

**Patterson Township Board of Commissioners****Agenda (Pre) Meeting****October 12, 2017****Attendants:**

**Commissioner Policaro  
Commissioner Inman  
Police Chief David Stanislawski  
Rebecca Keller, Secretary**

**Commissioner Bradow  
Commissioner Mahosky  
Ken Fawcett, Solicitor**

**Items discussed:**

Mr. Mahosky advised the Board a meeting was held with a sales representative and the police department regarding the installation of cameras throughout the Township. He continued to explain they are unable to find any type of grant to fund this project because we are not along the river, had we been along the river Homeland Security money would be available. Mr. Mahosky stated they are looking to CoGo's, Navage, Dairy Mart, CJ Betters, Blackhawk School District, Hill Top Laundry, Cambridge Village, Franciscan Manor, and Shell Corporation to assist with donations to assist with installation of cameras. Mr. Policaro questioned the long term cost of maintenance on the cameras. Chief Stanislawski advised he does not believe the long term cost to be expensive, the goal is to have the hard drive and the cameras already set up. Chief Stanislawski stated we already have cameras at the station and we are currently not putting any money into them for maintenance. He continued to explain, they are exploring the option of transmitting the feed via internet (wireless), this is why we are soliciting businesses, if we can use the business to place the camera and the business allows us to tap into their WIFI, then we can transmit the data back to the police department. Mr. Policaro questioned who would maintain and service the cameras. Mr. Mahosky stated the gentleman they met with provides maintenance agreements. Mr. Mahosky explained we are currently tapped into the camera at Hill Top Laundry and are able to receive the signal through their internet. Mr. Mahosky questioned the Hazmat building on Route 51, with equipment housed there, there is no camera. He was wondering if the County would be able to fund some of the project. Mr. Inman stated he is concerned as the Township is require to fund additional money for the MS4 project. Chief Stanislawski explained they do not have any numbers regarding contributions and such, once there are some numbers on cost and contributions the Board can further discuss at that time. Mr. Mahosky stated he questioned the gentleman from the meeting regarding the amount of maintenance the cameras would need and his response was, very little maintenance is required. Mr. Policaro requested Mr. Mahosky to find how much the maintenance is and if it is a monthly fee or annual fee.

Mr. Policaro introduced Lisa Krovisky to the Board, as the candidate to fill the Part Time Billing Clerk position at the Township Office. Mr. Mahosky questioned where Mrs. Krovisky lived. Mr. Policaro stated on Naugle Road in Chippewa Township. Mr. Mahosky questioned if Mrs. Krovisky would have any trouble with the commute and also questioned how many hours the position is working. Mrs. Krovisky stated the commute is not an issue. Mr. Policaro stated the hours are 24 – 30 hours per week, which the Board will need to discuss. Mr. Policaro continued the position was posted on the Township door for several weeks and also sent to residents through the sewer billings and we only received eight applicants; only one from Patterson Township. After the introduction, Mr. Policaro advised Mrs. Krovisky she was able to excuse herself at this time. Mrs. Krovisky thanked the Board for the invitation to attend the meeting and excused herself due to another evening obligation.

