

**AGENDA
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
NOVEMBER 10, 2008**

7:00 P.M. OPEN BIDS AS ADVERTISED

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Approve Agenda**
- IV. Public Comment on Agenda**
- V. Executive Sessions-**
 - 1)- October 20, 2008 , BOS, PJ Re: Zoning Issues**
 - 2)- October 28, 2008, BOS. PJ & Charlie Shock Re: Fee Schedule**
 - 3)- November 6, 2008, BOS, PJ Re: Pre BOS Meeting**
- VI. Minutes for Review- copies on table for review**
 - 1)- Regular Meeting, October 14, 2008**
 - 2)- Special Meeting, October 20, 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. Letter of Credit Releases-

- 1)- Meadow Creek Subdivision (Cooks Bros)- escrow release #7 for \$909.30
- 2)- Twin Ponds- escrow release #23 (Phase II) for \$69.20

XIX. Subdivisions

*** Letters of Extension, Date specific for February 15, 2009**

- **Preserve at White Oak Farm –Preliminary Plan**
- **Wilson King – Final 2-Lot Subdivision & Land Development Plan**

*** Request for extension to set up Letter of Credit**

Tom Swift Estates – date specific for February 15, 2009

XX. Supervisors-

- 1)- Award Bids
- 2)- Lower Treasurers Bond to \$3,000,000.
- 3)- Proposal For Addition to Agricultural Security Area- Elmer F. Stoltzfus
148 Wilson Mill Road, Oxford, PA 19363, 72 acres
Parcel #69-3-8 & Parcel #69-3-11
- 4)- Approve to purchase or upgrade township computers
- 5)- Approve purchase of asphalt slate tamper \$1200.-\$1400.
- 6)- Electric quotes for Accessory Building
- 7)- Proposed Budget - SPCA
- 8)- Office Storage Building
- 9)- Bills for Approval

XXI . Minutes For Approval-

- 1)- BOS Regular Meeting, October 14, 2008
- 2)- BOS Special Meeting, October 20, 2008

XXII. Correspondence-

XXIII. Recognition of Visitors-

XXIV. Adjournment-

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
NOVEMBER 10, 2008**

The Regular Meeting of the Board of Supervisors of East Nottingham Township was held in the Township Building on November 10, 2008. Those present were: Chairman Leo M. Levandowski, Vice-Chairman Michael P. Miller, Supervisor Percy Reynolds, Supervisor Charles D. Shelton, Treasurer Suzanne Hamlin, Zoning Officer P.J. Scheese, Secretary Pat Brady and guests. Supervisor Gene Turns was not able to attend.

The Meeting was called to order at 7:00 P.M..

Opening of Concrete Bids- Chairman Levandowski read the advertisement from the Daily Local and also read the specifications. Chairman Levandowski opened the sealed envelopes and then handed the bids over to Vice-Chairman Miller.

Bid #1- Petro's Custom Concrete, Nottingham ,PA- Bid Amount \$22,840.00
Blue Board \$840.00
Total Bid- \$23,680.00

check enclosed in the amount of \$2,378.00

Bid #2- S. Wagner, Perkiomenville, PA- Bid Amount \$21,390.85, no check received

Bid #3- Bard Services, Oxford, PA- Bid Amount \$38,200.00, 10% bid bond enclosed

Bid #4- Mr. Concrete, North East, MD- Bid Amount \$11,800.00
Check enclosed in the amount of \$1,180.00

Bid #5- Clearspan Contractors, Phila., PA-Bid Amount \$44,000.00
Check enclosed in the amount of \$4,400.00

Chairman Levandowski stated there were a total of 5 bids and recommended to the Board to have the Board review all bids and award it at the Special Meeting on 11/17/08 after the work session.

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to award the bid at the Special Meeting on 11/17/08 following the work session.

Aye: 4

Nay: 0

Chairman Levandowski called the Regular Meeting to order.

Pledge of Allegiance was led by Vice-Chairman Miller.

Approve Agenda- Treasurer Suzanne Hamlin requested to add to the agenda under Minutes, the 2009 Budget Work Shop Minutes on 10/30/08. Also under Executive Sessions, Suzanne Hamlin was present at the 10/28/08 Meeting.

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the agenda as amended .

Aye: 4

Nay: 0

Public Comment On Agenda- None

Executive Sessions-

- 1)- October 20, 2008, BOS, PJ Re Zoning Issues
- 2)- October 28, 2008, BOS, PJ, Suzie Hamlin & Charlie Shock RE: Fee Schedule
- 3)- November 6, 2008, BOS, PJ Re: Pre BOS Meeting

Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to accept the Executive Sessions as read above.

