

**CHARTIERS TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
January 4, 2016  
4:24 P.M.**

**EXECUTIVE SESSION ANNOUNCEMENT:**

Mr. Kiehl – Chairman announced that the Board of Supervisors met in Executive Session on Tuesday, December 29, 2015 from 9:00 A.M. to 12:00 P.M. to discuss personnel matters.

**VISITORS TIME:**

Mr. Jeff Simpson, of 30 South Johnson Road, Houston was present representing the Chartiers Township Volunteer Fire Department thanking the Board for their continued support. The Department were called out for 285 Emergency Calls in 2015, he also advised that the Black and Gold Bar is using the fire department parking lot and asked for the Township's assistance. The Police Chief advised that they had written a number of citations for that over the last month.

Mr. Richard Metzler of 810 Longvue Dr, Houston was present representing the Chartiers Library. His report included that on December 31, 2015 agreement was signed with the Washington County Library Board Services. A new librarian was hired and will be starting on January 11, 2016.

**DEVELOPERS TIME** – None

**STAFF REPORTS:**

Township Manager – Mrs. Noble presented a 2015 Year in Review of Township accomplishments.

Planning/Zoning Officer – Mr. Stockton presented his report for the Planning Commission and Zoning Hearing Board meetings. The meeting for Zoning Hearing board will be on Wednesday January 20, 2016 due to the holiday on Monday January 18, 2016.

Parks and Recreation Director- Mr. Brozovich presented his report for 2016 Parks and Recreation.

Public Works Director – No report

Township Engineer:

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.

2. Sunoco Pipeline RUMA – Took digital photos of all roadways.
3. Range Resources Pipeline RUMA – Took digital photos of all roadways.
4. Tannehill Meter Station Site Plan Advisory – We attended an advisory meeting with Columbia Gas/NiSource on 10/6/2015 to discuss a metering station.

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 prepared/submitted Final Executed Close-Out Documents on 9/29/2015. We prepared/submitted PaDEP's Certificate of Completion on 9/30/2015. The Manager submitted a status report request to PaDEP/PennVEST to close-out the project. We responded to PaDEP comments on 12/28/2015.
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. We have prepared/submitted the Close-Out documents for completion by the Chartiers Industrial Park. This project is fully funded by the Developer at no cost to the Township. We are preparing the Sewer Service Availability letters to each one of the Industrial Customers to establish their tapping fees to CHJA and the Township.
4. McClane Farm Road LSA Grant Application – RAWC offered \$250,000 which increases the proposed monthly fee from \$50.00 to \$94.36. We prepared/submitted the Township's LSA Grant Application on 9/28/2015 for an additional \$500,000. The LSA presentation was made on 12/7/2015 to RAWC with the Chairman and Manager which did not result in additional funding.
5. 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.
6. McClane Farm Road Sewer PennVEST Loan – 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.

Mr. Slagle updated the Board on the following 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-Builts 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. The property is being reconfigured for resubmittal.
4. Southern Woods Subdivision Plan – Construction started 7/13/2015. The sewer was completed/tested on 9/18/2015.
5. Chartiers Industrial Park PHI/PHII – We contacted the Developer regarding an updated schedule to complete the plan.

Mr. Slagle updated the Board on the following 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 still holds \$21,497.90 plus the Performance Bond in the amount of \$85, 184.
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 – Request authorization to proceed with the design/bidding of the next phase of the project.
4. 2016 Paving Project - Request authorization to proceed with the design/bidding of the paving project.

Township Solicitor – Mr. Liekar had no report.

#### **SUPERVISOR REPORTS:**

Mr. Kiehl – No report

Mr. Marcischak – No report

Mr. Alterio- Thank the Board for a warm welcome to the Board of supervisors.

## **OLD BUSINESS:**

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to make an offer of employment to Beverly Small for the position of Administrative Assistant to the Township Manager with an annual salary of \$35,000 as recommended by the Township Manager and amend Resolution R-1-2016 accordingly. All Supervisors voted yes. The motion was carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to enter into an agreement with Animal Control Services Inc. to provide animal control services to the Township. All Supervisors voted yes. The motion was carried.

