

**CHARTIERS TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
February 13, 2018**

**EXECUTIVE SESSION ANNOUNCEMENT:**

Please be advised that the Board of Supervisors met in Executive Session on January 30, 2018 from 1:00 pm to 5:55 pm to receive information on the road tour and discuss contract negotiations and personnel matters and immediately prior to this meeting from 3:25 P.M. to 3:40 P.M. and again from 3:50 to 4:00 P.M. to discuss contract negotiations, personnel and litigation matters.

**ATTENDANCE:**

Attending this meeting were Supervisors Gary Friend, John M. Marcischak and Mr. Alterio. Also present were Jodi L. Noble-Township Manager; James Liekar-Solicitor; Jennifer Slagle-Township Engineer; Adam McGurk, AICP Planning Director; James Horvath, Chief of Police; Jessica Tedrow, Parks & Recreation Director and Bev Small, Recording Secretary. ABSENT: Ed Jeffries, Public Works Director;

**VISITORS TIME:**

None

**DEVELOPERS TIME**

None

**STAFF REPORTS:**

All reports were accepted as submitted

**SUPERVISOR REPORTS:**

Mr. Alterio – No report  
Mr. Marcischak – No report  
Mr. Friend- No report

**OLD BUSINESS:**

1. A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize the Township Manager to seek three (3) quotes for winterization improvements to the Chartiers Township Community Center. All Supervisors voted yes. The motion carried.

**NEW BUSINESS:**

1. A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize the Township Code Enforcement Officer to post 419 Pershing Avenue for code violations and the Public Works Department to secure the property after the notice period to ensure the general public's safety. All Supervisors voted yes. The motion carried.
2. A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize the Township Manager to order 2,100 tons of salt for the 2018-2019 snow season via state contract. All Supervisors voted yes. The motion carried.

Mrs. Noble reported on the current season salt supply status. The state contract maximum has been reached and the Township cannot get any more for the remainder of this season. Currently the supply that remains is all we have and it is being rationed. The Road Department is throttling down the spreaders and will mix anti-skid to stretch the supply through further snow events.

3. A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize the Township Manager to seek quotes for cleanup day 2018. All Supervisors voted yes. The motion carried. The Board and Township Manager will evaluate the cost and management of annual cleanup after quotes are received.
4. A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize payment of invoices (General Fund: Checks #32637-32691:\$291,850.10; Light/Fire Hydrant Fund: Checks # 2032-2034: \$7,899.62; Revenue Gaming Fund: Checks: #1005-1007: \$57,303.62; Sanitary Sewer Fund: Checks #1093-1098: \$13,395.98; Local Service Tax Fund: Check # 1035: \$40.00; Capital Reserve Fund: Checks #1013,1015: \$7,236.09; CTCC Fund: Checks # 1177-1193: \$7,363.60; Liquid Fuels Fund: Check #1014: \$36,509.29; Total All Funds: \$421,598.30). All Supervisors voted yes. The motion carried

#### **DISCUSSION ITEMS:**

1. 4<sup>th</sup> Quarter 2017 Interim Financial Statements – Mrs. Noble summarized the unaudited cash based report of the 2017 revenues and expenditures in each of the Township Funds. The Audit report is completed on an accrual basis and will be conducted in the early spring.
2. McClane Farms Road Sewer Project – PennVest forms have been submitted and are being reviewed by the DEP for their approval. Construction has begun per the letter for the contractor to proceed.
3. Midland Sewer Project Update – Mr. Liekar has not received word as yet from Attorney Julian on the Hagerman Restoration. One property owner has begun making payments on the Tap-in fee. The refinancing calculation for the Debt Service Is in process.

