

**AGENDA
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
FEBRUARY 11, 2008**

***8:00 P.M.- Open Bids for Dump Truck**

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Approve Agenda**
- IV. Public Comment on Agenda**
- V. Executive Sessions-**
 - 1)- January 24, 2008, BOS & Reginald Nash**
 - 2)- February 5, 2008, BOS Re: agenda for 2/11/08**
- VI. Minutes for Review- copies on table for review**
 - 1)- BOS Organizational Mtg. - January 7, 2008**
 - 2)- BOS Public Hearing- January 7, 2008**
 - 3)- BOS Regular Meeting- January 7, 2008**
 - 4)- BOS Special Meeting- January 22, 2008**
- VII. Treasurer's Report-**
- VIII. Road Report-**
- IX. Zoning Report**
- X. Building Inspector Report**
- XI. Comprehensive Plan Committee Report-**
- XII. Oxford Area Recreation Authority Report-**
- XIII. Oxford Area Sewer Authority Report-**
- XIV. Open Space Committee Report-**
- XV. Historic Commission Report-**
- XVI. Newsletter Committee Report-**

XVII. Welcome Committee Report
XVIII. Old Business

XIX. Letter of Credit Releases-

- A)- Century Oak, release #20 for \$182.60
- B)- Hopewell Ridge, release #16 for 130.15
- C)- Woods at Nottingham, release #20 for \$125.10

XX . Subdivisions-

***Tom Swift – Final Subdivision Plan – Jim Fritsch, Regester Associates**
Request for final approval conditional on the following:

- 1) receipt of the OASA acceptance letter;
- 2) solicitor approval of the Conservation Easement documents;
- 3) solicitor approval of the HOA document; and
- 4) solicitor approval of the Open Space Management Plan.

***Elkdale Green – Preliminary Subdivision Plan – developer request**

*** Letters of Extension-Date specific for May 15, 2008**

- Preserve at White Oak Farm –Preliminary Plan
- Wilson King – Final 2-Lot Subdivision & Land Development Plan
- Elkdale Green – Preliminary Subdivision Plan (?)

XXI. Supervisors-

- A Contractor License Ordinance
- B. Contractor License Resolution
- C. PSATS Annual Conference –May 11th thru 14th Hershey, PA
- D. Master Planner Program- BOS to approve PC members to attend
- E. Authorize Ron Ragan to do Traffic Study at Waterway & Fifth Street
- F. Approve rate of pay for Auditors for 2008
- G. Regional Comprehensive Plan
- H. Authorize Secretary to advertise for stone bids
- I. Authorize Charlie Shock to assist with plans for accessory storage bldg.
- J. Authorize work on bridges
- K. Hopewell Elementary School Update
- L. Bills For Approval

XXII . Minutes for Approval-

- 1)- BOS Organizational Mtg.- January 7, 2008
- 2)- BOS Public Hearing- January 7, 2008
- 3)- BOS Regular Meeting- January 7, 2008
- 4)- BOS Special Meeting- January 22, 2008

XXIII. Correspondence-

XXIV. Recognition of Visitors-

XXV. Adjournment-

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 11, 2008**

The Regular Meeting of the Board of Supervisors of East Nottingham Township was held in the Township Building on February 11, 2008. Those present were: Chairman Leo M. Levandowski, Vice-Chairman 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.

The Meeting was called to order at 7:05 P.M..

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

Approve Agenda- Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to approve the amended agenda adding under Minutes for Review, Emergency Management Report given by John Reynolds, Coordinator.

Aye: 5

Nay: 0

Public Comment on Agenda- None

Executive Sessions-

1)- January 24, 2008, BOS & Reginald Nash- Motion made by Supervisor Shelton seconded by Supervisor Turns to approve. Vice-Chairman Miller was not present.

Aye: 4

Nay: 0

2)- February 5, 2008, BOS Re: agenda for 2/11/08- Motion made by Vice-Chairman Miller seconded by Supervisor Turns to approve. Supervisor Reynolds was not present.

