

**AGENDA
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
DECEMBER 14, 2009**

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- III. Approve Agenda**
- IV. Public Comment on Agenda**
- V. Executive Session-**
 - 1)- November 11, 2009- BOS & All Staff Re: Health Care**
 - 2)- December 2, 2009- BOS, Ron Ragan & Pat Re: OASA**
 - 3)- December 8, 2009- BOS Bldg. Inspector Interviews**
 - 4)- December 8, 2009- BOS, Ron Ragan, Joe Scheese & Pat Re: OASA**
 - 5)- December 11, 2009- BOS, Ron Ragan , Frank Spor, Ken Hershey, Ann Yost & P.J. Re: OARA**
- VI. Minutes for Review- copies on table for review**
 - 1)- Regular Meeting, November 9, 2009**
 - 2)- Special Meeting, November 16 , 2009**
 - 3)- Public Hearing, November 16, 2009**
- 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- Ed Lennex representing OASA
Re: Resolution for extension of OASA , amendment of Articles of
Incorporation**

XIV. Open Space Committee Report-

XV. Historic Commission Report-

XVI. Newsletter Committee Report-

XVII. Letter of Credit Releases- ``

- 1) Hopewell Ridge, escrow release #30 for \$28.75
- 2) Twin Ponds, escrow release #27 (Phase II) for \$152.00
- 3) Century Oak, escrow release #31 for \$94.50
- 4) OARA- Regional park, escrow release #4 for \$322.50
- 5) Wiltshire, escrow release #59 for \$28.75

XVIII. Subdivisions –

Oxford Hollow Associates

- Sign Sewage Operation & Maintenance Agreements for all lots
- Approve Resolution for Sewage Facilities Planning Module

Oxford Area Recreation Authority

- Review Township Engineer Ron Ragan's letter showing items still outstanding before plan can be signed.

Letter of Extension Requests

- Date specific for March 15, 2010
 - Andy King Tract – Minor Subdivision Plan
 - Timothy Bishop – Minor Subdivision Plan
 - Meadowview Estates – Preliminary Subdivision Plan
 - Muehlmatt Subdivision – Final Subdivision Plan
- Date specific for December 15, 2010
 - Liz Miller – 2003 Preliminary Subdivision Plan
- Date specific for December 31, 2010
 - Wicklow – Final Subdivision Plan

XIX. Supervisors-

- 1)- Adopt Fee Resolution
- 2)- Set date for Close Out Meeting & authorize advertising
- 3)- Set date for Reorganization Meeting & Regular Mtg. immediately following & authorize advertising
- 4)- Estimate, house trailer clean up, Media & Fisher Roads
- 5)- Resolution for extension of OASA , amendment of Articles of Incorporation
- 6)- Action on proposed updated task activity report for Regional Act 537 Plan
- 7)- Authorize bid for tractor with side mower
- 8)- Authorize getting facts & figures on new 10 wheeler

- 9)- **Resolution- Personnel Policy**
- 10)- **Adopt 2010 Budget**
- 11)- **Building Inspector**
- 12)- **Bills For Approval**

XX . Minutes For Approval-

- 1) **Regular Meeting, November 9, 2009**
- 2) **Special Meeting, November 16, 2009**
- 3) **Public Hearing, November 16, 2009**

XXI. Correspondence-

XXII. Recognition of Visitors-

XXIII. Adjournment-

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
DECEMBER 14, 2009**

The Regular Meeting of the Board of Supervisors of East Nottingham Township was held in the Township Building on December 14, 2009. Those present were: Chairman Leo M. Levandowski, Vice-Chairman Michael P. Miller, Supervisor Percy Reynolds, Supervisor Charles D. Shelton, Supervisor Eugene Turns, Treasurer Suzanne Hamlin, Secretary Pat Brady, Zoning Officer P.J. Scheese and guests.

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

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

Approve Agenda- Motion made by Vice-Chairman Miller seconded by Supervisor Turns to approve the agenda as submitted by the Secretary.

