

**CHARTIERS TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
TUESDAY, JANUARY 3, 2012 7:00 P.M.**

Richard W. Metzler called the Reorganization Meeting of the Chartiers Township Board of Supervisors, at 7:00 p.m., Tuesday January 3, 2012. Mr. Metzler recognized Dignitaries: State Representative Brandon Neuman; County Commissioner Harlan Shoer and Judge of the Common Pleas Gary Gilman. Mr. Metzler asked all present to stand for the pledge of allegiance.

**SUPERVISOR APPOINTMENT:**

A motion was made by Mr. Kiehl, and seconded by Mr. Metzler to appoint John Marcischak to the position of Township Supervisor, motion carried. At this time the Honorable Judge Gillman administered the "Oath of Office" to Mr. Marcischak.

The Honorable Judge Gillman administered the "Oath of Office" to Supervisor A. William Kiehl.

**ATTENDANCE:**

Attending this evenings meeting were Supervisors – Richard W. Metzler, A. William Kiehl and John Marcischak. Additionally in attendance were: Solicitor-James Liekar; Samuel R. Stockton-Township Manager; Daniel Slagle-Township Engineer; Harold Ivery, Jr.-Zoning/Planning Officer 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, 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, Vice Chairman.

Roll Call: Mr. Kiehl: abstain; Mr. Marcischak: yes; Mr. Metzler: yes.  
Motion carried 2-0-1.

**Secretary:**

A motion was made by Mr. Kiehl and seconded by Mr. Metzler to appoint John Marcischak, Secretary.

Roll Call: Mr. Kiehl: yes; Mr. Marcischak: abstain; Mr. Metzler: yes.

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. Marcischak: abstain; Mr. Metzler: yes.

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 \$41,500.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Samuel R. Stockton to the position of Township Assistant Treasurer - No Salary. Motion carried.

A motion was made by Mr. Kiehl to appoint Harold Ivery, Jr. to the position of Planning/Zoning, Code Enforcement Officer, Landfill Inspector and Building Inspector. Appointment will be from January 1, 2012 – December 31, 2012 with benefits. Salary-\$53,600.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Edward Jeffries to the position of Public Works Director. Appointment will be from January 1 2012-December 31, 2012 with benefits. Salary-\$47,650.00. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Joanne Buckel to the position of Earned Income/Local Service Tax Collector/Sewer Clerk. \$15.10/hour with benefits. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to establish bond for Treasurer - \$500,000. 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 Local Service 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 the Recording Secretary to Township Board of Supervisors and other special boards at \$35.00 per meeting. Motion carried.

### **OTHER SECRETARIAL APPOINTMENTS**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint the following Recording Secretaries to the respective Boards. Motion carried.

Township Board of Supervisors – Wendy Williams  
Zoning Hearing Board – Court Stenographer paid per invoice  
Planning Commission – Joanne Buckel

### **SPECIAL APPOINTMENTS**

A motion was made Mr. Kiehl and seconded by Mr. Marcischak to reappoint James M. Horvath to the position of Chief of Police 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 appoint Zoning Hearing Board Legal Counsel – William Johnson. 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 Engineer for Township Operations – Nichols and 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) – Samuel R. Stockton. 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 Township Recycling Agent – Wendy Williams. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak 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 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 – Salary \$250 per month with cat control services @ \$100 per month. Total Cost for animal control services is \$350/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 and 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 Savings Bank, Canonsburg Office.

Acknowledge Realty Transfer Tax Collector – Debby Bardella.

### **PUBLIC WORKS DEPARTMENT**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint part-time 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 to 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 commission received. This includes the following: Real Estate Tax: 2%; Street Light Assessment: 2%; Hydrant Assessment: 2%. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to set Elected Tax Collector Bond at \$200,000. The amount of 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 Regular Monthly Meetings-Workshop second Tuesday at 4:00 p.m. and regular business meeting the Third Tuesday of the month at 7:00 p.m. except January Reorganization meetings. Motion carried.

### **MEETING AGENDA FORMAT**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adopt format for the Supervisors Regular Meeting as follows. Motion carried.

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

**Planning Engineer Fees**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adopt the following Planning Engineer Fees as presented. Motion carried.

**Sanitary Sewer:**

Review Fee (Engineer Established Rate)

Township Inspection Fee: \$50.00

Township Tap In Fee - \$1,000.00

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	50,000 -100,000	\$1,565
10,001-20,000	\$540	100,001-150,000	\$2,000
20,000-30,000	\$725	150,001-200,000	\$2,510
Over 200,000		\$2,150+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 the following services. Motion carried.

