

**AGENDA
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
OCTOBER 9, 2007**

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Approve Agenda**
- IV. Public Comment on Agenda**
- V. Executive Session- None**
- VI. Minutes for Review-**
 - 1)- BOS Regular Meeting, September 10, 2007**
 - 2)- BOS Special Meeting, September 17, 2007**
- VII. Treasurer's Report-**
- VIII. Road Report-**
- IX. Zoning Report**
- X. Building Inspector Report**
- XI. Police Study Committee Report-**
- XII. Comprehensive Plan Committee Report-**
- XIII. Oxford Area Recreation Authority Report-**
- XIV. Oxford Area Sewer Authority Report-**
- XV. Open Space Committee Report-**
- XVI. Historic Commission Report-**
- XVII. Newsletter Committee Report-**
- XVIII. Welcome Committee Report**

XIX. Old Business

XX. Letter of Credit Releases-

- 1)- Woods at Nottingham, release #16 for \$67.20
- 2)- Meadow Creek Subdivision (Cooks Bros.), release #3 for \$18,000.30
- 3)- Wiltshire, release #51 for \$124.70
- 4)- Hopewell Ridge, release #13 for \$834.80

XXI. Subdivisions-

**I. Cooper Farm– Final Subdivision Plan
Request for Conditional Final Plan Approval**

**II. Jonothan Lapp – Final Subdivision Plan
Request for Re-Approval of Final Plan**

III. Letters of Extension

Date specific for January 15, 2007

- a. Meadowview Estates – Preliminary Plan
- b. Shepherd DeCarlo – Preliminary Plan
- c. TDT Prime Development – Preliminary Plan
- d. Wicklow – Preliminary Plan
- e. Lewis Tract – Final Plan
- f. Tom Swift Estates – Final Plan
- g. George W. Thompson, Jr. - Final Plan

XXII. Supervisors-

- A. Ordinance adopting the Oxford Regional Government
Cooperative Planning Agreement
- B. Building Inspector
- C. Set Budget Meeting
- D. David Blank property
- E. Authorize advertising for Salt Spreader for new truck
- F. Sand mound O & M Agreement

G. ↗

Bills For Approval

XXIII. Minutes for Approval-

- 1)- BOS Regular Meeting- September 10, 2007
- 2)- BOS Special Meeting- September 17, 2007

XXIV. Correspondence-

XXV. Recognition of Visitors-

XXVI. Adjournment-

**MINUTES
BOARD OF SUPERVISORS
EAST NOTTINGHAM TOWNSHIP
REGULAR MEETING
OCTOBER 9, 2007**

The Regular Meeting of the Board of Supervisors of East Nottingham Township was held in the Township Building on October 9, 2007. Those present were: Chairman Leo M. Levandowski, Vice-Chairman Michael P. Miller, Supervisors, Percy Reynolds, Gene Turns and Charles Shelton, Treasurer Suzie Hamlin, Zoning Officer P.J. Scheese. Secretary Pat Brady and numerous guests.

The Meeting was called to order at 7:02 P.M..

The Pledge of Allegiance was led by Vice-Chairman Miller.

Approve Agenda- Motion made by Supervisor Reynolds seconded by Supervisor Shelton to approve the agenda as presented by the Secretary.

Aye: 4

Nay: 0

Public Comment- None

Executive Sessions- None

Minutes for Review- Vice-Chairman Miller stated there are copies on the table of the Minutes for review, which will be approved later on in the Meeting.

- 1) BOS Regular Meeting, September 10, 2007
- 2) BOS Special Meeting, September 17, 2007

Treasurer's Report- Suzie Hamlin gave the report stating that East Nottingham's cash assets amount to \$7,192,017.59. Bills for September 2007 totaling \$46,076.44 were presented for payment from the General Fund. Income received for September 2007 totals \$123,012.25 realized from taxes, escrow, court fines, permits, inspection fees, fire hydrant reimbursement and miscellaneous fees. General Fund balance as of 9/30/07 is \$182,832.06.

