

CHARTIERS TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING
JANUARY 15, 2013

Chairman, Richard W. Metzler called the regular meeting of the Chartiers Township Board of Supervisors at 7:00 p.m. Tuesday January 15, 2013. Mr. Metzler asked all present to stand for the pledge of allegiance.

ATTENDANCE:

Attending this evening meeting were Supervisors John M. Marcischak, and Mr. Metzler. Also attending were James Liekar-Solicitor; Jodi L. Noble-Township Manager; Daniel Slagle-Township Engineer; Edward Jeffries-Public Works Director; Samuel R. Stockton-Community Development Coordinator; and Wendy Williams-Recording Secretary. A William Kiehl was absent.

VISITORS TIME:

Jill Keefer, Ronald Petrie, James Amato and Joyce Mariani members of the Chartiers Township Zoning Hearing Board were present expressing their concerns relating to the Legal Counsel of the Zoning Hearing Board.

DEVELOPERS TIME: None

APPROVAL OF MINUTES: (Posted on Bulletin Board)

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to approve the Reorganization Meeting minutes of January 7, 2013, as presented. Motion carried.

STAFF REPORTS:

Township Manager – Jodi L. Noble

Board Appointments: I have attached the draft schedule of board appointments and terms. Once the appointments are made, I will complete this to include contact information and provide and maintain the list for future years. I think it will be a valuable contact sheet and resource for future appointments. The only potential appointees that John had not confirmed their willingness to serve were Carol Warcholak and Jackie Shober, both for the Friends of the Park Committee. I spoke to Carol this afternoon, and she is willing to serve. For the two new, or newly constituted boards, I have staggered the initial terms so that once those initial terms are up, those seats can be filled for the standard 3 year term, and the Board will only have to appoint one or two people each year. In the appointments on the agenda I have phrased it to be to appoint X to a X year term, to expire the first Monday in January, the following year after their term expires, which would be your reorganization meeting at which you would make the

appointments. I hope that is acceptable to the Board, if not we can rephrase it. Jim Lieker is working on by laws for the Parks Committee.

Canton Township/Route 18 Sewer Project Request: Canton Township has requested a meeting with the Township to discuss project status. Additionally, they have asked us to consider refinancing the project bonds if that is an option due to the current low interest rates. If the Board is agreeable to meet with Canton Township, I would ask that you submit to me some available dates in the next month. Please note any meeting of a quorum of our Board will have to be advertised as a public meeting. Coincidentally, or not, on the same day I received a phone call from Mike McCaig from Janney Capital Markets, who had done the 2010 bond issue while at PNC Bank, wanting to discuss refinancing options. To that end, I met with Mike on Friday, January 11, 2013. **This is on the agenda as a Discussion Item.**

PennDOT Bridge Project Request: I have previously forwarded to the Board a request from Swank Construction, the Contractor PennDOT is utilizing for the replacement of a bridge on Hickory Ridge Road, to utilize a Township property for a project staging area. Should you desire any additional information on the project, I will be happy to contact the contractor. I will discuss with the contractor the possibility of a donation to the Friends of the Park in exchange for utilizing the property. Jordon Stone from Swank, advised that the project would likely begin in early March and continue for approximately 6 months until September. I discussed with him “rent” for utilizing the property and that since this is a park property, the Board may be willing to accept a donation to the Friends of the Park in lieu of straight rent payable to the Township. He is going to get back to us on that, but seemed receptive to the idea. Mr. Stone may be in attendance at the meeting. **This is on the agenda as a Discussion Item.**

2013 Meeting Schedule: The 2013 public meeting schedule for the Board of Supervisors, Planning Commission and Parks and Recreation Board was advertised. Note that any additional meetings or deviations from the advertised schedule will have to be advertised in accordance with Sunshine Act. A copy of the public notice is attached to this report.