Aye: 4

Nay: 0

Minutes For Review- Chairman Levandowski stated copies of the Minutes are available on the table for public review. The Minutes will be approved later in the meeting.

Treasurer's Report- Suzie Hamlin gave the report stating that East Nottingham's cash assets amounts to \$4,002,470.32. Bills presented for payment from the General Fund totals \$52,470.18. Income received for October 2008 totals \$234,701.92 realized from taxes, escrow, court fines, permits, inspection fees, fire hydrant reimbursement and miscellaneous fees. Weekly Payroll for October \$24,125.63 General Fund balance as of 10/31/2008 is \$160,556.63. Suzie added three bills to the list as follows: PA One Call for \$83.20, Independence Construction for \$538.71 and Central Penn Gas for \$26.52. Supervisor Reynolds questioned Suzie regarding the bill for Conrad O'Brien to make sure she is keeping the bill for codification separately.

Road Report- Supervisor Shelton stated the report speaks for itself. The Supervisors discussed the road signs which have become a problem with graffiti. Chairman Levandowski advised he will talk to the Road Master regarding a spray that is available that may help the situation.

Zoning Report- P.J. gave her report stating, the total fee income collect for October was \$10,965.16. Total Construction Value was \$1,171,643. The Supervisors reviewed the driving log.

Building Inspector Report- The Supervisors reviewed the report. Vice-Chairman Miller asked P.J. regarding a plan review for 958 Saginaw Road. P.J. advised this permit has been issued .

Comprehensive Plan Committee Report- Supervisor Reynolds reported the Committee met at Lower Oxford on 10/22 & they discussed Open Space recommendations. Their meeting dates are 12/11/08, 1/7/09 & 1/28/09 at 7:00 P.M..

Oxford Area Recreation Authority Report- Joe Bauer gave the report stating YSM submitted the preliminary plan for Site 1 Phase 1 to the Zoning Officer at ENT. Also, they have retained David Sweet to research grants for funding of the next phase.

Oxford Area Sewer Authority Report- Supervisor Reynolds reported that Ed Lennox met with DEP and they are pulling the existing 537 Plan out of DEP and are working on a 2 phase plan focusing on a 10 year plan in conjunction with the Comp Plan.

Joe Bauer asked Supervisor Reynolds if they are still under a consent order by DEP. Supervisor Reynolds responded, yes they are.

*tape change 6:30 P.M.

Open Space Committee Report- Supervisor Shelton advised after the first of the year Helen Esbenshade will be setting up a meeting to talk.

Historic Committee Report- Ralph Denlinger discussed the letters he would like the Supervisors to approve them sending. The Supervisors approved all letters. Ralph also asked if they could be reimbursed mileage for going back & forth to West Chester, Pa. The Supervisors advised yes, they can be reimbursed.

Newsletter Committee Report- P.J. advised the Newsletter will be out this week.

Welcome Committee Report- No Report

Letter of Credit Releases-

1)- Meadow Creek Subdivision (Cooks Bros.) escrow release #7 for \$909.30

2)- Twin Ponds- escrow release #23 (Phase II) for \$69.21

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the releases as read above for Meadow Creek Subdivision & Twin Ponds.

Aye: 4

Nay: 0

Subdivisions- *Letters of Extension, Date specific for February 15, 2009

*Preserve at White Oak Farm- Preliminary Plan

*Wilson King-Final 2-lot subdivision & Land Development Plan

*Request for extension to set up Letter of Credit
Tom Swift Estates- date specific for February 15, 2009

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the letters of extension as read above all inclusive, date specific February 15, 2009.

Aye: 4

Nay: 0

Supervisor Shelton requested a 5 minute recess at 8:05 P.M.
Meeting called to order at 8:09 P.M.

Supervisors-

1)- **Award Bids-** Chairman Levandowski stated the bid would be awarded at the special meeting, after the work session on 11/17/08.

2)- **Lower Treasurers Bond to \$3,000,000.-**

Motion made by Supervisor Shelton seconded by Supervisor Reynolds to approve lowering the Treasurers Bond to \$3,000,000.

Aye: 4

Nay: 0

3)- **Proposal for Addition to Agricultural Security Area-** Elmer F. Stoltzfus
148 Wilson Mill Road, Oxford, PA 19363, 72 acres parcel #69-3-8 & #69-3-11
Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to approve to begin waiting the 180 days at which time the above properties will automatically be added by Resolution to the Agricultural Security Area.

