

CHARTIERS TOWNSHIP BOARD OF SUPERVISORS
REORGAMIZATION MEETING
TUESDAY, JANUARY 7, 2013, 7:00 P.M

The Chartiers Township Board of Supervisors Reorganization Meeting was called to order at 7:00 P.M. Tuesday, January 7, 2013. All present were asked to stand for the pledge of allegiance.

ATTENDANCE:

Attending this evenings meeting were Supervisors: Richard W. Metzler, A. William Kiehl and John M. Marcischak. Additionally in attendance were James Liekar-Solicitor; Jodi L. Noble-Township Manager; Daniel Slagle-Township Manager; Edward Jeffries-Public Works Director; Samuel R. Stockton-Community Development Coordinator and Wendy Williams-Recording Secretary.

ELECTION OF OFFICERS:

Chairman:

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Richard W. Metzler as Chairman. Roll Call: Mr. Kiehl: yes; Mr. Marcischak: yes; Mr. Metzler: abstain. Motion carried: 2-0-1.

Vice Chairman:

A motion was made by Mr. Marcischak and seconded by Mr. Metzler to appoint A. William Kiehl as Vice Chairman. Roll Call: Mr. Marcischak: yes; Mr. Metzler: yes; Mr. Kiehl: abstain. Motion carried: 2-0-1.

Secretary:

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint John M. Marcischak as Secretary. Roll Call: Mr. Kiehl: yes; Mr. Metzler: yes; Mr. Marcischak: abstain. Motion carried 2-0-1.

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to recommend to the Auditors compensation for Township Secretary - \$80.00 per month (\$960). Roll Call: Mr. Kiehl: yes; Mr. Metzler: yes; Mr. Marcischak: abstain. Motion carried 2-0-1.

APPOINTMENT OF SALARIED POSITIONS

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Anita Marcischak to the position of Township Treasurer – Annual Salary \$43,025.00 with benefits. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Jodi L. Noble to the position of Township Assistant Treasurer –No Salary.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Samuel R. Stockton to the position of Community Development Coordinator – Salary -\$62,315 with benefits. Motion carried.

A motion was made by Mr. Kiehl and seconded Mr. Marcischak to appoint Edward Jeffries to position of Public Works Director. Salary - \$48,516.00 with benefits.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Joanne Buckel to the position of Local Service Tax Collector/Sewer Clerk. \$15.60 /hour with benefits. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to establish bond for Treasurer - \$1,000,000. Motion carried.

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to set bond for the LST Tax Collector/Sewer Clerk at \$200,000. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to set compensation for Recording Secretary to Township Boards at \$35.00 per meeting. Motion carried.

OTHER SECRETARIAL APPOINTMENTS

Township Board of Supervisors – Wendy Williams

Zoning Hearing Board – Court Stenographer paid per invoice.

Planning Commission – Joanne Buckel

Motion made by Mr. Kiehl and seconded by Mr. Marcischak. Motion carried.

SPECIAL APPOINTMENTS

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to reappoint James M. Horvath to the position of the Chartiers Township Police Department. This is a bargaining unit position. Benefits will follow the 2012-2014 Bargaining Unit Contract. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak 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. Marcischak to recognize the following for the Township Board of Auditors: Barrie Baker, Jude Pohl and Cory Mullen. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to set the Zoning Hearing Board Legal Counsel Compensation Rate at \$90.00 per hour. Motion carried.

PROFESSIONAL SERVICES

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

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to name Robert Simonin Agency of Canonsburg as Insurance Broker of record. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Assistant Township Secretary (During absence of Township Secretary) – Jodi L. Noble. Motion carried.

OTHER APPOINTMENTS

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

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

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

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

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to reappoint Animal Control Officer – Kym Seccret and set compensation at \$375 per month which includes Cat Control Services @ \$100 per month. Total Cost for Animal Control Services is \$375/month. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to reappoint Fire Marshall – Vince Altieri. Motion carried.

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to reappoint Planning Commission Legal Counsel – Liekar & Liekar. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Mary Lou Patsch to the Vacancy Board. Motion carried.