Suzie Hamlin stated the CD Maturity Date is coming up and asked the Supervisors to approve renewing.

Motion made by Supervisor Reynolds seconded by Supervisor Shelton to renew the CD with a Mature Date of 11/10/07.

Aye: 4

Nay: 0

*Chairman Levandowski is now in attendance.

Vice-Chairman Miller asked about the two remaining CD's and their Mature Dates which are also coming up.

Motion made by Supervisor Turns seconded by Supervisor Shelton to have the Treasurer renew the remaining CD's with Mature Dates of 11/27/07 and 12/16/07.

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Shelton to approve returning escrow funds for Jonathan Lapp & Elizabeth in the amount of \$1,916.65 and \$17.50 .

Aye: 5

Nay: 0

Joe Bauer asked P.J. Scheese regarding Century Oak, what was described as an impact fee and also a donation. Supervisor Shelton answered, the builder agreed to give a certain amount for each house built and gave us money to help on any roads the Supervisors decided on.

Supervisor Shelton asked Joel Brown if the Supervisors had to vote on his property tonight. Joel Brown responded it can go on the Work Session agenda.

Motion made by Supervisor Shelton seconded by Supervisor Turns to put the Joel Brown property on the Work Session agenda for 10/15/07.

Aye: 5

Nay: 0

Road Report- Road Master Bill Weaver stated everything is on the Report. We've spent a lot of time widening Mt. Pleasant Road and also at the red light site working with Long's Paving. Vice-Chairman Miller asked when the paving would be started. Bill responded the end of October, first week of November. Vice-Chairman Miller asked if Fulton Road was done. Bill responded, he patched the pot hole and it's been taken care of.

Supervisor Turns asked if Roger Blevins was back to work yet. Bill stated, Roger came back today with a full recovery.

Supervisor Turns also asked when the new signs will be put up. Bill stated he will be starting on them in the next day or two.

Vice-Chairman Miller asked about helping Long's Paving. Bill responded there was a few times when they were running behind schedule and the Township helped out.

Zoning Report- P.J. gave her report.

Building Inspector Report- Vice-Chairman Miller stated the Hopewell School chose a 3rd party inspection agency. Also, there is a kick off meeting with their 3rd party inspection agency and the Supervisors, P.J., Charlie Shock, David Hill any one that can attend on 10/18 at 4:00 P.M. here at the Township Building.

Police Study Committee Report- None

Comprehensive Plan Committee Report- Supervisor Reynolds gave the report, stating regarding the Cooperative Planning Agreement, the Solicitor has looked over the Agreement and has no problem with it. The funding will be \$700.00 for three years and an additional \$200.00 for operating expenses. We would like to adopt the Agreement tonight. The next meeting will be 10/24/07 at Lower Oxford Township Building.

Oxford Area Recreation Authority Report- Joe Bauer gave his report stating there was an Information Meeting on 9/27/07. The main purpose of the meeting was to initiate a Park & Recreation Fee. We are suggesting for the revenue to be shared between the Recreation Authority & the Township.

Supervisor Turns asked how much money was made at the Fair. Joe Bauer responded, they didn't make any money. That information will be available at the next meeting & Joe will bring that information to the Supervisors in November.3

Oxford Area Sewer Authority Report- Supervisor Reynolds read the report prepared by Joe Scheese stating the Authority finalized the purchase of their new office at 14 South Third Street. Lincoln University has approached them concerning supplying an operator to over the treatment plant. The water quality permit has been issued for the construction of the Lincoln Village sewage system. There were questions about the system needed for Jordan Manor, which is being worked on.

Open Space Committee Report- None

Historic Commission Report- None Vice-Chairman Miller stated there is a public hearing at the Township Building tomorrow night at 8:00 P.M. to discuss the Historic Ordinance.

Newsletter Committee Report-P.J.stated the Fall issue is going to press this week.