Barnickel Road Water Line: The Pennsylvania American Water subcontractor, Kukurin Contracting, has requested to close Barnickel road during construction hours for the new waterline along that road. Sam and I met with George Reinstadtler and he will be noticing the residents and the Chief of Police of the closure. He wants to commence work next week. Sam will update you on the line installation itself. The Fire Department has requested that we ask PA American Water to install a fire hydrant on Barnickel near the intersection with Pike Street, which PA American Water is generally willing to do. **Therefore, I have placed this item on the agenda for your consideration.**

Local Government Academy, Contemplating Governance: In the Board’s packet is a letter and pamphlet from the Local Government Academy regarding Contemplating Governance for those considering running for public office. Since John’s seat is up for election, I provided the

information to him directly in his packet should he find it of interest. Additionally, I was contacted by the Local Government Academy to teach the February 6th class with Michael Foreman from DCED on the Powers and Duties of Local Office. Unless the Board has an objection, I have agreed to teach the class.

Right to Know Compliance: Unless the Board has an objection, I would recommend that the Township adopt an open records policy consistent with PA Right-to-Know Law, (unless you have already) which would require designating an Open Records Officer (“ORO”), notice the State Office of Open Records (“SOOR”), posting the policy and the Township’s ORO and the SOOR contact information on the Township’s website. If you already have a policy, I recommend the website posting of the required information, to conform to the law. If you have not adopted a policy, I will prepare a resolution for the Solicitor’s review and your consideration at a future meeting.

Records Management: As we discussed, the Township’s files are in poor order. It took Sam and me hours to find the Country Hollow Estates File, and we only did so when Harold told us how he had filed it. On the same note, I understand that the file room is overflowing and there’s not enough room for files. The same is true for my office. I have nowhere to file things at this point. Should we have a Right-to-Know request for documents, we would be hard pressed to locate something given the state of our files and the SOOR does not accept we can’t find it as a reason not to provide a document. Therefore, my proposal to the Board is to do something we did in Moon twice a year, a records management day. Given that President’s Day is generally a government holiday, most people think we’re closed anyhow and many of the government agencies we work with are closed, and therefore, general Township business will likely be light that day. I would like to dedicate that day to records management to start to get our files in shape. Otherwise, given the daily business of the Township, it just never seems to happen. Should the Board be agreeable to that, we would identify records for destruction in accordance with State Historic and Museum Commission Records Retention Policy, organize files, file things that may have not been filed and generally just try to START to get the Township files in shape. While I doubt we will get everything done that day, I think we will be able to make a good dent in it and can just be in a considerably better position than we are today. After that, we would prepare a records destruction resolution in accordance with the requirements of the Records Retention Policy and properly dispose any records we can. **I have this on the agenda as a Discussion Item.**

HSA Issue: I am meeting with Stephen Cypher on Thursday, January 17, 2013 to go over options to deal with this issue for employees who are 65 and ineligible for the Township’s HSA plan. Once they’ve had a chance to review it, they believe they will have a couple options for us to provide an alternative benefit that would serve the same function.

Speed Control Device: I have held off on placing this item on the January 15th agenda. The Police Chief will be in attendance at the February workshop meeting and that way he can answer

the Board's questions about the devices and give you his recommendation, so I recommend tabling this item until then.

Public Works Director – Edward Jeffries

Trucks – The 1995 International is getting inspected. All other equipment is ready.

Paved – Potholes – We have been repairing potholes in the township as they occur.

Storm Drains – We have been cleaning storm drains throughout the township. We will be repairing the storm drain at the corner of 4th and Hallam Avenue.

Trees – We spent most of the day cutting low hanging branches and cleaning dead wood out of the ditch lines throughout the township.

Parks – We are waiting PA#1 Call to clear at the Arnold Park so we can dig the hole and install the meter pit for the new Community Center.

Building – Wednesday, January 16, Nicolella Roofing will be making the repair on the township garage.

Community Development Coordinator – Samuel R. Stockton

Met with Paul Scarmazzi, Hawthorne Partnership on Phases 4, 5, 6 in the Arden Mills Development he is reducing the scope of the project from 190 lots to 100, with two 10 acre estate lots on top of the hill with a row of single-family dwellings townhomes and patio homes.

