

**AGENDA
ORGANIZATIONAL MEETING
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
JANUARY 4, 2010**

- 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 2010
 - Appoint Road Master & set hourly rate
 - Appoint Road Crew & set hourly rate
 - 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 1/1/10 & 1/18/10 as paid holidays for full time employees
 - Set mileage reimbursement rate
 - Appoint Supervisor as Chairman of the Agricultural Security Advisory Committee
 - Agricultural Security Committee
 - Appoint Emergency Management Coordinator & set salary

Planning Commission
Re-Appoint Janice Gavin to Planning Commission -4 year term
Re-Appoint John Wallace to Planning Commission- 4 year term
Historic Commission
Oxford Area Sewer Authority Representatives
Township Auditors
Building Inspectors Appeal Board
Oxford Area Recreation Authority
Zoning Hearing Board Representatives
Appoint Zoning Hearing Board Alternate
Newsletter Committee
Open Space Committee

V Recognition of Visitors

VI Adjournment

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL MEETING
JANUARY 4, 2010**

The Annual Organizational Meeting of the East Nottingham Township Board of Supervisors was held in the Township Building on January 4, 2010. Those present were: Supervisor Leo M. Levandowski, Supervisor Percy Reynolds, Supervisor Gene Turns, Supervisor Charles D. Shelton, Supervisor John P. Coldiron, 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.

John P. Coldiron took the Oath of Office.

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

Aye: 5

Nay: 0

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

Aye: 5

Nay: 0

Chairman Leo M. Levandowski led the Pledge of Allegiance.

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

Aye: 5

Nay: 0

Public Comment on the Agenda- None

Motion made by Supervisor Coldiron seconded by Supervisor Shelton to **appoint Leo M. Levandowski as Chairman for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Coldiron to **appoint Percy Reynolds as Vice- Chairman for the year 2010.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Turns to **appoint Pat Brady as Secretary for the year 2010 with a 3% increase over 2009.**

Aye: 5

Nay: 0

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Motion made by Chairman Levandowski seconded by Vice-Chairman Reynolds to **appoint P.J. Scheese as Secretary to the Planning Commission for the year 2010 with a 3% increase over 2009.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to appoint Pat Brady Secretary, as Designated Open Records Officer for the year 2010.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint Suzanne Hamlin as Treasurer for the year 2010 with a 3% increase over 2009.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Suzanne Hamlin as Chief Administrative Officer of the Pension Fund for 2010.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Turns to **appoint Stantec as Township Engineer for the Planning Commission at the rate stated in the fee schedule for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Shelton seconded by Supervisor Turns to **appoint Ragan Engineering as Consulting Engineer for the Supervisors at the discretion of the Board, at the rate of \$88.00 for the Township and \$115.00 for Subdivision for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Vice-Chairman Reynolds to **appoint Conrad O'Brien as the Township Solicitor at the hourly rate of \$160.00 for the year 2010.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Winifred M. Sebastian as Consulting Solicitor at the hourly rate of \$150.00 for the year 2010 at the discretion of the Board.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Vice-Chairman Reynolds to **appoint Berkheimer Associates to be the Earned Income Tax Collector for the year 2010.**

Aye: 5

Nay: 0

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Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **set the compensation to pay Berkheimer Associates at the current monthly rate of 2.55 percent for the year 2010.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Berkheimer Associates as the Open Space Tax Collector for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Shelton to **appoint Brutscher, Foley, Milliner & Land as the Solicitor for the Zoning Hearing Board at the hourly rate of \$140.00 for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Coldiron seconded by Vice-Chairman Reynolds to **set the salary for the Zoning Hearing Board members at \$75.00 per member per hearing for the year 2010.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Pat Brady as Secretary to the Zoning Hearing Board for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Coldiron 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 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Vice-Chairman Reynolds to **appoint Joe Scheese to the Vacancy Board for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Shelton seconded by Vice-Chairman Reynolds to **appoint William Weaver as Road Master for the year 2010 with a 3% increase over 2009.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Shelton to **appoint Dennis Lindsey as Roadman for the year 2010 with a 3% increase over 2009.**

Aye: 5

Nay: 0

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Motion made by Vice-Chairman Reynolds seconded by Supervisor Shelton to **appoint Tom Elville as Roadman for the year 2010 with a 3% increase over 2009.**

Aye: 5 Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Shelton to **appoint Roger Blevins as Roadman for the year 2010 with a 3% increase over 2009.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Shelton to **set the wages for part time help for the year 2010 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 Reynolds seconded by Supervisor Shelton to **appoint P.J. Scheese as Zoning Officer, Subdivision Officer, Code Enforcement Officer for the year 2010 with a 3% increase over 2009.**

Aye: 5 Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Reynolds to **appoint George Guss as alternate Zoning Officer (to be activated upon Supervisors approval), at the rate of \$20.00 an hour.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Charlie Shock as the Building Code Official & Inspector for the year 2010 at the hourly rate of \$50.00.**

Aye: 5 Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Scott Moran as Alternate Building Code Official & Inspector for the year 2010, at the rate of \$50.00 an hour.**

Aye: 5 Nay: 0

Motion made by Supervisor Shelton seconded by Chairman Levandowski to **appoint Suzanne Hamlin as Tax Clerk for East Nottingham Township for the year 2010.**

Aye: 5 Nay: 0

Motion made by Supervisor Shelton seconded by Supervisor Turns to **set the salary for the Tax Clerk at the current rate of \$600.00 per month for the year 2010.**

Aye: 5 Nay: 0

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Motion made by Supervisor Turns seconded by Supervisor Shelton to **designate the Peoples Bank of Oxford a division of National Penn, as depository for all Township funds for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Coldiron seconded by Vice-Chairman Reynolds to **require two (2) signatures on all checks, one being the Treasurer and one being Supervisor Shelton or Chairman Levandowski for the year 2010.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Coldiron to **designate the Daily Local News and the Chester County Press for advertising in 2010.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Turns to **approve the Regular Monthly Meetings for the year 2010 at 7:00 P.M. in the Township Building on the following dates: January 4, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13, 2010.**

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **approve the work sessions for the year 2010 at 7:00 P.M. in the Township Building on the following dates: January 19, February 16, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, 2010. No work session in December.**

Aye: 5

Nay: 0

Motion made by Vice-Chairman Reynolds seconded by Supervisor Shelton to approve January 1, 2010 and January 18, 2010 as paid holidays for full time employees.

