

**Patterson Township Board of Commissioners**  
**Regular Meeting**  
**December 14, 2023**

The Patterson Township Board of Commissioners held their regular meeting on Thursday, December 14, 2023, 7:00 pm 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 Kristian, Commissioner Bartoe and Commissioner Kretschman. All Commissioners were present.

A moment of silence was held in memory of Commissioner Donald Inman who passed on December 5, 2023.

**Public Hearing:** None

**Minutes:** The minutes of the regular meeting held on November 9, 2023, and Work Session on December 11, 2023, were presented for approval. A motion was made to accept the minutes of the regular meeting held on November 9, 2023, and Work Session on December 11, 2023 by Commissioner Kristian and seconded by Commissioner Kretschman; motion passes.

**Public Comment/Visitors:**

*Leah Greene- 10 Windycrest Drive-* Mrs. Greene came to the Board to ask them to request that the Township pave Windycrest Drive. She advised that the road is deteriorating due to storm water runoff. She believes that the road is too dangerous for children to ride bikes. Commissioner Kretschman advised that the Township will do their road review in February/ March with the Engineers to rate all the roads and the roads program will be finalized at that time; the only roads that he can definitively say will be paved are related to work completed by the gas company within the Township. Commissioner Kretschman advised that he will look into the storm water runoff and see what can be done to address this.

The second item that Mrs. Greene requested was an extension of the sidewalks to go throughout to the entire Township. Commissioner Wagoner advised that sidewalk projects are very expensive and the Township seeks grants for these types of projects.

Lastly, Mrs. Greene advised that she and her husband would like to install a dog stick box in the park in remembrance of their dog who passed.

*Zach Martin- Aqua Pennsylvania-* Mr. Martin advised that he was attending the meeting to introduce himself to the Board and Solicitor; he is the Western Area Manager and will be the contact moving forward.

**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 Kretschman accepting the reports as presented. Motion carries.

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

**Engineer's Report:** *Wyatt Dishler* presented his monthly report regarding the following items:

*8<sup>th</sup> Street Park Stream Restoration Project – Awaiting PaDEP response*

*2023 Road Program-* Road program has been completed, Change Order No. 2 (final) was prepared to adjust contract amount by -\$83,357.98 for the final in place quantities. A motion to accept the decrease of \$83,357.98 in the contract price and accept Change Order No. 2 was made by Commissioner Kretschman, and seconded by Commissioner Bartoe Roll Call vote, motion carried.

Partial Payment No. 2 (final) was submitted in the amount of \$5,957.98 for the retainer. A motion was made by Commissioner Kretschman to approve the final payment in the amount of \$ 5,957.98 to Youngblood Paving for the 2023 Road Program, and seconded by Commissioner Kristian under discussion Commissioner Bartoe asked if this would have any impact on the planting that needs to occur on Lindsay Drive Larry Lennon advised that this approval will initiate the 18 month maintenance Bond. Roll Call vote, motion carried.

*Highland Ave Rain Garden-* Award letter was sent November 13, 2023; Preconstruction meeting was held on December 4, 2023, construction started December 11, 2023., when excavation started December 11, 2023. There have been 2 issues to date, issue 1 is that there is a buried foundation on the property that no one was aware of and this must be removed. LSSE will work with the contractor regarding this matter and determine if this will be an increase to the project cost. Issue 2 is that the inlet that was to be connected into is a “rock inlet” and will need to be rebuilt for the connection to be completed, there will be an increase for this cost. A change order will be processed at the completion of the project and will be presented to the Board. Currently the cost is \$3,370.00.

*2024 Road Program –* LSSE is awaiting a response from Columbia Gas regarding the changes that were requested by the Board.

*PennDOT Multimodal Grant – Sidewalk improvements –* continuing to work with PennDOT; the Environmental clearance has been received; we are still awaiting Technical Design, existing Right of Way and ADA compliance review. Once all of these reviews have been completed LSSE will submit for a Highway occupancy permit. LSSE is hopeful that all departments within PennDOT will have reviews completed by spring and that construction can begin. The end date for this grant is August 4, 2024.

*Patterson Township Sewer System Operations –* Ken Parks will be meeting to Public Works crew December 20, 2023 to complete review of operations.

