

AGENDA
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL/REGULAR MEETING
JANUARY 6, 2014

- Call Meeting to Order
- Appoint Temporary Chairman: _____
Motion:_____ Second:_____
- Appoint Temporary Secretary: _____
Motion:_____ Second:_____
- Pledge of Allegiance
- Public Comment On Agenda
- Approve Agenda
- Appoint Chairman for the year 2014: _____
Motion:_____ Second:_____
- Appoint Vice-Chairman for the year 2014: _____
Motion:_____ Second:_____
- Appoint _____ as Secretary to the Board of Supervisors for the year 2014.
Motion:_____ Second:_____
- Appoint _____ as Treasurer for the year 2014
Motion:_____ Second:_____
- Appoint _____ as Chief Administrative Officer of Pension Fund for 2014.
Motion:_____ Second:_____

PAGE 2

- Appoint _____ as Tax Clerk for East Nottingham Township for the year 2014.

Motion: _____ Second: _____

- Set the salary for the Tax Clerk at the current rate of \$600.00 per month for the year 2014.

Motion: _____ Second: _____

- Designate the Peoples Bank of Oxford a division of National Penn, as depository for all Township funds for the year 2014.

Motion: _____ Second: _____

- Require two (2) signatures on all checks, one being the Treasurer and one being one of two Supervisors, _____ or _____ for the year 2014.

Motion: _____ Second: _____

- Appoint Keystone Collections Group to be the Earned Income Tax Collector for the year 2014 .

Motion: _____ Second: _____

- Set the compensation to pay Keystone Collections Group at the current monthly rate of 1.35 % for the year 2014.

Motion: _____ Second: _____

- Appoint Keystone Collections Group as the Open Space Tax for the year 2014 at a rate of 1.35% .

Motion: _____ Second: _____

- Set the mileage reimbursement rate at the IRS guideline for 2014 the federal rate of .56 cents per mile

Motion: _____ Second: _____

PAGE 3

- Appoint Barbacane, Thornton & Company LLP as auditing firm for 2014.

Motion: _____ Second: _____

- Approve to appoint URS Corporation as Township Consultant Engineer at the rate of (see rate schedule) for the year 2014

Motion: _____ Second: _____

- Approve to appoint Solanco Engineering for the Supervisors at the discretion of the Board at the rate of (see rate schedule) for the year 2014.

Motion: _____ Second: _____

- Approve to appoint Conrad O'Brien as the Township Solicitor at the hourly rate of \$190.00 for the year 2014, paralegal services at a rate of \$85.00 an hour.

Motion: _____ Second: _____

- Approve to appoint Winifred M. Sebastian as Consulting Solicitor at the hourly rate of \$150.00 for the year 2014, at the discretion of the Board.

Motion: _____ Second: _____

- Approve to appoint Brutscher, Foley, Milliner & Land as the Solicitor for the Zoning Hearing Board at the hourly rate of \$175.00 for the year 2014.

Motion: _____ Second: _____

- Set the salary for the Zoning Hearing Board members at \$75.00 per member per hearing for the year 2014.

Motion: _____ Second: _____

- Set the hourly rate of \$ _____ per hour for administrative work done by the Secretary to be charged through to applicants for the Zoning Hearing Board for the year 2014

Motion: _____ Second: _____

PAGE 4

- Wages for part-time help for the year 2014 as follows:
Snow plowing at the hourly rate of \$16.00 and temporary help at the hourly rate \$15.00.

Motion: _____ Second: _____

- Designate the Daily Local News for advertising in 2014.

Motion: _____ Second: _____

- Approve Regular Monthly Meetings for the year 2014 at 7:00 pm in the Township Building on the following dates: January 6, February 18, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16, 2014.

Motion: _____ Second: _____

- Approve Work Sessions for the year 2014 at 7:00 in the Township Building on the following dates: February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 11. 2014 No work session in December .

Motion: _____ Second: _____

- Appoint John Reynolds to be the Emergency Management Coordinator for the year 2014 at the rate of \$500.00 for the year .

Motion: _____ Second: _____

- Appoint _____ as Chairman of the Historic Commission for 2014.

Motion: _____ Second: _____

- Re-appoint John Wallace and Janice Gavin to the Planning Commission for a 4 year term expiring 12/31/2018.

Motion: _____ Second: _____

- Re-appoint Joseph Taylor to the Zoning Hearing Board for a 3 year term expiring 12/31/17.

Motion: _____ Second: _____

PAGE 5

- Re-appoint Paul Smoker to the Agricultural Security Committee for a 3 year term expiring 12/31/17.

