

**CHARTIERS TOWNSHIP
BOARD OF SUPERVISORS MEETING
January 17, 2017
4:00 p.m.**

A. William Kiehl – Chairman called the regular meeting of the Chartiers Township Supervisors to order at 4:00 p.m. Tuesday, January 17, 2017 at which time he asked all present to stand for the Pledge of Allegiance.

ATTENDANCE:

Attending this meeting were Supervisors Glenn Alterio, John M. Marcischak and Mr. Kiehl. Also present were Jodi L. Noble-Township Manager; James Liekar-Solicitor; Jen Slagle-Township Engineer; Ed Jeffries-Public Works Director and Bev Small-Recording Secretary.

EXECUTIVE SESSION ANNOUNCEMENT:

Mr. Kiehl announced that the Board of Supervisors met in Executive Session prior to this meeting on Tuesday January 17, 2017 from 3:35 p.m. to 4:00 p.m. to discuss personnel matters and litigation.

VISITORS TIME:

Jason D'Angelo of Polycorp located at 4150 Washington Road, Suite 101, Mc Murray, PA presented a request for consideration from the Board to grant permission to work on three Sundays (January 22 & 29 and February 5, 2017) to accomplish worktime that has been missed on the Moritz/Bird Run Project due to extenuating circumstances and weather conditions. The Board did not act on this request.

Robert Bradford of 619 McClane Farm Road asked for update on the progress for the proposed McClane Sewer Project and if there will be plans for rebuilding the road after the project completion.

Joe Stewart, owner of a small Construction Company, requested procedural information on Re-zoning a 35 Acre parcel he is considering purchasing on North Main Street in Houston. The property is currently zoned R-2 and a portion of that property is zoned I-1. Mr. Liekar informed him that the Supervisors would contemplate sending the request to the Planning Commission for review and recommendation whether to continue to have the request scheduled for a public hearing.

John Johnson of 841 McClane Farm Road provided specific details and documentation pertaining to his request to install a Ham Radio antenna on his property. Solicitor Liekar will review the information. He advised Mr. Johnson to file an appeal with the Zoning Board to have them rule on a variance.

DEVELOPERS TIME:

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to enter into a developer's Agreement with Hawthorne Partners, Inc. for Arabian meadows, conditional upon receipt of the appropriate financial security as recommended by the Township Manager and Solicitor. All Supervisors voted yes. The motion carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to enter into a Developer's Agreement with Piatt Estates Chartiers, LP for Piatt Estates Phase III, conditional upon receipt of the appropriate financial security as recommended by the Township Manager and Solicitor. All Supervisors voted yes. The motion carried.

APPROVAL OF MINUTES – A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve Board of Supervisors Meeting Minutes from the Workshop Meeting of December 13, 2016 as presented. All Supervisors voted yes. The motion carried

STAFF REPORTS:

Reports were accepted as submitted.

Mr. Kiehl welcomed Jennifer Slagle of Gateway Engineering as the new Township Engineer.

SUPERVISOR REPORTS:

Mr. Kiehl – No report

Mr. Marcischak – No report

Mr. Alterio- No report

OLD BUSINESS:

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to appoint Gateway Engineers, Inc. as the Township Engineer. All Supervisors voted yes. The motion was carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to appoint Harshman CE Group as the alternate Township Engineer. All Supervisors voted yes. The motion was carried.

