

## Patterson Township Board of Commissioners

### Regular Meeting

July 13, 2017

The Patterson Township Board of Commissioners held their regular meeting on Thursday, July 13, 2017 at 7:00 pm at the Municipal Complex, 1600 19<sup>th</sup> Avenue. Following the call to order and Pledge of Allegiance, roll call showed Commissioners, Inman, Bradow and Mahosky present. Commissioners Policaro and Hoover were absent.

**Minutes:** The minutes of the meeting held on Thursday, June 8, 2017 were presented for approval. Motion was made by Mr. Mahosky; seconded by Mr. Bradow approving as presented. Passed unanimous. The deletion of the electronic recorded meeting held on Thursday, June 8, 2017 was presented for approval. Motion was made by Mr. Bradow; seconded by Mr. Mahosky. Passed unanimous.

**Public Comment/Visitors:** Mr. Leonard Spinnenweber, 1301 Darlington Road, would like to donate property at entrance of Patterson Township Park from Struby Avenue and Jennie Street. The parcel would need to be subdivided. Mr. Fawcett questioned access to the property once it is subdivided, if there would be sufficient access to 13<sup>th</sup> Street without land locking the property. Mr. Fawcett requested the Engineer to look at cost of subdividing property.

**Public Hearing:** none

**Treasurer's Report:** The Treasurer's Report for the General Fund, Sewer Fund and PLGIT Accounts were presented by Mrs. Keller. There being no questions or comments, motion was made by Mr. Bradow; seconded by Mr. Mahosky accepting the report as presented. Passed unanimous.

**Monthly Bills:** The monthly bills for May/June were submitted for payment. Motion was made by Mr. Mahosky; seconded by Mr. Bradow approving payment. Passed unanimous.

**Engineer's Report:** Mr. Drew Null presented his monthly report regarding the following items:

*MS4 Program* –Working on permit resubmission due in September 2017. Sampling has been completed, a memo summarizing the findings is still being prepared. A separate MS4 training is to be held for Township Staff. We will be reviewing the draft of the Pollutant Reduction Plan on Wednesday, July 19, 2017 at 10:00 am in the Township office. A lengthy discussion was held regarding stipulations and criteria necessary for PRP. A tentative board meeting was scheduled for July 27, 2017 at 6:00 pm at the Township office to approve the PRP if necessary.

*2017 Road Program* –Still waiting on the contractor to schedule the paving of 11<sup>th</sup> Street; still trying to coordinate with Beaver Falls.

*19<sup>th</sup> Avenue Storm Sewer Extension* – still pending.

*Meeting Room Wall Map* – still pending.

*Multimodal Transportation Fund (MTF) Program* – notification of grant program through Penn DOT for sidewalk improvements accepting application thru July 31, 2017.

*20th Avenue Sanitary Sewer Replacement* – application was denied. Program will reopen in August 2017 for consideration.

*2017 Darlington Road Sidewalk Construction* – Contractor notified of a restoration complaint. Another letter is to be issued to follow up on the status.

*St. Andrews Drive* - A detailed Opinion of Probable Cost for paving improvements to St. Andrews Drive including Fairway Drive is being worked on.

**Solicitor's Report:** Mr. Ken Fawcett presented his monthly report regarding the following items:

*Substance Abuse Policy* – still pending

*Reopen Negotiations with Police Bargaining Unit* – still pending

*St. Andrew's Drive Property* – It was found the taxes have been paid on this property. The property has been condemned and we will need to go through the condemnation proceedings.

*Resolution for Opening Bank Account* – Resolution 2017 – 011 to authorize the Township Secretary to open an account in a federally insured financial institution requiring two signatures for the purpose of receiving federal grants. Motion was made by Mr. Bradow, seconded by Mr. Mahosky. Passed unanimously.

**Committee Reports: Fire** – In Mr. Hoover's absence, Mr. Inman presented the following reports:

To applications for membership were submitted to the fire department. Mr. Randall Smith, 30 Colonial Oaks Circle Bldg. B, who was an approved member of the fire department and had left the community. Upon his return, it is requested he be placed back on the roster. Motion was made by Mr. Bradow approving his membership, seconded by Mr. Mahosky. Passed unanimously.

Mr. Ryan LaFrance, 18 Colonial Oaks, was requested to be approved for membership pending acceptable clearances. Motion was made by Mr. Bradow approving his membership, seconded by Mr. Mahosky. Passed unanimously.

Mr. Inman submitted the June Fire Reports in the amount of \$285.00 for approval to pay. Motion was made by Mr. Bradow, seconded by Mr. Mahosky. Passed unanimously.

*Active 911 Software* – has been reviewed by leadership in the Fire Department. They are in the process of setting up a free trial session and will proceed forward with the use of the program in the next two to three months.

