

**Patterson Township Board of Commissioners**  
**Regular Meeting**  
**March 10, 2022**

The Patterson Township Board of Commissioners held their regular meeting on Thursday, March 10, 2022 at 7:00 pm 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 DeLuca, Commissioner Wagoner, Commissioner Bartoe, Commissioner Inman and Commissioner Eckelberger, all commissioners were present.

**Public Hearing:** None

**Minutes:** The minutes of the regular meeting held on February 10, 2022 and the work sessions held on February 28, 2022 and March 7, 2022, were presented for approval. Motion was made by Commissioner Inman to approve all sets of meeting minutes as presented, seconded by Commissioner Bartoe. Roll call vote; held Pass unanimously.

**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 DeLuca; seconded by Commissioner Inman 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 Inman; seconded by Commissioner Bartoe 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. Discussion on when of dye testing and smoke testing being will be completed will occur.

*MS4 Program-* Service Order Authorization needed to proceed with MS4 projects. ARPA county grant funding has been received for partial funding of the project. Motion was made by Commissioner Inman to authorize LSSE Service Order Authorization dated October 6, 2021 for MS4 work in the amount of 61,500.00, seconded by Commissioner Eckelberger, Roll call vote; held Pass unanimously.

*2022 Road Program-* Roads to be placed out for bid, Ross Hill Road, West 10<sup>th</sup> Street, 18<sup>th</sup> Street from 18<sup>th</sup> Ave to 20<sup>th</sup> Ave, Keeton Ave and 17<sup>th</sup> street. A motion was made by commissioner Inman to authorize placing the 2022 Road program out for bid to be opened at the April Meeting, seconded by Commissioner Bartoe; Roll call vote; held Pass unanimously.

*CFA Small Water and Sewer Grant- Lindsay Drive:* preconstruction meeting was held on February 3, 2022, construction tentatively will commence on or about 15 March, 2022. A walk through will be schedule with contractor and public works prior to start date.

*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. A motion was made by Commissioner Eckelberger to authorize LSSE Service Order Authorization in the amount of \$9,500.00, seconded by Commissioner Inman, Roll call vote; held Pass unanimously.

*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 was authorized above.

*CFA Local Share Account (LSA)-* the following resolutions are needed to complete the submission of the grant applications

2022-005 to request a grant in the amount of \$220,000.00 to pave the Ray Street parking lot and add a handicap entrance. A motion was made by Commissioner Inman, seconded by Commissioner Bartoe, Roll call vote; held Pass unanimously.

2022-004- to request a grant in the amount of \$215,000.00 to purchase a snow plow truck, a motion was made by Commissioner Inman, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

2022-007-to request a grant in the amount of \$52,000.00 for the purchase of a new police cruiser, a motion was made by commissioner Bartoe, Seconded by Commissioner Inman, Roll call vote; held Pass unanimously.

*Lowman/ Norcia Plan of Subdivision-*courthouse research underway, field survey scheduled for week of March 14<sup>th</sup>.

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

*Resolution 2022-006-* to authorize the purchase of parcel 72-001-00307.000 from repository and exonerate all township taxes from 1989-present, one Blackhawk School district and the County have exonerated their back taxes. A motion was made by Commissioner Bartoe to pass Resolution 2022-006, seconded by Commissioner Inman, Roll call vote; held Pass unanimously.

*Check Scanner Policy-* Attorney Fawcett presented a draft policy for the use of the Check scanner from Wesbanco, this policy stipulated that all checks must be held in a secure location for 60 days following their deposit and then they are to be destroyed, the scanner is to be placed in a secure area, if any employee feels a check is fraudulent, they

will have this check deposited directly at the bank and not through the scanner. Commissioner Wagoner added that the scanner would be for the office staff, sewer and tax checks, the scanner is provided by Wesbanco and will have a nominal fee of \$55.00/month. A motion to made by commissioner Bartoe to accept the policy as presents with the name of the bank being changed from Huntington to Wesbanco, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

*ARPA Fund*-Attorney Fawcett advised that a motion will be needed to authorize the signing of the approval of State and Local Recovery Funds Recipient Agreement (with the County), a motion was made by Commissioner Bartoe, 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 February 2022 report for review. No comments or questions were asked.

*2021 Police Cruiser*- Chief Stanislawski advised this cruiser has been delivered and is now in service.

*2013 Police Cruiser Sale*- Chief Stanislawski advised this cruiser has been placed back on Municibid with an end date of April 8, 2022. He also advised that he has reached out to Big Beaver Falls School District to see if they have any interest in purchasing this cruiser.

*Final Payout of Leave- T. Seery*- Motion was made by Commissioner Inman to process the final pay for T. Seery as presented, seconded by Commissioner Bartoe, Roll call vote; held Pass unanimously.

*Resolution 2022-008*- to authorize the signatures for the checking accounts. A motion was made by Commissioner DeLuca, seconded by commissioner Inman to pass Resolution 2022-008 making the signers on the Bank accounts as President Paula, Vice President Donald Inman, Treasurer Christin Milnes, and Assistant Treasurer Erin Ward, Roll call vote; held Pass unanimously.