Lien Letters - \$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 per map  
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)

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to set fee for Park Rentals: Allison Parkette: Resident: \$50.00 Non Resident: \$75.00; 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. Marcischak to establish rates for the following. Motion carried.

### **Occupancy Permits:**

Rentals \$10.00  
Residential \$50.00  
Commercial/Industrial - \$100.00  
Home Business Permits - \$50.00  
Street Encroachment Permit – Per Ordinance  
Hauling Permits - \$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

## **MEETING AGENDA PROCEDURES**

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

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

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to establish payment procedures for Township invoices. – Waive reading; payment at any regular or special meeting, post on the bulletin board by the Treasurer. 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 a mileage reimbursement policy – set mileage allowance for Township Employees, with prior authorization by the Township Manager, to use their personal vehicle for Township business when a township vehicle is not available – 2012 IRS mileage allowance of \$.511/2 Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to recommend to Auditors IRS Mileage allowance of 2012 ITS Mileage allowance of \$.51 ½ for Supervisors, when a Township vehicle is not present. Motion carried.

## **STATE CONVENTION RELATED ITEMS**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to appoint Richard W. Metzler as PSATS Convention Voting Delegate. 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 contract or other employment agreements as follows. Motion carried.

10 Sick Days per year accumulated 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 an option to sell unused vacation time after employee uses two weeks. Must be undertaken by December 15<sup>th</sup>.

The following Paid Holidays: New Years Day, Martin Luther King Day, Good Friday, Memorial Day, Day, Fourth of July, Labor Day Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, the Day after Christmas and five personal days.

This concludes the January 3, 2012 Reorganization Meeting, the Board will now begin the regular monthly meeting in January.

## **VISITORS TIME**

**Mr. Mike Hoy, Engineer**

**Mark West**

**601 Technology Dr.**

**Canonsburg, PA 15317**

Mr. Hoy was present with regards to a previous request for extended work hours associated with Mark West Rail yard. An information meeting has been scheduled with Mt. Pleasant Township Residents bordering the project area on Tuesday January 10, 2012. Letters have been hand delivered to resident of Mt. Pleasant Township as well as sent through mail. An alternative proposal had been provided of the process on conditions 1) contact the municipalities effected 2) Hold a public meeting with the residents scheduled for January 10<sup>th</sup> 3): Chartiers will provide us with a 30-day extension. Within the 30-days Mark West would track any complaints that we receive.

**Mr. Philip Biggs**

**Mark West**

Mr. Biggs presented a map showing distances. The distance from the trailer to the nearest residence is 750-ft. The areas we are interested in for operation is 750-ft. and no more than 1,000-ft. Decibel readings were taken today at the gate entrance, which is a little less the 750-ft. – we had decibel readings there at 55. At the office trailer at the 750-ft ft we had readings of 80 decibels. The next closet residence in the Township from the actual excavation location is 1,000-ft. away from activity – the reading at this location of 63. Lighting – At night operation, light lamps, we

will reposition lights so they are away from the residential area. The equipment to be used in the operation is presently on site. No there equipment will be used. The weather is a major issue. The intent was to shorten the working time frame. This will shorten the time period three (3) weeks.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak, Mark West is granted a temporary not-to-exceed thirty-days conditional approval on January 16, 2012 to perform work activities beyond the hours originally requested on behalf of Lane Construction. The Parties acknowledge that this temporary conditional approval may be rescinded for cause as determined exclusively by Chartiers Township at any time and contains the following conditions: 1. By close of day on January 15, 2012, Mt. Pleasant provides a response to Chartiers Township that they do not object to the extended work period. No response from Mt. Pleasant Township shall be construed by Chartiers Township as a no objection response. 2. Weekly written reports documenting all complaints received and recording noise levels measurements taken at the residential property marked by a red dot on the drawing provide to the Township dated 01-03-12. The recording of each complaint shall include the name of complaint, date and time, contact information, and description of the complaint. Motion carried.

**APPROVAL OF MINUTES:** (Posted on Bulletin Board)

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to approve the Supervisors Regular Meeting Minutes of December 20, 2011. Motion carried.

**STAFF REPORTS:**

**Township Manager – Samuel R. Stockton**

The Township is in receipt of a line of credit for the facilities at Paxton Grove.

To the best of my knowledge all employee Health Savings Accounts are opened.

Drafted and sent letters to members of various boards.

Spoke to John Winters of Teamsters Local 205 concerning the status of the bargaining unit agreement.