Aye: 4

Nay: 0

Minutes for Review- Chairman Levandowski stated there are copies on the table for review. The Minutes will be approved later on in the Meeting.

Emergency Management Report- Coordinator John Reynolds gave the report. Training for Supervisors for the Basics on February 19th & 21st, 6:45-9:30 P.M. & the 23rd at 9:00AM to 3:30 P.M. at Government Services Center.

On January 24, 2008 the six municipalities met with the Red Cross & the School Board. Membership & dues were discussed and Officers were elected. Next meeting will be March 27, 2008 6:00 P.M. at Elk Township.

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Supervisor Shelton asked John Reynolds if it's in the best interest of the Township to have the building wired for Emergency Facilities in the event of an Emergency in our area. John Reynolds agreed this is a necessity.

Treasurer's Report- Suzie Hamlin gave her report stating that East Nottingham's cash assets amount to \$6,642,575.55. Bills for January totaling \$35,437.32 were presented for payment from the General Fund. Income received for January 2008 totals \$51,257.68 realized from taxes, escrow, court fines, permits, inspection fees, fire hydrant reimbursement and miscellaneous fees. General Fund balance as of 1/31/08 is \$187,514.82.

Chairman Levandowski stated the bills will be approved later on in the meeting.

Road Report- Road Master Bill Weaver gave the report stating the report says it all. They have been very busy .

Zoning Report- P.J. Scheese gave her report. Chairman Levandowski asked P.J. to follow up & clear up issues in her driving report.

Building Inspector Report- Chairman Levandowski reviewed Charlie Shocks report.

Comprehensive Plan Committee Report- Supervisor Reynolds reported there was a meeting last week with the County Planning Commission Chairman & Ed Lennox of the Oxford Area Sewer Authority & are trying to resolve some issues with the 537 Plan. Also, the Board members will be seeing questionnaires & ask that they be filled out ASAP & returned to the Secretary, Joe Bauer, Janice Gavin or Percy Reynolds. Also, the Supervisors are asked that the Twp. pay \$900.00 to the Comp. Plan Treasurer , \$200.00 for miscellaneous use and \$700.00 is for the contract for the Plan.

Motion made by Supervisor Reynolds seconded by Supervisor Shelton to approve sending \$900.00 to the Comprehensive Plan Treasurer, Ron Hershey of Oxford Borough based on the signed agreement.

Supervisor Reynolds stated he will see that the Township receives a receipt.

Aye: 5

Nay: 0

Oxford Area Recreation Authority Report- Joe Bauer gave the report stating the Rec Authority will no longer be supporting the fair. Also, a foundation, which have asked to remain anonymous, made a \$300,000. donation to the Rec Authority to be paid out over four years, which they have received the first installment of \$30,000..

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Oxford Area Sewer Authority- Joe Scheese gave the report stating they had their Organizational Meeting on 1/16/08 & appointed Robert Getman as Chairman, Percy Reynolds as Vice-Chairman, Joe Scheese as Secretary & Neil Pagano as Treasurer. Meetings are the 3rd Wednesday of each month at 14 South 3rd Street, Oxford, PA..

A meeting is requested with the Sewer Authority & the BOS to discuss map changes and a needs analysis.

Open Space Committee Report- Dave Shelton gave the report stating there will be a meeting on 2/20/08.

Historic Commission Report- Ralph Denlinger gave the report stating there are five active members. Discussed maintenance on the glass case in the meeting room & also the Bell.

Newsletter Committee Report- P.J. Scheese gave the report stating the winter issue will be out this week.

Supervisor Turns stated he knows of someone who would like to be on the Newsletter Committee.

*Tape Change 7:51 P.M..

Chairman Levandowski stated for the record, that we have done paper work changing the Voting to take place at the new Oxford High School for the 4/22/08 election.

Welcome Committee Report- Supervisor Turns gave the report stating six letters went out.

