

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

The Patterson Township Board of Commissioners held their regular meeting on Thursday, March 9, 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 Eckelberger, Commissioner Bartoe, and Commissioner Kretschman.

**Public Hearing:** None

**Minutes:** The minutes of the regular meeting held on February 16, 2023, Special Meeting held on March 6, 2023 and Work Session held on March 6, 2023 were presented for approval. An executive session was held on March 6 at 3:30 p.m. for personnel and legal matters. A motion was made to accept regular meeting held on February 16, 2023, Special Meeting held on March 6, 2023 and Work Session held on March 6, 2023 by Commissioner Eckelberger; seconded by Commissioner Inman; Motion passes.

**Public Comment/Visitors:**

*Jeff White-2212 17<sup>th</sup> Street-* Mr. White came to the Board to express concern with regard to the current ordinances regarding Dog ownership. He fears that large dogs could be harmful to residents. He requested that the Board make more strict ordinances regarding dog ownership. Commissioner Wagoner advised that the Township does have ordinance's regarding keeping a dog on a leash, however, they cannot legally make owners place their dogs on a leash on their own property. Attorney Fawcett advised that if Mr. White does find dogs off of their property, then he should call the police to address these matters.

**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 Inman; seconded by Commissioner Eckelberger accepting the reports as presented. After a Roll call vote; Pass unanimously.

**Monthly Bills:** The monthly bills for February/March were submitted for payment. Motion was made by Commissioner Bartoe; seconded by Commissioner Inman approving payment. After a Roll call vote; Pass unanimously.

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

*Municipal Authority CAP/DEP Notification-*Bi-Annual report was submitted on January 30, 2023; awaiting response on release request.

*MS4 Program-* Comments were received from PADEP. Comments have been addressed and Township is awaiting further comments at this time. Joint permit was

received from Department of Army Corps of Engineers, awaiting response from DEP at this time. Grant received from County for \$110,000.00; estimated project cost \$155,000.00.

*2023 Road Program* - Motion to advertise needed at this time. A motion was made by Commissioner Inman and seconded by Commissioner Eckelberger to place the 2023 road program out for bid with a bid opening on April 6, 2023 at the Township Office at 11 a.m. Motion passes.

*CFA Small Water and Sewer Grant - Lindsay Drive*: DCED reimbursement and closeout being completed.

*PennDOT Multimodal Grant - Sidewalk improvements* - Survey work completed. A Service Order Authorization needs to be approved to proceed. A motion was made by Commissioner Bartoe and seconded by Commissioner Inman to approve the Service Order Authorization in the amount of \$29,500.00. After a Roll call vote; Pass unanimously.

*Grant Opportunities* - the following grant opportunities were presented to the Board:

2023 Act 13 DCED Grant Opportunities: DCED opened their programs on February 1, 2023. Application will be due on May 31, 2023 for the following programs:

Greenways, Trails and Recreation Program (GTRP): Rehabilitation and Development of public indoor and/or outdoor park, recreation and conservation areas and facilities. Renovation and development of linear public facilities, such as bicycle, walking, equestrian, snowmobile, and nature trails; passive recreation areas; riparian forest buffers, etc. Maximum Grant Award of \$250,000 and 15% Local Match is required.

Watershed Restoration and Protection Program (WRPP): Watershed restoration/protection projects implementing runoff control or runoff reduction BMPs addressing urban or residential areas negatively impacting local or regional stream quality. Watershed projects that refurbish, restore, or create stream bank stabilization. Maximum Grant Award of \$300,000 and 15% Local Match is required.

2023 DCNR Grant Opportunities: DCNR will be opening their programs on January 17, 2023. Application will be due on April 5, 2023 for the following programs:

Park Rehabilitation and Development – Typical Grant Award \$100,000 - \$250,000. Development / rehabilitation of new or existing parks/recreational facilities. A 50% Local Match is required.

Small Community Program – Typical Grant \$50,000 - \$70,000. For Municipalities with population of 5,000 or less. Rehabilitation and/or new development of basic outdoor recreation and park facilities that provide a high level of recreational value such as playgrounds, pavilions, ADA accessibility, etc. First \$30,000 in grant funds does not require match. Over \$30,000 requires 50% match.

Non-Motorized Trails – Trail projects include the acquisition, planning, development, rehabilitation, or maintenance of designed routes on land or water for non-motorized recreation activities. A 50% Local Match is required.

Community Recreation and Conservation Planning – Planning Projects “lay the groundwork” for future land acquisition and development. A 50% Local Match is required.

Waste Water Operator- Motion to appoint Kenneth Parks as a backup certified Wastewater operator for Patterson Township on an as needed basis at a rate of \$115.00/ Hour was made by Commissioner Inman, seconded by Commissioner Eckelberger; motion passes.

