

Board of Supervisors Meeting
February 10, 2020

Opening: Chairman Elston opened the regular scheduled meeting on Monday, February 10, 2020 at 7:00 P.M.

Roll call was taken, and present were supervisors Gary C. Elston, Nelson R. Beam, and Frank V. Daniel, Jr. Others present were Kimberly Venzie, standing in for Kristin Camp, Solicitor, Craig Kologie, Zoning Officer, and Richard King, Maintenance.

Public Comment: Chairman Elston called for public comment on tonight's agenda; No public comment was received.

Minutes:

Motion: Mr. Beam made the motion to approve the January 6, 2020 and January 28, 2020 meeting minutes and Mr. Daniel made the second. Motion carried 3-0.

Treasurer's Report: The Treasurer's Report stands approved until further audit. Balances were as follows:

- **Operating Accounts:**

General Fund- Victory Bank Money Market @ 1.80%	252,617.62
General Fund-Victory Bank Checking @ 1.39%	<u>2,952.36</u>
Total Operating Funds:	\$ 255,569.98

- **Designated Accounts:**

FIRE/EMS - PLGIT Prime MM @ 1.79%	17,286.39
State Fund – Victory Bank @ 1.80%	1,269.52
Act 209 - PLGIT Prime MM @ 1.79%	1,988.30
Glenmoore Fire Co – Trumark CD - matures 11/30/20 @ 2.10%	41,966.59
Elverson-Honey Brook EMS – Trumark CD - matures 11/30/20 @ 2.10%	32,705.25
Twin Valley FD – Trumark CD - matures 11/30/20 @ 2.10%	32,705.25
PLGIT-New Truck @ 1.79%	87,751.70
WNT Emergency Fund - PLGIT CD- matures 9/29/20 @ 2.05%	134,500.00
Savings -Trumark @ .20%	5.00
Regular - PLGIT MM@ 1.79%	261,874.72
Recreation - PLGIT MM @ 1.79%	<u>301.08</u>
Total Designated Funds:	\$ 612,353.80

- **Investment Accounts:**

CD - PLGIT CD 1 - matures 4/8/20 @ 2.65%	243,000.00
MM -PLGIT Prime @ 1.79%	13,969.54
CD - PLGIT CD 2 - matures 4/29/20 @ 2.61%	243,000.00
MM - PLGIT Prime MM @ 1.79%	13,996.15
CD - PLGIT CD 3- matures 10/16/20 @ 1.92%	490,000.00
MM - PLGIT Prime MM @ 1.79%	30,735.04
CD - PLGIT CD 4 & 5 - matures 4/2/20 @ 2.75%	314,169.61

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Victory Bank CD @2.00% matures 12/19/21	<u>250,000.00</u>
Total Investment Funds:	\$1,608,870.34

- **Escrow Accounts:** \$ 8,611.77
- **Total Funds under management:** \$ 2,475,405.89

AUDIENCE:

- **Kathy Duncan & Jim LaDrew** – presented an update on the activities of the West Nantmeal Historical Commission.
 - Continuing to work with the Sisters at St. Mary’s of Providence in securing placement on the National Historic Registry. The benefits of this placement include options for grants for improvements to the site. Members participated as tour guides at the Christmas Open House at St. Mary’s.
 - Attended Wallace Township program on Indiantown and Chester County Historical Preservation Network workshop.
 - March 16 at 3 PM will be the program on Cattle, Cowboys, and Kings at St. Mary’s.
 - Work sessions have been scheduled and the 5K/10K walk/run will be discussed in March at their regular meeting.

Mr. Elston thanked the Historic Commission for their continued efforts and especially for their work with St. Mary’s.

- **John Kauffman** – Inquired about the next step on locating an Amish school in the township and the progress on the zoning ordinance amendment.

Motion: Mr. Beam made the motion to advertise the proposed ordinance to amend Section 202 of the Zoning Ordinance of 2010, to add a definition for “Farm Related School” and was seconded by Mr. Daniel. Motion carried 3-0.

- **Lt. Donahue – PA State Police** – discussed the January PA State Police report and the 2 safety checkpoints that occurred on North Manor Road in 2019. Lt. Donahue advised that these will occur again in 2020. Mr. Elston expressed appreciation for their continued presence in the township for the benefit of township residents.

REPORTS:

Engineering: The monthly report will be on file in the township office.

- Evaluated township roads with Mr. Beam and Mr. Elston. Will provide costs and bid package for the March meeting.
- Yoder Road culvert is not affected by wetlands and replacement costs will be provided in March.
- The turnpike bridge on Hedge Road will be removed and Mr. Beam asked if Hedge Road on the south side of the turnpike would then revert to a West Nantmeal Township road and be eligible for liquid fuels reimbursement.

