

**AGENDA
ORGANIZATIONAL MEETING
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
JANUARY 7, 2008**

- I Call Meeting to Order
 - Appoint Temporary Chairman
 - Appoint Temporary Secretary

- II Approve Agenda for Meeting

- III Public Comment
 - * Chairman acknowledges Supervisor Shelton & Supervisor Miller's appointments

- IV **Business**
 - Appoint Chairman
 - Appoint Vice-Chairman
 - Appoint Secretary for Supervisors & set salary
 - Appoint Secretary for Planning Commission
 - Appoint Treasurer & set salary
 - Set Bond for Treasurer
 - Appoint Township Engineer & set hourly rate
 - Appoint Consulting Engineer & set hourly rate
 - Appoint Township Solicitor & set hourly rate
 - Appoint Solicitor & set hourly rate
 - Appoint Earned Income Tax Collector
 - Appoint Solicitor for the Zoning Hearing Board & set hourly rate
 - Set Salary for Zoning Hearing Board Members
 - Appoint Secretary to Zoning Hearing Board & set hourly rate
 - Appoint Roadmaster & set hourly rate
 - Appoint Roadmen & set hourly rate
 - Set Wages for Part-Time Help, Snow Plowing & Temporary Help
 - Appoint Zoning/Subdivision Officer & set salary
 - Appoint Temporary Building Code Inspector & set fee
 - Appoint Building Code Inspector Alternate & set fee
 - Appoint Tax Clerk & set salary
 - Depository for all Township Funds Including Taxes Collected by Tax Collector
 - Signatures on all Checks
 - Advertising
 - Regular Monthly Meetings
 - Work Session Meetings
 - Holidays for Township Employees
 - Set mileage reimbursement rate
 - Appoint Supervisor as Chairman of the Agricultural Security Advisory Committee
 - Appoint Emergency Management Coordinator & set salary
 - Re-appoint Clifford Lee to Planning Commission
 - Appoint _____ to Planning Commission
 - Appoint Jerry Johnson as Auditor for unexpired two year term
 - Appoint Lynn Petersen as Auditor for four year term
 - Appoint members to Open Space Committee
 - Appoint new member to Historic Commission

- V Recognition of Visitors

- VI Adjournment

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
JANUARY 7, 2008**

The Annual Organizational meeting of the East Nottingham Township Board of Supervisors was held in the Township Building on January 7, 2008. Those present were: Supervisor Leo M. Levandowski, Supervisor Michael P. Miller, Supervisor Percy Reynolds, Supervisor Gene Turns, Supervisor Charles D. Shelton, Treasurer Suzanne Hamlin, Zoning Officer P.J. Scheese, Secretary Pat Brady and numerous guests.

Leo M. Levandowski called the meeting to order at 6:33 P.M..

Motion made by Supervisor Shelton seconded by Supervisor Michael P. Miller to **appoint Supervisor Leo M. Levandowski as Temporary Chairman.**

Aye: 5

Nay: 0

Motion made by Supervisor Shelton seconded by Supervisor Michael P. Miller to **appoint Pat Brady as Temporary Secretary.**

Aye: 5

Nay: 0

Chairman Levandowski read the Public Notice advertisement for the meeting.

Motion made by Supervisor Miller seconded by Supervisor Turns to **approve the agenda** as submitted by the Secretary.

Aye: 5

Nay: 0

Chairman Levandowski recognized Supervisors Shelton and Supervisor Miller for their appointments in the election, and stated that both Supervisors have been sworn in.

Public Comment on the Agenda- None

Motion made by Supervisor Miller seconded by Supervisor Reynolds to **appoint Leo M. Levandowski as Chairman for the year 2008.**

Aye: 4

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Shelton to **appoint Michael P. Miller as Vice- Chairman for the year 2008.**

Aye: 4

Nay: 0

Motion made by Supervisor Shelton seconded by Vice-Chairman Miller to **appoint Pat Brady as Secretary for the year 2008 at the rate to be determined later in the meeting.**

Aye: 5

Nay: 0

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Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **appoint P.J. Scheese as Secretary to the Planning Commission for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **re-appoint Suzanne Hamlin as Treasurer for the year 2008 at a rate to be determined later in the meeting.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **set the Treasurer's Bond for 2008 at \$6,000,000..**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **re-appoint Suzanne Hamlin as Chief Administrative Officer of the Pension Fund.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **appoint Stantec as Township Engineer or the Planning Commission at the rate stated in the fee schedule for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint Ragan Engineering as Consulting Engineer for the Supervisors at the discretion of the Board, at the rate of \$85.00 for the Township and \$115.00 for Subdivision for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **appoint Conrad O'Brien Gellman & Rohn as the Township Solicitor at the hourly rate of \$150.00 for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint Winifred M. Sebastian as Solicitor at the hourly rate of \$150.00 for the year 2008 at the discretion of the Board.**

