe would get the attention of a speeding motorist and hopefully cause them to slow down. Mrs. Bell said she get clarification on the quote to make sure the signs have this function. Mrs. Bell said she also had a quote for the reverse rumble strips, but it's too late in the year to place these. She recommended waiting until the spring to see if PennDOT was going to do it when the weather warms up.

FINANCIAL REPORTS

Treasurer's Report: Mrs. Bell moved to approve the Treasurer's Report for the period ending October 31, 2020, subject to audit. Mr. Winand seconded the motion. Motion carried.

Reconciliation Summary: Mrs. Bell moved to approve the Reconciliation Summary for the period ending October 31, 2020, subject to audit. Mr. Winand seconded the motion. Motion carried.

General Fund Bills List: Mr. Winand moved to approve the bills list for the period November 11-24, 2020, subject to audit. Mrs. Bell seconded the motion. Mr. Winand and Mrs. Bell voted in favor of the motion. Mrs. Miller recused herself because there was a reimbursement check for her as part of the bills list. Motion carried.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

Mrs. Bell moved to adjourn the meeting at 7:48 p.m. Mr. Winand seconded the motion. Motion carried.

Respectfully Submitted,

Candace Miller
Secretary/Treasurer