*Emergence Management Position* – The suggestion was made to reach out to Bryan Landman who serves as Patterson Heights Emergency Management Coordinator. The Board would like to relook at this at a future date.

*Rental Guidelines* – It was requested the Township Secretary and Solicitor work together to update language in rental agreements to accommodate the request from insurance company.

Mr. Fawcett is to follow up with Fire Department to let them know we expect copies of every rental agreement that is signed.

*Numbering of Buildings* – still pending. Mr. Inman suggested the Numbering of Buildings Ordinance may need changed in order to allow residents to place the numbers on a post.

*Patterson Township/Patterson Heights Fire Department Merger* – still pending

*Patterson Township Clean Up Day* – The Fire Department was asked to pay for postage to add a one page insert notifying residents of the cleanup day this year. They have never been asked in prior years and questioned where the confusion was this year and if there is an issue with the Fire Department. Mrs. Keller advised there was a miscommunication in the township office that was resolved and apologized for the misunderstanding. Mrs. Keller stated there are no issues with the Fire Department.

*Rescue Truck Preventative Maintenance* – Rescue 90 has faced some leaking valves and fittings as it relates to the Hurst Tools. An emergency repair was performed on one of the valves this month. Two bids to have all Hurst Tool valves and fittings upgraded and replaced with quick disconnects was received for a cost of approximately \$2,400. A written proposal is still in transit. A request to postpone for a motion in August to have this work performed out of 2017 minor equipment line item. This expenditure will still allow for a balanced budget of \$12,000 in expenses for this year.

*Pumper Truck Refurbishment* – Fire Chief Graeser and his staff have been working with two vendors to secure written estimates to refurbish Patterson Township Pumper Truck. A request was made that the fire department secure the cost of a new pumper truck from multiple vendors. Once those bids are received the cost of new to the cost of refurbishing will be compared. Refurbishing will include the removal of cab and bed to allow access to frame to perform any restoration that is required. A full evaluation has been performed to determine the level of restoration that is required. More information will follow. The improvement to Patterson Township Fire Department is expected to be funded by the current amount in the fire truck fund and the securing of a municipal loan. Such loan payment would be equal to or less than the monthly collections into the fire truck fund. This program is how the last fire truck was funded and purchased.

*Fire Department Roof Repair* – A secured bid for the removal and replacement of the roof at Patterson Township Fire Hall was received. The facility is currently facing multiple leaks during heavy rains, therefore, this should be a priority. This needed repair and others at the fire station were discussed during budget talks last year. The budgeted money for roof repairs and improvements to the fire department. The initial bid was for \$22,000. Mr. Fawcett advised we do not need to advertise being it is a public works building, however, anything over \$18,500 should go through the bidding process.

*Insurance Report Update* - All Fire Extinguishers were brought up to date with proper calibration. The emergency lighting sign repairs have been made. The cleanliness of the kitchen has been addressed. The fire suppression system in the kitchen specifically over the fryers requires the use of a qualified electrician. The fire department is currently trying to secure an electrician that can perform needed repairs. The rental agreement concern in regards to the hold harmless clause was addressed above however the fire department has not responded to the request to provide a copy of each rental agreement, as well as a copy of the hold harmless language, signed by each tenant to the Township Office.

*Active and Retiree Fire Department Roster* - Fire Chief Graeser informed Mr. Hoover he has provided an up to date roster to Patterson Township Administrative Office. Mr. Policaro spoke with Mr. Policaro to advise that the fire department has not provided an up to date roster to the office and it was needed for insurance purposes. Mrs. Keller advised what was provided to the Township Office is a 2016 – 2017 roster.

*Drivers List For Patterson Township Fire Department* – Mr. Inman questioned if an up-to-date drivers list was turned in to the Township Office. Mrs. Keller advised it was requested that everyone who was listed on the roster be listed as a driver as well.

**Parks/Recreation/Finance** – *Pavilion Roof Replacement* – proposal pending due to an additional information turned in to Mr. Mahosky.

Mr. Mahosky stated we are working on the Survey Risk Control Recommendations, from our insurance company, at the Patterson Township Community Park. All electricity has been eliminated at the park. Mr. Dave Tate has provided the Township with a significant amount of mulch that was used at the entrance of the park and picnic benches were placed at the entrance as well.

There have been issues at the park with people dumping. Mr. Mahosky contacted Comcast in order to monitor via camera, such that the cameras would be tied into our computers or cell phones. The cost of the camera is \$49.99 per month for one camera, additional cameras would be \$19.95 per month. The installation fee is \$199.95 and to add on would be an additional \$99.00 for every additional camera.

