

CHARTIERS TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
MONDAY, JANUARY 3, 2011

The Chartiers Township Board of Supervisors Reorganization Meeting was called to order, by Harlan G. Shober, Jr., at 7:00 p.m. Monday, January 3, 2011. Mr. Shober asked all present to stand for the pledge of allegiance.

**ATTENDANCE:**

Attending this evenings meeting were Supervisors: A. William Kiehl, Richard W. Metzler and Mr. Shober. Additionally in attendance were James Liekar-Solicitor; Samuel R. Stockton-Manager; Edward Jeffries-Public Works Director; Harold Ivery, Jr.-Planning/Zoning Officer; and Wendy Williams-Recording Secretary.

**ELECTION OF OFFICERS:**

Chairman:

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to elect Harlan G. Shober, Jr. Chairman

Roll Call: Mr. Kiehl: yes Mr. Metzler; yes Mr. Shober: abstain  
Motion carried.

Vice Chairman:

A motion was made by Mr. Metzler and seconded by Mr. Shober to elect A. William Kiehl as Vice Chairman.

Roll Call: Mr. Metzler: yes Mr. Shober: yes Mr. Kiehl: abstain  
Motion carried.

Secretary:

A motion was made by Mr. Kiehl and seconded by Mr. Shober to elect Richard W. Metzler as Secretary.

Roll Call: Mr. Kiehl: yes Mr. Shober: yes Mr. Metzler: abstain  
Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Shober to recommend to the Auditors compensation for Township Secretary - \$80.00 per month (\$960).  
Motion carried.

### **Appointment of Salaried Positions**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Anita Marcischak to the position of Township Treasurer – Annual Salary \$40,000.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Samuel R. Stockton to the position of Township Assistant Treasurer – No salary. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Harold Ivery, Jr. to the position of Planning/Zoning, Code Enforcement Officer, Building Inspector and Landfill Inspector. Appointment will be from January 1, 2011 – December 31, 2011 with benefits. Salary - \$51,300.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Edward Jeffries to the position of Public Works Director. Appointment will be January 1, 2011 December 31, 2011 with benefits. Salary \$45,500.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Joanne Buckel to the position of Earned Income /Local Service Tax Collector/Sewer Clerk. \$14.50/hour with benefits. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish bond for the Treasurer \$500,000. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish bond for Township Manager - \$50,000. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to set bond for the Earned Income/Local Service Tax Collector at \$200,000. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to set compensation for Recording Secretary to Township Board of Supervisors and other Special Boards at \$35.00 per meeting. Motion carried.

### **Other Secretarial Appointments**

Township Board of Supervisors – Wendy Williams  
Zoning Hearing – Court Stenographer paid per invoice  
Planning Commission – Joanne Buckel

A motion was made by Mr. Metzler to approve appointments. Motion carried.

### **Special Appointments**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint James M. Horvath to the position of Chief of the Chartiers Township Police Department. This is a bargaining unit position. Benefits will follow the 2008-2011 bargaining unit contract. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint delinquent tax collector (Wage and Local Service Tax) – PA Municipal Services. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to acknowledge appointment of Kenneth Britten, Term, January 2008 to December 31, 2011, to the Chartiers-Houston Library Board. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to set compensation for Zoning Hearing Board members at \$35.00 per meeting. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to recognize the following for the Township Board of Auditor: Barrie Baker, Jude Pohl and John Diesel. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Zoning Hearing Board Legal Counsel- William Johnson. Motion carried.

### **Professional Services**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Legal Counsel – Liekar and Liekar. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Engineer for Township Operations: Nichols and Slagle Engineering. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to renew current insurance coverage with Robert Simonin Agency of Canonsburg. Motion carried.

### **Other Appointments**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Assistant Township Secretary (during absence of Township Secretary) Samuel R. Stockton. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to have Assistant Secretary covered by Public Employee Bond during the absence of the Township Secretary. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Marylou Patsch to the Vacancy Board. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Emergency Management Coordinator- Robert Fetty – No compensation. Motion carried

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Miscellaneous Fee Collector – Wendy Williams. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Township Recycling Agent – Wendy Williams. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Street Light/Hydrant Assessment Collector – Carol Warcholak. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to recognize Carol Warcholak as the elected Real Estate Tax Collector. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Tracy Holsopple and Lisa Renko to the Parks and Recreation Board. Terms to run from 2011 to 2015. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Ron Petrie, term to run 2011 to 2015 and James Amato, term to run 2011 to 2014, to the Zoning Hearing Board. Board. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Census Clerk – Carol Warcholak. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Animal Control Officer Kym Seccret-Salary \$250 per month with cat control services @ \$100.00 per month. Total Cost for Animal Control Services is \$350/month. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Fire Marshall-Vincent Altieri. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Planning Commission Engineers-Nichols and Slagle Engineering. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Planning Commission Legal Counsel-Liekar and Liekar. Motion carried.