Welcome Committee Report- None

Old Business- Suzie Hamlin stated she has 2 checks she is holding for Traffic Planning & Design . One from our August Meeting in the amount of \$3,504.65 and one from September in the amount of \$1,797.38. It will be discussed at the Work Session.

Suzie Hamlin informed the Supervisors she is still holding a check for Keystone Municipal Services, as they have not yet sent an itemized bill to the Township.

Chairman Levandowski asked the Supervisors if anyone has heard from Elk Township concerning the Armstrong Cable Contract. All Supervisors stated they have not heard anything. Chairman Levandowski will call Elk Township.

Chairman Levandowski asked Road Master Bill Weaver concerning the sewer covers and grates at Bethany School. If the Township can look at them and take care of them and also take off the graffiti on the signs at Waterway approaching from the east.

Supervisor Shelton advised the Supervisors on Tuesday morning at 9:00 A.M. there is a meeting with Bill Shepherd, Ron Ragan, Bill Weaver & Dave Shelton, and any other Supervisors that are available. We received a letter from a neighbor at Bethany School concerning water run off and we are going to look at it.

*Tape Change 7:50 P.M.

Letter of Credit Releases-

1)- Woods at Nottingham, release #16 for \$67.20. Motion made by Supervisor Turns seconded by Chairman Levandowski to approve the release of #16 in the amount of \$67.20.

Aye: 5

Nay: 0

2)- Meadow Creek Subdivision (Cook Bros.), release #3 for \$18,000.30. Motion made by Supervisor Reynolds seconded by Chairman Levandowski to approve release #3 for \$18,000.30.

Aye: 5

Nay: 0

3)- Wiltshire, release #51 for \$124.70. Motion made by Supervisor Turns seconded by Chairman Levandowski to approve release #51 for \$124.70.

Aye: 5

Nay: 0

4)- Hopewell Ridge, release #13 for \$834.80. Motion made by Supervisor Turns seconded by Chairman Levandowski to approve release #13 for \$834.80.

Aye: 5

Nay: 0

Subdivisions-

I. Cooper Farm- Final Subdivision Plan

Request for Conditional Final Plan Approval

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the Final Subdivision Plan with the attached condition that all items in the attached review

letter and any other items deemed necessary for final approval are satisfactorily addressed prior to releasing the Plan.

Aye: 5

Nay: 0

II. Jonathan Lapp- Final Subdivision Plan

Request for Re-Approval of Final Plan-

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to re-approve the Final Plan based on comments made on drawings.

Aye: 5

Nay: 0

III. Letters of Extension- Date specific for January 15, 2008

- a. Meadowview Estates- Preliminary Plan
- b. Shepherd DeCarlo-Preliminary Plan
- c. TDT Prime Development- Preliminary Plan
- d. Wicklow- Preliminary Plan
- e. Lewis Tract- Final Plan
- f. Tom Swift Estates- Final Plan
- g. George W. Thompson, Jr.- Final Plan

Motion made by Supervisor Turns seconded by Supervisor Reynolds to grant the letters of extension expiring January 15, 2008

Aye: 5

Nay: 0

Supervisors-

A. Ordinance adopting the Oxford Regional Government Cooperative Planning Agreement- Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to adopt Ordinance #6-2007 for the Oxford Regional Government Cooperative Planning Agreement.

Aye: 5

Nay: 0

B. Building Inspector- Motion made by Vice-Chairman Miller seconded by Supervisor Shelton to accept the proposal from Chili's Inspection Service to do plan reviews for Charlie Shock & also assisting Charlie Shock until 12/31/07.

Aye: 5

Nay: 0

Motion made by Supervisor Shelton seconded by Supervisor Reynolds to address any bills from Chili's Inspection Service at the 10/15/07 work session.

Aye: 5

Nay: 0

*Tape Change 8:35 P.M.

