

**CHARTIERS TOWNSHIP
BOARD OF SUPERVISORS MEETING
March 8, 2016
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, March 8, 2016 at which time he asked all present to stand for the Pledge of Allegiance.

ATTENDANCE:

Attending this meeting were Supervisors Glenn Alterio, John M. Marcishak and Mr. Kiehl. Also present were Jodi L. Noble-Township Manager; James Liekar-Solicitor; Daniel Slagle-Township Engineer; Ed Jeffries, Public Works Director; Robert Brozovich- Parks and Recreation Director; Samuel R. Stockton-Community Development Coordinator; James Horvath - Chief of Police; and Bev Small-Recording Secretary.

EXECUTIVE SESSION:

Mr. Kiehl announced that the Board of Supervisors met in Executive Session prior to this meeting on Tuesday March 8, 2016 from 3:25 p.m. to 4:00 p.m. to discuss litigation, real property and personnel matters.

VISITORS' TIME:

Amy Wiles, Planner representing Mackin Engineering: Ms. Wiles presented Mackin's final draft of the Parks, Recreation and OpenSpace Plan highlighting the executive summary for the Parks and Recreation and Open Space Plan as well as longer term provisions.

Jim Johnson, Chairman of Parks & Recreation Board: Mr. Johnson reported that he met with Chartiers-Houston School Board regarding the Allison Parkette Walking Trail proposal and indicated that it was a very positive meeting. A meeting will be scheduled with the Township manager, Board of Supervisors, Parks and Recreation Committee representative and School Board members to discuss further options and planning.

Chris Koop, Public Affairs & Steve Munn, Project Manager representing Sunoco Logistics (Pipeline): Construction is progressing in regards to Batch Storage Vessels which must meet all standards that include 100% x-ray of all welds. Township approval is requested to authorize adding a second shift to complete the inspection process. Four to six months is projected for this portion of the inspection process. A written proposal will be submitted to Mrs. Noble.

VISITORS TIME:

Wendy Williams, of 308 Cummins Avenue, Houston, PA addressed the Board about on-going renovations and non-completion of work on the property at the corner of McGovern Road and Green Street. **Mr. Stockton responded that** according to the Uniform Instruction Codes, renovations, repairs and maintenance do not require permits and therefore have no time limits.

Jim Johnson of 205 Fair Meadow Circle, Houston, PA represented the Chartiers-Houston Football Boosters in their goal to promote pride and to recognize High School Seniors in sports related activities. He requested permission to extend banners across Pike Street and to place street pole flag banners along Pike Street. Mrs. Noble will forward contact information to Mr. Johnson to request permission from PennDot, West Penn Power & Verizon.

Jack Clark of 570 McClane Farm Road, Washington, PA indicated the need for shoulder cutting along a portion of the roadway to allow clearance for drainage into the existing grates. Mr. Jeffries stated that Public Works is preparing for ditching and road work.

STAFF REPORTS:

The Board accepted reports as submitted from the following:

Township Manager
Planning/Zoning Officer
Parks and Recreation Director
Public Works Director
Township Engineer:

ENGINEER'S REPORT:

Mr. Slagle updated the Board on the following Development Proposals:

1. Sunoco Tank Farm Site Plan – Sunoco is contesting the need for a Site Plan for the Sunoco Tank Farm Site Plan which consists of 4 Pressure Spheres. We requested the Site Plan from Sunoco's Engineer.
2. Columbia Gas Tannehill Meter Station Subdivision Plan – The Tannehill Meter Station Subdivision Plan was submitted on January 19, 2016 for consideration at the last Planning Commission Meeting on February 16, 2016. The Plan basically consists of subdividing a 0.98 Acre lot from an 88.81 Area Tract along SR 980. We have reviewed the revised plans submitted on 2/23/2016.
3. Columbia Gas Tannehill Meter Station Site Plan – The Tannehill Meter Station Site Plan was submitted on January 19, 2016 for consideration at the last Planning Commission Meeting on February 16, 2016. The Plan basically consists of construction of Meter Station in Chartiers Township adjoining Cecil Township. We have reviewed the revised plans submitted on 2/23/2016 and prepared the Stormwater Consistency letter.
4. Sunoco Houston Injection Station Site Plan – The Sunoco Houston Injection Station Site Plan was submitted on January 19, 2016 for consideration at the last Planning Commission Meeting on February 16, 2016. The Plan basically consists of the construction of an injection station along Ullom Road.
5. SBA Tower Site Plan – The SBA Tower Site Plan was submitted on January 26, 2016 for consideration at the last Planning Commission Meeting on February 16, 2016. The Plan basically consists of the construction of Telecommunication Tower in an I-1 District along Western Avenue/SR 519. We reviewed the 2/29/2016 and 3/3/2016 Stormwater Resubmittals.