*E-Deposit Service Agreement*- a motion was made by Commissioner Bartoe, to approve and execute the E-Deposit Service Agreement with Wesbanco for the check scanner, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

*Beaver County Regional Counsel of Government (COG)*-Commissioner Wagoner advised the Board the Commissioner Ren Bartoe was asked to serve on the Executive Committee of COG and has accepted this position, as such she would like to designate Commissioner Bartoe as the Patterson Township Delegate and herself as the Alternate delegate for voting purposes. Commissioner Bartoe added that any and all Commissioners are welcome to attend any meetings.

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

*County ARPA Grant Agreement*- this was addressed under the Solicitors Report.

*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. The engine is also listed on Municibid at this time, the auction is set to end on April 8, 2022.

*Callout service*- February call outs consisted of 23 call outs for a total of 69 hours.

*Invoice*- Commissioner Bartoe made a motion to approve and remit payment in the amount of \$2,143.02 to Marecic Mechanical Repairs for the inspection and repair of the Rescue, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

*Membership*- Commissioner Bartoe made a motion to approve the membership application for Sean Cady, seconded by Commissioner Inman. Motion passes.

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

*Part Time Public Works hiring*- Commissioner Inman advised the Board that he wishes to hire 2 part time employees.

Commissioner Inman made a motion to hire Kenneth LeClaire as a part time Public Works employee for \$18.00/hour, seconded by Commissioner Bartoe, Roll call vote; held Pass unanimously.

Commissioner Inman made a motion to hire James Simpson as a part time Public Works employee for \$18.00/hour, seconded by Commissioner Eckelberger, Roll call vote; held Pass unanimously.

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

*Fire Department Garage Doors*- Commissioner DeLuca made a motion to approve the quote in the amount of \$3,750.00 to replace all garage door openers in the Fire Department building payment shall be remitted from ARPA funds, seconded by Commissioner Inman Roll call vote; held Pass unanimously.

*Fire Department Electronic sign* - Commissioner Deluca advised the Board the he has tasked Hank Crognale, Fire Department president with meeting with companies to obtain quotes for an electronic sign at the Fire Department. Hank Crognale advised that he is awaiting quotes from 2 companies at this time, however he is being advised that the Township's size restrictions could cause the signs to be much more expensive as they are not a standard size.

*Fire Department Roof-* Commissioner DeLuca advised that the Amish will be installing the new roof over the HVAC section of the building for a cost of \$6,900.00 this was included in the budget for this year. Commissioner DeLuca also advised the remaining quotes which were received were over \$9,000 each.

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

*Park Improvement Project-* Commissioner Eckelberger advised the Board that the work day which was scheduled for March 12, 2022 has been cancelled due to inclement weather for this weekend. Discussion was held with regard to the damage sustained to the Pavilion due to two trees falling on it. Eric Hoover will work with the Eagle Scouts to designate another project. Commissioner Eckelberger advised that she has received a quote for \$500.00 to have the trees removed from Fox's Home Renovations. A motion was made by Commissioner Eckelberger, seconded by Commissioner Bartoe, Motion passes.

*Park Grant Applications-*Covered under the Engineers report.

**Code Enforcement** – No report

*Resignation- Randy Morrow-* Commissioner Wagoner read the letter of resignation received from Code Enforcement officer Randy Morrow, Commissioner Wagoner advised the Mr. Morrow not only handled all Code Enforcement matters, he also handled all of the 248 yearly rental applications and the inspections. Discussion was held on the options the Township has to move forward to fill the vacancy. A motion was made by Commissioner Bartoe to accept the letter of resignation from Code Enforcement officer Morrow, seconded by Commissioner DeLuca, Roll call vote; held Pass unanimously.

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

**Unfinished Business:**

*Website-* On March 7<sup>th</sup> the Board of Commissioners met with 3 companies for presentations for the upgrade and rebuilding of the Township website; Brkich, Pacer Studios and Tricari. Discussion was held with regard to the proposals provided. Commissioner Eckelberger made a motion to proceed with moving forward with Pacer Studios due to lead time and the pricing structure, seconded by Commissioner Inman. Commissioner Bartoe made a motion to pay for this design as follows: Year 1 payment from ARPA funds in the amount of \$4,510.00 year two in the amount of \$4,510.00 plus all monthly payments in the amount of \$295.00 to be paid from the Township budget, seconded by Commissioner Eckelberger, after a Roll call vote; Pass unanimously

**Township Agencies:**

*Tax Office Hours-* Effective April 1, 2022 the tax office will be open the following hours Tuesday noon-2pm, Friday Noon-2pm and the third Saturday of the month from 8am- noon.

**Communications:**

*Letter-* Beaver County Emergency Services- Meeting being held 03/16/2022 to discuss radio upgrade and county reassessment.

**New/Miscellaneous Business:**

*Meeting Location-* Commissioner Wagoner advised the Board that she wishes to have the meetings at the Township office in the meeting room starting with the April meeting, discussion was held, Secretary Milnes will advertise this change in the Beaver County Times.

**Executive Session:** 8:10 to discuss legal matter.

There being no further business to be brought before the Board, motion was made by Commissioner Bartoe to adjourn; seconded by Commissioner DeLuca. The meeting adjourned at 8:45 p.m.

Respectfully submitted:

Christin Lyn Milnes

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