Old Business- None

Letters of Credit Releases- Chairman Levandowski read the following.

A)- **Century Oak**, release #20 for \$182.60

B)- **Hopewell Ridge**, release #16 for \$130.15

C)- **Woods at Nottingham**, release #20 for \$125.10

Motion made by Supervisor Shelton seconded by Vice-Chairman Miller to approve the releases as read.

Aye: 5

Nay: 0

*8:00 P.M. – Open Bids for 1983 International Dump Truck .

Chairman Levandowski read the advertisement to the public & stated 2 bids have been received.

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Bid #1- Richard Wilson of 300 Lucky Hill Road West Chester, PA, bid received 2/8/08 and sealed bid opened at 8:02 P.M. on 2/11/08 in the amount of \$650.00

Bid #2- Christopher Weaver of 820 Elk Mills Road Oxford, PA, bid received 2/11/08 at 12:58 P.M., and sealed bid opened at 8:05 P.M. on 2/11/08 in the amount of \$1,135.00.

Motion made by Supervisor Shelton seconded by Supervisor Turns to award the bid to Christopher Weaver in the amount of \$1,135.00.

Aye: 5

Nay: 0

Subdivisions-

***Tom Swift- Final Subdivision Plan**, Jim Fritsch, Regesters Associates.

Request for final approval .

Motion made by Vice-Chairman Miller seconded by Supervisor Shelton to have Solicitor Helen Esbenshade finish reviewing the 3 issues as stated , and put this on the March BOS agenda.

Aye: 5

Nay: 0

***Elkdale Green- Preliminary Subdivision Plan**, Jane Shields, MacElree Harvey

Recess-Chairman Levandowski stated the Board will recess for 5 minutes and go into an Executive Session at 8:30 P.M..

8:35 P.M. -Motion made by Vice-Chairman Miller seconded by Supervisor Shelton to approve by Resolution #59-2008, the Preliminary Plan with conditions as read by Chairman Levandowski.

Aye: 5

Nay: 0

Letters of Extension- Date specific for May 15, 2008,Chairman Levandowski read the following:

- Preserve at White Oak Farm- Preliminary Plan
- Wilson King-Final 2 lot Subdivision & Land Development Plan
- Elkdale Green- removed from letters of extension

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to grant the letters of extension as read, date specific for May 15, 2008.

Aye: 5

Nay: 0

Supervisors-

Chairman Levandowski stated the advertisement is available for review.

A. Contractors License Ordinance- Vice-Chairman Miller asked if anyone objects if we do not read the Ordinance. No Response. Motion made by Vice-Chairman Miller seconded by Supervisor Turns to approve the Contractors License by Ordinance #9-2008.

Aye: 5

Nay: 0

Vice-Chairman Miller explained to the public what the Contractors License is for.

*Tape Change - 8:50 P.M.

B. Contractor License Resolution- Motion made by Vice-Chairman Miller seconded by Supervisor Turns to approve Resolution #60-2008 establishing an annual contractors registration fee of \$50.00 and approving a contractor registration application.

Aye: 5 Nay: 0

Chairman Levandowski read Resolution #60-2008.

Vice-Chairman Miller requested that the Contractor License Registration information be given to the Newsletter for the next edition. P.J. Scheese will take care of this.

C. PSATS Annual Conference- Chairman Levandowski stated three Supervisors will be attending the Convention on Tuesday, May 13, 2008. Chairman Levandowski, Supervisor Shelton & Supervisor Turns.

Motion made by Chairman Levandowski seconded by Supervisor Shelton to appoint Supervisor Turns to head the voting for the Township.

Aye: 5 Nay: 0

P.J. Scheese will be attending for 3 days & the Township will pay for her room for 3 nights & food .

Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to pay for the tuition for establishing justifiable building permit fees and grant writing fees.

Aye: 5 Nay: 0

Motion made by Supervisor Shelton seconded by Vice-Chairman Miller to pay for P.J. 's expenses at the Conference.

