

AGENDA
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 19, 2013

- I. Call Meeting to Order**
- II. Pledge of Allegiance**
- * Moment of Silence**
- III. Public Comment**
- IV. Approve Agenda**
- V. Executive Session-**
 - 1) 2/11/2013 Board of Supervisors, regarding employees**
- VI. Minutes for Review- copies on table for review**
1/7/2013- Organizational/Regular Meeting
- VII. Treasurer's Report-**
- VIII. Road Report-**
- IX. Zoning Report-**
- X. Building Inspector Reports-**
- XI. Comprehensive Plan Committee Report-**
- XII. Oxford Area Recreation Authority Report-**
- XIII. Oxford Area Sewer Authority Report-**
- XIV. Historic Commission Report-**
- XV. Subdivisions- None**
- XVI. Supervisors-**
 - 1)- Authorize advertising for Spring Dumpster Days- Fri.4/19 & Sat. 4/20**
 - 2)- Wyndham Creek**
 - 3)- Keystone fees**
 - 4)- Tax Claim Bureau Request**
 - 5)- Bills For Approval**

XVII. Minutes For Approval-

1)- Organizational/Regular Meeting- January 7, 2013

XVIII. Correspondence-

IX. Recognition of Visitors-

XX. Adjournment-

**MINUTES
EAST NOTTINGHAM TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MEETING
FEBRUARY 19, 2013**

The Regular Meeting of the Board of Supervisors of East Nottingham Township was held in the Township Building on February 19, 2013. Those present were: Chairman John P. Coldiron, Supervisor Jane Ladley, Supervisor Gene Turns, Supervisor Scott Blum (arrived at 7:40 P.M.), Treasurer Suzanne Hamlin, Secretary Pat Brady, Zoning Officer P.J. Scheese and guests. Vice Chairman Gary Kachnycz was unable to attend.

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

The Pledge of Allegiance was led by Chairman Coldiron.

Moment of Silence was observed.

Public Comment - None

Approve Agenda-

Motion made by Chairman Coldiron seconded by Supervisor Ladley to amend the agenda adding under Supervisors #6 CCATO and #7 Employee Cost of Living Adjustment.

Aye: 3

Nay: 0

Motion made by Chairman Coldiron seconded by Supervisor Ladley to accept the agenda as amended.

Aye: 3

Nay: 0

Executive Sessions: Chairman Coldiron stated the following:

1)- February 11, 2013 - J. Coldiron, G. Kachnycz, G. Turns, J. Ladley Re: Employee Issues

Minutes For Review- Chairman Coldiron stated there are copies of the Minutes on the table for review. The Minutes will be approved toward the end of the meeting .

Treasurer's Report- Suzie Hamlin reported East Nottingham's cash assets amounts to \$2,680,294.95. Income received from January totals \$93,012.76 realized from taxes, escrow, court fines, permits, General Fund Balance as of 1/31/2013 is \$529,923.34

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Suzie informed the Board that the Auditors are finished and all went well. The Board requested that the Auditors make a presentation to the Board at the March work session.

Supervisor Turns asked Suzie for the amount the township has paid to date in legal fees for Wyndham Creek. Suzie stated \$29,532.92 and \$1,128.75 has been reimbursed.

Road Report- The Board reviewed Bill Weaver's Report with no comments.

Zoning Report- P.J. gave her report stating there was 1 residential building permits issued, 1 commercial bldg. permit, 1 zoning permit (w/o bldg. permit) and 1 certificate of occupancy . Total fees collected \$409.58

Building Inspector Reports- No Report

Comprehensive Plan Committee Report- Supervisor Ladley stated there was a power point presentation on TDR's . The next meeting will be February 27, 2013.

Oxford Area Recreation Authority Report- Supervisor Turns advised they paid the bills for the new parking area and also voted the officers in. Officers remained the same as 2012.

Oxford Area Sewer Authority Report- Joe Scheese stated they awarded 2 large construction plumbing contracts to equip the spray fields with plumbing, pipes etc..

