

## Patterson Township Board of Commissioners

### Regular Meeting

**December 14, 2017**

The Patterson Township Board of Commissioners held their regular meeting on Thursday, December 14, 2017 at 7:00 pm at the Municipal Complex, 1600 19<sup>th</sup> Avenue. Following the call to order and Pledge of Allegiance, roll call showed Commissioners Policaro, Inman, Bradow, and Hoover. Commissioner Mahosky was absent.

**Minutes:** The minutes and the deletion of the electronic recorded minutes of the meeting held on Thursday, November 9, 2017 were presented for approval. Motion was made by Mr. Inman; seconded by Mr. Bradow approving as presented. Passed unanimous.

**Public Comment/Visitors:** none

**Public Hearing:** none

**Treasurer's Report:** The Treasurer's Report for the General Fund, Sewer Fund and PLGIT Accounts were presented by Mrs. Keller. There being no questions or comments, motion was made by Mr. Hoover; seconded by Mr. Inman accepting the report as presented. Passed unanimously.

Mr. Inman presented the second (final) reading of the 2018 General Fund and Sewer Fund Budgets providing the estimated income, expenditures and the current balances in the accounts. Mr. Inman motioned to accept the second and final reading of the 2018 General Fund Budget; seconded by Mr. Bradow. Passed unanimously. Mr. Inman motioned to accept the second and final reading of the 2018 Sewer Fund Budget; seconded by Mr. Hoover. Passed unanimously.

**Monthly Bills:** The monthly bills for November/December were submitted for payment. Motion was made by Mr. Inman; seconded by Mr. Bradow approving payment. Passed unanimously.

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

*MS4 Program* – Draft second notices were prepared and provided to the township to follow up on the stormwater maintenance with the different property owners.

*Spinnenweber Property Subdivision* – A meeting was held with Mr. Inman, prepared a draft subdivision which needs reviewed with the family.

*2018 Roadway Improvements and Master Plan Update:* A discussion was held with the Road Commissioner regarding paving the worst portion of St. Andrews Drive and Fairway Drive. Sketches and details for stormwater and underdrain improvements will be prepared and presented to the Township to see if we can do the work in-house or contract out. For the master plan update,

projects will be considered after the completion of St. Andrews Drive, to include Ross Hill Road and Fox Avenue.

*19<sup>th</sup> Avenue Storm Sewer Extension* – still pending.

*Meeting Room Wall Map* – still pending.

*2016 Darlington Road Sidewalk Construction* – A notification was received from the contractor stating they are returning in the spring as current weather conditions are not favorable.

Mr. Hoover questioned the necessity of carrying the meeting room wall map forward, stating after budget talks, we are not in the position to purchase this item in 2018. Mr. Inman recommended removing the item as well.

**Solicitor's Report:** Mr. Ken Fawcett presented his monthly report regarding the following items:

*Highland Avenue Property Update* – the property was purchased out of the County Repository. A resolution will need to be adopted to exonerate the back taxes owed to the Township. Next year it will be necessary to file for tax exempt status for the property and will need to exonerate back taxes for 2017 and 2018. The school district will be forwarding a letter exonerating their back taxes. Motion to adopt Resolution 2017-016 to exonerate the Municipal Townships back taxes for the years 2012 thru and including 2016 on the Highland Avenue property made by Mr. Inman; seconded by Mr. Hoover. Passed unanimously.

*Ordinance 464 – Posting Notice Fee* – Mr. Fawcett advised this is the revision to the sewer ordinance to allow for a posting fee for any property that is posted delinquent after sixty (60) days, which amends chapter 77 and will add a subsection, section 158.5E that any sewer bill not paid within sixty (60) days from the due date requiring posting of the property with a water shut off notice shall be assessed a fee as set by resolution to offset the cost of physically posting the property. Motion to adopt Ordinance 464 made by Mr. Inman; seconded by Mr. Bradow. Passed unanimously.

*Resolution 2017-018* – Motion to adopt a posting fee for delinquent sewer bills in the amount of \$25.00 for any property required to be posted in accordance with Chapter 158 made by Mr. Bradow; seconded by Mr. Hoover. Passed unanimously.

*Stormwater Fee* – Mr. Fawcett advised the Board does not have the authority to access a stormwater fee at this time. A fee would need to be assessed through the Municipal Authority of Patterson Township. Currently there are bills in legislation that would give the Township the authority to access a fee. A discussion was held regarding what would need to be done to transfer the stormwater to the Municipal Authority. It was agreed to wait to see if legislation passes and revisit at a later date.

**Committee Reports: Fire** – Mr. Hoover presented the following reports:

Mr. Hoover reviewed the November fire calls with a total of 24 calls in the amount of \$664.00. Mr. Hoover motioned for payment; seconded by Mr. Inman. Passed unanimously.

Mr. Hoover provided information regarding the purchase of used fire suppression equipment:

- 2009 Fiera Spartan Custom Pumper \$235,000
- 2008 Pierce Arrow Custom Pumper \$249,000
- 2007 Pierce Custom Pumper \$179,000
- 2015 Demo Model \$475,000

The cost for transportation of a used truck is being reviewed.

Mr. Hoover advised the Fire Department held an election resulting in a new Fire Chief, Tony Ferrazzano.

*Emergency Management Position* – Motion to accept Bryan Landman as our Emergency Management Coordinator pending his certification made by Mr. Hoover; seconded by Mr. Bradow. Passed unanimously.

