



West Pikeland Township
 1645 Art School Road
 Chester Springs, Pennsylvania
 BOARD OF SUPERVISORS
 December 15, 2015 at 7:30 p.m.

ATTENDING BOARD OF SUPERVISORS	ATTENDING TOWNSHIP PERSONNEL
Ernie Holling, Chair	Shane Clark, Chief of Police
Richard Bright, Jr., Vice-Chair	Dorene Guistwhite, Accounting Services
Pam Conti, Supervisor	
Harold Hallman III, Supervisor	

Chairman Holling called the meeting to order at 7:30 P.M. at the Township Building and Mr. Ted Gacomis led the Pledge of Allegiance.

EXECUTIVE SESSIONS

- A. There were no Executive Sessions since the last Board of Supervisors meeting.

APPROVAL OF THE AGENDA

Chairman Holling opened the floor for any additions or corrections to the Agenda. Dr. Bright requested the addition of Interim Help for The Office. The Chair added it to New Business and approved the agenda as modified.

APPROVAL OF THE MINUTES

Chairman Holling opened the floor for any additions or corrections to the November 23, 2015 minutes. No comments were made and the Chair ruled the minutes were accepted as submitted.

PERSONS WISHING TO BE HEARD

Chairman Holling asked if any persons from the public wished to speak on any item not on the agenda. There were no public comments.

UNFINISHED BUSINESS

2016 Road Program – Ted Gacomis, P.E. of E. B. Walsh, Township Engineer led a discussion of the proposed road maintenance program for 2016. Mr. Gacomis reviewed the revisions made to the program following discussions with Harry Cowan, Public Works, and Supervisor Holling. Mr. Gacomis outlined he was preparing two bid documents – one for Tar & Chip and the other for Reclamation as vendors generally perform one type versus the other and combining bids would force potential higher costs as sub-contractors would be used. The goal is to have the bid specification prepared by the January 19th meeting so it may be released to bidders not later than January 31st. Mr. Hallman suggested Miller Road be reviewed by Ted’s team and added to the bid specification if appropriate.

Oil Storage Tanks at Township Building – While a decision was made to await stabilization of the oil boiler at the Township building the Board believes it is an appropriate time to add two new 330 gallon, double bottom storage tanks to replace the approximate 1,000 gallon underground tank. The Board approved proceeding with the existing maintenance vendor Haly Oil for installation of the new tanks and consideration of the removal of the oil tank when all useable oil is used. The Board authorized Mr. Holling to executive the agreement.

2016 Budget – The Board authorized the advertising of the 2016 budget and making it available for interested parties to review and comment. The Township has received proof of advertising from the Daily Local. Dorene Guistwhite from Accounting Services review a series of 16 minor adjustments. The Board concurred in making the minor adjustments and proceeding with the budget resolutions.

With respect to Resolution 2015-12-01 – approval of the 2016 budget, Mr. Holling motioned approval and Ms. Conti seconded the motion. The members all voted approval.

Resolution 2015-12-02 – setting the taxation rates the same as they were for 2015 -- .2 Mil for general fund, .3 Mil for infrastructure and .3 Mil for the voter approved Library tax. Mr. Holling motioned approval with Dr. Bright seconding the motion. All members voted affirmatively.

Resolution 2015-12-03 authorized the collection of Real Estate and Fire Hydrant taxes by the Treasurer's office at Chester County. Mr. Holling motioned approval and Dr. Bright seconded the motion and all members voted Aye.

Ordinance 2015-06 – rescinding Ordinance 2012-01 which removed Supervisor compensation at the beginning of a new term was duly advertised with the Township receiving notarized proof of advertising. Mr. Hallman motioned to enact the ordinance with Mr. Holling seconding. The members voted Aye and the ordinance is enacted.

NEW BUSINESS

TREASURER'S REPORT – Mr. Humphreys, the Treasurer reported the fund balances pointing out changes in the report format.

GEOPLAN SOFTWARE – It is the will of the board to continue using GeoPlan software under a new two year contract at \$1,500 per year software license fee.

BILLS FOR APPROVAL -- Mr. Holling made a motion to approve the bills submitted. Dr. Bright seconded the motion. Mr. Hallman abstained from voting on check number 5782. After no further discussion the motion carried with all present voting Aye.

BANKING DOCUMENTS – Mr. Holling reported a series of banking documents which needed to be finalized and recommended that (1) we close the disbursement account be closes; (2) credit card administrator be Charles Humphreys as he is Treasurer and bonded; (3) re-working the master account administrator to be Charles Humphreys and (4) authorize a sitting supervisor to executive the agreements. The Board authorized proceeding with the recommendations and with respect to the 4th item any sitting supervisor may authorize the agreements.

THEATER LIGHTING – The Board reviewed a proposal from SALT to repair lighting fixtures in the theater grid. A proposal was also received from Chico Electric and the Board authorized SALT to determine the

fixtures and placement but the installation to be performed by a licensed electrician from Chico Electric. The office staff is to gather the specifications and procure the fixtures as a tax exempt entity. Estimated cost is approximately \$1,600 for parts and \$85 per hour for installation labor. The Board approved proceeding as outlined.

ACT 69 – Modification to Second Class Township code. The Board approved the question of creating a property maintenance code by way of referring the question to the Planning Commission. The Board concurred and directed the question be referred to the Planning Commission.

Monitor for Training, EOC, and Public meetings – The cost for a 60” monitor, Wi-Fi enabled, Smart TV is approximately \$1,200 from Amazon. The Board authorized the purchase and it be completed in 2015.

Monthly Financial Reports – The Board agreed that Accounting Services present sample reports to reduce the number of documents prepared monthly.

Office Help – Dr. Bright reported on the progress for the township manager search and recommended Joan Matthews be hired as an interim staff member. It was recommended Dr. Bright meet with the staff members and determine whether additional help is required and the nature of support needed. Dr. Bright motioned to authorize hiring Joan Matthews subject to a review with the present staff and proceed if it is determined the need exists. Mr. Holling seconded the motion.

ANNOUNCEMENTS

Chairman Holling read the following announcements:

- The next board of supervisors meeting is scheduled for Monday, January 4, 2016 at 7:30 PM. The following meeting is scheduled for Tuesday, January 19 at 7:30 pm.
- The Township offices will be closed Thursday, December 24 and Friday December 25 for the Christmas Holiday and January 1st for New Year’s Day.

ADJOURNMENT

Mr. Holling made a motion that the meeting be adjourned. Mr. Hallman seconded the motion. The Chairman adjourned the meeting at 9:07 PM.