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

a. Resolution 2023-008 - Resolution for Chippewa Sanitary Authority 537 Plan. Brady's Run Sanitary Authority (Authority) has prepared an Act 537 Sewage Facilities Plan Special Study which proposes modification to its collection system which provide conveyance to Big Beaver Borough, Patterson Township, Brighton Township, South Beaver Township, and Chippewa Township. The alternatives of choice to be implemented are Alternative 1C, 2C and 3B as presented in the Special Study. Key construction activities include the construction of two (2) pump stations to eliminate series pumping and upgrades in capacity to another station. The anticipated schedule upon which implementation of Alternatives will occur is as follows: Submit the Special Study to the Department – March 2023; Receive approval of the Department – May 2023; Complete Design of Station Upgrades – August 2023; Begin Construction of Station Upgrades – January 2024; Complete Design of New Stations – February 2024; Begin Construction of New Stations – June 2024; Complete Construction of Station Upgrades – February 2025; Complete Construction of New Stations – December 2026. Attorney Fawcett advised that all effected municipalities have been asked to pass a resolution. He recommends that the Township does pass this resolution. A motion was made by Commissioner Bartoe and seconded by Commissioner Inman to adopt Resolution 2023-008 as presented. After a Roll call vote; Pass unanimously.

b. Resolution 2023-009 – Resolution to revise and update the personnel policy as follows: The Township of Patterson hereby amends the Personnel Policy Manual by repealing and revising Section IX as follows:

Personal Days – Regular Full-Time and Regular Part-Time employees will be granted one (1) personal day after completing sixty (60) days of service and one (1) additional personal day after completing six (6) months of service. After completing one (1) year of service, and for each year thereafter, Regular Full-Time and Regular Part-Time employees shall receive three (3) personal days. Personal Days must be requested and used no later than one year following the date it is earned. There will be no payment for unused personal days.

The Township of Patterson hereby amends the Personnel Policy Manual by repealing and revising Section VIII.5 as follows:

Vacation – Employees shall adhere to established work hours and be at their place of duty and available for work as scheduled.

Part-Time employees are not eligible for paid vacation of any type. Employees covered by contract shall be granted vacation time as specified in the contract.

Regular Full-Time and Regular Part-Time employees not covered by contract shall be granted vacation time as follows:

Vacation – Employees shall earn vacation according to the following schedule:

After 6 months of service	5 days
After 1st year through 5th year	10 days each year
After 5th year through 10th year	15 days each year
After 10th year through 20th year	20 days each year
After 20th year and succeeding years	25 days each year

A motion was made to adopt Resolution 2023-009 by Commissioner Eckelberger and seconded by Commissioner Inman. Under discussion, Commissioner Eckelberger stated that the policy should also be changed from anniversary date to Calendar date in the near future to make it easier for tracking purposes. After a Roll call vote; Pass unanimously.

#### **Committee Reports:**

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

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

*Letter of Resignation*- Commissioner Wagoner advised that Part time Patrol officer Donald Lutz submitted his letter of resignation. Commissioner Bartoe made a motion to accept the letter of Resignation for Donald Lutz, seconded by Commissioner Inman; Motion passes. Commissioner Wagoner requested that a letter of thanks be sent to both Kylie Cipolla and Donald Lutz from the Board of Commissioners to be drafted by Secretary/Administrator Milnes.

*Civil Service Eligibility list*: Commissioner Wagoner advised that the Civil Service Commission has submitted an eligibility list with the following candidates: number 1, Scott Sullivan with a score of 99.00 (including 10 veteran points), and number 2, Walter (Ray) Gossett with a score of 93.5.

Commissioner Wagoner requested a motion to hire Scott Sullivan as a part time officer conditional upon his passing of the Psychological, background and physical/drug screen. A motion was made by Commissioner Inman to hire Scott Sullivan as a part time officer conditional upon his passing of the Psychological, background and physical/drug screen; seconded by Commissioner Eckelberger. After a Roll call vote; Pass unanimously.

Commissioner Wagoner requested a motion to hire Walter Gossett as a part time officer conditional upon his passing of the Psychological, background and physical/drug screen. A motion was made by Commissioner Eckelberger to hire Walter Gossett as a part time officer conditional upon his passing of the Psychological, background and physical/drug screen; seconded by Commissioner Inman. After a Roll call vote; Pass unanimously.

*Personnel Policy updates* - this was addressed under the solicitor's report.

*Electronic Sign Policy* - Commissioner Wagoner asked what the Board would like to do with regard to the draft of the Policy; should she forward on to Ken Fawcett for legal review? Commissioner Bartoe advised he is still talking with the Fire Department on suggested changes. Commissioner Wagoner advised that she will send the draft to Attorney Fawcett and Commissioner Bartoe stated he would send comments and suggestions from the Fire Department soon.