Aye: 5 Nay: 0

Public Comment On Agenda- None

Executive Sessions- Chairman Levandowski read the following :

- 1)- November 11, 2009- BOS & All Staff Re: Health Care
- 2)- December 2, 2009- BOS, Ron Ragan & Pat Re: OASA
- 3)- December 8, 2009- BOS Bldg. Inspector Interviews
- 4)- December 8, 2009- BOS, Ron Ragan, Joe Scheese & Pat Re: OASA
- 5)- December 11, 2009- BOS, Ron Ragan , Frank Spor, Ken Hershey, Ann Yost & P.J. Re: OARA

Minutes for Review-Chairman Levandowski stated copies are on the table for review.

- 1)- Regular Meeting, November 9, 2009
- 2)- Special Meeting, November 16 , 2009
- 3)- Public Hearing, November 16, 2009

Treasurer's Report- Suzie Hamlin gave the report stating East Nottingham's cash assets amount to \$3,420,577.00. Income received from November totals \$93,551.98 realized from taxes, escrow, court fines, permits, inspection fees, fire hydrant reimbursement and miscellaneous fees. General Fund balance as of 11/30/09 is \$124,247.64.

Suzie requested approval to research the rates for a certificate of deposit coming up for maturity on 12/24/09. Motion made by Chairman Levandowski seconded by Supervisor Reynolds to approve the Treasurer bringing this up at the Close Out Meeting on 12/28/09 .

Aye: 5 Nay: 0

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Suzie Hamlin advised the Board the check #9620 For John Reynolds should read \$500.00 in lieu of \$300.00, therefore changing the total for bills for approval to \$39,489.64.

Road Report- Bill Weaver, Road Master informed the Board the crew have been very busy keeping on top of everything.

Zoning Report- P.J. Scheese gave her report stating she has issued 9 residential bldg. permits, 1 commercial bldg. permit, 3 zoning permits w/o bldg. permits, 1 demolition permit, 7 new & 1 re-issue permits, 3 highway occupancy permits and 2 erosion & sediment permits for a total income collected of \$9,455.15.

Building Inspector Report- The Board reviewed the report submitted by Charlie Shock. No comments were made.

Comprehensive Plan Committee Report- Supervisor Reynolds stated there is no report at this time.

Oxford Area Recreation Authority Report- Supervisor Shelton stated the Rec Authority agreed to what the township wanted to do and everything worked out.

Oxford Area Sewer Authority Report- Motion made by Chairman Levandowski seconded by Vice-Chairman Miller to adopt Resolution #77-2009 amending their Articles of Incorporation for the OASA as read.

Aye: 5

Nay: 0

Tape change 7:50 P.M..

Open Space Committee Report- No Report

Historic Commission Report- Ralph Denlinger read the Certificate of Achievement the Township received and spoke about the bell, which has been brought to the Township Building.

Newsletter Committee Report- No report

Letter of Credit Releases-Chairman Levandowski read the following:

- 1) Hopewell Ridge, escrow release #30 for \$28.75
- 2) Twin Ponds, escrow release #27 (Phase II) for \$152.00
- 3) Century Oak, escrow release #31 for \$94.50
- 4) OARA- Regional park, escrow release #4 for \$322.50
- 5) Wiltshire, escrow release #59 for \$28.75

Motion made by Supervisor Reynolds seconded by Supervisor Turns to approve the letters of credit releases as read.

Aye: 5

Nay: 0

Subdivisions-

Oxford Hollow Associates-

* Sign Sewage Operation & Maintenance Agreement for lots- Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to accept & sign the Sewage Operation & Maintenance Agreement .

Aye: 5

Nay: 0

* Approve Resolution for Sewage Facilities Planning Module- Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds adopting Resolution #78-2009for the Sewage Facilities Planning Module.

Aye: 5

Nay: 0

Oxford Area Recreation Authority-

* Review Township Engineer Ron Ragan's letter showing items still outstanding before plan can be signed. This has been tabled until finalized.

Letter of Extension Requests-

➤ Date specific for March 15, 2010

- Andy King Tract – Minor Subdivision Plan
- Timothy Bishop – Minor Subdivision Plan
- Meadowview Estates – Preliminary Subdivision Plan
- Muehlmatt Subdivision – Final Subdivision Plan

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to grant the letters of extension as read to expire March 15, 2020.

