

CHARTIERS TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 4, 2010 7:00 P.M.

Harlan G. Shober, Jr. called the Chartiers Township Board of Supervisors Reorganization Meeting to order at 7:00 p.m., Monday, January 4, 2010. All present stood for the pledge of allegiance.

Mr. Liekar-Solicitor administered the Oath Office to newly elected Supervisors A. William Kiehl and Richard W. Metzler. The Oath of Office was also administered to Carol A. Warcholak Real Estate Tax Collector.

Attendance:

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

Election of Officers:

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 2-0-1

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

Roll Call: Mr. Metzler: yes; Mr. Shober: yes; Mr. Kiehl: abstain. Motion carried 2-0-1

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

Roll Call: Mr. Kiehl: yes; Mr. Shober: yes; Mr. Metzler: abstain. Motion carried 2-0-1

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)

Roll Call: Mr. Kiehl: yes; Mr. Shober: yes; Mr. Metzler: abstain. Motion carried 2-0-1

APPOINTMENT OF SALARIED POSITIONS

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to accept the 3-year agreement for Samuel R. Stockton as Township Manager (Beginning January 1, 2010 and ending December 31, 2012). Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to set the salary of the Township Manager at \$55,000.00. Review mid-year. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Anita Marcischak to the position of Township Treasurer – Annual \$38,430.00. 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 Officer, Code Enforcement Officer and Building Inspector. Appointment will be from January 1, 2010 – December 31, 2010 with benefits. Salary - \$49,735.00. 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 from January 1, 2010 – December 31, 2010. Salary-\$43,940.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint Joanne Buckel to the Part-time position of Earned Income /Local Service Tax Collector \$13.00/hour and no benefits provided. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish bond for Treasurer - \$500,000.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish bond for Township Manager - \$50,000.00. 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 \$200,000.00. Motion carried.

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

Other Secretarial Appointments

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

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the above 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 December 15, 2009 appointments of Kenneth Britten (Term January 2008 to December 31, 2011) and Joseph Dudas (Term January 2010 to December 31, 2013) to the Chartiers-Houston Library Board. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to set the 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 Township Board of Auditors: 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 Township Legal Counsel – Liekar & 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 the 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 be 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 appoint Mary Lou 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 for the Township – 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 recognized Carol Warcholak as the elected Real Estate Tax Collector. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to acknowledge Park and Recreation Members: Motion carried.

Tracey Holsopple	2008-2010	John Marcischak	2008-2012
Lisa Renko	2006-2010	Jodi Shoher	2009-2013
Jackie Pitcock	2009-2011	Lisa Mowry	2009-2013
Mike Engler	2008-2012	Bronwyn Kolovich	2009-2013
Glenda Smith	2008-2012		

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 Secreet – Salary \$250 per month with Cat Control Services at \$100 per month. Total Cost for Animal Control Services id \$350/month. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to reappoint Fire Marshall – Vince 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 & Liekar. Motion carried.

Bank Accounts

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to acknowledge 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 – Debbie Bardella. Motion carried.

Public Works Department

A motion was made by Mr. Kiehl and seconded by Mr. Kiehl 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 hour for additional Drivers (Snow Plowing) when and if needed. 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 the 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. This includes the following: Motion carried.

Real Estate Tax Commission - 2 %

Street Light Assessment - 2%

Hydrant Assessment – 2%

Supervisors Meeting

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish Supervisors Regular Monthly Meeting – 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 Report

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 Meeting. Motion carried.

Planning Engineering Fee

Sanitary Sewer:

Review Fee (Engineer Established Rate)

Review Fee – (Engineer Established Rate)

Township Inspection Fee - \$50.00

Township Tap Inn Fee - \$1,000.00

Canonsburg-Houston Joint Authority - \$550.00

Washington East Washington Joint Authority – Township Tap Fee (for W.E.W.J.A. area)
\$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
1,001 – 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	\$725	150,001 – 200,000	\$2,510
Over 200,000	\$2,510+\$65/10,000 yards		

Demolition Permits - \$50.00

Motion by Mr. Metzler and seconded by Mr. Metzler. Motion carried.

Charges for Special Services

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish rates for the following: Motion carried.

Lien Letters - \$30.00 a parcel, \$15.00 per additional parcels

Comprehensive Plan - \$25.00 per copy

Subdivision Ordinance - \$25.00 per copy

Zoning Ordinance - \$25.00 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 Residents, \$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 set Elected Tax Collector Bond at \$200,000. The amount of bond is set at 30% of the total estimated collections. Motion carried

Licenses and Permits

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to establish rates for the following. Motion carried

Renters \$10.00
Residential \$50.00
Commercial/Industrial - \$100.00
Home Business Permits - \$50.00
Street Encroachment Permits – Per ordinance
Hauling Permits - \$10.00 per year
Zoning Hearing Board - \$300.00
Mechanical Device Fee \$300.00
Planning Review Fee - \$35.00 (\$35 miimum/\$2 per lot) – Per ordinance
Driveway Permits \$35.00 Residential/\$70.00 Commercial
Billboards - \$400

Special Services

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to continue payment for special services – Accounting Solutions – Payroll - \$1.55 per check and \$39.00 handling fee for each payroll. 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 items to be included on the meeting agenda – Three working days prior to meeting. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to adopt a 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 the Township Invoices. Invoices – waive reading; payable at any regular ort 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 Enforcement 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 allowance 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 the 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. Shober 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:

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

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.

