

**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,

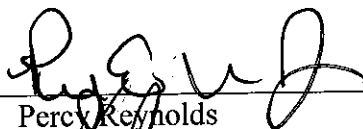


Pat Brady, Secretary

ATTEST: PB 2/8/10



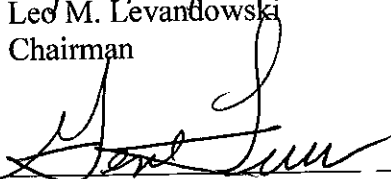
Leo M. Levandowski  
Chairman



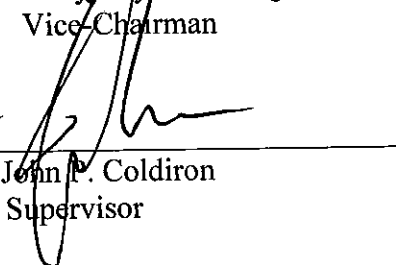
Percy Reynolds  
Vice-Chairman



Charles D. Shelton  
Supervisor



Gene Turns  
Supervisor



John P. Coldiron  
Supervisor