Mr. Policaro turned the meeting over to Mr. Mahosky and Mrs. Keller to review the 2018 budget. Mr. Bradow stated in reviewing the budget documents it appears the Township would need to bring in \$270,000 over the next three months for the General Fund Revenues to meet our projections. Mrs. Keller stated that is correct. Mrs. Keller explained, in the report presented to the Board, the carryover money from the previous year has been added to show a balanced budget as adopted by the Board. Mrs. Keller brought to the attention of the Board line item 430.720 Capital Equipment/Misc. shows a budgeted amount over the past several years of \$12,000 in which \$10,000 was used to pay the loan for the skid steer and backhoe. This loan is paid in full as of this year. Mrs. Keller recommended reducing this line item to \$2,000. Mr. Mahosky questioned the Board if there was any reason to carry the additional money over. Mr. Inman questioned the start of a capital equipment fund and this would be a way of getting money for the fund. Mrs. Keller questioned whether the Board would like to start at the top of the report and work our way down due to many of the line items being reduced based upon past history. Mrs. Keller provided the example, 400.500 Community Day was reduced from \$2,500 to \$1,000 as no money has been spent from this line item over the past two years. Mr. Mahosky requested each department head to review the proposed budget for their departments. Mr. Mahosky stated as far as Park and Recreation budget numbers, he is satisfied with the 2018 numbers reported. Mrs. Keller questioned the Board if they would like continue to use the carryover money in order to balance the budget and should there be an additional line item entered into the budget to account for this. Mr. Mahosky agreed this would be wise. Mr. Policaro stated he understands at the last meeting Mr. Foreman stated we should not do this, we should be able to balance the budget without using the carryover money. Mr. Inman stated in the past the budget was not passed until the end of December, therefore bills could not be printed until the end of January so collections could not start until mid-February. If the budget is passed early this year the bills can be printed early and sent out on January 1<sup>st</sup>. Mr. Policaro advised this is possible as long as there is no tax increase. Mr. Mahosky advised he will be attending a training seminar held by PSATS on October 18<sup>th</sup> with the intention of seeing how others are handling their budgets as well as all the unfunded projects from the state.

Mr. Policaro questioned Chief Stanislawski regarding the increase to his part time officers. Chief Stanislawski explained regarding his budget from the prior year he cut \$7,000 from the part

time budget. This year he cut \$8,500 from his budget and put the money into the part time expenses. Moving forward for next year, there is a total of sixty five (65) vacation days which totals fifteen (15) more than this year. Budgeted for ninety six (96) swing shifts by taking the average sick days (15). Also, budgeting for the training required by the contract, allotting for twelve (12) extra days, an additional eight (8) days for municipal in-service training and an additional twelve (12) days for ESU training. Chief Stanislawski continued stating he cut \$1,000 from vehicle fuels due to the newer vehicles having better gas mileage, vehicle maintenance was cut by \$1,000 due to having new vehicles, computer supplies was cut to \$1,500, and the lease was cut by \$5,000. Chief Stanislawski stated he also budgeted for sick days, if each officer would cash in fifteen (15) sick days at the end of the year. Mr. Mahosky stated in 2015 and 2016 the Police Department was under budget each year. Chief Stanislawski advised it is his goal to continue to be under budget.

Mr. Inman questioned line item 430.720, stating he thought the backhoe was to come out of the sewer fund. Mrs. Keller advised part of it comes out of the sewer fund and part from the general fund. Mr. Inman questioned where he would have money to purchase a new truck every four years. Mrs. Keller advised the sewer truck would come out of the sewer fund. Mr. Inman questioned the dump trucks. Mrs. Keller advised the dump trucks come out of liquid fuels. Mr. Inman stated he would not like the dump trucks to come out of liquid fuels for the next few years due to saving money to pave Country Club Estates.

Mr. Bradow stated he looked at the Public Works shed to possibly replace the roof due to a leak. He received a quote for \$1,400. Mr. Bradow also stated he understands the sewer maintenance truck is in need of repair or replacement. Mr. Inman stated the truck was just in for repair but is looking to replace the truck and has quotes from Beirl Ford in the amount of \$41,980 and from CoStars for \$30,190. Mr. Inman stated he would like to wait another month in order to inquire on more quotes. Mr. Policaro questioned whether the current truck has any value. Mr. Inman replied he does not believe so due to the cost to repair is \$6 - \$7,000.

Mr. Policaro reported the front door to the Municipal Building is in need of replacement. The door has been drilled and cut numerous times leaving not much metal for the locking mechanism. The opening for the door is not a square opening, so the door does not have enough clearance around the door, needing a 1/4" gap all the way around the door. Mr. Policaro recommended taking the money out of the Capital Fund. Mr. Bradow stated it could come out of the Building and Grounds line item.

Mr. Policaro advised the Board the Township Secretary is researching the possibility of refinancing the loan on the Municipal Building at a lower rate. Three different banks have been contacted.