Aye: 5

Nay: 0

➤ Date specific for December 15, 2010

- Liz Miller – 2003 Preliminary Subdivision Plan

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to grant letter of extension as read to expire December 15, 2010 with the stipulation that Liz Millers Solicitor and the Townships Solicitor get together and agree on finalizing the issues.

Aye: 5

Nay: 0

➤ Date specific for December 31, 2010

- Wicklow – Final Subdivision Plan

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to grant the letter of extension as read to expire on December 31, 2010.

Aye: 5

Nay: 0

Supervisors-

1)- Adopt Fee Resolution- Motion made by Supervisor Reynolds seconded by Supervisor Shelton to adopt Resolution #79-2009.

Aye: 5

Nay: 0

2)- Set date for Close Out Meeting & authorize advertising- Motion made by Vice-Chairman Miler seconded by Chairman Levandowski to set the Close Out meeting date for Monday, December 28, 2009 at 7:00 P.M. and authorize the Secretary to advertise.

Aye: 5

Nay: 0

3)- Set date for Reorganization Meeting & Regular mtg. immediately following & authorize advertising. Motion made by Supervisor Reynolds seconded by Vice-Chairman Miller to set the dates for the Reorganization meeting & the Regular Meeting for Monday, January 4, 2010 at 7:00 P.M. the Regular meeting to immediately follow and authorize the Secretary to advertise.

Aye: 5

Nay: 0

4)- Estimate, house trailer clean up, Media & Fisher Roads- Motion made by Vice-Chairman Miller seconded by Supervisor Shelton to approve Mt. Rocky to do the work for \$3,600., no work to start until the Solicitor gives his blessing.

Aye: 5

Nay: 0

5)- Resolution for extension of OASA- already done during OASA Report

6)- Action on proposed updated task activity report for Regional Act 537 Plan. Motion made by Supervisor Shelton seconded by Supervisor Turns to have Ron Ragan continue to attempt to finish 537 Plan.

Aye: 5

Nay: 0

7)- Authorize bid for tractor with side mower- Motion made by Supervisor Shelton seconded by Supervisor Turns to authorize Winifred Sebastian, Esquire drawing up the bid and advertising for the bids to be opened at the Regular Meeting on 1/4/2010.

Aye: 5

Nay: 0

8)- Authorize getting facts & figures on new 10 wheeler- approved. Supervisor Reynolds would like to work on this project with Road master, Bill Weaver.

9)- Resolution- Personnel Policy- tabled to 12/28/09 Close Out meeting

10)- Adopt 2010 Budget- Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve adopting the 1020 Budget.

Aye: 5

Nay: 0

11)- Building Inspector- Vice-Chairman Miller motioned to table this until the new supervisor took his seat on 1/4/2010. No second on motion

Shelton, Turns, Reynolds, Levandowski --(Aye to name new Building Inspector) Miller-Nay

Motion made by Chairman Levandowski seconded by Supervisor Turns to hire Scott Moran as Building Inspector effective 12:00 P.M. 12/15 /09 as an employee of the township and he will carry his own insurance.

Aye: 4

Nay: 1 (Miller)

Tape Change 9:25 P.M.

12)- Bills For Approval- Motion made by Supervisor Reynolds seconded by Supervisor Shelton to approve the Bills as presented by the Treasurer.

Aye: 5

Nay: 0

Minutes For Approval-

1)-Regular Meeting, November 9, 2009- Motion made by Vice-Chairman Miler seconded by Chairman Levandowski to approve the Minutes as presented by the Secretary. Supervisor Turns was not present at this meeting.

Aye: 4

Nay: 0

2) Special Meeting, November 16, 2009-

3) Public Hearing, November 16, 2009-

Motion made by Vice-Chairman Miller seconded by Supervisor Reynolds to approve the Minutes for November 16, 2009, Special meeting & Public hearing.

