

**CHARTIERS TOWNSHIP
BOARD OF SUPERVISORS MEETING
February 9, 2016
4:00 P.M.**

EXECUTIVE SESSION ANNOUNCEMENT:

A. William Kiehl – Chairman called the regular meeting of the Chartiers Township Supervisors to order at 4:00 p.m. Tuesday, February 9, 2016 at which time he asked all present to stand for the Pledge of Allegiance.

Mr. Kiehl – Chairman announced that the Board of Supervisors met in Executive Session on Tuesday, February 9, 2016 from 2:30 P.M. to 4:00 P.M. to discuss litigation.

ATTENDANCE:

Attending this meeting were Supervisors Glenn Alterio, John Marcischak and Mr. Kiehl. Also present were Jodi L. Noble-Township Manager; James Liekar-Solicitor; Daniel Slagle-Township Engineer; Edward 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.

VISITORS TIME:

Parks and Recreation Director, Robert Brozovich, presented a request for a rental opportunity on Sunday mornings from 8:30 – 12:30 for the purpose of a non-denominational church to hold their worship services at the Community Center. He introduced Pastor Mike Clark who shared their desire to serve within the Township. This rental would initially be on date specific quarterly basis, transitioning to month-to-month pending land acquisition and construction of a permanent structure. Insurance is provided through Church Mutual Insurance covers this church. Mr. Clark further expressed their flexibility and willingness to work within the confines of the rental usage policies. Mr. Brozovich was given permission to proceed with the rental requests.

Ms. Alexis Horochak representing Range Resources, updated the Board on operations and time frames regarding gas well pads within the Township.

DEVELOPERS TIME:

Mr. Slagle, Engineer provided clarification of the process and receipt of completed forms ensuring that the Woods Edge Plan of Lots development is free and clear to proceed. Mr. Slagle will review all correspondence and have the information for the February 23, 2016 Board of Supervisors meeting.

A motion was made by Mr. Alterio and seconded by Mr. Marcischak to Table the approval/denial of the Financial Security reduction request for the Woods Edge Plan of Lots from \$9,900.00 to \$4,800.00 to be retained and serve as the maintenance bond, pending the receipt of correspondence affirming completion of the close-out documentation. All Supervisors voted yes. The motion was carried.

STAFF REPORTS:

Township Manager – Mrs. Noble’s report was accepted as submitted.

Planning/Zoning Officer – Mr. Stockton’s report was accepted as submitted.

Public Works Director – Mr. Jeffries’ report include the breakdown of costs related to the January 22, 2016 Ten Inch (10”) Storm Costs. He reported that there were minimal breakdowns.

Parks and Recreation Director- Mr. Brozovich’s report was accepted as submitted.

Township Engineer Report: February 9, 2016

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 next 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.
3. Columbia Gas Tannehill Meter Station Site Plan – The Tannehill Meter Station Site Plan was submitted on January 19, 2016 for consideration at the next Planning Commission Meeting on February 16, 2016. The Plan basically consists of construction of Meter Station in Chartiers Township adjoining Cecil Township.
4. Sunoco Houston Injection Station Site Plan – The Sunoco Houston Injection Station Site Plan was submitted on January 19, 2016 for consideration at the next 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 next 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.

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 request water data and addresses for each Industrial Customer to prepare the Sewer Service Availability letters 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 prepared the Information Packet/Fact Sheet for the Town hall 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. We prepared various financing options for consideration by the Supervisors.

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-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.
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 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. We request authorization to publically advertise the project with 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 March 18, 2016 with award on March 22, 2016.

Township Solicitor – Mr. Liekar had no report.

SUPERVISOR REPORTS:

Mr. Kiehl – Reported on the issue with resident putting snow back onto the roads after the Township has plowed. This is a dangerous and fineable offense and will be enforced as needed.