BANK ACCOUNTS

Acknowledge the Township Accounts are held at Northwest Bank, Canonsburg Office.

PUBLIC WORKS DEPARTMENT

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Public Works Superintendent (s): Richard W. Metzler, Jr. John Marcischak and A William Kiehl. Motion carried.

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak 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. Marcischak to establish compensation for Real Estate Tax Collector – Set cap of \$12,000.00 of the total combined Commissions received, this include the following: Motion carried.

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 the bond is set at 30% of the total estimated collections. Motion carried.

SUPERVISORS MEETINGS

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to establish Supervisors regular meetings – Workshop second Tuesday at 4:00 P.M. and Regular business meeting third Tuesday of the month at 7:00 P.M. except January Reorganization meeting. Motion carried.

MEETING AGENDA FORMAT

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adopt format for Supervisors Regular meeting. Motion carried.

Call to Order
Visitors Time
Developers Time
Approval of Minutes
Staff/Supervisors
Old Business
New Business
Discussion Items
Executive Session as needed
Adjournment

STATE CONVENTION AND RELATED ITEMS

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint A William Kiehl as PSATS Convention voting delegate. Motion carried.

PLANNING ENGINEERING FEES

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adopt the fees. Motion carried.

Sanitary Sewer:

Review Fee – (Engineer established rate)

Dye Test - \$75.00

 Cancellation Less 24 hours in advance - \$25.00

 Water Truck - \$25.00

Canonsburg Houston Joint Authority - \$800.00

Chartiers Township WEWJA Area Tap Fee - \$1,650.00

Chartiers Township Route 18 Sewers - \$1,750.00

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

SPECIAL SERVICES

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

CHARGES FOR SPECIAL SERVICES

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to establish rates for charges for special services. Motion carried.

Lien Letter - \$30.00 a parcel, \$15.00 per additional parcels
Comprehensive Plan - \$25.00 per copy
Subdivision - \$25.00 per copy
Zoning Ordinance - \$25.00 per copy
Township Maps - \$2.50
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)
Police Contracted work - \$55.00 per hour

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to set Pavilion Rentals – Allison Parkette: \$50.00 Resident, \$100.00 Non-Resident, Arnold Park: \$75.00 Resident; \$100.00 Non-Resident. 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.

Occupancy Permits:

Renters - \$10.00

Residential - \$50.00

Commercial/Industrial - \$100.00

Home Business - \$50.00

Street Encroachment Permit – Per Ordinance

Hauling Permit - \$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

MEETING AGENDA PROCEDURES

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to establish an official policy for closing period for items to be included on the meeting agenda – Three working days prior to meeting.

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak 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. Marcischak 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. Marcischak to recommend to the Auditors and establish 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 – 2013 IRS Mileage allowance of \$0.565. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to recommend to the Auditors IRS mileage allowance of 2013 IRS mileage allowance of \$0.565 for Supervisors, when a Township vehicle is not available. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adopt benefits for full-time Administrative employees not covered by contractor other employment agreements Benefits will include the following. 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 schedule:

1-5 years 2 weeks

6-9 years 3 weeks

10-19 years 4 weeks

20+ years 5 weeks

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

The following paid holidays: New Year's 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 Day and five Personal Days.

VISITORS TIME

Mr. Jeff Simpson
30 South Johnson Rd.
Houston, PA 15342

Mr. Simpson – President of the Fire Department thanked the Board for their continued support to the Fire Department. The sale of the 1979 Mac Tanker was completed last month. The Department has received ownership of the 2011 Tanker.

Tri-axle trucks are using the newly paved North Johnson Road heavily. Is the road been bonded? Mr. Simpson was informed that a grading had been issued, by the former Building Inspector, to take fill to a vacant lot. Mr. Stockton will investigate to see if the road has been bonded.

DEVELOPERS TIME: None

APPROVAL OF MINUTES:

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to approve the regular meeting minutes of December 18, 2012. Motion carried.

STAFF REPORTS:

Township Manager – Jodi L. Noble

Mrs. Noble has received a call from Swank Construction doing a PENNDOT bridge construction in the Township. They wish to use Township property that abuts the project. Mrs. Noble will have more details at the next meeting.