Aye: 5

Nay: 0

Correspondence-

- * letter from Donald Suckstort
- * Pirma Update
- * OARA October 2009 Meeting Minutes
- * Upper Oxford Township UCC Appeals Board changes
- * PSATS News Bulletin, November 2009
- * email from Lesley Spene dated 11/10/09
- * letter SCC Refuse Authority, Annual Report of Municipal Authorities of 2008

Recognition of Visitors- No Comments

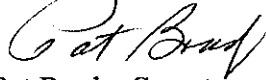
Adjournment- Motion made By Vice-Chairman Miller seconded by Supervisor Reynolds to adjourn the meeting at 9:40 P.M.

Aye: 5

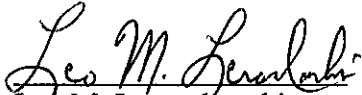
Nay: 0

ATTEST: PTB 1/4/2010

Respectfully Submitted,

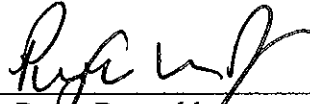


Pat Brady, Secretary

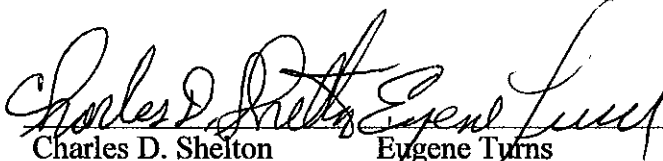


Leo M. Levandowski
Chairman

Michael P. Miller
Vice-Chairman



Percy Reynolds
Supervisor



Charles D. Shelton
Supervisor

Eugene Turns
Supervisor

**East Nottingham Township
Bills for Approval
December 14, 2009**

Date	Number	Payee	Memo	Payment
12/14/2009	9581	Alger Oil, Inc	fuel	763.03
12/14/2009	9582	Aramark	uniforms	559.44
12/14/2009	9583	Cameron's Hardware & Supply, Inc.	supplies	971.34
12/14/2009	9584	Farm Plan	supplies	147.67
12/14/2009	9585	Keen Compressed Gas	supplies	186.58
12/14/2009	9586	Lawson Products, Inc.	supplies	528.40
12/14/2009	9587	Mt. Rocky Trucking	inspections	268.00
12/14/2009	9588	Oxford Auto Parts	supplies	16.07
12/14/2009	9589	Pennsylvania One Call System, Inc.	communications	39.00
12/14/2009	9590	Tractor Supply Co.	supplies	19.96
12/14/2009	9591	Tri County Electric	repair light	50.00
12/14/2009	9592	US Muncipal Supply, Inc.	traffic signs	120.97
12/14/2009	9593	Allied Waste Services #319	trash removal	63.33
12/14/2009	9594	Armstrong One Wire	internet	39.95
12/14/2009	9595	CCSIGA	Chester County Secretary dues	50.00
12/14/2009	9596	Central Penn Gas	gas	268.01
12/14/2009	9597	Chester County SPCA	2010 protective services agreement	6,132.50
12/14/2009	9598	Cohen, Ronald and Barbara	return balance for E&S plan	122.00
12/14/2009	9599	Toshiba Business Solutions	maintenance contract	216.09
12/14/2009	9600	Chester County SPCA	3rd quarter 2009	100.00
12/14/2009	9601	Chili's Inspection Services	building inspector	1,082.00
12/14/2009	9602	Companion Life Insurance Company	life insurance	464.11
12/14/2009	9603	Conrad O'Brien P.C.	solicitor fees	4,144.00
12/14/2009	9604	Country Signs and Woodwork	display case	68.00
12/14/2009	9605	Daily Local News	advertising	719.30
12/14/2009	9606	Daily Local News	codification ordinance advertising	3,537.08
12/14/2009	9607	Gumball Media Services, Land Art	landscaping	315.00
12/14/2009	9608	H.A. Berkheimer	EIT commission	1,635.88
12/14/2009	9609	H.A.R.I.E.	additional premium -workmans comp	29.00
12/14/2009	9610	International Code Council, INC	code books	804.00
12/14/2009	9611	MMPMET	health insurance	3,268.50
12/14/2009	9612	Neighborhood Services	2009 donation	500.00
12/14/2009	9613	Office Depot	office supplies	43.72
12/14/2009	9614	PHONEAMERICA CORP	service contract	501.35
12/14/2009	9615	PSATS	2010 dues/subscriptions	1,719.00
12/14/2009	9616	Ragan Engineering	Act 537	937.00
12/14/2009	9617	Ragan Engineering	engineering fees	768.75
12/14/2009	9618	Stantec Consulting Services Inc.	engineering fees	1,138.50
12/14/2009	9619	Toshiba Business Solution STE 180	color copies	71.39
12/14/2009	9620	John Reynolds	Emergency management	300.00
12/14/2009	9621	Treasurer of Chester County	hazardous waste collection	658.82
12/14/2009	9622	United Inspection Agency, Inc.	building inspector	280.00
12/14/2009	9623	Zee Medical Service Co.	medical supplies	139.68
12/14/2009	9624	Shock, Charles C	building inspector	1,784.69
12/14/2009	9625	Hamlin, Suzanne	tax clerk/tax certifications	566.18
12/14/2009	9626	Pat Brady	mileage	37.40
12/14/2009	9627	PJ Scheese	mileage	25.85
12/14/2009	9628	Winifred Moran Sebastian	solicitor fees	345.00