Aye: 4

Nay: 0

4)- **Approve to purchase or upgrade township computers-** Motion made by Supervisor Shelton seconded by Supervisor Reynolds to approve having Supervisor Reynolds looking in to upgrading township computers or replacing them from now until the end of the year .

Aye: 4

Nay: 0

5)- **Approve purchase of asphalt slate tamper-** Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve purchasing an asphalt slate tamper for up to \$2,000. .

Aye: 4

Nay: 0

6)- **Electric quotes for Accessory Building-** Motion made by Supervisor Reynolds seconded by Supervisor Shelton to award the bid to Tri County Electric in the amount of \$3,919.53.

Aye: 4

Nay: 0

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7)- Proposed Budget, SPCA- Motion made by Vice-Chairman Miller seconded by Supervisor Shelton to have a letter sent to SPCA advising we have already set the budget for 2009 & ask if they can restructure the amount based on our needs.

Aye: 4

Nay: 09

8)- Office Storage Building- Motion made by Supervisor Shelton seconded by Supervisor Reynolds to have the Secretary request a design firm draw up blue prints for the office records accessory building.

Aye: 4

Nay: 0

9)- Bills For Approval- Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to approve the Bills as presented by the Treasurer as amended. Total cost \$52,470.18.

Aye: 4

Nay: 0

*tape change

Minutes For Approval-

1)- BOS Regular Meeting, October 14, 2008

2)- BOS Special Meeting, October 20, 2008

3)- BOS 2009 Budget Workshop, October 30, 2008

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the Minutes as presented by the Secretary and the Treasurer.

Aye: 4

Nay: 0

Correspondence-

*Note from the Marvelds regarding election day

*PSATS October 2008 News Bulletin

*Email from Conrad, O'Brien regarding the public hearings for Leibold & Stoltzfus

*Email from John Reynolds regarding administrator training

*Letter from Pa Dept. of Environmental Protection re: Sico Bulk Plant

*Letter from Lake Roeder Hillard re: Reserves of Dunlap 6 month extension

Motion made by Supervisor Shelton seconded by Vice-Chairman Miller to approve giving them a 6 month extension to expire on 8/10/09.

Aye: 4

Nay: 0

Recognition of Visitors-

*Suzie Hamlin requested approval from the Board to put tax information on the web site. She has had several residents requesting this to be done. Board approved this to be done

Adjournment- Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to adjourn the meeting at 9:00 P.M..