Historic Commission Report- Ralph Denlinger spoke to the Board about the Media Mennonite Church owned property on Waterway Road, the Brandywine Flag, the Freedom Fest and also the Townships 300th Anniversary .

Motion made by Chairman Coldiron seconded by Supervisor Turns to allocate a maximum of \$1,800.00 toward Freedom Fest 2013.

Aye: 4

Nay: 0

Subdivisions- None

Supervisors-

1)- Approve advertising for Spring Dumpster Days Friday 4/19 & Saturday 4/20/2013.

Motion made by Chairman Coldiron seconded by Supervisor Blum to approve advertising for the Spring Dumpster Days 4/19 & 4/20.

Aye: 4

Nay: 0

2)- Wyndham Creek- Bill Carey and other residents of Wyndham Creek spoke to the Board

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regarding several issues in their Development. It was agreed that Supervisor Blum would contact the Township Solicitor to schedule an executive session with the Solicitor and residents to make sure the Solicitor has all information necessary.

- 3)- **Keystone fees-** Motion made by Chairman Coldiron seconded by Supervisor Blum to authorize Keystone Collection Group to remove ENT's portion of penalty fees on taxes for 2 residents for the year 2010.

Aye: 4

Nay: 0

- 4)- **Tax Claim Bureau Request-** Motion made by Chairman Coldiron seconded by Supervisor Turns to approve signing and release the document for the tax claim bureau request.

Aye: 4

Nay: 0

- 5)- **Bills For Approval-** Motion made by Supervisor Turns seconded by Supervisor Blum to approve paying the Bills as submitted by the Treasurer.

Aye: 4

Nay: 0

- 6)- **CCATO Spring Conference, March 14, 2013-** Chairman Coldiron stated he wanted to remind Board members that the deadline for registration is March 8, 2013. The Conference will be held at the Desmond Great Valley Hotel in Malvern, Pa. . Anyone interested, let Pat Brady know by the deadline March 8, 2013.

* Changed tape to side B@ 8:30 P.M.

- 7)- **Employee cost of living adjustment-** Chairman Coldiron stated the Board had an executive session on 2/11/13 regarding employee issues.

Motion made by Supervisor Blum seconded by Supervisor Turns to approve a 3% cost of living adjustment for the road crew and a 4% cost of living adjustment for the office employees, effective March 1, 2013.

Aye: 4

Nay: 0

Minutes For Approval-

- 1)- **Organizational/Regular Meeting, January 7, 2013-** Motion made by Supervisor Blum seconded by Supervisor Turns to approve the minutes for 1/7/2013 as submitted by the Secretary.

Aye: 4

Nay: 0

Correspondence- Chairman Coldiron stated we have correspondence which will be on the table for review.

* Oxford Area Chamber of Commerce Dinner Dance Flyer

* PSATS December & January News Bulletin

- * PSATS Township Legal Defense Partnership-Winter 2013
- * Board of Auditors Organizational Meeting Minutes 1/8/2013
- * letter dates 1/24/2013 Chester Water Authority Re: Winter Customer Newsletter
- * CCATO Spring Conference Registration March 14, 2013
- * Oxford Area Sewer Authority Agenda's, Meeting Minutes, Treasurer's Report, Executive Director's Report, Project Status Update,

Recognition of Visitors-

* **Matthew Canan, Esquire-** addressed the Board regarding his client William Cole and the property on Woodcock Road. Mr. Cole is interested in purchasing the paper road, which is approximately a 6000 square foot strip measuring approximately 50 x 180/190. The Board advised he would have to contact Solicitor Winifred Sebastian.

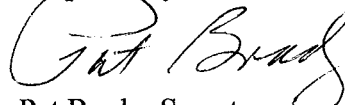
* **Mobile Home on Township property-** The Board asked Pat Brady to make sure that the resident and owner of the trailer behind the Township Building attend the next work session on March 12, 2013.

Adjournment- Motion made by Chairman Coldiron seconded by Supervisor Blum to adjourn the meeting at 8:52 P.M..