Mr. Marcischak – No report

Mr. Alterio - No Report

OLD BUSINESS:

None

NEW BUSINESS:

1. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to exonerate the Light and Hydrant Tax Collector for the 2015 Assessments. All Supervisors voted yes. The motion was carried.
2. A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize payment of invoices as posted: (General Fund: Checks # 30774-30839: \$222,091.13; Light/Hydrant Fund: Checks 1541, 1542: \$5,551.21; Sewer Fund: Checks # 2920-2928: \$118,662.53; Revenue Gaming Fund: Checks # 1044,1045: \$32,491.00; Act 13 Impact Fee Fund: Check # 1092: \$11,800.80; Local Services Tax Fund: Check # 1098: \$59.50; Midland Sewer Fund: Check # 1055: \$5,342.30; Rte. 18 SLE Fund: Check # 1220: \$2,535.00; Capital Reserve Fund: Checks #1086,1087: \$7,335.00; Liquid Fuels Fund: Checks # 1490-1493: \$47,622.07; Community Center Operating Fund: Checks # 1207-1220: \$7,811.95; Total All Funds: \$461,302.49). All Supervisors voted yes. The motion was carried.

DISCUSSION ITEMS:

1. 2016 Road Paving Program - Mr. Slagle presented a cost breakdown of the roads and areas included in the base proposal estimated at \$125,000.00. Pending the outcome of bid amounts, the alternate road projects as presented according to priority may be added. (Base: Saratoga / Herb Roads; Additive of Alternate: Ryburn / Hickory Ridge; Community Center extended Parking Lot using alternate funds). Mr. Slagle will look at the road list and discuss it with the Director of Public Works and Township Manager.
2. 2016 Sewer Rehab Project A motion was made by Mr. Alterio and seconded by Mr. Marcischak to authorize the Engineer and Township Manager to publish for advertisement the 2016 Sewer Rehabilitation Project with bid opening on March 18, 2016 and with it to be awarded on March 22, 2016. All Supervisors voted yes. The motion was carried.

3. McClane Farms Road Sewer Project/Resident Meeting 2/23/16 – Funds are available initially through LSA funding of \$250,000.00 and Act 13 funding of \$200,000.00 toward the cost of installing the Sewage Infrastructure. The Engineer and Township Manager are investigating Penn Vest or Bank Loan for the best option for the remainder of funds needed. Estimated monthly dollar amount to be paid by the McClane Farms Residents to for Debt Service Fee will be researched and determined prior to the February 23, 2106 meeting. The Tap-in Fee for residents up front (Township will arrange for time-reference monthly payment options) is \$3,150.00 (WEWJA - \$1,650.00; Chartiers - \$1,500.00).
4. McClane Farms Road paving Inquiry – Engineer, Dan Slagle and Public Works Director, Ed Jeffries will continue review of the placement of Inlets to control the water runoff.
5. McConnells Mill Road Failure / Dirt and Gravel Road Program – Ashley Wilmont of the Conservation District met with Supervisor Kiehl and Public Works Director to explain grant monies that are available. Mr. Jeffries will receive training to be certified which qualifies him to apply for the grant. The Township will front the money and the grant money will come through two (2) months later to repay the Township. PAWC has been contacted to determine if there are any leaks and may also be an additional source of funding.
6. Kingston Estates Road Inspection/Core Boring – The Contractor submitted the as-builts. Mr. Slagle will follow up with a letter indicating items to be finalized.
7. Route 18: Canton Request for Meeting / Audit - Regarding Bond payments, Mrs. Noble is in contact with Janney-Montgomery verifying the accuracy of the Capitalized Interest that paid the Debt Service in 2011. It appears that Chartiers was credited but possibly Canton was not.
8. Spring Clean Up – Mrs. Noble sought three quotes from Waste Management, Republic and Fayette Waste. The only quote receive to date is from Waste Management at the price of \$202.00 per hour plus \$46.00 per ton. Based on 2015 tonnage results in a rough estimate of \$6,700.00 pending clarification. The target date for 2016 Spring Clean-up is Saturday, May 21, 2016.
9. Records Management Day – Monday, February 15, 2016 is set aside for filing, organizing files, identifying records for disposition and archiving other records to comply with the Right-to-Know Law.
10. South Strabane Sewer Agreement - Solicitor, James Liekar will contact South Strabane to get more information on future tap-ins. He will prepare a draft of information needed.
11. Community Center Repair Update – The contractor for the gutters was contacted that the proposal was approved. There is concern that the architect’s recommendations for repairs to the ceilings, existing cracks and structure are not adequate to make necessary corrections. Ms. Noble hopes to have a proposal for the interior repairs ready for the next Board of Supervisor’s meeting.
12. LGA Municipal Intern Program Project Grant – The Township had an Intern through the Local Government Academy three years ago to assist with specific projects. LGA covers 50% of the cost and provides valuable assistance for the Township Offices. The Township Manager will pursue the potential projects to be listed within the grant proposal and the feasibility of going forward with this process.