Aye: 5 Nay: 0

D. Master Planner Program- Motion made by Supervisor Reynolds seconded by Supervisor Turns to approve Shannon Wells & Janice Gavin of the Planning Commission to attend the Master Planner Program.

Aye: 5 Nay: 0

E. Authorize Ron Ragan to do Traffic Study at Waterway & Fifth Street. Motion made by Vice-Chairman Miller seconded by Supervisor Turns to approve Ron Ragan hiring an engineering firm to do a Traffic Study for Waterway & Fifth Street.

Aye: 5 Nay: 0

F. Approve rate of pay for Auditors for 2008. Motion made by Supervisor Shelton seconded by Vice-Chairman Miller to approve the hourly rate for 2008 to be \$15.00.

Aye: 5

Nay: 0

G. Regional Comprehensive Plan- Taken Off of Agenda

H. Authorize Secretary to advertise for stone bids- Hold Off

I. Authorize Charlie Shock to assist with plans for accessory storage building- Motion made by Vice-Chairman Miller seconded by Supervisor Shelton to approve Charlie Shock assisting with plans for the accessory storage building.

Aye: 5

Nay: 0

J. Authorize work on bridges- Hold Off

K. Hopewell Elementary School Update- David Hill gave the update. Construction is moving along as scheduled. Retention Pond is complete. New Construction of the new building is ahead of schedule. Outside of the new building is behind schedule by a few weeks, due to weather. Change orders have been minimal. School will open September of 2009.

Vice-Chairman Miller asked David Hill to keep a watch on the Compliance Notice for the Township.

Authorize work on bridges- Supervisor Shelton stated Bill Weaver & Ron Ragan will be getting together this week to plan for the work on 3 bridges & several roads in the Township. The Secretary will have to advertise for stone bids .

L. Bills For Approval- Suzie Hamlin added one bill to the bills for Regesters Associates for \$10,561.31 bringing the new total to \$13,710.31 which is for the Blank & Pugh surveys.

Motion made by Supervisor Shelton seconded by Vice-Chairman Miller to approve the bills as presented by the Treasurer adding Regesters Associates.

Aye: 5

Nay: 0

Red Light Maintenance- Supervisor Shelton stated Bill Hughes (resident) contacted the Township today concerning a problem with the new red light at Walgreen's. Mr. Hughes maintains lights for a living and his observation was correct. Bill Weaver, Road Master made the calls and had the problem corrected.

Mr. Hughes talked to the Supervisors concerning the required maintenance on the light through the company he works for.

Minutes For Approval-

1)- **BOS Organizational Mtg.-** January 7, 2008

2)- **BOS Public Hearing-** January 7, 2008

3)- **BOS Regular Meeting-** January 7, 2008

Motion made by Supervisor Shelton seconded by Supervisor Turns to approve all three Meeting Minutes above for January 7, 2008 as presented by the Secretary.

Aye: 5

Nay: 0

4)- **BOS Special Meeting-** January 22, 2008

Motion made by Supervisor Turns seconded by Supervisor Reynolds to approve the Minutes for January 22, 2008 as presented by the Secretary.

Vice-Chairman Miller was not present at this meeting

Aye: 4

Nay: 0

Correspondence-

*letter of Ragan Engineering Re: final payment for signalization

*Emergency Management Letter- training

*letter from Armstrong about rate adjustment

*Municipal Newsletter

*letter from Lachall, Cohen & Sagnor regarding Hunter Knoll Builders

*letter from DEP regarding Storage Tank Program, Oxford Bulk Plant

*letter from David Stewart regarding appointment to Open Space Committee

*letter from Victoria Stewart regarding appointment to the Planning Commission

*letter from Chester County Water Authority regarding hydrant maps

*letter from Penn Dot regarding Traffic Signal maintenance

*letter from Robert Williams regarding Frost Builders

Recognition of Visitors-

*John Reynolds- correcting statement he made to say the next meeting will be 3/27/08 at Elk Township Building

*Joel Brown- asked the BOS if they would like to proceed with the ceremonial presentation of the Pugh check on 5/1/08 at 4:00 P.M.. Supervisors approved for Joel to be in charge of this event.