## **NEW BUSINESS:**

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve the agreement with the Internal Revenue Service for Assessment and Collection of Additional Tax for Calendar year 2014 as recommended by the Township Manager. All Supervisors voted yes. The motion was carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to approve the Parks and Recreation Committee Schedule of events for 2016 as recommended by the Parks and Recreation Committee. 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: Check #30698-30735: \$124,294.08; Sewer Fund; Check #2915-2918 \$5,036.84; Capital Reserve Fund: Check #1082-1083; \$426.53; Local Services Tax Fund: Check #1094: \$687.50; Liquid Fuels Fund: Check #1489: \$14,875.00; Operating Reserve Fund: Check #1354; \$9,151.89; RT. 18 Sle Fund: Check #1217 \$2,200.64; Act 13 Impact Fee Fund: Check #1090 \$11,800.80; Community Center Operating Fund: Check #1190-1200: \$5,749.93; Total All Funds: \$174,223.21). All Supervisors voted yes. The motion was carried.

## **DISCUSSION ITEMS:**

1. PSATS Conference – Motion was made by Mr. Alterio and seconded by Mr. Marcischak for Mr. Kiehl, Mr. Jeffries and Mrs. Noble to attend the PSATS Conference in Hershey, Pa on April 17, 2016. All Supervisors voted yes. The motion was carried.
2. 2016 Road Paving Program – Mr. Marcischak requested that Supervisors meet on Tuesday January 5, 2016 to tour and evaluate the roads. Mr. Jeffries is going to meet with the 2015 Paving Contractor on January 5, 2016 at 10 A.M.
3. 2016 Sewer Rehab Project – Motion was made by Mr. Alterio and seconded by Mr. Marcischak to Authorize Mr. Slagle to prepare the bid specifications and advertise for bids for the 2016 Sewer Rehab project. All Supervisors voted yes. The motion was carried.
4. McClane Farms Road Sewer Project – The Board discussed the project and Mr. Slagle going to provide the Board with options.

5. Chartiers Industrial Park Sewer Line – Mr. Slagle the Industrial Park is completed.
  6. Community Center Repairs – Discussion of fixing gutters that need repaired and inside the building fixing the back wall new joints. Mr. Kiehl have a contractor look at it and advise the Board.
  7. 2010 Bond Refinancing Mr. Kiehl keep the payments as is and we go with the less expensive agency.
  8. Relay for Life rental fee waiver request – Motion was made by Mr. Alterio and seconded by Mr. Marcischak to wave the rental fees for Relay for Life for the year 2016. All Supervisors voted yes. The motion was carried.
  9. Corey Mitchell social hall rental fee waiver request – The Supervisors declined to waive the rental fee for the social hall as it did not meet the rental fee waiver policy requirements for a charitable organization.
  10. MS4 Educational meeting for 2016 – Motion by Mr. Alterio and seconded by Mr. Marcischak to have the Township Manager to advertise that 2<sup>nd</sup> Meeting in May 2016 will be MS4 Educational Meeting. All Supervisors voted yes. The motion was carried.
  11. Thorne St grinder pump inquiry – The pump was put in early 2000, Mr. Popelas of 439 Thorne St, Houston, PA requested the Township provide maintenance / expense reimbursement for the pump. Mrs. Noble advised that her research does indicate that this is public facility. Mr. Liekar concurred that it was put in by the Township but that it was to be privately maintained.
  12. McConnells Mill road slide – Mr. Jeffries advised that it is down one lane and they have erected signs to mark the road, while they investigate the cause and recommended remedy.
- Motion by Mr. Alterio and seconded by Mr. Marcischak that Clean Up Day for the Township be the third Saturday in May, 2016. All Supervisors voted yes. The motion was carried.

**PUBLIC COMMENT** – Richard Metzler, 810 Longvue Dr, Houston, PA, raised a concern about the line of sight distance on RT 519 at Paxton Farm Road when making a left turn on to Paxton Farm Road. Mr. Kiehl advised Mr. Metzler that he needs to contact the coroner, Mr. Warco to contact the State as an effective means of getting a response on that State road. .

**ADJOURNMENT:**

The meeting adjourned at 5:19 p.m.

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John Marcischak  
Secretary

Joanne Buckel – Recording Secretary