Aye: 5

Nay: 0

Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to **re-appoint Berkheimer Associates to be the Earned Income Tax Collector for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **set the compensation to pay Berkheimer Associates at the current monthly rate of 2.55 percent for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **re-appoint Berkheimer Associates to collect the Open Space Tax for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **re-appoint Brutscher, Foley, Milliner & Land as the Solicitor for the Zoning Hearing Board at the hourly rate of \$140.00 for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **set the salary for the Zoning Hearing Board members at \$75.00 per member per hearing for the year 2008.**

Aye: 5

Nay: 0

Motion made by Supervisor Reynolds seconded by Supervisor Turns to **appoint Pat Brady as Secretary to the Zoning Hearing Board for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **set the hourly rate of \$20.00 per hour for administrative work done by the Secretary to be charged through applicants for the Zoning Hearing Board for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint Joe Scheese to the Vacancy Board for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint William Weaver as Roadmaster for the year 2008 at an hourly rate to be determined later in the meeting.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **re-appoint Dennis Lindsey as Roadman for the year 2008 at an hourly rate to be determined later in the meeting.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **re-appoint Tom Elville as Roadman for the year 2008 at the hourly rate to be determined later in the meeting.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **re-appoint Roger Blevins as Roadman for the year 2008 at an hourly rate to be determined later in the meeting.**

Aye: 5 Nay: 0

Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to **set the wages for part time help for the year 2008 as follows: Snow plowing at the hourly rate of \$16.00 and temporary help at the hourly rate of \$15.00.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint P.J. Scheese as Zoning Officer, Subdivision Officer, Code Enforcement Officer for the year 2008.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **appoint George Guss as alternate Zoning Officer (to be activated upon Supervisors approval).**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint Charlie Shock as the Building Code Official & Inspector for the year 2008 at the hourly rate of \$50.00.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **appoint Tim Durham, Chili's Inspection Services as alternate Building Code Official & Inspector for the year 2008, at the hourly rate of \$55.00 .**

Aye: 5 Nay: 0

Motion made by Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **appoint Suzanne Hamlin as Tax Clerk for East Nottingham Township for the year 2008.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **set the salary for the Tax Clerk at the current rate of \$600.00 per month for the year 2008.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **designate the Peoples Bank of Oxford a division of National Penn, as depository for all Township funds for the year 2008.**

Aye: 5

Nay: 0

Motion made by Supervisor Reynolds seconded by Supervisor Shelton to **require two (2) signatures on all checks, one being the Treasurer and one being any individual Supervisor for the year 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **designate the Daily Local News, the Oxford Tribune and the Chester County Press for advertising in 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **approve the Regular Monthly Meetings for the year 2008 at 7:00 P.M. in the Township Building on the following dates: January 7, February 11, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 14, November 10, December 8, 2008.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **approve the work sessions for the year 2008 at 7:00 P.M. in the Township Building on the following dates: January 22, February 19, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17. No work session in December.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **approve a Special Meeting immediately following the work sessions to deal with any business that comes before the Board of Supervisors.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **approve the following State Holidays to full time Township Employees for the year 2008: January 1, January 21, February 18, May 26, July 4, September 1, October 13, November 11, November 27, November 28, December 25.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **set the mileage reimbursement rate at the IRS guideline for 2008 the federal rate of .50.5.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **approve and re-appoint the following members to the Historic Commission and their terms:**

Ralph Denlinger- January 2007 – December 2009

Ken Knapp- January 2007 – December 2009

Karen Olivieri- January 2006 – December 2008

Cooky Howett- January 2006 – December 2008

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **approve a 3% raise across the board for all full time employees.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miler seconded by Supervisor Reynolds to **adjourn the meeting at 7:21 P.M..**

Aye: 5

Nay: 0

Respectfully Submitted,

Pat Brady
Pat Brady, Secretary

ATTEST: *PB 2/11/08*

Leo M. Levandowski

Leo M. Levandowski
Chairman

Michael P. Miller

Michael P. Miller
Vice-Chairman

Percy Reynolds

Percy Reynolds
Supervisor

Gene Turns *Charles D. Shelton*

Gene Turns
Supervisor

Charles D. Shelton
Supervisor