

**AGENDA
ORGANIZATIONAL MEETING
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
JANUARY 5, 2009**

- I Call Meeting to Order
 - Pledge of Allegiance
 - Appoint Temporary Chairman
 - Appoint Temporary Secretary
- II Approve Agenda for Meeting
- III Public Comment
- IV **Business**
 - Appoint Chairman
 - Appoint Vice-Chairman
 - Appoint Secretary for Supervisors & set salary
 - Appoint Secretary for Planning Commission
 - Appoint Designated Open Records Officer
 - Appoint Treasurer & set salary
 - Appoint Suzanne Hamlin as Chief Administrative Officer of Pension Fund
 - Appoint Township Engineer & set hourly rate
 - Appoint Consulting Engineer & set hourly rate
 - Appoint Township Solicitor & set hourly rate
 - Appoint Consulting Solicitor & set hourly rate
 - Appoint Earned Income Tax Collector
 - Set compensation to pay Earned Income Tax Collector
 - Appoint Open Space 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 Vacancy Board Member for 2009
 - Appoint Road Master & set hourly rate
 - Appoint Road Crew & set hourly rate
 - Set Wages for Part-Time Help, Snow Plowing & Temporary Help
 - Appoint Zoning/Subdivision Officer & set salary
 - Appoint Alternate Zoning Officer
 - Appoint Building Code Inspector & set fee
 - Appoint Building Code Inspector Alternate & set fee
 - Appoint Tax Clerk & set salary
 - Depository for all Township Funds
 - Signatures on all Checks
 - Advertising
 - Regular Monthly Meetings
 - Work Session Meetings
 - Approve 1/1/09 & 1/19/09 as paid holidays for full time employees
 - Set mileage reimbursement rate
 - Appoint Supervisor as Chairman of the Agricultural Security Advisory Committee
 - Re-appoint Member of Ag Security Committee
 - Agricultural Security Committee

Appoint Emergency Management Coordinator & set salary
Planning Commission
Re-Appoint Gene Turns to Planning Commission -4 year term
Re-Appoint Walter Leis to Planning Commission- 4 year term
Historic Commission
Re-Appoint Percy Reynolds to OASA- 5 year term
Oxford Area Sewer Authority Representatives
Township Auditors
Appoint Barbacane Thornton & Company as Auditing Firm for the year
Building Inspectors Appeal Board
Oxford Area Recreation Authority
Zoning Hearing Board Representatives
Re-Appoint Member to Zoning Hearing Board
Newsletter Committee
Police Study Committee
Open Space Committee

V Recognition of Visitors

VI Adjournment

MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
JANUARY 5, 2009

The Annual Organizational Meeting of the East Nottingham Township Board of Supervisors was held in the Township Building on January 5, 2009. 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 guests.

Supervisor Leo M. Levandowski called the meeting to order at 7:00 P.M. and read the Public Notice advertisement from the Daily Local News.

Supervisor Leo M. Levandowski read from the PSATS Magazine information concerning the Organizational Meeting.

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

Aye: 5 Nay: 0

Motion made by Supervisor Shelton seconded by Supervisor Turns to **appoint Pat Brady as Temporary Secretary.**

Aye: 5 Nay: 0

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

Aye: 5 Nay: 0

Public Comment on the Agenda- None

Motion made by Supervisor Miller seconded by Supervisor Turns to **appoint Leo M. Levandowski as Chairman for the year 2009.**

Aye: 5 Nay: 0

Motion made by Supervisor Reynolds seconded by Supervisor Shelton to **appoint Michael P. Miller as Vice-Chairman for the year 2009.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **appoint Pat Brady as Secretary for the year 2009 at the current rate.**

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 2009 at the current rate.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to appoint Pat Brady Secretary, as Designated Open Records Officer for the year 2009.

Aye: 5

Nay: 0

Motion made by Supervisor Reynolds seconded by Supervisor Turns to **appoint Suzanne Hamlin as Treasurer for the year 2009 at the current rate .**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **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 for the Planning Commission at the rate stated in the fee schedule for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton 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 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint Conrad O'Brien Gellman & Rohn as the Township Solicitor at the hourly rate of \$160.00 for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint Winifred M. Sebastian as Consulting Solicitor at the hourly rate of \$150.00 for the year 2009 at the discretion of the Board.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint Berkheimer Associates to be the Earned Income Tax Collector for the year 2009.**

Aye: 5

Nay: 0

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Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **set the compensation to pay Berkheimer Associates at the current monthly rate of 2.55 percent for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Reynolds to **appoint Berkheimer Associates as the Open Space Tax Collector for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Reynolds to **appoint Brutscher, Foley, Milliner & Land as the Solicitor for the Zoning Hearing Board at the hourly rate of \$140.00 for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Turns to **set the salary for the Zoning Hearing Board members at \$75.00 per member per hearing for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint Pat Brady as Secretary to the Zoning Hearing Board for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller 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 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint Joe Scheese to the Vacancy Board for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint William Weaver as Road Master for the year 2009 at the current rate.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint Dennis Lindsey as Roadman for the year 2009 at the current rate for the year 2009.**

