

Patterson Township Board of Commissioners
Regular Meeting
January 13, 2022

The Patterson Township Board of Commissioners held their regular meeting on Thursday, January 13, 2022 at 7:00 pm held at Patterson Township Fire Department located at 319 Darlington Road, Beaver Falls. Following the call to order and Pledge of Allegiance, roll call showed the following Commissioners were present; Commissioner Inman, Commissioner DeLuca, Commissioner Wagoner, Commissioner Bartoe and Commissioner Eckelberger. All commissioners were present.

Minutes: The minutes of the year end meeting held on December 22, 2021 and the Reorganization Meeting held on January 3, 2022, were presented for approval. Motion was made by Commissioner DeLuca to approve both sets of meeting minutes from the year end meeting held on December 22, 2021 and the Reorganization Meeting held on January 3, 2022 as presented, seconded by Commissioner Inman. Roll call vote; held Pass unanimously.

Public Hearing: None

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. Secretary Milnes provided additional information regarding the balance of the Liquid Fuels account. A motion was made by Commissioner Bartoe; seconded by Commissioner DeLuca accepting the reports as presented, after a Roll call vote; Pass unanimously.

Monthly Bills: The monthly bills for January were submitted for payment. Motion was made by Commissioner Inman; seconded by Commissioner Eckelberger approving payment after a Roll call vote; Pass unanimously.

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

Municipal Authority *CAP/DEP Notification*- Progress report is due January 31, 2022. This is being completed at this time.

MS4 Program- Service Order Authorization needed to proceed with MS4 projects. ARPA county grant funding has been received for partial funding of the project.

2022 Road Program- updated Road Ranking spreadsheet for 2022 road program is being prepared to review the roads discussed/ completed in 2021.

CFA Small Water and Sewer Grant- Lindsay Drive: Bids were opened at the January 3rd Reorganizational meeting. Bid Report was provided. Eight bids were received. The apparent low bid was Youngblood Paving, Inc. in the amount of \$149,753.50 (base bid)

and \$25,185.00 (add Alternate no1. Total grant award amount \$226,128.00 with a 15% match. Motion to award contract with add alternate no. 1 for a total amount of \$174,938.50, Motion made by Commissioner Inman to award the contract to Youngblood paving with the Ad Alternate for a total amount of \$174,938.50 for the Lindsay Drive Project, seconded by Commissioner DeLuca, roll call vote; held Pass unanimously. LSSE will send award letter.

PennDOT Multimodal Grant- Sidewalk improvements- Working to complete the Engineering approval process with PennDOT. All required minutes have been received from the Township and will be submitted to PennDOT for approval.

Fern Ave Drainage Improvements- LSSE preparing a Service Order Authorization for the Township's review and approval to complete analysis of existing storm sewer and determine project scope and options.

2021 American Rescue Plan Act (ARPA) grant (county)- grant application was submitted to the County, County awarded Patterson Township with a grant in the amount of \$110,000.00 of the requested \$329,720.00, Authorization of MS4 PRP Service Order is needed to proceed.

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

Planning Commission Weyman Subdivision/Zellen Subdivision plans- Attorney Fawcett advised that requested changes were received from the County. The changes included, change to the acknowledgement language for the County and confirmation of water service. Attorney Fawcett recommended approving the subject plans contingent on receiving the changes as requested by the County. Motion was made by Commissioner Bartoe to approved the subdivision plans subject to the revisions listed by Attorney Fawcett, seconded by Commissioner Inman, Roll call vote; held Pass unanimously.

Committee Reports:

Administration and Police – Commissioner Wagoner presented the following reports:

Police Report– Police Chief Stanislawski submitted his December 2021 report for review. No comments or questions were asked.

2021 Police Cruiser- Chief Stanislawski is awaiting a response from vendor on timeframe for delivery.

2013 Police Cruiser Sale- Cruiser is listed on Municibid for sale with an end date for auction as February 4, 2021, any bids will be reviewed and voted on at the February meeting. Auction was set up with a minimum bid of \$9,000.00.

Body Worn Cameras- Chief Stanislawski advised the Board that he has received a quote for a 5-year lease at a cost of \$12,000.00 over 5 years of \$2,400.00 per year. This cost would be split 50/50 with the Township and the Drug forfeiture account. Chief Stanislawski advised he believes it is best go with a lease, as after the 5 year lease period

the Township would be able to upgrade to the equipment at a decreased cost. Chief Stanislawski also advised that he has provided a copy of the draft policy to Attorney Fawcett and Commissioner Wagoner. This policy would make the District Attorney's office the Right to Know officer for all requests related to the Body Worn Cameras.