Mr. Policaro explained the paper folder used to fold the sewer bills each month is now out of warranty and it is frequently in need of repair. A new machine that will fold, stuff the envelope and seal the envelope is available. With this new machine it would cut the time spend on

getting the billings ready for the mail significantly. The new machine costs \$4,247, which includes shipping, handling, delivery, documentation, installation, training, and maintenance. This would be taken from the sewer fund. Mr. Policaro explained one way to save money for this item would be possibly changing the part time billing clerk position from thirty (30) hours per day to twenty five (25) hours per week. Mr. Bradow stated we should see if the position can be handled in twenty five hours per week, if not, we could increase the hours. Mr. Inman expressed his concern with lessening the hours because coverage would need to be provided by the Township Secretary and the Accounting Clerk which takes time away from them doing their jobs. Mr. Mahosky advised with the addition of the new folding machine some of the clerical time spent will be minimized, also, with the implementation of the new billing software where we accept payment via direct deposit therefore there should be less traffic in the office as well.

Mr. Policaro reviewed the sewer billing process. Residents receive a sewer bill, if not paid they then receive a delinquent notice in the mail, as a final collection method, a final posting is delivered by a part time police officer. Mr. Policaro suggested there should be a fee for the final posting. Mr. Inman suggested a \$50.00 posting fee. Mr. Mahosky suggested an escalation of fees, first time posting at \$5.00, second time posting \$10.00. Mr. Bradow questioned what the recourse is if the bill is still not satisfied. Mr. Policaro replied the water is then shut off. Mrs. Keller questioned if the change to add this fee would be an ordinance change. Mr. Fawcett stated he believes it is. Chief Stanislawski advised when the postings first started there was around ten postings, now there are around thirty.

Mr. Policaro questioned the fee on non-sufficient fund (NSF) checks. Mr. Inman questioned what the fee is from the bank. Mrs. Keller replied we are charged \$10.00 from the bank which is passed onto the residents. Mr. Inman suggested adding an additional \$10.00 to cover administrative costs for the Township.

Mr. Bradow stated he would like to hold off on having the carpets cleaned in the Township building while researching the possibility of purchasing a commercial rug scrubber. Mr. Policaro questioned who would be cleaning the carpets. Mr. Bradow explained that has not been worked out yet.

Mr. Policaro suggested upon the hiring of Mrs. Krovisky, during her one year probationary period, she will not be entitled to the January pay increase. Mr. Policaro stated every time there is a pay increase, the part time employees also receive the pay increase, causing the base pay to keep increasing. For example, the school crossing guard, is currently paid \$16.65 per hour and we have police officers who are only making approximately \$16.00. Mr. Policaro suggested setting up some type of base pay wages for new hires. Mr. Bradow stated the school district pays for half of the wages for the school crossing guard.

Mr. Policaro explained to the Board, Mrs. Keller is willing to waive the \$1,000 pay increase for 2018 in order for the office staff (Rebecca Keller and Tina Seery) to receive a 3% pay increase in January 2018. Mrs. Keller explained she feels Mrs. Seery is deserving of the 3% increase due to the additional assistance she has provided with Mrs. Wagoner's retirement and that she has

met or exceeded expectations in accepting the position as Township Secretary. Mr. Policaro stated in Mrs. Keller's first six (6) months working for the Township she has done a remarkable job. Mr. Mahosky agreed.

Mr. Policaro questioned Mr. Mahosky on what the Beaver County Promise is. Mr. Mahosky explained it is a program where someone from the County donated one million dollars and the Pittsburgh Foundation gave another million dollars, which is going to be used as scholarship money to train students at Community College, Geneva College, Penn State University, and Robert Morris University. This will be money used for students who qualify and major in governmental types of majors.

Mr. Policaro questioned if we currently have a zoning ordinance on cell towers. Mr. Inman stated our ordinance states you can only have towers at certain distances, where one could only be placed on the side of the golf course. Mr. Mahosky advised other municipalities are having difficulties due to high powered lawyers coming in.

Mr. Policaro stated a discussion would need to be held at a future meeting regarding the personnel policy for part time employees.

**End of Meeting**