Mr. Mahosky stated eighteen different letters have been sent out requesting donations that can be used to advance the park. Mr. Mahosky recognized Flick Financial for their \$100.00 donation for our efforts at the park.

**Public Works** – *Youngblood Paving Payment Update* – Mr. Inman stated at the June meeting it was approved to pay \$44,960.00 out of Liquid Fuels account and \$90,000.00 out of General Fund account to Youngblood Paving. It was found due to our investments it was not feasible to pay this way. Youngblood Paving was paid \$109,960.00 out of Liquid Fuels account and \$25,000.00 out of the General Fund account.

**Ordinances/Policies – Municipal Office Doors** – Mr. Bradow advised there has been some work done on some of the Township office doors, as they have not been closing and locking properly. At Mr. Bradow’s request, Mrs. Keller advised the Board the doors worked on and completed were to the locks of the entry door to the hallway and the Township Secretary’s office; work yet to be completed are to the locks of the door to the records retention room and the main door. The cost for replacing the locks is \$752.12.

*Act 172 – Tax Credit for Volunteer Fireman* – Mr. Bradow requested Mrs. Keller to research with the Pennsylvania State Association of Township Commissioners. Mr. Bradow advised based on the qualifications of the volunteer fireman the Board can approve up to a 20% tax credit. Mr. Inman was concerned our current firemen receive payment, would they be eligible to receive the tax credit. Mr. Fawcett stated there is nothing to preclude the Township from doing both.

*Potential Loan* – Mr. Bradow stated the he distributed information on a \$500,000 loan over 10 years and 15 years. Mr. Bradow stated this is for informational purposes only as he does not wish to pursue this.

**Code Enforcement** – Mr. Morrow submitted his June report for review. No comments or questions were asked.

**Police/Township Office/COG** – Mr. Inman advised of the distribution of the monthly Police Report for June 2017. No comments or questions were asked.

Motion for destruction of obsolete documentation was made by Mr. Mahosky; seconded by Mr. Bradow. Passed unanimous. Mr. Fawcett stated he believed destruction of documentation needs to be approved by resolution, if necessary, a resolution will be prepared for the August meeting.

*Website Redesign & Implementation* – Mrs. Keller advised the Board she received two bids for redesign and implementing an updated website for the Township; mgsoft-net at an estimated cost of \$1,500 - \$2,000 and Virtual Towns & Schools at a cost of \$6,000 and an annual fee of \$1,995. Mrs. Keller is awaiting an additional bid from Web Hosting Hub who is our current provider. The Board requested to wait for the bid from Web Hosting Hub and revisit at the August meeting.

*2017 Police Interceptor* – Due to non-delivery of the police vehicle from Day Ford, Inc. motion was made to purchase vehicle from IbisTek in the amount of \$36,506.90 by Mr. Mahosky, seconded by Mr. Bradow. Passed unanimously.

**Unfinished Business:** Mr. Inman advised we applied to the CDGB for the sidewalk grant; funding was denied.

**Township Agencies:** Nothing to report

**Communications:** The Township is in receipt of the Hunting Bank Summary reports for the Police and Non-Uniform Pensions.

The Township is in receipt of the Act 13 monies in the amount of \$2,496.60.

Information was received on the PA Municipal League Updates held August 9 – 10, 2017 in Harrisburg-Hershey.

Information on the Allegheny League of Municipalities Annual Golf Outing held July 24<sup>th</sup> at the Allegheny Country Club.

A donation request was received from the Carnegie Free Library of Beaver Falls. Motion was made by Mr. Bradow to donate \$500.00, seconded by Mr. Mahosky. Passed unanimously.

The Township is in receipt of the MetLife Fee Disclosure statement.

Reminder was given on the 2017 Beaver County Local Government Conference held on August 10, 2017 at Community College of Beaver County.

**New/Miscellaneous Business:** Motion made to pay City of Beaver Falls invoice for Joint Sewage Use for the second quarter in the amount of \$57,487.04 by Mr. Bradow, seconded by Mr. Mahosky. Passed unanimously.

*Patterson Heights* – Mrs. Keller stated a letter was sent to Patterson Heights requesting a meeting to discuss the potential of a merger; no response received yet.

Motion made to approve all committee reports by Mr. Bradow, seconded by Mr. Mahosky. Passed unanimously.

**Executive Session:** Nothing to report

There being no further business to be brought before the Board, motion was made by Mr. Bradow to adjourn. Seconded by Mr. Mahosky the meeting adjourned at 8:44 p.m.

Respectfully submitted:

Rebecca A. Keller  
Township Secretary

Copy: Kenneth G. Fawcett, Esq.  
Larry Lennon, Jr., P.E.  
Board of Commissioners