Patterson Township Website- Township Secretary/Administrator Milnes advised that quotes have been requested from several companies and we are still working to complete the questionnaires from the companies. Commissioner Wagoner advised the Board to let Christin know if there is anything specific, they would like to see on the website.

Administrative Assistant Recommendation- Commissioner Wagoner advised the hiring committee made the decision to proceed with interviews for applications received for the Administrative Assistant Position. Commissioner Wagoner advised that all applicants did receive an interview with the hiring committee, which did include applicants who whom did not live in the Township. Commissioner Eckelberger stated she wanted to see the information for all applicants and had asked to be a member of the hiring committee, and was not included. Commissioner Bartoe reminded the Board that Commissioner Inman had appointed the hiring committee at the December meeting for this position, as such the committee made the decision to move forward and interview all candidates who had applied, from the interviews, the Committee had 3 viable candidates. The top candidate "wowed" the committee with her experience as and admin assistant as well as experience with website design. Commissioner Wagoner advised that she spoke with each member of the Board individually to provide an overview of the hiring committee process, she was completely open with the entire board during this process. Commissioner Bartoe made a motion to hire Erin Ward at a rate of \$19.00/ hour for the first 6 months, and then an increase to \$19.50 upon satisfactory completion of the PSP background check, Patterson Police Background check, physical and drug screen, with 1 year probation, start date of January 31, 2022, seconded by Commissioner DeLuca; Roll call vote; held 4 Yah (Commissioners Wagoner, Bartoe, DeLuca, and Inman) 1 Nay- Commissioner Eckelberger Commissioner Eckelberger voted no as she believes the Board did not due its due diligence in completing the advertising, interviewing and hiring process, 5 resumes and interviews is not enough to have a qualified candidate. Motion passes.

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

Tax Collector appointment recommendation- Commissioner Bartoe advised the Board that the hiring committee has interviewed 5 candidates, including a tax collector for Ohioville Borough. Legal concerns were raised concerning an agreement with a different municipality. Commissioner Bartoe advised that the Tax Collector must be certified and pas a test within 2 weeks of hiring. 2 of the Candidates wowed the hiring committee. Commissioner Bartoe made a motion to appoint Bonnie Leahy as the Tax Collector for Patterson Township for 2022-2023 tax collection years, contingent on competition of the Tax Collector Course and passing the exam as well as being bonded, seconded by commissioner DeLuca, Roll call vote; Pass unanimously

ARPA Final Rule- Copy of Final rule from US Treasury provided to all commissioner for review. Commissioner Wagoner requested that the Commissioners review the final rule and think about what projects they would like to consider for these funds. This will be discussed at the work session in February.

*Engine 90 Sale-*Commissioner Bartoe advised the Board that he has spoken with two companies to list and sell the Spartan Engine. Adirondack and Brinley Mountain. No offers at this time.

Pierce requested to display the new 2021 Engine at the Regional Fire Expo at the Monroeville Fire Expo in March. Patterson Heights will provide an engine to cover while the 2021 Engine is on display at the Expo.

Callout service- Commissioner Bartoe made a motion to remit payment to the Patterson Township Fire Department for the December 2021 fire reports (29 Fire Reports; 97 Hours; in the amount of \$630.50, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

Invoices-

- a. *HKG Enterprise LLC-* Commissioner Bartoe made a motion to remit payment to the HKG Enterprise, LLC for the Flood Lights for the Rescue in the amount of \$1603.00, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.
- b. *Westcom Wireless-* Commissioner Bartoe made a motion to remit payment to the Westcom Wireless for the Radios for Engine 90 in the amount of \$2360.75, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

Fire Department Officers- Commissioner Bartoe provided the following list of officers to be approved by the Board:

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| President: Hank Crognale | Vice President: Bob Buck |
| Treasurer: Mark Utnehmer | Secretary: Melissa Graeser |
| Trustee: Tony Ferrazzano | |

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| Chief: Philip Graeser | Deputy Chief: Tony Ferrazzano |
| Assistant Chief: Tyler Crognale | 1 st Captain: Sean Steifel |
| 2 nd Captain: Bob Buck | |

A motion was made by Commissioner Bartoe to approve the officers as listed, seconded by Commissioner Inman, Roll call vote; held Pass unanimously.