3. A motion was made by Mr. Kiehl and seconded by Mr. Alterio to designate Washington Financial as the Township depository as recommended by the Township Manager. Roll Call: Mr. Marcischak: No; Mr. Alterio: Yes; Mr. Kiehl: Yes. The motion carried.
4. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to appoint Harold Ivery, Municipal Consulting as the Township Building Code Official. All Supervisors voted yes. The motion carried.
5. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve partial payment No. 4 to Liokareas Construction in the amount of \$7,058.10, holding \$5,000.00 in retainage in accordance with the estimates received by the Township as recommended by the Township manager and Director of Public Works. All Supervisors voted yes. The motion carried.
6. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve the quote from David Davis Communications for a Township Phone System in the amount of \$9,955.00 as recommended by the Township Manager. All Supervisors voted yes. The motion carried.
7. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to make an offer of employment to Noelle Mohr for the at-will, part-time position of Parks and Recreation Programming and Rental Coordinator at a rate of \$12 per hour as recommended by the Township Manager and Parks and Recreation Director. All Supervisors voted yes.
8. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to make an offer of employment for the position of part-time/ temporary position of truck driver on an as needed basis to Gary Friend and James Wilson, contingent on passing pre-employment drug test and DMV check if not previously obtained, as recommended by the Township Manager and Director of Public Works. All Supervisors voted yes. The motion carried.

NEW BUSINESS:

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to enter into an agreement with Harshman CE Group for Code Enforcement Services in accordance with the proposal dated January 4, 2017. All Supervisors voted yes. The motion carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize payment of invoices (General Fund: Checks #31662-31694: \$207,549.58; Light/Hydrant Fund: Checks #1566,1567: \$5,717.85; Sewer Fund: Checks #3020-3026: \$9,697.68; Capital Reserve Fund: Checks #1189,1190: \$172,076.20; Operating Reserve: Check # 1365: \$1,961.21; Rte. 18 SLE Fund: Checks #

1234,1235: \$7,669.68; Local Services Tax Fund: Check #1169: \$34,012.80; Liquid Fuels Fund: Check # 1499: \$107,150.76; Midland Sewer Fund: Check # 1074; \$56.00; CTCC Operating Fund: Checks #1393-1402: \$3,443.35; Act 13 Impact Fee Fund: Checks # 1118, 1119: \$30,760.80; Total All Funds: \$580,095.91. All Supervisors voted yes. The motion carried.

DISCUSSION ITEMS:

1. McClane Farms Road Sewer Project – Mrs. Noble reported that the permits are signed and checks sent to the state.
2. Rte 18 Debt Bifurcation – Mr. Liekar continues to contact Dennis Makel regarding the agreement and debt calculations. Mrs. Noble proposed sending a year end revision indicating adjustments in the division of funds.
3. South Strabane Sewer Agreement – No update.
4. Ballfield Development – Remains status quo.
5. Midland Sewer Project Update – Mr. Jeffries reported that restoration is pending based on weather conditions. Mr. Liekar will attend sewer tap-in and fee Mr. Liekar hearings before Judge Mark. Water shut-off notices are in process of being sent. The Township Engineer will work with the Township Manager regarding sewer fee calculations and will report at the next Board meeting.
6. Moninger Roads Extension – The Township Solicitor spoke with Park Rankin who is having the developer finish the project by topping the roads. An extension was granted to February 28, 2017.
7. Kingston Estates Public Improvements – Mrs. Noble that it is at a standstill due to weather conditions. She suggested we get Nichols and Slagle's last review letter along with the Developer's response to give to Gateway Engineering to review. Mr. Jeffries reported that the cul-de-sac is in and will be finished.
8. Paxton Grove Public Improvements – Mrs. Noble referred to the response letter from the Developer addressing the ponding issues from Nichols and Slagle's last review letter. The Township has the Maintenance Bond.
9. Hickory Alley Drainage Complaint – Mr. Jeffries reported that we are waiting for the signed Right of Entry to be able to proceed.
10. CDBG Grants – Mr. Liekar said the Sheriff's Office served the complaints. Mrs. Noble and Kerry Fox went out to observe the properties.

11. 2016 Road Paving Status Update – The Township Manager indicated that we held back enough for the contractor to return to make the minor repairs for completion of the project.

12. Floodplain Ordinance Amendment – The Township Manager is meeting with the Planning Commission to get their recommendation. Mr. Liekar forwarded the ordinance with minor changes which were accepted.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize the Township Manager to advertise Ordinance # 359 Floodplain Management . All Supervisors voted yes. The motion carried.