**East Nottingham Township
Bills for Approval
December 14, 2009**

12/14/2009	9629 Leo Levandowski	4th quarter Supervisors Salary	548.62
12/14/2009	9630 Michael Miller	4th quarter Supervisors Salary	548.62
12/14/2009	9631 Percy Reynolds	4th quarter Supervisors Salary	548.62
12/14/2009	9632 Charles Shelton	4th quarter Supervisors Salary	548.62
12/14/2009	9633 Gene Turns	4th quarter Supervisors Salary	548.62
			<u>39,289.64</u>

Open Space Fund:

12/14/2009	197 Conrad O'Brien	solicitor fees	560.00
12/14/2009	198 H.A. Berkheimer	commission	1,535.68
			<u>2,095.68</u>

Escrow Fund:

12/14/2009	298 Conrad O'Brien	solicitor fees	1,584.00
12/14/2009	299 Ragan Engineering	engineering fees	382.50
12/14/2009	300 Stantec Consulting Services Inc.	engineering fees	12,690.00
12/14/2009	301 Oxford Hollow Associates	return escrow balance Conditional Use	1,619.16
			<u>16,275.66</u>

Supplemental Checks-General Fund:

11/2/2009 Debit	Staples	copier-garage office	211.99
11/2/2009	9482 Nextel	cell phones	232.00
11/2/2009	9483 PECO	electric	548.80
11/2/2009	9484 Verizon	phones	558.58
11/3/2009 ACH	941 Federal Tx Dep	federal tax deposit	2,045.62
11/3/2009 ACH	PA Dept. of Revenue	state tax deposit	352.03
11/6/2009	9492 U.S. Postal Service	stamps	44.00
11/6/2009	9493 FedEx	shipping	77.13
11/10/2009 ACH	941 Federal Tx Dep	federal tax deposit	1,483.09
11/12/2009	9543 Joyce Krauss	cleaning	150.00
11/13/2009 ACH	Intuit	support	39.00
11/13/2009 ACH	941 Federal Tx Dep	federal tax deposit	1,987.37
11/16/2009	9544 cash	petty cash	63.44
11/17/2009 ACH	PA Dept. of Revenue	state tax deposit	382.74
11/18/2009 Debit	Intuit	supplies	83.98
11/23/2009 ACH	941 Federal Tx Dep	federal tax deposit	1,540.74
11/23/2009 Debit	Norton Anti Virus	computer security	42.39
11/23/2009	9552 AFLAC	employee paid heath insurance	463.68
11/23/2009	9553 Deer Park	water	70.62
11/25/2009 Debit	Norton Anti Virus	computer security	42.39
11/25/2009	9561 Joyce Krauss	cleaning	150.00
11/30/2009 ACH	941 Federal Tx Dep	federal tax deposit	1,526.30
			<u>12,095.89</u>

Supplemental Checks-Open Space

11/17/2009	196 Chester County Treasurer	additional recording fees -Lapp Settle	4.00
11/24/2009 ACH	Wells Fargo	interest	15,432.82
			<u>15,436.82</u>