*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 was submitted for consideration. LSSE is hoping for award in spring 2024.

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

*Resolution 2023-018- Amending the Township Personnel Policy Manual to implement an amendment to sick leave and return to work policy for COVID- 19 Illness-* Attorney Fawcett advised the Board that this resolution was being introduced to make the personnel policy in line with the uniform employee provisions allowed under the Heart and Lung benefits; the amendment only names non uniform employees as the uniform employees are guaranteed this benefit already. A motion was made by Commissioner Bartoe to adopt Resolution 2023-018 amending the personnel policy. A motion was seconded by Commissioner Kretschman, Roll Call vote; motion carried.

Attorney Fawcett advised that all exhibits have been finalized for the Bulk User agreement with Aqua Pennsylvania; next step is for Aqua to complete the PUC process which will likely take six (6) months or more.

### **Committee Reports:**

**Administration and Police** – Commissioner Wagoner presented the following reports:

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

*Commissioner Vacancy* – Commissioner Wagoner advised that with Commissioner Inman’s passing there is now a vacancy on the Board. The vacancy will need to be filled by the Board within 30 days of his passing or the Vacancy Board will need to make an appointment to fill the vacancy. She also advised that the Board will discuss options and could appoint at the year end meeting or the reorganization meeting as both fall within the 30 day time limit.

*Employee Insurance* – Commissioner Wagoner advised that during the work session the Board discussed the options provided at length with both the representative from Mockenhaupt and the Police Chief. The changes to the plans will offer both improved coverage for employees, to include the addition of dental coverage and a significant cost savings to the Township. A motion was made by Commissioner Bartoe to accept proposal from Mockenhaupt effective February 1, 2024, for the following plans: Medical Municipal Benefits Services PPO 10 RX1, Vision Benefits of America Platinum Vision and United Concordia Platinum Dental; motion seconded by Commissioner Kretschman, Roll Call vote; motion carried.

*Amendment to agenda modifications*-Commissioner Wagoner advised that all commissioners were provided a copy of the updated rules for amending agendas for meetings which was sent from Attorney Fawcett. Attorney Fawcett explained that there was a change in the Sunshine Law which allows municipalities to amend agendas during meetings for very limited circumstances. The only times an agenda can be amended during the meeting is for an emergency or De Minimis items. Attorney Fawcett advised in his opinion an emergency is something that can absolutely not wait 4-5 days for a meeting to be advertised in the paper. Any item requiring action by the Board must be listed on the agenda that is posted.

*Sale of unused sick time*- Motion to approve the payment of 15 unused sick days per contract terms for D. Stanislowski was made by Commissioner Kretschman, and seconded by Commissioner Kristian; motion carried.

*Resolution 2023-019- setting Treasurer and Deputy Treasurer pay rate*-Commissioner Wagoner advised that this rate has not been update in 10 years. The work load as Treasurer has increased significantly since that time, and as such, she was making the recommendation to increase the rate from \$2,500 to \$5,000 to be split equally between the Treasurer and the Deputy Treasurer; this is reflected in the resolution. A motion was made to adopt Resolution 2023-019 by Commissioner Bartoe, and Seconded by Commissioner Kretschman; Roll Call vote; motion carried.

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

*Callout service* – Callouts for the month of November 2023 - 20 Calls (12 Fire/8 QRS), 17 Hours (12 Fire/5 QRS).

*2024 Budget – 3<sup>rd</sup>/ Final Reading* – Secretary/Administrator Milnes completed the 3<sup>rd</sup>/ final reading of the Budget and notated all changes from the second reading to include the cost savings with the change in insurance coverage. She noted that the amended budget will be advertised on Sunday December 17, 2023 which will allow for the budget to be passed at the year end meeting on Thursday, December 28, 2023. Commissioner Bartoe advised that at 94.5% of the year the Revenues are at 78% and expenditures are at 83.9%.