Motion:_____ Second:_____

- Re-appoint Percy Reynolds to the Oxford Area Sewer Authority for a 5 year term expiring 12/31/19.

Motion:_____ Second:_____

REGULAR MEETING AGENDA

- **Minutes for Review- copies on table for review**
- **Treasurer's Report-**
- **Subdivisions-**
 - Letter of Plan Disapproval for the Wilson King 2-Lot Subdivision and Land Development Plan
 - 1. Accept Letter of Extension - To be date specific for June 15, 2014
 - ✦ Bishop, Timothy– Final Subdivision Plan
 - ✦ David T. Muehlmann – Final Subdivision Plan
 - ✦ Frank H. III & Angela Thompson Lobb Land Development Plan
 - ✦ Herr Foods Inc Preliminary Industrial Subdivision Plan
 - ✦ Liz Miller Preliminary Subdivision Plan
 - ✦ Meadowview Estates (Frost) (Option 1)
 - ✦ Mease, Carl & Lesley Final Land Development Plan
 - Langston Subdivision update - PJ
- **Supervisors-**
 1. Motion to adopt Stormwater Management Ordinance
 2. Employee Raises - Scott Blum
 3. Bills For Approval

PAGE 6

- **Minutes For Approval-**
 1. Regular Meeting, December 10, 2013
 2. Special Meeting/Closeout, December 30, 2013

- **Correspondence-**

- **Recognition of Visitors-**

- **Adjournment-**

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
ORGANIZATIONAL/REGULAR MEETING
JANUARY 6, 2014**

The Annual Organizational Meeting of the East Nottingham Township Board of Supervisors was held in the Township Building on January 6, 2014. Those present were: Supervisor John P. Coldiron, Supervisor Jane Ladley, Supervisor Gene Turns, Supervisor Scott Blum, Supervisor Art Rieck, Treasurer Suzanne Hamlin, Zoning Officer P.J. Scheese, Secretary Pat Brady and guests.

Supervisor Gene Turns called the meeting to order at 7:00 P.M. .

Motion made by Supervisor Blum seconded by Supervisor Coldiron to **appoint Supervisor Turns as Temporary Chairman.**

Aye: 5

Nay: 0

Motion made by Supervisor Blum seconded by Supervisor Rieck to **appoint Pat Brady as Temporary Secretary.**

Aye: 5

Nay: 0

Temporary Chairman Turns led the Pledge of Allegiance.

A Moment of Silence was observed.

Public Comment On Agenda- No Comment

Motion made by Supervisor Blum seconded by Supervisor Coldiron to **approve the agenda as submitted by the Secretary.**

Aye: 5

Nay: 0

Motion made by Supervisor Rieck seconded by Temporary Chairman Turns to **appoint Scott Blum as Chairman for the year 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Rieck seconded by Supervisor Ladley to **appoint John Coldiron as Vice- Chairman for the year 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Rieck seconded by Supervisor Turns to **appoint Pat Brady as Secretary to the Board of Supervisors for the year 2014.**

Aye: 5

Nay: 0

PAGE 2

Motion made by Supervisor Turns seconded by Supervisor Rieck to **appoint Suzanne Hamlin as Treasurer for the year 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Ladley seconded by Supervisor Turns to **appoint Suzanne Hamlin as Chief Administrative Officer of the Pension Fund for 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Vice Chairman Coldiron to **appoint Suzanne Hamlin as Tax Clerk for East Nottingham Township for the year 2014**

Aye: 5

Nay: 0

Motion made by Vice Chairman Coldiron seconded by Supervisor Turns to **set the salary for the Tax Clerk at the current rate of \$600.00 per month for the year 2014**

Aye: 5

Nay: 0

Motion made by Supervisor Ladley seconded by Supervisor Rieck to **designate the Peoples Bank of Oxford a division of National Penn, as depository for all Township funds for the year 2014.**

Aye: 5

Nay: 0

Motion made by Vice Chairman Coldiron seconded by Supervisor Rieck to **require two (2) signatures on all checks, one being the Treasurer and one being one of three Supervisors, Gene Turns, Art Rieck or Scott Blum for the year 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Rieck to **appoint Keystone Collections Group to be the Earned Income Tax Collector for the year 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Rieck seconded by Vice Chairman Coldiron to **set the compensation to pay Keystone Collections Group at the current monthly rate of 1.35% for the year 2014.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Ladley to **appoint Keystone Collections Group as the Open Space Tax Collector for the year 2013 at a rate of 1.35%.**

