

**Patterson Township Board of Commissioners
Regular Meeting
November 9, 2023**

The Patterson Township Board of Commissioners held their regular meeting on Thursday, November 12, 2023, 7:00 p.m. at Patterson Township Municipal Building, Beaver Falls. Following the call to order and Pledge of Allegiance, roll call showed the following Commissioners were present; Commissioner Wagoner, Commissioner Inman, Commissioner Kristian, Commissioner Bartoe and Commissioner Kretschman. All Commissioners were present.

Presentation from Eagle Scout Evan Kennelly – Final presentation of work completed in the park. Commissioner Wagoner thanked Mr. Kennelly on behalf of the Board. Commissioner Inman presented Mr. Kennelly with a certificate of completion for his Eagle Scout project in the park.

Public Hearing: None

Minutes: The minutes of the regular meeting held on October 12, 2023, and Work Session held on November 6, 2023, were presented for approval. A motion was made to accept the minutes of the regular meeting held on October 12, 2023, and Work Session held on November 6, 2023, by Commissioner Kristian and seconded by Commissioner Bartoe; motion carried.

Public Comment/Visitors: None

Treasurer's Report: The Treasurer's Report for the General Fund, Sewer Fund and PLGIT accounts were presented by Secretary Christin Milnes. A motion was made by Commissioner Bartoe and seconded by Commissioner Inman accepting the reports as presented. Motion carried.

Monthly Bills: The monthly bills for October/November were submitted for payment. Motion was made by Commissioner Bartoe and seconded by Commissioner Kretschman approving payment. Motion carried.

Engineer's Report: *Larry Lennon* presented his monthly report regarding the following items:

8th Street Park Stream Restoration Project – Awaiting PaDEP response.

Highland Ave. Rain Garden – Bids were opened November 2, 2023. Bids received are as follows:

<u>Contractor</u>	<u>Base Bid Amount</u>	<u>Add Alternate</u>
JS Paris Excavating	\$82,555.00	\$12,300.00
LM&R Excavating	\$99,090.00	\$15,000.00
Stefaniks N.G.C.C.	\$108,552.00	\$12,150.00

The add alternate was to add a split-rail fence. Commissioner Wagoner asked about the anticipated timeframe for completion and Larry Lennon advised this could be a winter project as the firm ground would make this a much easier project. Commissioner Kretschman made a motion to award the project to JS Paris Excavating with a base bid amount of \$82,555.00 and an add alternate amount of \$12,300.00. Motion seconded by Commissioner Kristian. Roll call vote; motion carried.

2023 Road Program – Majority of work has been completed. Contractor has completed punch list from October 9, 2023. Pay request #1 was submitted in the amount of \$232,361.17. Larry advised that they will have a final change order with a decrease in the total cost of the road program for approval at the December meeting. A motion was made by Commissioner Kretschman to approve pay request no. 1 in the amount of \$232,361.17 to Youngblood Paving for the 2023 Road Program. Motion seconded by Commissioner Inman. Roll call vote; motion carried.

2024 Road Program – LSSE revised memorandum from October 12, 2023 to include requested changes made at the October Commissioners meeting and issued new memo to Columbia gas; awaiting response at this time.

PennDOT Multimodal Grant – Sidewalk improvements – continuing to work with PennDOT, we are awaiting reviews in Technical Design, Environmental, existing Right of Way and ADA compliance. Once all of these reviews have been completed, LSSE will submit for a highway occupancy permit.

Patterson Township Sewer System Operations – Ken Parks will meet with the Public Works crew in the next month or so to review reporting information.

2022 CFA – Statewide Local Share Account (LSA) Grant – LSSE issues letter to CFA requesting change of location. Approval of Service Order Authorization has been tabled until a response from CFA has been received.

2023 CFA – Statewide Local Share Account (LSA) – Grant application has been drafted. Once all letters of support have been received, the grant will be submitted for consideration.

Solicitor's Report: *Ken Fawcett provided the following report:*

Attorney Fawcett entered his appearance in the following commercial assessment appeals; Beaver Valley Golf Course, Cambridge Village, Real Estate for Retirement LLC and Mark Thomas Commercial property.

Committee Reports:

Administration and Police – Commissioner Wagoner presented the following reports:

Police Report – Police Chief Stanislawski submitted his October 2023 report for review; no questions or comments presented.

Pandemic Policy – this item was referred to solicitor for changes to be made for review by Board at the December meeting.

Year-end meeting – Commissioner Wagoner advised that a year-end meeting is needed to pass the 2024 budget ordinance. After brief discussion on date and time, year-end meeting will be held on Thursday, December 28, 2023 at 10 a.m. at the Township office.

Reorganization meeting – Reorganization Meeting will be held per state statute on Tuesday, January 2, 2024 at 7 p.m. at the Township office.

COG, Finance, Fire & Emergency Management – Commissioner Bartoe presented the following reports:

2024 Budget – 2nd Reading – Commissioner Bartoe advised that at 84% of the year complete, the revenues are at 74% and expenditures are at 75%. Commissioner Bartoe requested that Township Secretary/Administrator Milnes complete the 2nd reading of the Budget. Commissioner Bartoe then noted that the Real Estate income line for 2024 remained the same as the 2023 budget year to remain budget neutral with the County Reassessment. Secretary/Administrator Milnes advised that she will complete a 3rd reading at the December meeting as the final tax numbers will not be received from the County until November 15th.

Callout service – Callouts for the month of October 2023 - 29 Calls (17 Fire/12 QRS), 65 Hours (46 Fire/19 QRS).