Aye: 4

Nay: 0

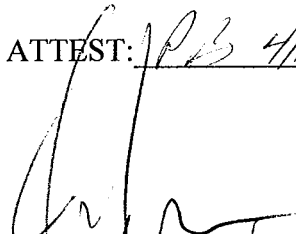
Respectfully Submitted,



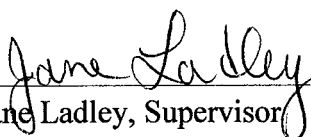
Pat Brady, Secretary

ATTEST:

Pat Brady 4/16/13

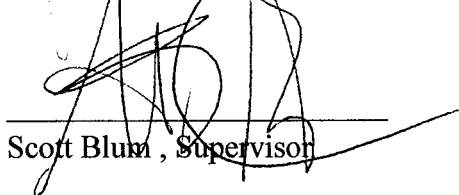


John P. Coldiron, Chairman



Jane Ladley, Supervisor

Gene Turns, Supervisor



Scott Blum, Supervisor

**East Nottingham Township
Treasurer's Report**

FUND BALANCES AS OF 1/31/2013

GENERAL FUND:

ACCOUNT # 98267	529,923.34	
ACCOUNT #215872096	1,046,159.38	
TOTAL GEN FUND:		1,576,082.72

OPEN SPACE FUND:

ACCOUNT #215921763	804,107.92	804,107.92
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STATE FUND

ACCOUNT #650269	104.31	
TOTAL STATE FUND:		104.31

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.:	2,680,294.95
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GENERAL FUND BALANCE 12/31/2012

505,449.03

BILLS PRESENTED FOR PAYMENT 1/7/2013
WEEKLY PAYROLL FOR JANUARY

24,215.44

24,880.96

Date	Number	Payee	Payment
1/1/2013	ACH	Keystone Health Plan East	4,689.72
1/1/2013		12843 Lincoln National Life Insurance Company	435.91
1/1/2013		12844 Nextel	53.16
1/1/2013		12845 PECO	523.20
1/1/2013		12846 Verizon	669.98
1/4/2013	ACH	941 Federal Tx Dep	2,391.32
1/5/2013	ACH	National Penn Bank	5.00
1/10/2013		12881 Joyce Krauss	150.00
1/10/2013		12882 AFLAC	106.90
1/11/2013		12883 National Notary Association	253.75
1/11/2013	ACH	941 Federal Tx Dep	2,184.38
1/16/2013	ACH	PA Dept. of Revenue	493.16
1/17/2013	ACH	Keystone Collections Group	1,293.15
1/17/2013		12891 PA UC FUND	68.97
1/21/2013		12892 Deer Park	107.33
1/21/2013		12893 PitneyBowes	21.49
1/21/2013	ACH	941 Federal Tx Dep	1,589.86
1/22/2013		12894 U.S. Postal Service	45.00
1/25/2013	ACH	941 Federal Tx Dep	1,458.92
1/28/2013		12901 Advantage Financial Services	337.74
1/28/2013		12902 Cash and Carry Electric	207.65
1/28/2013		12903 H.A. Berkheimer	27.03
1/28/2013		12904 VOID	-
1/28/2013		12905 Lecal Equipment, Inc	170.77
1/28/2013		12906 Office Basics, Inc.	266.47
1/28/2013		12907 Pennsylvania One Call System, Inc.	25.08
1/28/2013		12908 Summers & Zim's, Inc.	323.00
1/28/2013		12909 The Maintenance Connection, Inc.	375.34
1/28/2013		12910 Toshiba Financial Services	203.00
1/28/2013		12911 Tractor Supply Co.	9.98
1/28/2013		12912 Toshiba Business Solution STE 180	25.63
1/28/2013		12913 Allied Administrators for Delta Dental	119.16
1/28/2013	ACH	PSATS	660.00
1/31/2013		12922 Joyce Krauss	150.00
			<u>19,442.05</u>