C. Set Budget Meeting- Meeting set for 10/25/07 at 7:00 PM.

D. David Blank property- Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to amend the offer from \$10,000. to \$12,000. an acre

Aye: Levandowski, Miller, Reynolds Nay: Turns, Shelton

E. Authorize advertising for Salt Spreader for new truck- Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to authorize the Secretary to advertise for a Salt Spreader for the new truck.

Aye: Levandowski, Miller, Turns, Shelton Nay: Reynolds

F. Sand mound O & M Agreement- Motion made by Vice-Chairman Miller seconded by Chairman Levandowski to deny the O & M Agreement, as it is not required.

Aye: 5 Nay: 0

G. Bills For Approval- Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the bills to be paid as presented by the Treasurer.

Aye: 5 Nay: 0

Minutes For Approval-

1)- BOS Regular Meeting, September 10, 2007- Motion made by Supervisor Turns seconded by Supervisor Shelton to approve the Minutes for the BOS Regular Meeting on September 10, 2007 as presented by the Secretary.

Aye: 4 Nay: 0

*Vice-Chairman Miller abstained from voting as he was not present at the 9/10/07 Meeting

2)- BOS Special Meeting- September 1,2007- Motion made by Supervisor Shelton seconded by Supervisor Turns to approve the Minutes for the BOS Special Meeting on September 17, 2007 as presented by the Secretary.

Aye: Levandowski, Shelton, Turns Nay: 0

*Vice-Chairman Miller & Supervisor Reynolds abstained from voting as they were not present at the 9/17/07 Meeting

Vice-Chairman Miller asked Suzie Hamlin to prepare a list of approximate amounts for transferring of funds by the work session on 10/15/07.

Supervisor Reynolds asked Suzie Hamlin concerning the PA One Call bill. He was with the understanding if you were a member you didn't have to pay a fee. Supervisor Reynolds will check into this.

Supervisor Reynolds asked Suzie Hamlin about the check for Brandywine Conservancy . Suzie responded it was for Ralph Denlinger for plans. Also, it comes out of their budget.

Chairman Levandowski asked Suzie about P.J.'s mileage check in the amount of \$130.47. Suzie stated this check represents 3 months. Chairman Levandowski asked P.J. to hand in a monthly bill.

Correspondence-

- Letter from Thom Olivieri dated 10/8/07 regarding withdrawal of resignation
- Letter from Red Cross regarding training

Recognition of Visitors- None

P.J. Scheese asked if anyone read their Township News specifically concerning the Census Information. Suzie Hamlin is on top of keeping the Census Bureau current with the Township number of residents.

P.J. Scheese asked the Supervisors about the Jennifer Duffy set back issue. Chairman Levandowski stated to have Helen Esbshade, Esquire draft the letter & have the Supervisors review it before sending it out.

P.J. Scheese asked the Supervisors about the Planning Commission Christmas Party. The date they are looking at is 12/12/07 at 7:00 P.M. at Wyncote. It was suggested to extend the Party invitation to all the Committees in the Township. P.J. stated she has too much on her plate to handle this if it now includes all of the Committees. Pat Brady, Secretary offered to take over.

Suzie Hamlin stated she is in receipt of two survey proposals for the Blank & Pugh Farms. Vice-Chairman Miller asked Suzie to have copies made for each of the Board members and put it on the work session agenda for 10/15/07.

Chairman Levandowski suggested concerning the Red Cross Letter, he is a Certified First Responder AED Instructor and would like to take a Saturday next year and train anyone interested.

Vice-Chairman Miller reminded all, that there is a Historic Ordinance Meeting on 10/10/07 at 8:00 P.M..

Pat Brady asked the Supervisors if they would require her attending the Public Meeting for the Historic Ordinance since there will be a court reporter at the Meeting. The Supervisors agreed they do not need the court reporter and Pat will take the Minutes. Motion made by Supervisor Shelton seconded by Chairman Levandowski to have Pat Brady take the Minutes at the Historic Ordinance Public Meeting on 10/10/07.