Aye: 5

Nay: 0

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Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint Tom Elville as Roadman for the year 2009 at the current rate .**

Aye: 5 Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Reynolds to **appoint Roger Blevins as Roadman for the year 2009 at the current rate.**

Aye: 5 Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **set the wages for part time help for the year 2009 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 Chairman Levandowski seconded by Vice-Chairman Miller to **appoint P.J. Scheese as Zoning Officer, Subdivision Officer, Code Enforcement Officer for the year 2009 at the current rate.**

Aye: 5 Nay: 0

Motion made by Supervisor Shelton seconded by Vice-Chairman Miller 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 2009 at the hourly rate of \$50.00.**

Aye: 5 Nay: 0

Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to **appoint Tim Durham, Chili's Inspection Services as alternate Building Code Official & Inspector for the year 2009..**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Turns to **approve the fee schedule as submitted by Chili's Inspection Services.**

Aye: 5 Nay: 0

Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to **appoint Suzanne Hamlin as Tax Clerk for East Nottingham Township for the year 2009.**

Aye: 5 Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **set the salary for the Tax Clerk at the current rate of \$600.00 per month for the year 2009.**

Aye: 5 Nay: 0

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Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **designate the Peoples Bank of Oxford a division of National Penn, as depository for all Township funds for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **require two (2) signatures on all checks, one being the Treasurer and one being any individual Supervisor for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **designate the Daily Local News, the Oxford Tribune and the Chester County Press for advertising in 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Millers to **approve the Regular Monthly Meetings for the year 2009 at 7:00 P.M. in the Township Building on the following dates: January 5, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 13, November 9, December 14, 2009.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to **approve the work sessions for the year 2009 at 7:00 P.M. in the Township Building on the following dates: January 20, February 17, March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19, November 16, 2009. No work session in December.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to approve January 1, 2009 and January 19, 2009 as paid holidays for full time employees.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Reynolds to **set the mileage reimbursement rate at the IRS guideline for 2009 the federal rate of .55 per mile.**

Aye: 5

Nay: 0

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Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint Leo M. Levandowski as Chairman of the Agricultural Security Advisory Committee for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to appoint Agricultural Security Committee Member G. William Freese for a 3 year term.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Turns to approve the following as the Agricultural Security Committee Members : Chairman Leo Levandowski, Paul Smoker and G. William Freese for the year 2009.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint John C. Reynolds, Jr. to be the Emergency Management Coordinator for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **set the salary for the Emergency Management Coordinator at \$500.00 for the year 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to approve the following as the Planning Commission Members for 2009: Chairman Joe Bauer-Term Expires 12/31/2010, Shannon Wells-Term Expires 12/31/2010, Clifford lee-Term Expires 12/31/2010, Walter leis-Term Expires 12/31/08, Gene Turns-Term Expires 12/31/08, Janice Gavin-Term Expires 12/31/09, John Wallace-Term Expires 12/31/09.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint Gene Turns to the Planning Commission for a 4 year term 12/31/08-2012.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to **appoint Walter Leis to the Planning Commission for a 4 year term 12/31/08-2012.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to appoint the following members to the Historic Commission: Chairman Ralph Denlinger, Ken Knapp, Karen Olivieri, Cooky Howett & Dolly Coldiron for the year 2009.

Aye: 5

Nay: 0

Police Study Committee- Tabled

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Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to approve the following as the Open Space Committee for 2009: Dave Shelton, Clifford Lee, Courtney Peterson, David Stewart and Suzanne Hamlin.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to approve the Welcome Committee Member for 2009: Gene Turns.

Aye: 5

Nay: 0

Recognition of Visitors-

Joe Scheese thanked the Board for re-appointing him to the Vacancy Board for 2009 and also informed the Board to check their PSATS Magazine concerning an interesting article regarding Taxes.

Adjournment- Motion made by Vice-Chairman Miler seconded by Supervisor Shelton to adjourn the meeting at 7:42 P.M..

Aye: 5

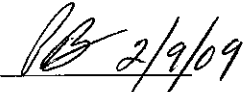
Nay: 0

Respectfully Submitted,



Pat Brady, Secretary

ATTEST:

 2/9/09



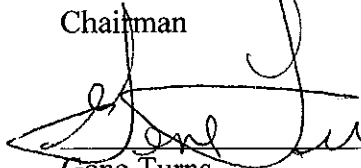
Leo M. Levandowski
Chairman



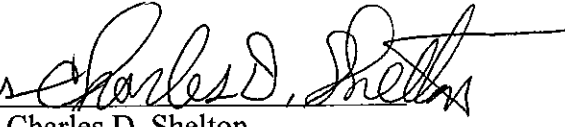
Michael P. Miller
Vice-Chairman



Percy Reynolds
Supervisor



Gene Turns
Supervisor



Charles D. Shelton
Supervisor