*Fund Transfers*- Commissioner Bartoe advised that as the Township has not received reimbursements for multiple grants to date, a transfer in the amount of \$150,000.00 will need to be made to cover the year end and January expenditures. Commissioner Bartoe made a motion to transfer \$150,000.00 from Capital Project fund to General fund to cover year-end and January 2024 expenditures to be reimbursed by grant funds reimbursements. motion seconded by Commissioner Kretschman. Under comments Commissioner Wagoner advised that the Township Auditor was at the November work session and made the recommendation to make the transfer to address cash flow. Roll Call vote; motion carried.

**Public Works & Recycling** – Commissioner Kretschman presented the following reports:

*Recycling Center-Herzog Truck Services, LLC* – Commissioner Kretschman made a motion to remit payment in the amount \$1,925.00 to Herzog Trucking services, LLC for offloading the recycling bins from the shipping truck, motion seconded by Commissioner Kristian, Roll Call vote; motion carried.

*Tri-State Maintenance*- Commissioner Kretschman made a motion to remit payment in the amount of \$1,966.00 for emergency jetting and camera work for sanitary sewer, motion seconded by Commissioner Bartoe, Roll Call vote; motion carried.

*Uneda Tire*- Commissioner Kretschman made a motion to remit payment in the amount of \$2,254.52 for brakes, rotor and inspection for the 2016 utility truck, motion seconded by Commissioner Kristian, Roll Call vote; motion carried.

*Foreman Pay Rate*- Commissioner Kretschman advised that he feels township salaries are below where they should be. Although the Township offers a robust benefits package, he believes that there is room for improvement with wages. He requested that a motion be made to increase the foreman pay rate \$1/hour pending completion of an approved LTAP training program, as well as an additional \$1/hour pending certification as a Wastewater System Operator. A motion was made by Commissioner Kristian to increase foreman pay rate \$1/hour pending completion of an approved LTAP training program, as well as an additional \$1/hour pending certification as a Wastewater System Operator, Commissioner Kretschman would be the approver of the LTAP class, motion seconded by Commissioner Bartoe, Roll Call vote; motion carried.

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

*Honor Roll*- Commissioner Kristian advised that the donated project from an anonymous resident to cover the Honor roll has been completed.

*Township Office*- Commissioner Kristian advised he will be requesting quotes for the carpets in the Township Office and Police Department to be cleaned.

Commissioner Kristian thanked the Police Department and Fire Department for the professionalism they displayed when he had to call 911 for assistance at his home.

**Recreations and Community Life** – Commissioner Wagoner presented the following reports:

Commissioner Wagoner advised the Board that Kathy Ristau, Lisa Lathom and she will be driving through the Township on December 21, 2023 to complete the judging for the Township Christmas Decorating contest. The Township website will be updated to reflect the new date.

**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 Bartoe and seconded by Commissioner Kretschman; motion passes.

**Unfinished Business:** None

**Township Agencies:**

Civil Service – Applications due January 12, 2024; testing to follow.

**Communications:**

1. Letter – LSSE 2024 Engineering service rates.
2. Brochure – PSATS – 2024 Conference.

**New/Miscellaneous Business:**

*Patterson Township Municipal Authority-* Fourth Supplemental Lease payment - \$8,526.78 to Patterson Township Municipal Authority- a motion was made by Commissioner Kristian to remit payment in the amount of \$8,526.78 to the Patterson Township Municipal Authority for the fourth supplemental lease payment, motion seconded by Commissioner Kretschman, Roll Call vote; motion carried.

*Joint Sewer User-*Quarterly Payment- a motion was made by commissioner Bartoe to remit Quarterly payment in the amount of \$74,778.34 to the Joint Sewer Users, seconded by Commissioner Kretschman, Roll Call vote, motion carried.

*Beaver County Humane Society-* Contract- a motion was made by Commissioner Bartoe to approve and execute the contract with the Beaver County Humane Society, with no changes from the current year; motion seconded by Commissioner Kretschman; Motion carried.

**Public Comment:** None

**Executive Session:** None

Commissioner Wagoner advised that the next meeting will be held on December 28, 2023 at 10 AM at the Township office.

Commissioner Wagoner thanked the Board for serving alongside her. She provided all with well wishes for the future.

There being no further business to be brought before the Board, a motion was made by Commissioner Kristian to adjourn. Motion seconded by Commissioner Bartoe. 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