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

*COG* - COG moved to electronic bidding. The Township's response has already been submitted.

*Callout service* - Callouts for the month of February 2023 - 18 Calls (7 fire/11 QRS), 46 Hours (27 fire/19 QRS).

Commissioner Bartoe advised that at 17.3% of the year being completed the Township has collected 20% of the sewer budgeted revenue and used 9.8 % of expenditures. For the general fund 40% of income has been collected and 11% of expenditures used.

Chief Graeser advised that he was able to work with Pierce to have the issue with the plug that connects to the truck corrected under warranty. He also advised that 4 members took fire dynamics last week. He is still working to obtain wrecked vehicles for training. He also advised that the department is accepting volunteers.

**Public Works** – Commissioner Inman presented the following report:

*Public Works Activities update*- Commissioner Inman advised the Board of the Public Works departments activities to include; Checking all streets and repairing potholes, cleaning catch basins for MS4; putting millings on 17<sup>th</sup> Avenue, changing motor on Bioxide pump at pump station; cleaning at garage; replacing bolt on salt spreader; meeting with LSSE regarding backup Waste Water Operator for Township.

**Buildings & Grounds and Zoning** – Commissioner Wagoner:

Commissioner Wagoner advised that she will meet with Commissioner Kretschman next week to transfer duties for this department.

**Recreations and Community Life** – Commissioner Eckelberger presented the following report:

Commissioner Eckelberger advised that work continues at the Struby entrance to the Park.

Commissioner Eckelberger made a motion to approve Richard Lamey from East Palestine, Ohio permission to perform tree removal work in Patterson Park at no cost in exchange for firewood. Motion was seconded by Commissioner Inman. Commissioner Bartoe asked if he was insured. Commissioner Eckelberger advised that he was. Attorney Fawcett advised that he will need to sign a release and provide to Township office prior to beginning work. Motion passes.

Commissioner Eckelberger advised that this will likely be her last public meeting for the Township. Commissioner Wagoner and Commissioner Bartoe expressed thanks and well wishes to Commissioner Eckelberger.

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

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

**Unfinished Business:**

Commissioner Eckelberger asked about the status of reviewing and reaching out to Zoning officer applicants. Commissioner Wagoner advised she will work on this and will list for discussion at the April meeting.

**Township Agencies:** None

**Communications:**

Letter- PennDOT- Traffic Counts notification March1- November 16, 2023

a. North Oak Drive- Between 8th Ave and Fern Ave

b. 19th Street- Between Book Ave and SR 4027

c. Flora Street- Between Ross Hill Road and 6th Street

2. Letter- PennDOT- Notice of remittance 2023 Liquid Fuels in the amount of \$97,485.28

3. Email- PennDOT- 2023 Public Outreach Campaign- Requesting completion of transportation survey online

4. Email- Joe West- Notice of funding from Senator Casey's office- applications due March 17,2023

**New/Miscellaneous Business:**

*Patterson Township Municipal Authority – 4<sup>th</sup> Supplemental Lease payment - \$8,526.78 to Patterson Township Municipal Authority - Motion to remit payment. A motion was made by Commissioner Bartoe to remit payment in the amount of \$8,526.78*

to the Patterson Township Municipal Authority for the quarterly Lease Payment; seconded by Commissioner Inman. After a Roll call vote; Pass unanimously.

*Joint Sewer Users - Quarterly Payment* – A motion was made by Commissioner Bartoe to remit Quarterly payment in the amount of \$61,867.15 to the Joint Sewer Users for quarterly payment; seconded by Commissioner Inman. After a Roll call vote; Pass unanimously.

*General Code- Estimate for Codification*– A motion was made by Commissioner Eckelberger to approve the quote in the amount of \$3,670-\$4,175 for the codification of Township resolutions and ordinances; seconded by Commissioner Inman; after a Roll call vote; Pass unanimously.

Commissioner Wagoner requested a motion to amend the agenda to add a motion to remit payment to Campbell Durrant for personnel matter. A motion to amend the agenda to add a motion to remit payment to Campbell Durrant was made by Commissioner Inman; seconded by Commissioner Bartoe; motion passes

*Campbell Durrant P/C - \$2,779.40* – a motion was made by Commissioner Bartoe to remit payment in the amount of \$2,779.40 for legal services for a personnel matter, seconded by Commissioner Inman. After a Roll call vote; Pass unanimously.

**Public Comment** - None

**Executive Session:** held meeting from 8:00 - 8:46 p.m.

There being no further business to be brought before the Board, motion was made by Commissioner Eckelberger to adjourn; seconded by Commissioner Inman. The meeting adjourned at 8:47 p.m.

Respectfully submitted:

Christin Lyn Milnes

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