**Planning/Zoning Officer – Harold Ivery, Jr.**

No report

**Solicitor – James Liekar**

No report

**Township Engineer – Daniel Slagle**

**Development Proposals**

1. **Creekside Commons** –We plan to meet with Cecil Township regarding sewerage availability and the existing service agreements.
2. **Microtel Hotel Site Plan** – We prepared the Planning Module Components. We reviewed the revised flow data from the Developer’s Engineer and updated sewer tap calculation in the Sewer Service Availability Letter.
3. **Markwest Rail Yard Site Plan**–We are awaiting the revised Site Plan.
4. **Summit PRD** - We discussed the PRD Ordinance with the Developer’s Engineer and the advertised Conditional Use Hearing scheduled for 1/10/12.
5. **Piatt Subdivision Plan** - We have reviewed the minor subdivision plan to subdivide an existing Parcel into one lot and a residual Parcel for consideration at the next Supervisors meeting on January 24, 2012.

**Capital Improvement Projects**

1. **Midland Act 537 Plan** – We applied to PaDEP for \$19,204.60 reimbursement of the Midland Act 537 Plan on 6/29/11. Discussed status with the Manager and PaDEP.
2. **Midland Sewer Project** – We prepared the WQM Part II Permit application on August 11, 2011. PaDEP/WCCD approved the General/NPDES Permit. We are currently plotting the property data and developing customer data base.
3. **PennVEST Financing** – PennVEST will not accept the project until the PaDEP Permits are in place. The next PennVEST application cut-off is February 22, 2012 with an April 25, 2012 Board Meeting.
4. **Local Share Account Grant** - The Township's LSA Grant Application has been submitted/accepted by RACW. This application requests \$1,278,000 in support of the Midland

Sewer Project. We plan to prepare/attend the upcoming LSA presentation on for the Midland Sewer Project.

### On-Going Developer Projects

1. Paxton Grove Plan – We approved the As-Built drawings and Developers Agreement.
2. Chartiers Industrial Park Site Plan – Construction started 8/15/11. PaDEP is requiring a Planning Module for the holding tanks. The Developer is currently revising the sewer drawings. We understand that the Recorded Plan was not signed, therefore no lots can be sold.

### On-Going Township Projects

1. 2012 Tap Request - CHJA plans to submit the joint request in January 2012.
2. Act 57 Tapping Fee Calculation - We updated the Township's Act 57 Tapping Fee Calculation. We met with the Supervisors to review the tapping fee report and discuss CHJA's Act 57 calculation.
3. Infiltration/Inflow Reduction Program - Jet Jack is completing the CCTV work which should be completed the end of the month. We still retain \$25,000.
4. 2011 Sewer Rehabilitation Project – One remaining sewer run will be completed this spring. We still retain \$45,198.16.
5. 2011 Paving Project – The bonds have been submitted by El Grande and Youngblood Paving guaranteeing their bid for next year.
6. 2011 Demolition Project – Demolition started 11/15/11 and is near complete. We have prepared the Close-Out Documents for consideration at the next Township Meeting.
7. Township Subdivision and Land Ordinance - The PC is currently reviewing the new Construction Standards. We are currently updating the Land Development and Subdivision Ordinance.

8. **Paxton Farm Road Restoration** – We evaluated the inadequacy of roadway restoration and prepared a detailed report with photos and costs estimates.

**SUPERVISOR REPORTS:**

**Mr. Marcischak** – No report

**Mr. Kiehl** – No report

**Mr. Metzler** – No report

**OLD BUSINESS:**

None

**NEW BUSINESS:**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to authorize payment of invoices (Check #26659-26694: \$158,899.38; Light Fund: Check #1414: \$111.96; Fire Hydrant Fund: Check #1426: \$64.59; Sewer Fund: Check #2471, 2472: \$729.17; Rout 18 SLE Fund: Check 1059: \$812.00; Municipal Improvement Fund: Check #1377: \$6,428.30; Grand Total All Funds: \$167,045.40). Motion carried.

**DISCUSSION ITEMS:**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to cancel the January 17, 2012 meeting and reschedule the meeting for Tuesday January 24, 2012, at 7:00 p.m. Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to place three (3) reservations for attending the 90<sup>th</sup> PSATS Conference (Hotel reservations by January 31<sup>st</sup> for Hotel Lottery). Motion carried.

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to approve an Agreement for the trash and recycling pickup at Township Building and Arnold Park at the cost of \$239.40. This is a three (3) year agreement. Motion carried.

**EXECUTIVE SESSION:**

None

**ADJOURNMENT**

A motion was made by Mr. Kiehl and seconded by Mr. Marcischak to adjourn the meeting at 8:30 p.m. Motion carried.

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John M. Marcischak  
Secretary

Wendy Williams, Recording Secretary