Mr. Slagle updated the Board on the following Capital Improvement Projects

1. Midland Sewer Project – The Project is 100 percent complete. Change Order No. 1 converting trench repair to roadway overlay was submitted to PaDEP for approval on 1/29/2015. We have requested that PaDEP perform a Final Inspection of the project on 7/6/2015. We submitted Final Executed Close-Out Documents on 9/29/2015. The Manager submitted a status report request to PaDEP/PennVEST to close-out the project.

We responded to PaDEP comments on 12/28/2015. We are reconciling the unit prices based PaDEP's comments.

2. PennVEST Drawdown Request – We are waiting for PaDEP's approval of Change Order No.1 to submit the Eleventh PennVEST Drawdown request. We are preparing the Final PennVEST Drawdown request in anticipation of PaDEP performing the Final Inspection and approving the Project Close-Out documents.
3. Chartiers Industrial Park Sewer Extension – Construction started on 11/9/2015. The project is 100 percent complete and tested. The Close-Out documents have been executed by the Chartiers Industrial Park. This project is fully funded by the Developer at no cost to the Township. We have prepared the Sewer Service Availability letters based on water data and addresses for each Industrial Customer to establishing the tapping fees to CHJA and the Township.
4. McClane Farm Road Act 537 Plan – The approved Act 537 Plan requires that the project be completed by June 2016. We completed/submitted the Act 537 Plan reimbursement request for 50% of the Act 537 Plan cost on 8/25/2015. PaDEP acknowledged Act 537 Plan reimbursement request and put the Township on the list for repayment. We attended a Townhall meeting on February 23, 2016.
5. McClane Farm Road Sewer Financing – The next window for PennVEST Loan/Grant applications is February 18, 2016/May 20, 2016. Sewer design must be completed/approved by PaDEP prior to Loan Application.

On-Going Developer Projects

1. Piatt Estates Plan PH I/ PH 2A – Construction (PH I) started October 22, 2013 and was completed on 6/20/14. Construction (PH 2A) started 10/17/2014 and was completed on 11/17/2014. We requested revised As-Built Drawings of the plan.
2. Arden Mills PRD Plan PH III – We reviewed/commented on the As-Built for the roadway and the original plan.
3. Hawk's Landing Subdivision Plan – We understand that another Developer has acquired the plan and is redesigning the plan adding additional lots.
4. Southern Woods Subdivision Plan – Construction started 7/13/2015. The sewer was completed/tested on 9/18/2015. We have reviewed/approved the As-Built Plans and Close-Out Documents.

On-Going Township Projects

1. 2015 Sewer Rehabilitation Project – Construction started 6/16/2015. The project is 80% complete. The Contractor had a death in the family. The Township holds \$21,497.90 plus the Performance Bond in the amount of \$85,184 toward project completion.
2. Municipal Separate Storm Sewer System (MS4) - The next MS4 Annual Report is due on June 29, 2016. EPA plans to perform Random Compliance Audits in 2016.

3. 2016 Sewer Rehabilitation Project – We are preparing the plans/specifications for the next phase of the project. The project has been publically advertised for a bid opening on March 18, 2016 with award on March 22, 2016.
4. 2016 Paving Project - We are preparing the plans/specifications for the next phase of the project. We request authorization to publically advertise the project with a bid opening on April 8, 2016 with award on April 12, 2016.

Township Solicitor

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 accept the Chartiers Industrial Park Sanitary Sewer line into the Chartiers Township Public Sewer System and approve the Deed of Dedication for the same, conditional upon receipt of the appropriate maintenance security as recommended by the Township Engineer and Solicitor. All Supervisors voted yes. The motion was carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve the assignment of the Stenger Sanitary Sewer Easement from Wendell H. Stone and Company, Inc. as recommended by the Township Engineer and Solicitor. All Supervisors voted yes. The motion was carried.
3. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve the assignment of the Wise/Parker Sanitary Sewer Easement from Wendell H. Stone and Company, Inc. as recommended by the Township Solicitor and Engineer. All Supervisors voted yes. The motion was carried.
4. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to Table approval of the financial security reduction No. 1 for Chartiers Industrial Park Public Sewer System Extension from \$258,000.00 to \$0.00 as recommended by the Township Engineer in his letter dated March of 2016. All Supervisors voted yes. The motion to Table action was carried.

NEW BUSINESS:

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to award the contract for Community Day Fireworks to Zambelli Fireworks of New Castle, PA in the amount of \$6,400.00 for 2016 with two (2) optional extensions, as recommended by the Parks and Recreation Committee at their meeting March 1, 2016. All Supervisors voted yes. The motion was carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to acknowledge the filing of the 2015 Act 205 Reports and the Actuarial Valuation Reports for the Chartiers Township Uniformed and Non-uniformed Pension Plans with the Public Employee Retirement Commission. All Supervisors voted yes. The motion was carried.

3. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize payment of invoices (General Fund: Checks #30873-30914: \$119,713.17; Light/Fire Hydrant Fund: Checks # 1543-1545: \$9,924.82; Act 13 Impact Fee Fund: Check # 1096: \$11,800.80; Sewer Fund: Checks #2933, 2934: \$1,378.97; Liquid Fuels Fund: Check # 1494: \$6,539.17; Capital Reserve Fund: Checks #1089,1090: \$1,550.00; CTCC Operating Fund: Checks #1223-1234: \$5,472.36; Total All Funds: \$156,379.29). All Supervisors voted yes. The motion was carried.