4. WEWJA Agreement (South Strabane) – Status Quo
5. Canton Agreement (Route 18) – Canton sent a letter seeking justification for Chartiers seeking a new agreement. The Township Solicitor drafted a response explaining the Township's position and request to schedule a joint meeting.
6. Kingston Estates Public Improvements – Mrs. Slagle is waiting for the Developer to complete the pending punch list items prior to the Township assuming the road maintenance pursuant to meeting Township specifications.
7. Linda Lane Cul-de-Sac – Same process as Kingston Improvements.
8. CDBG Grants –The last property demolition is scheduled pending weather conditions.
9. 2018 Road Program – Mrs. Noble asked for input on a priority basis from their tour of Township Roads. Following discussion and the Township Engineer's input with some options and alternatives including potential for Township Forces to handle some of the alleys as well as monitoring any areas in failure, the ranked roads being considered are: Hart Street; Gretna to Welsh (in sections); Laurel; 4<sup>th</sup> Street Extension (possible alternate Bid A); potential for inclusion of alternate Bid B; and Township Forces paving Church Alley and Stone Alley.
  - A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize the Township Engineer to prepare the specs for the 2018 Road Program based on the identified roads provided in an amount for preparation not to exceed \$5,000.00 now. All Supervisors voted yes. The motion carried
10. Community Center Sign – Mrs. Noble will finalize the sign location with C-H School District as soon as the sign is completed and delivered.
11. Emergency Operations Briefing – The briefing is scheduled at the Township Building following the close of this Board Meeting.
12. Volunteer Fire Fighter Stipend Program – Mr. Friend reported that the point system is operating by tracking fire calls and training and is increasing some participation of the volunteers. The program will continue to be monitored.
13. DRAFT Finance / Purchasing Policy – Mrs. Noble received Board input on improving the Purchase Order process to a pre-purchase, order request system and setting the amount at \$250.00 and up. This will enable Department Heads to better regulate their budgets.

14. Draft Zoning Ordinance Amendments – The Township Planner offered to review any comments or questions from the Supervisors and summarize those to be able to move forward to advertise for an April 10, 2018 meeting date.
15. Arden Private Sewage Request – The Township Solicitor forwarded a letter to the DEP before the February 9, 2016 deadline and is awaiting their response.
16. Community Center Drainage Issues – The Parks Director and Mrs. Noble met with Gateway to conduct an on-site inspection of the pre-existing and continuing water issues. Gateway will review the plans and the 2015 geo-technical reports and present recommendations as early as the next meeting. Placing sandbags can serve as a temporary stop-gap measure to keep the water away from the building.
17. 2018 Sewer Rehabilitation – No Operating and Maintenance occurred in the 2017 year to allow for funding recovery. Gateway will prioritize options and the best direction for O & M within the 2018 budget. Initially they will look at televising in the sewer lines and also options for sewer liners which can minimize the I & I costs.
18. Records Management Day – The Township is requesting approval to close the offices to the public to use President's Day (holiday) for records management, organizing, document filing, archiving and/or disposal of specific records.
  - A motion was made by Mr. Friend and seconded by Mr. Marcischak to approve the Township Building to be closed to the Public on Monday, February 19, 2018 for the purpose of records management. All Supervisors voted yes. The motion carried.
19. Municipal Loader Update – Mrs. Noble reported that she has received forty-one (41) bids with the highest being \$15,125.00 to date. Bids close February 23, 2018 and will be awarded at the February 27, 2018 meeting.
20. CHJA Act 537 Amendment Support Request – The Township Manager and Supervisor Alterio attended their meeting on January 31, 2018 in which they asked municipalities to support their request to the DEP to amend Act 537 to change treatment to an SBR resulting in considerable savings for the project. Mrs. Noble will have that prepared for action at the February 27, 2018 meeting.
21. Municipal Building Security Improvements – David Davis Communications submitted an estimate to add two (2) wireless security buttons stationed at the reception area and manager's office that would call 911 in an emergency event.
  - A motion was made by Mr. Friend and seconded by Mr. Marcischak to authorize the purchase of two (2) wireless security buttons from David

Davis Communications, Inc. per their estimate in an amount not to exceed \$1,615.00. All Supervisors voted yes. The motion carried.

22. Local Government Academy Municipal Intern Program – It was determined after discussion and review that it will be beneficial to hold off the request for this year and submit the request for an Intern in 2019 to assist with preparations for the upcoming Comprehensive Plan.
23. March 13 Workshop Meeting / Special Election Conflict – The Municipal Building Meeting Room is a designated polling precinct it is necessary to reschedule the March 13, 2018 workshop meeting.
  - A motion was made by Mr. Friend and seconded by Mr. Marcischak to reschedule the workshop meeting to Wednesday, March 14, 2018 at 4:00 P.M. All Supervisors voted yes. The motion carried.

Mrs. Noble will advertise the change of date.

**PUBLIC COMMENT:**

Frank Martincic of 300 Garden Court presented ongoing road issues due to lack of maintenance by the builder to keep the roads clean during the construction phase in the Piatt Estates. The Township Manager will contact the Code Enforcement Officer and the Building Inspector to address this situation.

**ADJOURNMENT:**

The meeting adjourned at 5:23 P.M. to Executive Session to receive information on the Chartiers Township Emergency Operations Plan.

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John Marcischak  
Secretary

Bev Small – Recording Secretary