*Reginald Nash- discussed with the BOS his meeting request with the BOS & the press

Adjournment- Motion made by Vice-Chairman Miller seconded by Supervisor Turns to adjourn the meeting at 10:10 P.M..

Aye: 5

Nay: 0

Respectfully Submitted



Pat Brady, Secretary

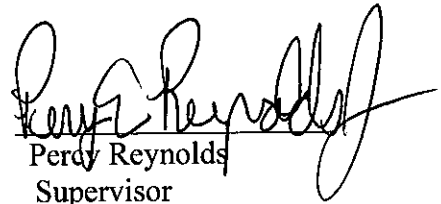
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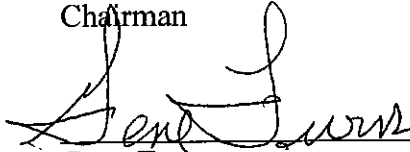
Leo M. Levandowski
Chairman



Michael P. Miller
Vice-Chairman



Percy Reynolds
Supervisor



Gene Turns
Supervisor



Charles D. Shelton
Supervisor

**East Nottingham Township
Bills for Approval
February 11, 2008**

Date	Number	Payee	Description	Payment
2/11/2008	7531	Alger Oil, Inc	fuel	661.97
2/11/2008	7532	American Rock Salt Company LLC	salt	4,626.95
2/11/2008	7533	Aramark	uniforms	663.35
2/11/2008	7534	Brandywine Auto Parts	parts	80.10
2/11/2008	7535	Cameron's Inc.	supplies	413.67
2/11/2008	7536	CARQUEST OF OXFORD	parts	7.17
2/11/2008	7537	Farm Plan	parts	39.15
2/11/2008	7538	Georgetown Hydraulics	new motors & repair	648.25
2/11/2008	7539	Global Equipment Co.	flammable cabinet/stencil kit	784.82
2/11/2008	7540	Independence Construction Materials	rice & rip rap stone	2,415.83
2/11/2008	7541	Lawson Products, Inc.	parts	150.21
2/11/2008	7542	Leffler Energy	oil	324.86
2/11/2008	7543	Oxford Auto Parts	parts	63.43
2/11/2008	7544	Pennsylvania One Call System, Inc.	communications	76.70
2/11/2008	7545	Ramsey Ford Lincoln-Mercury-SVT	switch	58.44
2/11/2008	7546	Smoker Manufacturing	hyd hose	85.65
2/11/2008	7547	Tractor Supply Co.	supplies	57.00
2/11/2008	7548	Allied Waste Services #319	trash removal	63.33
2/11/2008	7549	Armstrong One Wire	internet	39.95
2/11/2008	7550	Chili's Inspection Services	building inspection	2,410.00
2/11/2008	7551	Cohen Telecommunications Law Group	cable franchise renewal	272.00
2/11/2008	7552	Companion Life Insurance Company	life insurance	405.00
2/11/2008	7553	Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	1,927.50
2/11/2008	7554	Daily Local News	advertising	375.14
2/11/2008	7555	Ehrlich	pest control	69.00
2/11/2008	7556	FreCom	clip	15.95
2/11/2008	7557	Garnett Valley Contracting, Inc.	signs & pedestrian push button	1,909.35
2/11/2008	7558	H.A. Berkheimer	EIT commission Dec/Jan	1,669.42
2/11/2008	7559	H.A. Thomson Co.	increased treasurer bond	1,024.00
2/11/2008	7560	J.A. Prettyman, Jr.	pump septic tanks	260.00
2/11/2008	7561	Ledger Newspapers	advertising	24.05
2/11/2008	7562	MMPMET	health insurance	4,003.92
2/11/2008	7563	Office Basics, Inc.	supplies	196.27
2/11/2008	7564	Office Depot	supplies	192.58
2/11/2008	7565	Personnel Concepts	OSHA compliance poster	104.90
2/11/2008	7566	PPL	gas	556.11
2/11/2008	7567	R.H. Baker, Inc.	labor-historical commission	752.50
2/11/2008	7568	Ragan Engineering	engineering fees	1,723.30
2/11/2008	7569	Silvestri Cleaning Services, Inc	floor strip and seal	450.00
2/11/2008	7570	Stantec Consulting Services Inc.	engineering fees	495.00
2/11/2008	7571	Summers & Zim's, Inc.	service contract	269.00
2/11/2008	7572	Toshiba Business Solution	color copies	16.48
2/11/2008	7573	Toshiba Business Solution	maintenance contract	216.09
2/11/2008	7574	Wyatt Computer Services	set up network account	80.00
2/11/2008	7575	Pat Brady	mileage	30.30
2/11/2008	7576	PJ Scheese	MP3 player	131.95
2/11/2008	7577	PJ Scheese	mileage	28.48
2/11/2008	7578	Hamlin, Suzanne	tax clerk/tax certifications	615.85
2/11/2008	7579	Shock, Charles C	building inspection	1,798.81
2/11/2008	7580	William C. Weaver	back hoe rental	1,040.00
2/11/2008	7581	Winifred Moran Sebastian	solicitor fees	1,350.00
			Total:	35,673.78