19,442.05

AMOUNT EXPENDED

68,538.45

FUNDS DEPOSITED DURING JANUARY 2013

93,012.76

GENERAL FUND BALANCE 1/31/2013

529,923.34

**East Nottingham Township
Bills for Approval
February 19, 2013**

Date	Number	Payee	Description	Payment
2/19/2013	12945	Alger Oil, Inc	fuel	2,117.43
2/19/2013	12946	Aramark	uniforms	784.16
2/19/2013	12947	Auto Zone, Inc.	parts	46.93
2/19/2013	12948	Carquest Auto Parts	parts	19.95
2/19/2013	12949	Cumberland Truck	parts	53.33
2/19/2013	12950	Independence Construction Materials	rice to mix with salt	2,134.04
2/19/2013	12951	International Salt Co, LLC	salt	10,932.09
2/19/2013	12952	John Deer Financial	supplies	241.74
2/19/2013	12953	Oxford Auto Parts	parts	232.77
2/19/2013	12954	Pennsylvania One Call System, Inc.	communications	28.60
2/19/2013	12955	Tractor Supply Co.	supplies	53.97
2/19/2013	12956	US Municipal Supply, Inc.	signs	1,499.47
2/19/2013	12957	Advantage Financial Services	DocStar	337.74
2/19/2013	12958	Allied Administrators for Delta Dental	dental insurance	119.16
2/19/2013	12959	Allied Waste Services #319	trash removal	82.25
2/19/2013	12960	Armstrong One Wire	internet	39.95
2/19/2013	12961	Central Penn Gas	gas	416.12
2/19/2013	12962	Conrad O'Brien P.C.	solicitor fees-Hopewell Ridge	1,980.00
2/19/2013	12963	Conrad O'Brien P.C.	solicitor fees	576.00
2/19/2013	12964	Daily Local News	advertising	210.45
2/19/2013	12965	Ehrlich	pest control	82.59
2/19/2013	12966	Jack's Plumbing & Heating Inc.	gas line for generator	2,686.00
2/19/2013	12967	National Notary Association	PJ-insurance renewal	21.00
2/19/2013	12968	Office Basics, Inc.	office supplies	84.68
2/19/2013	12969	VOID	VOID	-
2/19/2013	12970	Solanco Engineering Associates	BCO/engineering fees	766.25
2/19/2013	12971	Summers & Zim's, Inc.	heater repair	418.00
2/19/2013	12972	Toshiba Financial Services	maintenance contract	203.00
2/19/2013	12973	Zee Medical Service Co.	supplies	32.76
2/19/2013	12974	Hamlin, Suzanne	tax clerk/tax certifications	563.90
2/19/2013	12975	Jack M. Hines, Jr.	consultant	1,000.00
2/19/2013	12976	PJ Scheese	mileage	61.06
2/19/2013	12977	Rieck, Art	mileage	58.76
2/19/2013	12978	Winifred Moran Sebastian	solicitor fees	585.00
2/19/2013	12979	Oxford Area Recreation Authority	2013 Dues	8,728.00
				37,197.15
		Escrow Fund:		
2/19/2013	375	Robert Mills	return escrow balance	984.00
2/19/2013	376	Solanco Engineering Associates	engineering fees	190.00
2/19/2013	377	Virginia Woollens	return escrow balance	510.00
				1,684.00

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

JANUARY 2013 ROAD REPORT

Week of January 2nd thru January 6^h

- Dump salt off all 4 trucks and pressure wash
- Wash down shop floors
- Receive 5 loads of rice stone and mix with salt.
- Put new signs in inventory
- Make new signs up and replace several damaged and missing signs
- Work on putting 2012 files and folders away and making new folders for 2013
- Ride roads
- Hand wash F350 and F550 trucks
- Pick up tires and big trash along roads
- Work on short in lights on 2002 truck
- Put plows on dump truck for possible snow
- Salted roads on Sunday from 5 am to 8:30 am

