

**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



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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

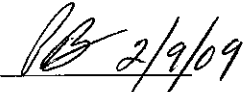
Nay: 0


Respectfully Submitted,

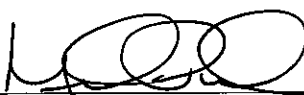



Pat Brady, Secretary


ATTEST:

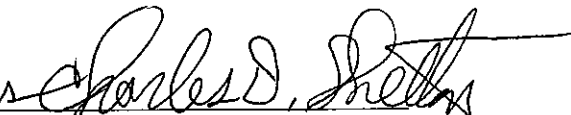
 2/9/09

  
Leo M. Levandowski  
Chairman

  
Michael P. Miller  
Vice-Chairman

  
Percy Reynolds  
Supervisor

  
Gene Turns  
Supervisor

  
Charles D. Shelton  
Supervisor