Yearly vacation allotments in the following scheduled:

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 to weeks. Must be undertaken by December 15th.

The following paid holidays: New Years 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, Martin Luther King Day and Five Personal Days.

The Reorganization portion of the meeting ended at 7:27 p.m.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the Canonsburg Elks Liquor License Transfer Public Hearing Minutes of December 15, 2009 as presented. Motion carried

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to approve the Supervisors Regular Meeting Minutes of December 15, 2009 as presented. Motion carried.

Staff Reports:

Township Manager - Samuel R. Stockton

Drafted and sent Library appointee letters.

Attended December Zoning Hearing Board Meeting.

Discussed Public Address purchase with Park and Recreation Board.

Obtained a copy of the Cecil Township Oil and Gas Ordinance.

Drafted and advertised reorganization meeting date and times.

Met with Board on Reorganization Agenda.

Researched bond amortization for the Route 18 Project based on information from the Solicitor

Waiting for a return call from Mon Valley Signs of Charleroi, for information on a digital sign.

Correspondence of Note:

Received a letter from PSATS concerning new legislation concerning the Police Pension Plan that amends the Emergency and Law Enforcement Personnel Death Benefits Act of 1976. This Act 51, signed by the Governor, will amend the Act to include:

Direct payment, by the Commonwealth, to a killed-in-service death benefit to the surviving spouse, or if none, to the minor child of a paid law enforcement officer in an amount equal to the monthly salary of the deceased to continue until there is no eligible beneficiary to receive them.

On the advice of the Pennsylvania Public Employee Retirement Commission, PSATS recommends that we repeal any portion of any ordinance or resolution that provided for the killed-in-service benefit. If we do not repeal these portions and an officer is killed in the line of duty, the Township rather than the Commonwealth may remain responsible for

paying the benefit. The next step would be the cancellation of any insurance policies specific to a killed-in-service benefit.

The Board requested the Manager to contact Trollinger to get a forecast of what they see coming for Chartiers Township.

The Board requested the Manager check with Homeland Security to ascertain whether there are grants available for generators.

Planning/Zoning Officer – Harold Ivery, Jr.

Attended the semi annual meeting of the Washington County Sewage Council and there was a vote taken for an assessment to the Township. An assessment of \$500.00 was assessed to the Township. They are to have a meeting this week. They may not require that assessment because the money is now coming from the State.

Solicitor – James Liekar

Received an email from Attorney Mark Reithmuller. We should be getting a Deed from Patsch Brothers any day.

Deed for the Interceptor –Glenn Altieri wants to record the deed, but parcel numbers are needed. It hasn't been recorded but has been signed and notarized. It's up to Canonsburg to record it.

Mr. Liekar was asked to have Canonsburg-Houston Joint Authority send a letter to North Strabane notifying them of the sale of the interceptor.

School District has been given a copy of the subdivision. The School District is to draw up an agreement. When everything is completed a meeting is to set up with both the Township and School District.

Supervisor Reports:

Mr. Shober – No report

Mr. Metzler – No report

Mr. Kiehl – No report

Old Business:

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to table the Fence Ordinance until January 19th meeting pending the Zoning Hearing Board decision at their meeting on January 18th. Motion carried.

New Business:

A motion was made by Mr. Kiel and seconded by Mr. Metzler to authorize payment of invoices (General Fund: Checks 24183-24271: \$160,408.75; Fire Hydrant Fund: Check 1367: \$3,428.70; Sewer Fund: Check 2269: \$5,049.89; Liquid Fuels Fund: Check 2269: \$12,053.23; Municipal Improvement Fund Check 1351: \$6,428.30.; Grand Total: \$187,368.87). Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to authorize 2007 and 2008 non-resident refunds in the amount of \$6,757.30. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to authorize 2009 non-resident refunds in the amount of \$4,170.10. Motion carried.

Discussion Item:

A motion was made by Mr. Kiehl and seconded by Mr. Metzler that we adopt the winter maintenance agreement for Maronda Homes through the end of this plowing season. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler that we get out of the snow removal business for private developments. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to extend the agreement at last years fee for winter maintenance on Green Street Extension.

Roll Call: Mr. Kiehl: yes; Mr. Metzler: yes, Mr. Shober abstain Carried 2-0-1

Adoption of Green Street Extension – Bonding process is in progress in the amount of \$16,000. Widmer has sent a drawing. Bonding is covered under the Second Class Township Code. Drains are to be concreted.

Executive Session:

None

Adjournment:

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to adjourn the meeting at 7:58 p.m. Motion carried.

Richard W. Metzler
Secretary

Wendy Williams, Recording Secretary