Aye: 5

Nay: 0

Supervisor Turns suggested that the Zoning Officer each week drive around the Township for an hour and a half and check to see what's going on & report back to the Supervisors. P.J. stated she would have to think about this. All Supervisors agreed to have the Zoning Officer drive around each week and report back to them.

Supervisor Shelton stated Thom Olivieri should be recognized. Vice-Chairman Miller asked Thom if he had anything to say. Thom replied asking if his letter was read. Vice-Chairman Miller responded yes, it was read under correspondence.

Adjournment- Motion made by Chairman Levandowski seconded by Supervisor Turns to adjourn the meeting at 9:44 P.M.

Aye: 5

Nay: 0

ATTEST: 11/13/07

Respectfully Submitted,
Pat Brady
Pat Brady, Secretary

Leo M. Levandowski
Leo M. Levandowski
Chairman

Michael P. Miller
Michael P. Miller
Vice-Chairman

Percy Reynolds
Percy Reynolds
Supervisor

Gene Turns
Supervisor

Charles D. Shelton
Charles D. Shelton
Supervisor

East Nottingham Township
Bills for Approval
October 9, 2007

Date	Number	Payee	Memo	Payment
10/9/2007	7126	Alger Oil, Inc	diesel/heating oil	1,445.34
10/9/2007	7127	Cameron's Inc.	grass seed/supplies	283.79
10/9/2007	7128	Farm Plan	parts	25.50
10/9/2007	7129	Independence Construction Materials	3A modified	5,439.75
10/9/2007	7130	Lawson Products, Inc.	supplies	283.77
10/9/2007	7131	LT Trucking	truck rental	1,330.00
10/9/2007	7132	McMinn's Ashpalt Co. Inc.	red light asphalt	12,176.44
10/9/2007	7133	Oxford Auto Parts	parts	81.09
10/9/2007	7134	Pennsylvania One Call System, Inc.	communications Aug/Sept	132.60
10/9/2007	7135	PSATS CDL PROGRAM	random drug test	210.00
10/9/2007	7136	Royal Chemical	heavy duty truck wash	338.76
10/9/2007	7137	US Muncipal Supply, Inc.	traffic signs	2,002.39
10/9/2007	7138	Accent Printing & Graphics	business cards	73.57
10/9/2007	7139	Allied Waste Services #319	trash removal	126.66
10/9/2007	7140	Armstrong One Wire	internet	39.95
10/9/2007	7141	Bradywine Conservancy	historic commission copies	600.00
10/9/2007	7142	Companion Life Insurance Company	life insurance	411.00
10/9/2007	7143	Crystal Springs	water	65.88
10/9/2007	7144	Daily Local News	advertising	790.60
10/9/2007	7145	DCED	state fee	144.00
10/9/2007	7146	MMPMET	health insurance	3,125.55
10/9/2007	7147	Office Basics, Inc.	office supplies	96.68
10/9/2007	7148	Office Depot	office supplies	111.06
10/9/2007	7149	Suzanne S. Hamlin	mileage reimb-budget seminar	39.77
10/9/2007	7150	Hamlin, Suzanne	tax clerk/tax certifications	629.40
10/9/2007	7151	PJ Scheese	mileage reimb	130.47
10/9/2007	7152	Cohen Telecommunications Law Group	cable franchise renewal	256.00
10/9/2007	7153	Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	3,866.50
10/9/2007	7154	H.A. Berkheimer	EIT commission	1,076.69
10/9/2007	7155	McMichael, Heiney & Sebastian, LLC	solicitor fees	5,520.00
10/9/2007	7156	PitneyBowes Global Financial Services	machine rental	85.69
10/9/2007	7157	PPL	gas	19.45
10/9/2007	7158	Ragan Engineering	engineering fees	2,710.55
10/9/2007	7159	Stantec Consulting Services Inc.	engineering fees	7,683.82
10/9/2007	7160	Toshiba Business Solution	color copies	105.52
10/9/2007	7161	Toshiba Business Solution	maintenance contract	216.09
10/9/2007	7162	Treasurer of Chester County	household hazardous waste coll	573.18
10/9/2007	7163	Union Fire Co. Relief Association	funds received from state	50,486.42
10/9/2007	7164	William C. Weaver	backhoe rental/ Mt Pleasant	3,840.00
10/9/2007	7165	William C. Weaver	backhoe rental /Red Light	1,440.00
10/9/2007	7166	Shock, Charles C	building inspector	2,770.53
10/9/2007	7167	Blackburn, William	zoning hearing board Oct 3	65.83
10/9/2007	7168	Freese, William	zoning hearing board Oct 3	65.83
10/9/2007	7169	Taylor, Joseph R.	zoning hearing board Oct 3	65.83
10/9/2007	7170	Trans America Life Ins.	pension contribution	2,000.00
10/9/2007	7171	Trans America Life Ins.	pension contribution	2,000.00
10/9/2007	7172	OM Financial Life Insurance Company	pension contribution	2,000.00
10/9/2007	7173	OM Financial Life Insurance Company	pension contribution	2,000.00
10/9/2007	7174	OM Financial Life Insurance Company	pension contribution	2,000.00
			Total:	120,981.95
Escrow Fund:				
10/9/2007	204	B&F Technical Code Services	Hopewell School	6,112.16
10/9/2007	205	Conrad O'Brien Gellman & Rohn, P.C.	Daily Local Advertising fee	410.42
10/9/2007	206	Ragan Engineering	engineering fees	297.20
10/9/2007	207	Stantec Consulting Services Inc.	engineering fees	5,067.50
10/9/2007	208	Stantec Consulting Services Inc.	engineering fees	3,101.25
			Total:	14,988.53