Will be attending a Solar Workshop on model zoning ordinances for permitting practices and inspections on solar panels hosted by the Washington County Planning Commission, at the fairgrounds February 5th from 5:00 p.m. to 7:30 p.m.

Township Engineer – Daniel Slagle

Development Proposals

- 1. Vo Tech Site Plan – The Vo Tech Site plan was submitted on December 10, 2012 for consideration at the last Planning Commission Meeting on December 18, 2012. The Plan basically consists of adding a welding shop onto an existing building along Western Avenue.**
- 2. Shaw Estates Subdivision Plan – The Shaw Estates Subdivision plan was submitted on November 28, 2012 for consideration at the next Planning Commission Meeting on January 22, 2013. The Plan consists of resubdividing 3 lots into 5 lots in a 131.475 Acre tract.**

3. **Scott/Hollis Subdivision Plan** – The Scott/Hollis Subdivision plan was submitted on December 11, 2012 for consideration at the next Planning Commission Meeting on January 22, 2013. The Plan basically consists of subdividing 1 0.75 Acre lot into 2 lots along Western Avenue.
4. **Beatty Subdivision Plan** – The Beatty Subdivision plan was submitted on December 11, 2012 for consideration at the next Planning Commission Meeting on January 22, 2013. The plan basically consists of the consolidation/resubdivision of 152 Acres into 3 lots along Welsh Road/Henderson Avenue.

Capital Improvement Projects

1. **Midland Sewer R/W** – A Townhall meeting was held on November 13, 2012 to update the Township residents/acquire the required R/W's. **We are contacting each Township resident in order to lock up the residual R/W's with the assistance with the Manager and Solicitor.**
2. **Chartiers Township Community Center** – We are working with the CDC on finalizing the West Penn Power quote for Three Phase Power at the proposed electric transformer location. We met with the Road Master to lay out the meter vault location.
3. **PennVEST** – We have developed a list and are compiling the required loan closing documentation with the assistance with the Manager and Solicitor.

On-Going Developer Projects

1. **Chartiers Industrial Park Site Plan PH I/II** – Construction started 8/15/11. **The project restarted on 3/22/2012 and stopped on 11/16/2012 and will resume in the spring. The project is about 80% complete with Alpha Drive remaining.**
2. **Microtel** – The Developer is actively grading the site.
3. **Summit Plan PRD PH II** – We are reviewing the sewer capping proposal. We plan to meet with the Developer and Engineer on January 16, 2013.

On-Going Township Projects

1. **2013 Paving Project** – We plan to meet with the Road Master to reevaluate the Township's Road system, select roads for the 2013 Township's Paving Program and develop preliminary cost estimates for the Supervisors consideration for a March/April 2013 bid opening.
2. **2012 Sewer Rehabilitation Project** – Construction started 9/4/2012. The project is 100% complete. We have prepared the Reconciliation Change Order and Final Estimate reducing the project cost from \$120,830.00 to \$109,843.94 by \$10,986.06 even with the addition of the extra work resulting from the mine to shore-up the existing manhole.
3. **Municipal Separate Storm Sewer System (MS4)** – The next deadline for the MS4 Annual Report is June 31, 2013. We will schedule a meeting with the Township staff to review Policies/Procedures for the implementation of the MS4 Program.
4. **2013 I/I Rehabilitation Program** – We have prepared plans/specs. to CCTV and clean 27,000 LF of sewer in the Arnold Hollow/Moninger Area for a February 12, 2013. From this data we can proceed with additional sewer rehab. work. Request authorization to publically advertise this project.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to authorize the Township Manager to advertise the 2013 I/I Rehabilitation Project. Motion carried.

Solicitor – James Liekar

Mr. Liekar completed his review of the Police Policy Manual and sent the Board his comments for review.

Received the Earned Income Tax that was collected by Central Tax Bureau and preparing to file a claim against their bond.