Commissioner Bartoe advised that the Township will be applying to the Allegheny League of Municipalities Banner Program. Patterson Township would be the first municipality in Beaver County to be awarded this honor should we be selected.

Public Works & Recycling – Commissioner Kretschman presented the following report:

Recycling Center – Stephenson Equipment – the woodchipper which was purchased under the recycling grant has been delivered. Commissioner Kretschman made a motion to approve the invoice from Stephenson Equipment in the amount of \$61,842.00 for the woodchipper. Motion was seconded by Commissioner Kristian. Roll call vote; motion carried.

Leaf Collection – Commissioner Kretschman advised that the Public Works Department are short staffed for leaf collection. As such, Commissioner Bartoe had asked if there were any fire department members who would be interested in assisting with leaf collection. One member did respond; Mercedes Plansinis. As such, Commissioner Kretschman made a motion to amend the agenda to add the hiring of Mercedes Plansinis. Motion was seconded by Commissioner Inman. Motion carried. Commissioner Kretschman made a motion to hire Mercedes Plansinis as a part time Public Works employee to assist with leaf collection at a rate of \$19.57/hour. Motion seconded by

Commissioner Inman. Under discussion, Commissioner Wagoner advised that she will need to complete a physical, drug screen, and background check. Motion carried.

Buildings & Grounds and Zoning – Commissioner Kristian presented the following reports:

Honor Roll – Commissioner Kristian advised that he has been in contact with a mason who has reviewed the Honor Roll and advised that it is in good shape and that he would only recommend minor repairs. This mason also advised that he would be able to facilitate the brick project. Commissioner Kristian also advised that he met with a master gardener who advised that the bushes would need to be trimmed in the spring so that they are able to come back. She also advised Commissioner Kristian that there is a yellow jacket nest either in the ground or in the honor roll that will also need to be addressed. Commissioner Kristian advised that he has a resident who wants to anonymously fund a project to cover the Honor Roll and to update the lighting. Commissioner Kristian will be meeting with this resident and the contractor to discuss this project in the coming week.

Fire Department Hoods – Commissioner Kristian advised that the Township's insurance requires the Fire Department kitchen hoods to be cleaned and inspected within 6 months of use. As such, he is proposing that the Township will pay this annual cost out of the Fire Department's Buildings and Grounds line-item currently 411.370. This inspection and cleaning should be scheduled annually in November. A motion was made for the Township to annually pay the cost associated with the cleaning and inspection of the kitchen hoods at the Fire Department from the Fire Department Buildings and Grounds line-item currently 411.370. Motion seconded by Commissioner Bartoe. Motion carried.

Recreations and Community Life – Commissioner Inman presented the following reports:

Christmas Decorating Contest – Commissioner Inman advised the Board that he met with Kathy Ristau and Lisa Lathom. They will be the committee which will review and vote for the Township Christmas Decorating contest. The Committee will ride every street in the Township on December 23, 2023 and will award prizes as follows: 1st place \$100; 2nd place \$75.00; 3rd place \$50.00. Prizes to be paid by the Township. The awards will be handed out at the January meeting. Commissioner Bartoe added that he would like the Commissioners to be excluded from winning any prizes.

Commissioner Inman thanked the Public Works Department for placing anti-skid tape on the bridges and steps in the park. He also thanked them for marking the property line near Ray Street for the resident whose property abuts the park.

Code Enforcement – Report was received from New Brighton; no questions or comments at this time.

A motion to accept all committee reports as presented was made by Commissioner Kristian and seconded by Commissioner Inman; motion carried.

Unfinished Business: None

Township Agencies: None

Communications:

1. Letter – Mark Turnley CPA- SAS 114 Letter, and Management Letter with 2022 Audit Report.
2. Letter – DEP – 2023 Tap allocation approval.
3. Letter – Beaver County Humane Society – changes to hours.
4. Invitation/Save the Date – ALOM Conference – 2024 Spring Educational Conference – Seven Springs, PA April 4-7, 2024 – registration begins December 12, 2023.
5. Letter – DCED – Boundary change and reporting process guidelines under Act 41.

New/Miscellaneous Business:

Patterson Township Municipal Authority – Quarterly lease payment – \$26,976.57 to Patterson Township Municipal Authority – A motion was made by Commissioner Inman to remit payment in the amount of \$26,976.57 to the Patterson Township Municipal Authority for the quarterly lease payment. Motion seconded by Commissioner Kretschman. Motion carried.

Patterson Township Volunteer Fire Company – Quarterly payment – A motion was made by commissioner Bartoe to remit quarterly payment in the amount of \$1,250.00 to the Patterson Township Volunteer Fire Company. Motion seconded by Commissioner Kristian. Motion carried.

Pennsylvania State Association of Township Commissioners (PSATC) – \$1,644.40 – 2024 dues – A motion was made by Commissioner Inman to remit payment in the amount of \$1,644.40 for the 2024 dues to the PSATC. Motion seconded by Commissioner Bartoe. Motion carried.

UPMC Healthcare renewal – 3.5% increase from 2023.

Township Office Closures – The Township office will be close on the following days:

November 10 in observance of Veteran’s Day.

November 23 and 24 in observance of Thanksgiving.

A motion was made by Commissioner Kristian to allow the office staff to use personal leave on November 24th and close the office. Motion seconded by Commissioner Kretschman. Motion carried.

Public Comment: None

Executive Session: None

There being no further business to be brought before the Board, a motion was made by Commissioner Bartoe to adjourn. Motion seconded by Commissioner Inman. The meeting was adjourned at 8:00 p.m.

Respectfully submitted:

Christin Lyn Milnes

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