Community Development Coordinator – Samuel R. Stockton

The Beatty Subdivision Plan is to go before the Planning Commission.

Preliminary work is being done on the Scott Subdivision to go before the Zoning Hearing Board.

8 Crossroads Road – This has been an on-going. Received notice today that the hearing will be held at 10:45 am, January 31, 2013, at District Justice David Mark. Mr. Stockton has also requested that he, the Solicitor, Manager and Board attend the hearing since it has to deal with a court case.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to authorize the Solicitor to attend the Magistrates hearing. Motion carried.

Allison Hollow Road Sewer Right-of-Way – Mr. Stockton has attempted to notify the property owner and has been unsuccessful.

Mrs. Noble received an email today from the property owner indicating there is a right-of-way

Public Works Director – Edward Jeffries

We have had four (4) sewer complaints on backups, however, were not due to blockages in the Township main line.

On behalf of the Board, Mr. Metzler thanked the Public Works Department for their work in clearing roads during the recent snowfall.

Solicitor – James Liekar

No report

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** – West Penn Power has provided 2 quotes (Single/Three Phase Power) for the proposed electric transformer which was sent to the Architect for their recommendation. **We will coordinate the installation of the meter vault with the Manager and Road Master.**
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 Motel** – The Developer is actively grading the site.
3. **Summit Plan PRD PH II** – We are reviewing the sewer capping proposal.

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 are currently preparing the Reconciliation Change Order, Final Estimate and Close-Out Documents for consideration on 1/15/2013.**
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.

SUPERVISOR REPORTS:

Mr. Marcischak – No report

Mr. Kiehl:

Mr. Kiehl commended Mr. Marcischak on the work he did in organizing today's Ground Breaking Ceremony for the Community Center, at the Arnold Park.

Mr. Metzler:

Mr. Metzler also commended everyone for their work preparing for the ground breaking.

OLD BUSINESS:

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to award the bid for the 1989 Chevrolet Bucket Truck to Schultz Electric Inc., P O Box 263, Washington, PA 15301 for the sum of \$2,000.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to approve the Tripartite Agreement with Canton Township and the Washington East Washington Joint Authority to undertake construction of sanitary sewer collection facilities to serve the Route 18 area of Canton and Chartiers Township. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to approve agreement with Municipal Consulting Services, LLC to provide plan review and inspection services in accordance with the Uniform Construction Code, effective January 1, 2013 in a form acceptable to the Township Solicitor.

NEW BUSINESS:

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to authorize payment of invoices (General Fund: Check #27854 - #27901: \$700,177.65 (Note: Transfer of \$565,500.00 to Operating Reserve Fund) Light Fund: Check #1439: \$111.96; Fire Hydrant Fund: Check #1450: \$64.59; Sewer Fund: Check #2578-2583: \$18,443.91; RT. 18 SLE Fund: Checks 16-#1118: \$39,773.50; Liquid Fuels Fund: Checks #1431, #1432: \$5,630.00; Municipal Improvement Fund: Check #1390: \$6,428.30; P&R Growing Greener Fund: Check #1029, #1030: \$1,153.00; Grand Total All Funds: \$771,782.91 (Actual Invoice Total: \$206,282.91). Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to assign the address of 2013 Community Center Drive to the Chartiers Township Community Center. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to approve 2011 Non Resident EIT refunds in the amount of \$201.54. Motion carried.

DISCUSSION ITEMS:

A discussion followed regarding the attendance to the 90th PSATS Conference. (Reservations by January 25th for Hotel Lottery) in the hopes that Supervisors along with the Manager and Community Development Coordinator attending the Conference.

Police Cruiser:

Mr. Kiehl informed the Board that a police car has been taken out of service and wishes authorization to remove equipment from the vehicle.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to authorize removal of equipment from the vehicle taken out of service. Motion carried.

EXECUTIVE SESSION:

The Board met in executive session to discuss personnel matters at 7:59 and reconvened at 8:25 p.m.

ADJOURNMENT:

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adjourn the meeting at 8:26 p.m. Motion carried.

John M Marcischak
Secretary