13. Silver Maples Right-of-Way – A motion was made by Mr. Alterio and seconded by Mr. Marcischak directing Township Solicitor, James Liekar to send letters to the Silver Maples residents informing them that they are not to plant or put anything permanent in a Right-of-Way. All Supervisors voted yes. The motion was carried.

14. Chartiers Industrial Park Offsite Sewer – Mr. Slagle reported that the testing is completed and the plan meets his satisfaction. Mrs. Noble stated that the Deed of Dedication, the sewer line and the Assignments of the Right-of-Way will be listed on the Agenda for the next meeting on February 23, 2016.

15. Community Map – Municipal Publications will be in the Township Offices during the week of February 15, 2016 to work on the map. She and Mr. Jeffries have been checking the draft map for accuracy and new development street names. They will begin selling ads in preparation of publishing the maps to be mailed this summer to all Township residents.

16. Library Snow Removal Request – Ms. Noble advised that she received a request from the Library to have the Township Maintenance Staff clear the sidewalks at the library if the School didn't do so. Jeffrey Simpson reported that the School owns the property and supplies ice melt and volunteers have cleared the sidewalks previously. The Board felt that the Community Library is a separate entity and as such, the Township response is no.

17. Social Hall Rental Fee Waiver Request - A motion was made by Mr. Alterio and seconded by Mr. Marcischak to grant the request from Chartiers-Houston Girls Varsity Softball to waive the Township's portion in the amount of \$100.00 for the Social Hall rental fee. All Supervisors voted yes. The motion was carried.

18. CTCC Improvements – Mr. Brozovich reported on some missing items from the playground area over the course of the past year. He is proposing the installation of security cameras in the playground and parking lot areas. Mrs. Noble, Chief Horvath and Mr. Brozovich will meet to acquire quotes and make recommendations regarding the requested improvements.

19. Salt Storage Facility – DEP requires that the Road Salt is contained under cover to prevent contamination. Capital Reserve Funds are available to erect a salt storage structure to house a year's supply of salt. The Public Works Director, Mr. Jeffries is researching the size, material and cost to construct the necessary structure and will present his report in two weeks at the next meeting.

20. Police Department Generator – The Township purchased a new Generator for the Emergency Operations Center at the Fire Department. They donated their smaller single phase generator to the Township for use in the Police Department. Supervisor Marcischak offered to make contact with potential certified installer to complete this project quickly.

21. Allison Parkette Trail – The Parks Committee recommended a walking trail around the perimeter of the Allison Parkette, using Capital Reserve Funding. The school will be consulted regarding implementation of this project.

22. Street Sweeping - Mr. Jeffries contacted Bob from Municipal Contracting to establish a definitive date for the street sweeping. Pending weather conditions a target date for the third week of April, 2016 is being considered.

PUBLIC COMMENT - None

ADJOURNMENT:

The meeting adjourned at 5:20 p.m.

John Marcischak
Secretary

Bev Small – Recording Secretary