Aye: 4

Nay: 0

Motion made by Supervisor Rieck seconded by Vice Chairman Coldiron to **set the mileage reimbursement rate at the IRS guideline for 2014 the federal rate of .56 cents per mile.**

Aye: 5

Nay: 0

PAGE 4

Motion made by Supervisor Ladley seconded by Supervisor Rieck to **designate the Daily Local News for advertising in 2014.**

Aye: 5

Nay: 0

Motion made by Chairman Blum seconded by Supervisor Turns to **approve the Work Sessions for the year 2014 beginning at 7:00 P.M., with the Regular Meeting immediately following. Meetings will be held in the Township Building on the following dates: February 11, March 11, April 8, May 13, June 10, July 15, August 12, September 9, October 14, November 11 and December 9, 2014.**

Aye: 5

Nay: 0

Motion made by Vice Chairman Coldiron seconded by Supervisor Turns to **appoint John C. Reynolds, Jr. to be the Emergency Management Coordinator for the year 2014 at the rate of \$500.00 for the year , plus any additional schooling required.**

Aye: 5

Nay: 0

Motion made by Supervisor Ladley seconded by Supervisor Rieck to appoint Ralph Denlinger as Chairman of the Historic Commission for 2014.

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Rieck to **re-appoint John Wallace & Janice Gavin to the Planning Commission for a 4 year term expiring 12/31/2018.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Rieck to **re-appoint Joseph Taylor to the Zoning Hearing Board (3 year term) Term Expires 12/31/17.**

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Vice Chairman Coldiron to re-appoint **Paul Smoker to the Agricultural Security Committee** for a 3 year term expiring 12/31/17.

Aye: 5

Nay: 0

Motion made by Supervisor Turns seconded by Supervisor Rieck to re-appoint Percy Reynolds to the Oxford Area Sewer Authority for a 5 year term expiring 12/31/19.

Aye: 5

Nay: 0

January 6, 2014 Regular Meeting Minutes

* **Minutes for Review-** copies are on the table for review.

* **Treasurer's Report-** Suzie Hamlin reported ENT cash assets amount to \$2,947,821.62. Income received from December totals \$53,200.58 realized from taxes, escrow, court fines, permits, inspection fees, fire hydrant reimbursement and miscellaneous fees. General Fund balance as of December 31, 2013 is \$763,359.13.

* **Subdivisions-**

- Letter of Plan Disapproval for the Wilson King 2-Lot Subdivision and Land Development Plan

* Motion made by Chairman Blum seconded by Vice Chairman Coldiron to disapprove the Wilson King 2-Lot Subdivision and Land Development Plan due to the recommendation of the zoning officer relative to the letter that was sent out.

Aye: 5

Nay: 0

- Accept Letter of Extension - To be date specific for June 15, 2014

✚ Bishop, Timothy – Final Subdivision Plan

✚ David T. Muehlmatt – Final Subdivision Plan

✚ Frank H. III & Angela Thompson Lobb Land Development Plan

✚ Herr Foods Inc Preliminary Industrial Subdivision Plan

✚ Liz Miller Preliminary Subdivision Plan

✚ Meadowview Estates (Frost) (Option 1)

✚ Mease, Carl & Lesley Final Land Development Plan

* Motion made by Vice Chairman Coldiron seconded by Chairman Blum to accept the letters of extension as read above.

Aye: 5

Nay: 0

- Langston Subdivision update – PJ
PJ discussed with the Board the Meeting that she attended at the Conservation District regarding the NPDES Permit which expired.

* **Supervisors-**

1. Motion to adopt Stormwater Management Ordinance-

Motion made by Chairman Blum seconded by Supervisor Turns to adopt the Stormwater Management Ordinance #2014-30.

Aye: 5

Nay: 0

2. Employee Raises- Scott Blum

Motion made by Chairman Blum seconded by Supervisor Turns to approve a 4% raise across the Board for all employees.

Aye: 5 Nay: 0

3. Bills For Approval- Motion made by Chairman Blum seconded by Supervisor Turns to approve paying the bills as presented by the Treasurer.

Aye: 5 Nay: 0

Minutes For Approval-

1. Regular Meeting, December 10, 2013

Motion made by Chairman Blum seconded by Supervisor Ladley to approve the Minutes as presented by the Secretary.

Aye: 5 Nay: 0

2. Special Meeting/Closeout, December 30, 2013-

Motion made by Vice Chairman Coldiron seconded by Supervisor Turns to approve the Minutes as presented by the Secretary.

Aye: 5 Nay: 0

Correspondence- Chairman Blum stated all correspondence is on the table for review.