Zoning Report: The monthly report will be on file in the township office.

- Five active complaints are being investigated.

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Solicitor's Report:

- Ms. Venzie discussed the Hammell-O'Donnell request for a one-year extension for the Business Park plan as they are working with PennDot and the sewer authority.

Motion: Mr. Beam made the motion to grant Hammell-O'Donnell a one-year extension until 2/8/2021 for the Business Park plan and was seconded by Mr. Elston. Motion carried 3-0.

- **General Code update** – Met prior to the meeting with Mr. Kologie and Ms. Kolpak to review their Organization Analysis. Ms. Venzie will assist through the process of codifying the township ordinances.

Planning Commission:

- Discussed the proposed zoning amendment for the Amish school and recommended it to move forward to the Board of Supervisors. Mr. Kauffman asked if the square footage could be increased from 2,000 sf to 3,000 sf total gross floor area as was previously discussed.

Motion: Mr. Beam made the motion to rescind the earlier motion to advertise the proposed ordinance and was seconded by Mr. Daniel. Motion carried 3-0.

Motion: Mr. Beam made the motion to advertise the proposed ordinance to amend Section 202 of the Zoning Ordinance of 2010, to add a definition for "Farm Related School" with the correction to 3,000 sf total gross floor area and was seconded by Mr. Daniel. Motion carried 3-0.

Roads:

- **2020/2021 Road Salt Agreement** – will stay the same as 2019/2021 with 175 tons.
- **Road Flagger Training** –Mr. King and David Gardner will attend training on February 26.

Parks and Recreation:

- Next meeting February 13 at 7:30 PM.

Historic: Report given during audience.

EMS: Report on file

NEW BUSINESS:

- **Board of Auditors, Linda Dierksheide, Kari Gaynor, Lynne March-** Stated that the 2019 township audit was complete and presented the following audit findings:
 - Supervisor wages should be corrected to the stated amount of \$468.75 per quarter as per the Second-Class Code.
 - Castle Valley consultants zoning record keeping was inadequate and needs to be coordinated with township records. Collect one fee for Use and Occupancy inspections with additional fees to be paid as necessary.
 - Motion missing for the change order for Bollinger and Isabella Road paving.
 - Two bills paid outside of a meeting and not presented on monthly bills.
 - Special project hours need to be approved prior to beginning of project.

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- PSATS Convention: Recommended detail expense receipts, set reimbursable expense amounts, i.e. IRS per diem rate, reimburse expenses commensurate with attendance hours, expenses must occur during the convention.
- Online advertising and electronic sign to advertise meetings at least 3 days prior to meeting.

Public meeting to review the audit will be on March 4 at 6 PM. Ms. Gaynor will provide the advertisement for publishing.

- Cell phones– Mr. Elston and Mr. Beam have been approved for phone upgrades through AT&T First Net program. Mr. Daniel has requested the use of a township cell phone.
Motion: Mr. Beam made the motion to approve a township cell phone model iPhone XR with the existing township number for Mr. Daniel and Mr. Elston seconded the motion.
Motion carried 2-0 with Mr. Daniel abstaining.
- Reimbursement – Mr. Daniel’s November 2019 repayment of 2018 wages included taxes that he has requested to be refunded. There was a question of how this could be done in the least disruptive and least costly manner. Mr. Beam made the motion to table the discussion until the March meeting.
- AED – Ms. Kolpak presented quotes for an AED for the township building.
Motion: Mr. Daniel made the motion to approve the purchase of an AED for the township building from Foremost Medical Equipment in the amount of \$994.00 and Mr. Beam seconded the motion. Motion carried 3-0.
- CPA – Mr. Daniel asked about having a CPA firm on retainer for questions and audit assistance. Contact will be made to surrounding municipalities.
- Chester County Tax Collection Committee – Ms. Kolpak and Susan Ward will remain as township representatives.
- Correspondence: None

Meeting adjourned at for an Executive Session to discuss personnel issues at 9:31 PM and resumed at 9:40 PM.

OTHER BUSINESS: None

BILLS: The bills to be paid this evening were reviewed.

Motion: Mr. Beam made the motion to pay the bills and was seconded by Mr. Elston.
Motion carried 3-0.

General Fund	\$52,463.44
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ADJOURNMENT: With no further business to discuss, adjournment took place at 9:50 P.M. with Mr. Beam making the motion to adjourn and seconded by Mr. Daniel. Motion carried 3-0

Respectfully submitted,

Deborah M. Kolpak, Secretary

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