DISCUSSION ITEMS:

1. 2016 Road Program – Discussion of the 2016 Road Paving project affirmed the target date for starting the project would be June 15, 2016 through August 15, 2016 for completion. A motion was made by Mr. Alterio and seconded by Mr. Marcischak in regards to the 2016 Paving Project to authorize the Township Manager to publicly advertise the paving bid opening on April 8, 2016 with award on April 12, 2016. All Supervisors voted yes. The motion was carried.
2. McClane Farms Road Sewer Project – Feedback from the Townhall Meeting on Tuesday, February 23, 2016 was positive and subsequent response from effected residents has been favorable. Township resident Jack Clark of 570 McClane Farm Road, Washington, PA spoke in agreement of the project, citing the issues for residents with septic system.

A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize Nichols and Slagle Engineering to begin to prepare design work for the McClane farm Road Sewer Project. All supervisors voted yes. The motion was carried.

3. McClane Farms Road Drainage Issue – Mr. Slagle met with the Road Master and determination is to install an Inlet in the driveway where the water is draining onto the road as well as connecting 12” pipe to the cross pipe. Ditches will be cleared out to resolve the issue.
4. McConnell’s Mill Road failure/Dirt & Gravel Road Program – Mr. Jeffries reported that everything is out to bid and ready to proceed. He will attend the training program on March 15 & 16, 2016 to receive certification.
5. Route 18 Canton Township Meeting – There has been no response to date from Canton Township to confirm a meeting date with Chartiers. Mrs. Noble will continue efforts to establish a meeting date and time.
6. South Strabane Sewer Agreement –Solicitor Liekar spoke with Director Tom Murphy of the Washington East Washington Joint Authority (WEWJA) and forwarded documentation to him. Mr. Murphy will review the information and get back to Mr. Liekar.
7. Salt Storage Facility – Mr. Jeffries presented his information on the cost breakdown for Block to erect the 10’ walls to mount the hoop tarp system for the Salt Storage Shed which will hold 2,000 ton of road salt. Epoxy rebar is recommended along with a sloped

floor to prevent moisture build up. Solicitor Liekar is on record and will provide a statement to Mrs. Noble to allow for the Township Public Works Department doing the concrete work without that portion being included in the bid.

8. Allison Parkette Trail – Mrs. Noble, Mr. Marcischak and Mr. Johnson or another representative from the Parks and Recreation Board will schedule a meeting with Mr. John George, Chartiers –Houston School District Superintendent to discuss and proceed with the next steps for the walking trail.
9. Solicitation Ordinance amendment – A motion was made by Mr. Alterio and seconded by Mr. Marcischak to advertise the restructured Solicitation Ordinance to present to the Board for consideration by the April 12, 2106 workshop meeting. All supervisors voted yes. The motion was carried.
10. Landlord-Tenant Ordinance amendment – This is currently in draft form with more time needed to review and finalize for the April 12, 2016 workshop meeting.
11. Paver – Mr. Jeffries provided information on potential purchase at a price of \$10,000.00 for a 1997 Paver that extends from 8’ to 18’ capacity, tires will be an additional cost to the Township. The seller will deliver and train out workers on the operation of the equipment. The cost is equivalent to what it would cost to rent for a specified time frame. Mr. Jeffries will have final information for the April 12, 2016 workshop meeting.
12. Parks and Recreation Board Vacancies/Size – Mr. Brozovich has advertised to fill the three (3) vacancies that exist to bring the P&R Board to full complement of nine (9) members. The Board tabled any action on filling the vacancies until residents have received the newsletter and can submit their names for consideration.
13. April 26, 2016 Regular Meeting – The April regular meeting falls on Election Day. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to reschedule the meeting to Thursday, April 28, 2016 at 4:00 p.m. All supervisors voted yes. The motion was carried.
14. SBA Tower Conditional Use Hearing - Mrs. Noble indicated that a recommendation from the Planning Commission is needed on a conditional use hearing. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve advertising a scheduled meeting on April 28, 2016 at the time of the regular Board of Supervisors meeting. All supervisors voted yes. The motion was carried.
15. Township Credit Card – Mrs. Noble will prepare a credit card usage policy for Township Credit Card(s). She will have this for the March 23, 2016 regular meeting.
16. Municipal Building Renovation - A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize getting three (3) quotes on carpeting for the meeting room, entry hall, reception area and hallways. All supervisors voted yes. The motion was carried.

17. Hiring Summer Help - A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize advertising for summer help up to five (5) persons. All supervisors voted yes. The motion was carried.

PUBLIC COMMENTS – none

ADJOURNMENT:

The meeting adjourned at 5:47 p.m.

John M. Marcischak
Secretary

Bev Small, Recording Secretary