- * Pennoni Engineering Perspective, Fall/Winter 2013
- * PSATS News Bulletin- December 2013
- * letter dated 12/12/13 from Senate of Pa, Andrew Dinniman Re: House Bill 1523
- * State Police Statistics 11/1-11/30/13
- * Newsletter- The Blueprint, Fall 2013
- * OA Chamber of Commerce Dinner & Dance March 1, 2014
- * Penn Dot- Moving Forward Winter 2013
- * Penn Dot L Tap
- * OASA Minutes, Agenda, Treasurer's Report, Financial Summary, Selective Check Register , Statement of Revenue, Project Statue Update

Recognition of Visitors-


- * Bill Carey asked Suzie Hamlin how much has the township paid so far for Hopewell Ridge. Suzie replied \$48, 014.31 has been spent and 0 reimbursed.
- * Bill Carey also asked if anyone on the Board has read the feasibility study
- * Carol Dunlap asked about the feasibility study
- * Suzie Hamlin requested if she could pay bills received between now and the next meeting. Motion made by Chairman Blum seconded by Supervisor Turns to approve the Treasurer to pay any reaccuring bills that need to be paid prior to the next meeting to avoid late fees.

Aye: 5 Nay: 0

Adjournment- Motion made by Supervisor Turns seconded by Vice Chairman Coldiron to adjourn the meeting at 8:20 P.M..

Aye: 5

Nay: 0

ATTEST: 

Respectfully Submitted,

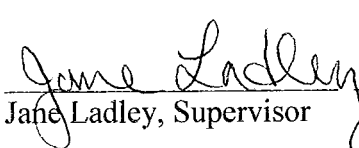


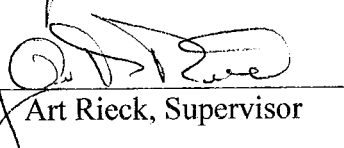
Pat Brady, Secretary

Scott Blum, Chairman


John P. Coldiron
Vice Chairman


Gene Turns, Supervisor


Jane Ladley, Supervisor


Art Rieck, Supervisor

**East Nottingham Township
Treasurer's Report**

FUND BALANCES AS OF 12/31/2013

GENERAL FUND:

ACCOUNT # 98267	763,359.13	
ACCOUNT #215872096	1,047,117.12	
TOTAL GEN FUND:		1,810,476.25

OPEN SPACE FUND:

ACCOUNT #215921763	837,230.75	837,230.75
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STATE FUND

ACCOUNT #650269	114.62	
TOTAL STATE FUND:		114.62

CERTIFICATES OF DEPOSIT:

#3000171186 - MAT.DATE: 12/18/2015(INTEREST RATE -2.25 APY)	100,000.00
#3000170638 - MAT.DATE:1/24/2016(INTEREST RATE - 2.25 APY)	100,000.00
#3000170697 - MAT.DATE: 11/10/2015 (INTEREST RATE - 2.25 APY)	100,000.00

TOTAL CASH ASSETS OF E.N.T.:	2,947,821.62
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INCOME SUMMARY FOR DECEMBER 2013

TOTAL TAXES AND CERTIFICATIONS:	48,288.84
TOTAL FINES:	476.08
SUBDIVISION & LAND APP FEE	-
PERMITS, REVIEW FEES, INSPECTION FEES:	1,324.00
REFUND CURRENT YEAR EXPENDITURE	2,116.65
ENGINEERING FEES/INSPECTIONS	925.00
INTEREST EARNED GENERAL FUND	70.01
TOTAL INCOME:	53,200.58

GENERAL FUND BALANCE 11/30/2013

839,094.99

BILLS PRESENTED FOR PAYMENT 12/10/2013
BILLS PRESENTED FOR PAYMENT 12/30/2013
WEEKLY PAYROLL FOR DECEMBER

63,461.87
28,570.25
21,784.20

Date	Number	Payee	Payment		
12/1/2013		13761 Lincoln National Life Insurance Company	305.81		
12/1/2013		13762 PECO	402.18		
12/1/2013		13763 Verizon	726.59		
12/2/2013	ACH	941 Federal Tx Dep	1,893.38		
12/3/2013	ACH	PA Dept. of Revenue	369.08		
12/5/2013	ACH	National Penn Bank	5.00		
12/6/2013	ACH	McAfee	74.19		
12/9/2013	ACH	941 Federal Tx Dep	1,726.24		
12/9/2013	Debit	U.S. Postal Service	46.00		
12/12/2013	debit	Protect Cell	100.00		
12/16/2013	ACH	941 Federal Tx Dep	2,345.62		
12/16/2013		13817 AT&T Mobility	234.86		
12/16/2013		13818 Deer Park	69.90		
12/18/2013	ACH	PA Dept. of Revenue	455.56		
12/19/2013		13826 Mike Weaver	312.00		
12/19/2013		13827 Joyce Krauss	150.00		
12/23/2013	ACH	941 Federal Tx Dep	3,115.76		
12/27/2013		13835 AFLAC	80.60		
12/30/2013	ACH	941 Federal Tx Dep	2,258.35		
12/30/2013	debit	Intuit	449.00		
			<u>15,120.12</u>	15,120.12	
		AMOUNT EXPENDED			128,936.44
		FUNDS DEPOSITED DURING DECEMBER 2013			53,200.58
		GENERAL FUND BALANCE 12/31/2013			763,359.13