Aye: 5

Nay: 0

Motion made by Chairman Levandowski seconded by Vice-Chairman Reynolds to **set the mileage reimbursement rate at the IRS guideline for 2010 the federal rate of .50 per mile.**

Aye: 5

Nay: 0

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Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to **appoint Leo M. Levandowski as Chairman of the Agricultural Security Advisory Committee for the year 2010.**

Aye: 5

Nay: 0

Members of the Agricultural Security Committee (3 year term)
Paul Smoker, Term Expires 12/31/2010, William Freese, Term Expires 12/31/2011,
& Leo M. Levandowski, Term Expires 12/31/2011.

Motion made by Chairman Levandowski seconded by Supervisor Shelton to **appoint John C. Reynolds, Jr. to be the Emergency Management Coordinator for the year 2010 at the rate of \$500.00 for the year , plus any additional schooling required.**

Aye: 5

Nay: 0

Planning Commission Members for 2010(4 year term): 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 12/31/12, Gene Turns-Term Expires 12/31/12, Janice Gavin-Term Expires 12/31/09, John Wallace-Term Expires 12/31/09.

Motion made by Supervisor Turns seconded by Supervisor Shelton to **appoint Janice Gavin & John Wallace to the Planning Commission for a 4 year term 12/31/09-2013.**

Aye: 5

Nay: 0

Members to the Historic Commission: Chairman Ralph Denlinger, Ken Knapp, Karen Olivieri and Cooky Howett for the year 2010.

Oxford Area Sewer Authority Representatives (5 year term): Percy Reynolds, Term Expires 12/31/2013 and Joe Scheese, Term Expires 12/31/2011

Township Auditors for 2010 (6 year term): Glenna Jordan-Term Expires 12/31/2011, Lynn Petersen-Term Expires 12/31/2011, Thomas J. Olivieri-Term Expires 12/31/2016.

Building Inspector Appeals Board for 2010

Motion made by Chairman Levandowski seconded by Vice-Chairman Reynolds to approve the following as the Building Inspector Appeal Board Members for 2010:

Electrician- Dan Dolinger, Bob Ritchie

Fire- Ed Holbrook

Plumber- William Sumner

Alternates- Builder - Bruce Vanderhoef

Gen. Contractor- Jeffrey Young

Aye: 5

Nay: 0

Oxford Area Recreation Authority Members for 2010 (5 year term): Joseph Bauer, Term Expires 12/31/2011 & Michael Vitale, Term Expires 12/31/2011.

Zoning Hearing Board Representatives for 2010 (3 year term): William Blackburn, Term Expires 12/31/09, Joseph Taylor, Term Expires 12/31/2010, G. William Freese, Term Expires 12/31/2011.

Motion made by Supervisor Shelton seconded by Supervisor Coldiron to appoint Roger Moran (replacing William Blackburn) to the Zoning Hearing Board for a 3 year term 2009-12/31/2012.

Aye: 5

Nay: 0

Newsletter Committee for 2010: Beth Cartwright, P.J. Scheese & Dianna Stuckey

Open Space Committee for 2010: Dave Shelton, Clifford Lee, Courtney Peterson, David Stewart and Suzanne Hamlin.

Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to appoint Chairman Levandowski to the Welcome Committee for 2010:

Aye: 5

Nay: 0

Recognition of Visitors-

*Chairman Levandowski thanked Rick Orner for all his work & help on the Open Space Committee

*Chairman Levandowski thanked Mike Miller for his help when serving as Vice-Chairman

* Mike Miller questioned if Winifred Sebastian was appointed Solicitor as an individual

Adjournment- Motion made by Vice-Chairman Reynolds seconded by Supervisor Turns to adjourn the meeting at 8:52 P.M..

Aye: 5

Nay: 0

Respectfully Submitted,

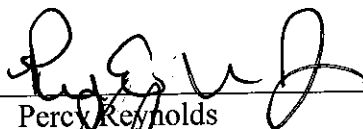


Pat Brady, Secretary

ATTEST: PB 2/8/10



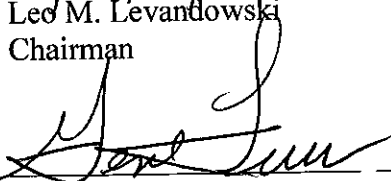
Leo M. Levandowski
Chairman



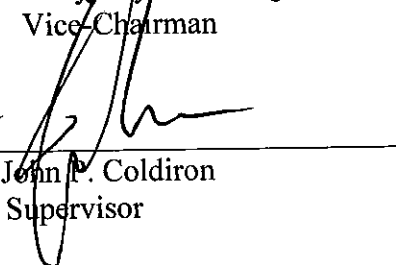
Percy Reynolds
Vice-Chairman



Charles D. Shelton
Supervisor



Gene Turns
Supervisor



John P. Coldiron
Supervisor