SUPERVISOR REPORTS:

Mr. Marcischak – No report

Mr. Metzler – No report

OLD BUSINESS:

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to table the Vo-tech Site Plan in absence of the Washington County Planning Commissions approval. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to approve Change Order No. 1 for the 2012 Sewer Rehabilitation Project Contract 1-12 with a net increase in the contract price of \$10,986.06 for an adjusted contract price of \$109,843.94, as recommended by the Township Engineer. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Gary Mariani to the Chartiers Township Planning Commission for a period of four (4) years, until the first Monday in January 2017. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Ronald Petrie to the Chartiers Township Zoning Hearing Board for a period of five (5) years, until the first Monday in January 2018. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Glenda Smith to the Parks and Recreation Board for a period of five (5) years, until the first Monday in January 2018. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Betsy Heinz to the Friends of the Park Board for an initial term of one (1) year, until the first Monday of January 2014. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Karen Kovac to the Friends of the Park Board for an initial term of two (2) years, until the first Monday in January 2015. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint James Jeffries to the Friends of the Park Board for an initial term of two (2) years, until the first Monday in January 2015. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Carol Warcholak to the Friends of the Parks Board for a term of three (3) years, until the first Monday in January 2016. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Jackie Shober to the Friends of the Park Board for a term of three (3) years, until the first Monday in January 2016. Motion carried.

The Friends of the Park is being reconstituted for the purpose of fund raising for improvements in all our parks and the primary purpose is going to be on the new Community Center.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint William R. Hill to the Parks Committee for a period of one (1) year until the first Monday in January 2014. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Dave Mileto to the Parks Committee for an initial term of two (2) until the first Monday in January 2015. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint Tracey Holsopple to the Parks Committee for an initial term of three (3) years until the first Monday in January 2016. Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint James Johnston to the Parks Committee for a term of three (3) years until the first Monday in January 2016. Motion carried.

The Parks Committee's purpose is to work as a team on the parks facilities and development in long range facility and management planning for all the parks in the township.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to authorize payment of invoices (General Fund: Checks #17902-#27929: \$109,461.97; Light Fund: Check #1440-\$4,318.12; Fire Hydrant Fund: Check #1451: \$3,810.07; Sewer Fund: Check #2584-#2589: \$120,565.91 (includes 4th Quarter 2012, CHJSA Treatment Cost-Sewer Bills); RT. 18 SLE Fund: Checks 1119,1120: \$10,170.00; Liquid Fuels Fund: Check #1433, #1434: \$26,029.18; Total All Funds: \$274,355.25). Motion carried.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to approve 2011 Non Resident EIT refund payments in the amount of \$265.96. Motion carried.

DISCUSSION ITEMS:

Discuss Swank Construction's request to utilize the Township parcel near the intersection of Ullom and Hickory Ridge Roads as a staging area for the PennDOT bridge project on Ullom Road. Mr. Jordon Stone, from Swank Construction was present. Construction is to begin in April.

The Ryburn Family owns a small strip that runs between the PennDOT right-of-way and the Townships property. In the past the Township has contacted the Ryburn Family to donate enough property for the Township to have entrance to our property, however, that request has gone unanswered.

Mrs. Noble is to contact the Ryburn Family regarding acquiring a right-of-way to gain access to the Township property.

Discuss Canton Township's request for a joint meeting regarding the status of the Route 18 sewer project, as well as the possibility of refinancing the 2010 bond issue for the project.

Mrs. Noble received a call from the Bond Council who did the bonding in 2010. This would be an advanced refunding. The bonds are scheduled for recall in 2016. Mr. McCaig is willing to come in and talk to the Board. Mrs. Noble is to work out the details and dates.

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to authorize the request for a fire hydrant installation on Barnickel Street near Pike Street as part of the waterline replacement project. Motion carried.

Discuss the Manager's records management proposal. Mrs. Noble is requesting dedicating the Township Staff to records management on a low volume day is a general holiday when businesses are closed and the Township isn't. Mrs. Noble is requesting the Board consider President's Day and close the office to the public that day to devote to this task.

EXECUTIVE SESSION – None

ADJOURNMENT:

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to adjourn the meeting at 7:54 p.m. Motion carried.

John M. Marcischak
Secretary

Wendy Williams, Recording Secretary