**East Nottingham Township
Bills for Approval
January 6, 2014**

Date	Number	Payee	Description	Payment
1/6/2014	13863	Allied Waste Services #319	trash collection	96.25
1/6/2014	13864	Aramark	uniforms	760.33
1/6/2014	13865	Conrad O'Brien P.C.	Hopewell Ridge	666.00
1/6/2014	13866	Georgetown Hydraulics	parts	312.70
1/6/2014	13867	Lancaster Truck Bodies	parts	1,138.48
1/6/2014	13868	Oxford Napa Auto Parts	parts	309.32
1/6/2014	13869	Tractor Supply Co.	supplies	349.96
1/6/2014	13870	Winifred Moran Sebastian	solicitor fees	886.00
				4,519.04

Supplemental Checks:

12/1/2013	13761	Lincoln National Life Ins Co	life insurance	305.81
12/1/2013	13762	PECO	electric	402.18
12/1/2013	13763	Verizon	phones	726.59
12/2/2013	ACH	941 Federal Tx Dep	federal tax deposit	1,893.38
12/3/2013	ACH	PA Dept. of Revenue	state tax deposit	369.08
12/5/2013	ACH	National Penn Bank	e-cash manager fee	5.00
12/6/2013	ACH	McAfee	computer security	74.19
12/9/2013	ACH	941 Federal Tx Dep	federal tax deposit	1,726.24
12/9/2013	Debit	U.S. Postal Service	postage	46.00
12/12/2013	debit	Protect Cell	replace ceil phone-Weaver	100.00
12/16/2013	ACH	941 Federal Tx Dep	federal tax deposit	2,345.62
12/16/2013	13817	AT&T Mobility	cell phones	234.86
12/16/2013	13818	Deer Park	water	69.90
12/18/2013	ACH	PA Dept. of Revenue	state tax deposit	455.56
12/19/2013	13826	Mike Weaver	snow plowing	312.00
12/19/2013	13827	Joyce Krauss	cleaning	150.00
12/23/2013	ACH	941 Federal Tx Dep	federal tax deposit	3,115.76
12/27/2013	13835	AFLAC	employee paid health insurance	80.60
12/30/2013	ACH	941 Federal Tx Dep	federal tax deposit	2,258.35
12/30/2013	debit	Intuit	payroll subscription	449.00
				15,120.12

Supplemental Checks-Open Space

12/26/2013	ACH	Wells Fargo	interest	988.86
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EAST NOTTINGHAM TOWNSHIP

*158 Election Road
Oxford, PA 19363
(610)932-8494
Fax (610)932-9441*

*John P. Coldiron, Chairman
Gary Kachnycz, Vice-Chairman
Gene Turns, Supervisor
Scott Blum, Supervisor
Jane Ladley, Supervisor*

*William C. Weaver, Road Master
Suzanne Hamlin, Treasurer
Patricia Brady, Secretary
PJ Scheese, Code Enforcement*

January 6, 2014

TO: Board of Supervisors
FROM: PJ Scheese, Zoning Officer
RE: Permit Report for December 1st through December 31st, 2013
Code Enforcement Report for December 9th, 2013 through January 3rd, 2014

Permits

# of Residential Building Permits Issued	4
# of Commercial Building Permits Issued	1
# of Zoning Permits (w/o Bldg Permits)	3
Construction Value	\$10,948,814
# of Sign Permits Issued	0
# of Home Occupation Permits Issued	0
# of Demolition Permits	1
# of Certificates of Occupancy	1
# of Change in Use & Occupancy Permits	0
# of Highway Occupancy Permits	0
# of Temporary Trailer Permits	0
# of Erosion & Sedimentation Permits	0
Amount collected in escrow for Erosion & Sedimentation permits	\$0
Total Fee Income collected for ENT	\$1,065

Respectfully submitted,
PJ Scheese
PJ Scheese
Zoning Officer