### **BANK ACCOUNTS**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to acknowledge the Township Accounts are held at Northwest Bank, Canonsburg Office. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to acknowledge Realty Transfer Tax Collector-Debby Bardella. Motion carried.

### **Public Works Department**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Part-time Public Works Superintendent(s): Richard W. Metzler, Harlan G. Shober, Jr. and A. William Kiehl. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish wages of \$10.00 per hours for additional drivers (Snow Plowing) when and if the need arises. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to recommend a rate of \$10.00 per hour to Auditors when Supervisors work in permitted positions. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish compensation for Real Estate Tax Collector-set cap of \$12,000.00 of the total combined commissions received. Motion carried. This includes the following:

- Real Estate Tax Commission 2%
- Street Light Assessments 2%
- Hydrant Assessments 2%

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to set Elected Tax Collector bond at \$200,000. The amount of bond is set at 30% of the total estimated collections. Motion carried.

### **Supervisors Meeting**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish Supervisors regular monthly meetings First and Third Tuesdays of the month at 7:00 p.m. Motion carried.

## Meeting Agenda Format

Call To Order  
Visitors Time  
Approval of Minutes  
Staff/Supervisors Reports  
Old Business  
New Business  
Discussion Items  
Executive Session (as needed)  
Adjournment

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to adopt format for Supervisors regular meetings. Motion carried.

## Planning Engineer Fees

Sanitary Sewer:

Review Fee – (Engineer established rate)  
Township Inspection Fee - \$50.00  
Township Tap In Fee - \$1,000.00

Canonsburg Houston Joint Authority - \$800.00

Chartiers Township WEEJA Area Tap - \$1,650.00

Building Permit Fees:

Residential Construction - \$.30 square foot  
Commercial Construction - \$.40 square foot  
A minimum fee of \$25.00 is set for any building permit.  
\$4.00 fee for every permit for compliance with UCC

Grading Permits determined by number of cubic yards:

Up to \$1,000	\$80	30,001-40,000	\$885
1,000-5,000	\$230	40,001-50,000	\$1,070
5,001-10,000	\$355	50,001-100,000	\$1,565
10,001-20,000	\$540	100,001-150,000	\$2,035
20,001-30,000	\$752	150,001-200,000	\$2,510
Over 200,000	\$2,510+\$65/10,000 yards		

Demolition Permits – Residential \$50.00 Non-Residential – Up to \$10,000.00 - \$75.00. Above \$10,000.00 - \$8.00 per \$1,000.00.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the above fee schedule. Motion carried.

### **Special Services**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to continue payment of special services – Accounting Solutions – Payroll - \$1.55 per check and \$39.00 handling fee for each payroll. Motion carried.

### **Charges for Services**

Lien Letter - \$30.00 a parcel, \$15.00 per additional parcel  
Comprehensive Plan - \$25.00 per copy  
Subdivision - \$25.00 per copy  
Zoning Ordinance - \$25.000 per copy  
Township Maps - \$2.50 per map  
Copy Machine - \$.25 per copy  
Recycling Container with Lid - \$15.00 a set/Lids - \$4.35  
Police Reports - \$15.00 per report  
Extra Leaf Bags - \$.50 per bag (5 given free)

Pavilion Rentals – Allison Parkette \$50.00 Resident, \$75.00 Non-Resident – Arnold Park \$75.00 Residents \$100.00 Non-Resident.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the above fees for services. Motion carried.

### **Licenses and Permits**

Occupancy Permits:

Renters - \$10.00

Residential - \$50.00

Commercial/Industrial - \$100.00

Home Business Permits - \$50.00

Street Encroachment Permit – per ordinance

Haling Permits - \$10.00 per year

Zoning Hearing Fee - \$300.00

Mechanical Device Fee - \$300.00

Planning Review Fee - \$35.00 (\$35 Minimum/\$2 per lot) – per ordinance

Driveway Permits - \$35.00 Residential / \$70.00 Commercial

Billboards - \$400.00

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the licenses and permit fee schedule. Motion carried.