**East Nottingham Township
Bills for Approval
February 11, 2008**

Open Space Fund:

2/11/2008	145 Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	1,672.50
2/11/2008	146 H.A. Berkheimer	commission Dec/Jan	<u>1,476.50</u>
		Total:	3,149.00

Escrow Fund:

2/11/2008	219 Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	382.50
2/11/2008	220 Stantec Consulting Services Inc.	engineering fees	<u>1,915.00</u>
		Total:	2,297.50

Supplemental Checks-Gen Fund

1/2/2008	Debit	National Notary Association	notary supplies Pat Brady	135.64
1/2/2008	7440	Nextel	cell phones	225.96
1/2/2008	7441	Verizon	phones	490.47
1/3/2008	ACH	941 Deposit	federal tax deposit	1,507.54
1/3/2008	ACH	PA Dept of Revenue	state tax	437.61
1/7/2008	7474	PSATS	minute book	55.00
1/7/2008	7476	Ike Stoltzfus	return balance on permit B2315	541.02
1/10/2008	7486	Joyce Krauss	cleaning	150.00
1/11/2008	ACH	941 Deposit	federal tax deposit	1,596.82
1/14/2008	7487	George Thompson	return balance zoning hearing	143.81
1/15/2008	ACH	HAB-EIT	4th quarter taxes	1,276.99
1/15/2008	Debit	DR Symantecstore.com	security treasurer computer	61.98
1/15/2008	7488	PSATS-UC Group Trust	4th quarter taxes	375.06
1/15/2008	7489	PA UC Fund	4th quarter taxes	83.86
1/17/2008	ACH	941 Deposit	federal tax deposit	1,645.18
1/17/2008	ACH	PA Dept of Revenue	state tax	374.88
1/17/2008	7498	Aflac	employee paid health ins	292.88
1/18/2008	7499	U.S.Postal Service	postage	41.00
1/24/2008	ACH	941 Deposit	federal tax deposit	2,086.24
1/24/2008	7508	PSATS	subscription-Ralph Denlinger	34.00
1/29/2008	Debit	PSATS	86th Conference-PJ Scheese	225.00
1/31/2008	ACH	941 Deposit	federal tax deposit	1,665.82
1/31/2008	7517	Joyce Krauss	cleaning & supplies	157.68
1/31/2008	7518	Cash and Carry Electrical Supply	batteries	<u>298.89</u>
				13,903.33

Supplemental Checks-Open Space

1/25/2008	ACH	Commerce Bank	interest/finance charges	16,370.00
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