East Nottingham Township
Bills for Approval
October 9, 2007

Open Space Fund:			
10/9/2007	134 Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	2,437.50
10/9/2007	135 H.A. Berkheimer	commission	<u>864.31</u>
		Total:	3,301.81

State Fund:			
10/9/2007	134 Garnett Valley Contracting, Inc.	red light Application # 9	103,581.96
10/9/2007	135 Long's Asphalt	red light	22,597.50
10/9/2007	136 McMinn's Asphalt Co. Inc.	red light	<u>14,046.76</u>
		Total:	140,226.22

Supplemental Checks-General Fund:			
9/1/2007	7033 Nextel	cell phones	328.29
9/1/2007	7034 Peco	electric	586.06
9/1/2007	7035 Verizon	phones	495.61
9/4/2007	Debit DR Symantecstore.com	computer security-Beryls	39.99
9/6/2007	ACH PA Dept of Revenue	state tax	591.29
9/6/2007	ACH 941 Deposit	federal tax deposit	1,639.06
9/6/2007	7045 Aflac	employee paid health insurance	292.88
9/10/2007	7080 U.S. Postal Service	postage	41.00
9/11/2007	7083 James Canaday	return permit fees	835.00
9/13/2007	ACH 941 Deposit	federal tax deposit	2,894.82
9/13/2007	7092 Joyce Krauss	cleaning	150.00
9/17/2007	ACH PA Dept of Revenue	state tax	601.95
9/20/2007	7102 Chester County 2020-MPP	seminar-PJ	115.00
9/24/2007	ACH 941 Deposit	federal tax deposit	1,658.36
9/27/2007	ACH 941 Deposit	federal tax deposit	1,673.60
9/27/2007	7112 Joyce Krauss	cleaning	150.00
9/30/2007	7113 Aflac	employee paid health insurance	<u>292.88</u>
			12,385.79

Supplemental Checks-Escrow Fund:			
9/17/2007	203 Bethany Christian School	return escrow for Cond Use	2,000.00

Supplemental Checks-Open Space			
9/12/2007	133 Fed-Ex	shipping	51.93
9/25/2007	ACH Commerce Bank	interest payment/finance charges	<u>15,278.66</u>
		Total:	15,330.59