Public Works– Commissioner Inman presented the following report:

No report listed on agenda; Commissioner Wagoner stated that she has attended a class on running a professional meeting in which she learned that the most effective way to do this is to make sure all items are listed on the agenda. She advised the Board that she would like all items to be listed on the agenda unless it is an emergency item which needs to be addressed, this includes informational items. Commissioner Wagoner did allow Commissioner Inman to proceed with presenting a report.

Commissioner Inman advised he has met with LSSE to start reviewing the list for the road program. He also advised the has been having the public works employees complete work in the park on nice days. Commissioner Inman also advised that he has met with a representative from the Beaver County Conservation District with regard tp a water garden on the Highland Avenue lot. Hannah Ward is currently working on the designs for this project.

Buildings & Grounds and Zoning – Commissioner DeLuca presented the following report:

Zoning officer Appointment- Commissioner DeLuca advised the Board that the Township has received applications from interested parties. He will be reaching out to speak with the parties and will make a recommendation for this appointment at the February meeting. He also advised the Board that many communities are having the same issue filling this position.

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

911 5K- Commissioner Eckelberger advised the Board that she has met with Mr. Hoover and there has been significant work being completed with regard to the 5K run. She is working with Jim Marshall’s office as well as local businesses to obtain sponsorships for the Township. Mr Hoover also has been able to solicit many organizations to assist with completing the manual work in the park to include; Blackhawk Athletics, local Boy Scout Troops, and Eagle Scouts. Cleanup is still being completed at this time. Commissioner Eckelberger advised they will start working to obtain additional community sponsorships in the coming months. Mr. Hoover advised that he was able to borrow an industrial leaf blower from Commissioner Inman and was able to clear all of the trails and has made a list of areas where erosion will need to be addressed prior to the event. Eagle Scout AJ Trabinski has identified an 80-yard section including steps in which he would like to complete his eagle scout project. Two work days have been scheduled with Blackhawk Athletic Department March 12th and March 26th. Mr. Hoover questioned the status of giving him access to the Home Depot Account for purchases. Commissioner Wagoner advised she will go out to Home Depot and find out their process as well as speak with the Township Auditor for recommendation on how to proceed.

Park Improvement Project- Commissioner Inman met with LSSE who has presented 2 proposals for survey work in the Township Park. Commissioner Eckelberger requested that Larry Lennon comment on the difference between the two quotes. Larry Lennon advise that the options differ in that one would be an easement and one would be a subdivision, the option would vary based on the property owner’s cooperation with the process. Commissioner Wagoner stated we also need to look at each property and ensure they would remain within the guidelines for e subdivision size. Attorney Fawcett stated that if the size was too small then this would become a non-conforming property which would also need to be addressed.

Code Enforcement – no report provided due to family illness.

Motion was made by Commissioner Bartoe; seconded by Commissioner Eckelberger approving **all** Committee Reports as presented after a Roll call vote; Pass unanimously.

Unfinished Business: None

Township Agencies:

Planning Commission Reorganization- Secretary Milnes has worked with the Planning Commission and their reorganization meeting is scheduled for Thursday January 20th, 2022 at 7pm at the Township Office, all Planning Commission meetings will be held the 3rd Thursday of the month at 7pm as needed.

Civil Service Commission Reorganization- Milnes has worked with the Civil Service Commission and their reorganization meeting is scheduled for Monday Feb 7th at 7pm at the Township Office.

Municipal Authority Reorganization- Milnes has worked with the Municipal Authority and their reorganization meeting is scheduled for Wednesday January 19th, 2022 at 7pm at the Township Office, all Municipal Authority meetings will be held the 3rd Wednesday of the month at 7pm as needed.

Communications: None

New/Miscellaneous Business:

1. *Patterson Township Municipal Authority 4th Supplemental Lease Payment* –A motion is made by Commissioner Bartoe to remit payment in the amount of \$8,526.78 to the Patterson Township Municipal Authority as the 4th Supplemental Lease payment, after a Roll call vote; Pass unanimously.

Executive Session: 7:54 PM to discuss personnel and legal matters.

There being no further business to be brought before the Board, motion was made by Commissioner Inman to adjourn; seconded by Commissioner Bartoe. The meeting adjourned at 9:01 p.m.

Respectfully submitted:

Christin Lyn Milnes

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