13. Municipal Building Generator – Mr. Jeffries updated the Board on the new generator.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak to award to Single Phase Electrical Services, Inc. of Canonsburg the contract to install the generator at the Municipal Building pursuant to their quotation dated January 16, 2017 in an amount not to exceed \$4,062.13. All Supervisors voted yes. The motion carried.

14. PSATS Convention – Mrs. Noble will not be attending this year as she is going to the Manager's Conference.

15. Community Center Sign – Mrs. Noble will obtain three (3) revised quotes for the sign and will consult with the Township Engineer regarding specs and location options for the sign.

16. Real Estate Tax Collector's Compensation for next term – The Township manager stated that the compensation for the next four years must be established by Resolution by February 15, 2017. Mrs. Noble shared her proposed calculations and CHSD position of no increase. She requested feedback from the board prior to the next meeting.

17. 2017 Road Program – Mr. Kiehl stated that a date must be set quickly for Supervisors and the Township Manager to go out with the Public Works Director and Township Engineer to have information to proceed with bids.

18. LGA Municipal Intern – Mrs. Noble presented for consideration to apply for an undergraduate or graduate to assist in creating a system and organize the Planning and Zoning files.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak authorizing the Township Manager to apply for the LGA Municipal Intern Grant. All Supervisors voted yes. The motion carried.

19. February Meeting Schedule – A motion was made by Mr. Alterio and seconded by Mr. Marcischak to re-schedule the February meeting dates from February 14 and 28, 2017 to Tuesday, February 7, 2017 and Tuesday, February 21, 2017 at 4:00 p.m. and to authorize the Township manager to advertise such. All Supervisors voted yes. The motion carried.

20. 4th Quarter of 2016 Interim Financial Statement – Mrs. Noble reported that income exceeded expenses resulting in the General Fund resulting in a positive carryover from 2016. EIT receipts are down based on lower oil and gas revenue and the closing of two companies located in Chartiers Township. Recommendations will be presented from the upcoming audit.

21. Arden Mines Sewer Request – Mr. Liekar advised that it is not required to have a 537 Study per a resident request regarding the potential of sewer service in the Arden Mines area. Further investigation and discussion will be considered.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak authorizing Solicitor Liekar to attend the appeal hearing filed by a property owner cited for a failed septic system before the magistrate. All Supervisors voted yes. The motion carried.

22. Records Management Day: February 20, 2017 – Mrs. Noble announced that on President's Day, February 20, 2017 the Office will be closed to the public. The staff will work that day to organize, file, archive and dispose of records per the regulations of the State Historic and Museum Commission.

23. Parks & Recreation Director – Discussion ensued pertaining to options for rapid interim replacement of the current Community Center and Parks Director. Mrs. Noble will revise the job description to reflect detailed components and duties of the position.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak to accept the resignation of Bob Brozovich, Parks and Recreation Director effective January 27, 2017. All Supervisors voted yes. The motion carried.
- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak authorizing Mrs. Noble to advertise for the position of a Parks and Recreation Director. All Supervisors voted yes. The motion carried.
- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak authorizing the Township Manager to hire someone on a temporary basis until the position is filled. All Supervisors voted yes. The motion carried.

24. 2017 Township Spring Clean-up Day – Mrs. Noble indicated that she needs to seek quotes from companies to collect bulk items for pick-up on the designated date.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak to establish May 20, 2017 (third Saturday in May) as Township Clean-up Day. All Supervisors voted yes. The motion carried.

25. Chief Horvath Notification to Enter D.R.O.P Program: - Mrs. Noble presented the request form Police Chief Horvath to enter the D.R.O.P. Program which provides specific options for retirement within a one (1) to five (5) year time frame.

- ❖ A motion was made by Mr. Alterio and seconded by Mr. Marcischak authorizing the Township Manager to sign the notification of the Chief's intention to enter the D.R.O.P. Program and to fill out the election form effective February 1, 2017. All Supervisors voted yes. The motion carried.

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting adjourned at 5:05 p.m.

John Marcischak
Secretary

Bev Small – Recording Secretary