Week of January 7th thru January 11th

- Unload salt off all 4 trucks and pressure wash again
- Remove snow plows
- Sweep and clean up broken glass around recycle bins
- Pick up tires on McCoury Road
- Bill - work on files
- Replace 2 stop signs
- Pick up 2 new ceiling fans at Cash & Cary in Quarryville
- Pick up hydraulic hoses at Smoker Machine
- Replace bearings in snow plow wheel
- Work in shop
- Recheck missing signs at Sterling Drive (signs were there)
- Install new ceiling fan (old one burnt up)
- Trim few nuisance tree limbs per bus complaints
- Ride roads and start getting a list together for paving projects
- Pick up seal kits at Georgetown Hydraulics
- Put up 3 new speed limit signs
- Clean debris out of catch basins
- Sharpen several chains for chain saws and pole saws
- Straighten up sign room and do inventory
- Install new tail lights on 2004 truck (corroded from salt)
- Work on odds and ends in shop
- Install new spinner motor on 1994 truck (leaking seal)
- Put air in tires on grader
- Get boom mower out and take off blades and sharpen, check all fluids and grease
- Trim nuisance tree limbs

Week of January 14th thru January 18th

- Put stop sign back up on Graves Road
- Put new street signs up on Winston Way and Exeter Drive
- Ride roads and pick up tires and trash on various roads
- Put seal kits in 3 hydraulic motors for salt spreaders
- Go to Smoker Manufacture and get several hydraulic hoses made up and replace on snow plows
- Clean interiors in dump trucks and work around shop
- Check and ride roads putting together list for paving projects
- Work on stone bids
- Straighten up several leaning sign posts
- Mark 2 locations for PA One Call signs
- Clean office, bath and lunch room in shop.
- Put new valve on urinal (leaking)
- Fix 2 knocked down street signs
- Check trash on dead end of Old Creek Road (private property)
- Work in shop
- Put up 2 new speed limit signs and posts on Lee's Bridge Road (both missing)
- Change "Bump" signs on Waterway Road to "Bumps" signs
- Replace 5 damage speed limit signs
- Pick up 4 tires on Little Elk Creek Road

Week of January 21st thru January 25th

- Holiday on Monday but came in and salted roads
- Salt main roads
- Reverse cutting edges on 2 snow plows
- Weld and build up skid plates on 1 plow
- Change air filter in heaters in office side
- Grease wheels on plows and grease spreader augers
- Ride roads and cut off several tree limbs
- Look for leak in rear loader tire, aired up slow leak
- Replace wiper blades on 3 big dump trucks and add washer fluid
- Started 5 a.m. and salted roads
- Dump salt off trucks and pressure wash frames and grease dump body links and hoist
- Check center pins and U bolts in springs on trucks and grease drive lines.
- Come in and reload trucks with salt and get ready for pending snow
- Snow arrives around noon and salt and plow till 10:30 a.m.
- Come back in and salt on Saturday

Week of January 28th thru February 3rd

- Come in at 4 p.m. and salt roads
- Work on plow lights on 2002 dump truck (had dead short), repaired
- Take fitting apart on 2004 truck plow and put Teflon tape on fittings (dripping oil)
- Hand wash F230 truck and check air in tires
- Bill - make calls and do paperwork
- Go out and salt icy spots
- Unload salt off all 4 trucks and pressure wash
- Wash down shop floors
- Take grates off floor drains and clean out dirt and wash down
- Put in new anchor and post at Union Square and New Furnace Roads (hit by vehicle)
- Put in new decals on several stop signs from graffiti

- Pick up parts at Camerons and Auto Parts
- Check small parts bins and put order together for parts
- Pick up 2 tires along roads
- Bill – work on road report
- Pick up several small tree limbs on various roads from high winds
- Trim off some limbs
- Put air in loader tire
- Clean off work benches and tidy up shop and empty trash cans
- Pickup filters at John Deere
- Clean pick up interior
- Load salt on trucks and salt
- Came in on Saturday to salt from 5:30 pm to 8:30 pm

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*

February 19, 2012

TO: Board of Supervisors
FROM: PJ Scheese, Zoning Officer
RE: Zoning Report for January, 2013

# of Residential Building Permits Issued	1
# of Commercial Building Permits Issued	1
# of Zoning Permits (w/o Bldg Permits)	1
Construction Value	\$144,000.00
# of Sign Permits Issued	0
# of Home Occupation Permits Issued	0
# of Demolition Permits	0
# 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	\$409.58

Respectfully submitted,

PJ Scheese

PJ Scheese
Zoning Officer