Aye: 4


Nay: 0

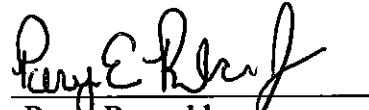
ATTEST: 12/8/08

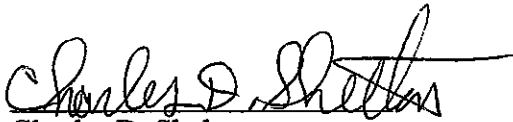
Respectfully Submitted,


Pat Brady, Secretary


Leo M. Levandowski
Chairman


Michael P. Miller
Vice-Chairman


Percy Reynolds
Supervisor


Charles D. Shelton
Supervisor

**East Nottingham Township
Bills for Approval
November 10, 2008**

Date	Number	Payee	Description	Payment
11/10/2008	8427	Alger Oil, Inc	fuel	1,263.67
11/10/2008	8428	Aramark	uniforms	232.53
11/10/2008	8429	Cameron's Inc.	supplies	330.30
11/10/2008	8430	Farm Plan	Atlantic Tractor	524.65
11/10/2008	8431	FreCom	mobile radio	1,008.55
11/10/2008	8432	Independence Construction Materials	2A/3A modified	1,697.83
11/10/2008	8433	International Salt Co, LLC	bulk ice control	12,255.50
11/10/2008	8434	Keen Compressed Gas	parts	74.89
11/10/2008	8435	Long's Asphalt, Inc.	patching	5,600.00
11/10/2008	8436	McMinn's Ashpalt Co. Inc.	patching	2,926.81
11/10/2008	8437	Oxford Auto Parts	parts	24.75
11/10/2008	8438	Penn Container	trash day	1,320.00
11/10/2008	8439	Tractor Supply Co.	supplies	180.17
11/10/2008	8440	AD PRO, Inc.	advertising	216.00
11/10/2008	8441	Allied Waste Services #319	trash removal	63.33
11/10/2008	8442	Armstrong One Wire	internet	39.95
11/10/2008	8443	CCSIGA	secretary dues	50.00
11/10/2008	8444	Chester County Archives & Record Services	historic commission	88.75
11/10/2008	8445	Chili's Inspection Services	building inspector	935.00
11/10/2008	8446	Companion Life Insurance Company	life insurance	405.00
11/10/2008	8447	Conrad O'Brien Gellman & Rohn, P.C.	Keystate Publishers	1,140.00
11/10/2008	8448	Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	5,458.88
11/10/2008	8449	Daily Local News	advertising	832.88
11/10/2008	8450	DCED	state fee for building inspectors	84.00
11/10/2008	8451	Ehrlich	pest control	70.00
11/10/2008	8452	H.A. Berkheimer	EIT commission	587.89
11/10/2008	8453	MMPMET	health insurance	4,003.92
11/10/2008	8454	Office Basics, Inc.	office supplies	48.97
11/10/2008	8455	Office Depot	office supplies	472.10
11/10/2008	8456	Oxford Medical Center	random drug testing-Lindsey	45.00
11/10/2008	8457	PitneyBowes	postage	106.99
11/10/2008	8458	Ragan Engineering	engineering fees	1,824.40
11/10/2008	8459	SECCRA	trash day	18.00
11/10/2008	8460	Stantec Consulting Services Inc.	engineering fees	1,028.50
11/10/2008	8461	Toshiba Business Solution STE 180	color copies	128.61
11/10/2008	8462	Toshiba Business Solutions	maintenance agreement	216.09
11/10/2008	8463	United Inspection Agency, Inc.	building inspector	860.00
11/10/2008	8464	Hamlin, Suzanne	tax clerk/tax certifications	607.06
11/10/2008	8465	Shock, Charles C	building inspector	2,892.86
11/10/2008	8466	William C. Weaver	back hoe rental	1,000.00
11/10/2008	8467	Winifred Moran Sebastian	solicitor fees	600.00
11/10/2008	8468	PJ Scheese	mileage	57.92
11/10/2008	8469	Neighborhood Services	2008 donation	500.00
				51,821.75
		Open Space Fund:		
11/10/2008	168	Conrad O'Brien Gellman & Rohn, P.C.	solicitor fees	1,305.00
11/10/2008	169	H.A. Berkheimer	commission	824.65
				2,129.65
		Escrow Fund:		
11/10/2008	257	Ragan Engineering Fees	engineering fees	382.50
11/10/2008	258	Stantec Consulting Services Inc.	engineering fees	3,086.00
				3,468.50

**East Nottingham Township
Bills for Approval
November 10, 2008**

Supplemental Checks-Gen Fund:

10/1/2008	8302	Nextel	cell phones	221.64
10/1/2008	8303	PECO	electric	646.80
10/1/2008	8304	Verizon	phones	546.26
10/2/2008	ACH	941 Federal Tax Deposit	federal tax deposit	1,704.56
10/2/2008	ACH	PA Dept. of Revenue	state tax deposit	334.82
10/9/2008	ACH	941 Federal Tax Deposit	federal tax deposit	1,672.08
10/14/2008	8375	U.S. Postal Service	postage	42.00
10/16/2008	ACH	941 Federal Tax Deposit	federal tax deposit	2,078.10
10/16/2008	ACH	PA Dept. of Revenue	state tax deposit	401.59
10/16/2008	8384	Joyce Krauss	cleaning	150.00
10/16/2008	8385	Treasurer of Chester County	seminar-PJ Scheese	50.00
10/16/2008	8386	U.S. Postal Service	newsletter	1,600.00
10/21/2008	8388	Crystal Springs	water	50.48
10/21/2008	8389	PSATS-UC Group	3rd quarter 08 taxes	379.09
10/21/2008	8390	PA UC Fund	3rd quarter 08 taxes	54.25
10/21/2008	8391	Comptroller of Maryland	3rd quarter 08 taxes	426.29
10/23/2008	ACH	941 Federal Tax Deposit	federal tax deposit	2,109.26
10/23/2008	8400	Joyce Krauss	cleaning-windows	110.00
10/27/2008	8401	Aflac	employee paid health insurance	292.88
10/29/2008	8402	District Court	civil complaint	114.46
10/30/2008	ACH	941 Federal Tax Deposit	federal tax deposit	1,813.68
10/30/2008	8412	Joyce Krauss	cleaning	150.00
				14,948.24

Supplemental Checks-Open Space

10/27/2008	ACH	Commerse bank	interest/finance charges	15,911.64
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Supplemental Checks-Escrow Fund:

10/14/2008	255	Walters Contracting.,LLC	return escrow balance	52,229.75
10/14/2008	256	Saul Ewing LLP	return escrow balance	44.74
				52,274.49