### **Meeting Agenda Procedures**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish an official policy for a closing period for the items to be included on the meeting agenda three working days prior to the meeting. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to adopt policy for posting previous months meeting minutes on bulletin board. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish payment procedure for township invoices – waive reading; payable at any regular or special meeting, post on bulletin board by Treasurer prior to meeting. Motion carried.

### **Daily or Monthly Reports**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to have the following complete daily reports of their activities; Police Officers, Public Works Department Employees, Building Inspector/Code Officer and Building and Maintenance Worker. Motion carried.

### **Mileage Reimbursement**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to recommend to the Auditors and establish a mileage reimbursement policy – set mileage for Township employees, with prior authorization by Township Manager to use their personal vehicle for Township business when a township vehicle is not available. - \$.40. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to recommend to auditors a mileage allowance of \$.40 for Supervisors when a Township vehicle is not present. Motion carried.

### **State Convention and Related Items**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Richard W. Metzler as PSATS Convention voting delegate. Motion carried.



**Benefits: For Full-Time Administrative Employee's Not Covered By Contract or Other Employment Agreements:**

Benefits will include the following:

10 sick days per year to accumulate up to 120 days with option to sell back.

Continued participation in the Township's defined contribution pension plan or its successor. Motion carried.

Yearly vacation allotments in the following schedule:

1-5 years	2 weeks
6-9 years	3 weeks
10-19 years	4 weeks
20+ years	5 weeks

With an option to sell unused vacation time after employee uses two weeks. Must be undertaken by December 15<sup>th</sup>.

The following paid holidays: New Years Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, Christmas Day, Day After Christmas and five Personal Days.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve benefits. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve Supervisors regular meeting minutes of December 21, 2010. Motion carried

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve Racetrack Road Rezoning public hearing minutes of December 21, 2010 as presented. Motion carried.

**Staff Reports**

Township Manager – Samuel R. Stockton

Renewed health and vision benefit insurance with Himark.

Drafted and sent Reorganization Meeting legal advertisement to the *Observer Reporter*.

Contacted the Chartiers-Houston Library and requested they gather and send the Township information on their plan to finance the replacement furnace and forwarded the information to the Board.

Contacted the residents interested in the Library Board vacancy and requested they submit a short biography.

Consulted with the Board and prepared the agenda for the 2011 Reorganization Meeting.

Worked with Nichols and Slagle on the Redevelopment Assistance Capital Projects application. It was submitted to the State Office of the Budget December 22, 2011; the application was reviewed by the State Office of the Budget and was determined to be complete.

Sent a letter of request to the Board of Auditors of items recommended by the Board of Supervisors for their consideration and possible approval.

Called Dave Lucas of Allegheny Power concerning pole on Country Club Road.

Planning/Zoning – Harold Ivery, Jr.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the Riggle Subdivision #2 (560 Arden Mines Road), Motion carried.

#### **Pubic Works Director – Edward Jeffries**

All trucks are ready for winter and snow removal

We took care of the spot on Cloverdale Avenue bus stop.

Solicitor – James Liekar

No report

#### **SUPERVISOR REPORTS:**

Mr. Shober – No report

Mr. Kiehl – No report

Mr. Metzler – No report

#### **OLD BUSINESS:**

None

#### **NEW BUSINESS:**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to authorize payment of invoices (General Fund: Check #25455 \$28,875.14; Sewer Fund: Check #2364, 2365: \$21,085.58; Liquid Fuels Fund: Check #1406: \$7,444.19; Municipal Improvement Fund: Check #1365: \$6,428.30; Total: \$63,833.21). Motion carried.

**DISCUSSION ITEMS:**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler authorize three (3) Supervisors attending the 2011 PSATS Convention. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the proposed Social Hall Policy for use by community related groups. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to authorize first payment in the amount of \$21,046.05 to Green Thumb Excavating, Inc. to Green Thumb Excavating Inc. from work performed to date on the 2010 Sewer Rehabilitation Project. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to authorize the purchase of a 2011 Ford Crown Victoria for a total price of \$24,699.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the request from Relay for Life to waive the meeting room fee for scrapbook event to be held January 8, 2010. Motion carried.

**EXECUTIVE SESSION**

None

**ADJOURNMENT:**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to adjourn the meeting at 7:33 p.m. Motion carried.

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Richard W. Metzler  
Secretary

Wendy Williams- Recording Secretary