**Parks/Recreation/Finance** – Mr. Inman presented the following items:

*Second Reading 2018 Budgets* – motion to freeze all part time wages for 2018 to be the same as 2017 made by Mr. Inman, seconded by Mr. Bradow. On a roll call vote: Mr. Inman, yes; Mr. Hoover, yes; Mr. Bradow, no; Mr. Policaro, yes. Motion passed.

**Public Works** – Mr. Inman presented the following items:

*Spinnenweber Property Donation.* – Mr. Inman advised he is in possession of a map showing the donation of property. He has been working with Derek Spinnenweber on the donation; his uncle being the authorized signer for the donation of property. A message was left for Mr. Spinnenweber to contact Mr. Inman to sign the paperwork.

*2018 Road Program* – Mr. Inman provided an estimated total cost for the road project on St. Andrews Drive and Fairway Drive at \$630,343.00. Mr. Inman proposed a multiyear program. Mr. Inman explained he would like to spend all of the \$100,000 in his budget and all of the liquid fuels money in 2018 to complete phase one of the project:

Fairway Drive – part one	\$ 40,909.00
Fairway Drive – part two	\$ 38,043.00
St. Andrews Drive (section)	\$116,219.00

Bringing the total for the 2018 project to \$195,171.00, leaving \$435,172.00 for the remainder of the project. Possible savings are being explored by having the public works department conduct the stormwater management.

**Ordinances/Policies** – Mr. Bradow presented the following items:

*Replacement of Doors* – Mr. Bradow advised Beaver Valley Construction adjusted the hinges on both the men's bathroom door and the front door to the Municipal Building, both doors are functioning properly now. There was no charge for this adjustment and was recommending not to change the entrance door at this time.

**Code Enforcement** – Mr. Morrow submitted his November report for review. No comments or questions were asked.

**Police/Township Office/COG** – Mr. Policaro presented the following items:

*Police Report for November 2017* - No comments or questions were asked.

*Change to Insurance Carrier from MetLife to Reliance* - Mr. Policaro requested Mrs. Keller to review the change in insurance carriers. Mrs. Keller advised the board there is a significant cost savings in switching carriers enabling the addition of a long term disability policy. The policies will also be brought into compliance with the police and township disability policies. Motion made to change insurance carriers from MetLife to Reliance by Mr. Inman; seconded by Mr. Hoover. Passed unanimously.

*Resolution 2017-017 – Destruction of Documents* – motion made to approve the destruction of documents by Mr. Hoover; seconded by Mr. Inman. Passed unanimously.

*Resolution 2017-019 – Facsimile Signature* – a Commissioner and the Township Secretary are to sign checks written by the Township. The request is to allow for a facsimile (stamp) signature. A discussion was held regarding the issuance and usage of a facsimile signature. Motion was made by Mr. Inman to approve a facsimile signature pending the solicitor’s verification from the State; seconded by Mr. Hoover for discussion purposes. Mr. Hoover stated currently we have two individuals signing the checks, this would provide the authority enabling one person to sign all the checks and stamp another person’s name. Mr. Hoover believes each signatory should be reviewing all documents and signing checks and should not be giving the Secretary full authority to sign and stamp checks. Mr. Inman withdrew his motion.

Motion was made by Mr. Hoover; seconded by Mr. Inman approving **all** Committee Reports as presented. Passed unanimous.

**Unfinished Business:** None presented

**Township Agencies:** None

**Communications:** Pennsylvania Family Council – Satellite Casino Resolution was discussed and the Board requested the Solicitor to review and act upon at the year-end meeting.

Beaver County Planning Commission – 2017 Joint Advertisement for MS4 Municipalities – Mr. Policaro questioned the Engineer if the Township would have to advertise in addition to this joint advertisement. Mr. Lennon advised the Township could “piggy back” on their advertisement.

Mr. Policaro advised we have received requests for contract engineering services from Hanover and Lennon Smith Souleret Engineering firms. Mr. Policaro advised action will be taken at the year-end meeting.

**New/Miscellaneous Business:** The invoice from the City of Beaver Falls for the 4<sup>th</sup> quarter joint sewer users charge in the amount of \$63,040.64 was presented for payment. Motion to pay made by Mr. Bradow; seconded by Mr. Hoover. Passed unanimously.

Mr. Policaro presented for payment an invoice from Marvin Reeder in the amount of \$50.00 explaining a full time employee's father had passed away and he (Mr. Policaro) had requested the Township Secretary to purchase the token of sympathy from the Township. A discussion was held regarding when or if the Township should pay for a token of sympathy when a full time employee's immediate family member passes away. A motion was made to pay the \$50.00 and to instruct the solicitor to draft a resolution indicating that this would be an automatic thing to do in the future for the immediate family of a full time employee by Mr. Inman. After some discussion on the necessity of creating a resolution, the motion was amended to pay the \$50.00 to Marvin Reeder; seconded by Mr. Hoover. Passed unanimously. The Board instructed the Township Secretary to automatically send a token of sympathy, on behalf of the Township, in the event of the death of an immediate family member of any full time employee.

*Beaver County Humane Society* – Mr. Policaro questioned Mrs. Keller if this is the 2018 contract for services. Mrs. Keller explained it is and the price was increased \$30.00 per month with a yearly price of \$3,120. Mr. Policaro question the Police Chief if the services are worth the price. Chief Stanislawski provided pros and cons to the program. Mr. Policaro requested the Chief to research the cost to turn in an individual dog and how many trips the police department takes annually to compare to the cost of the annual service agreement.

*Allegheny League of Municipalities – Annual Dues* – Motion to pay \$475 for the annual dues made by Mr. Inman; no second to the motion. Motion fails.

*Pennsylvania Municipal League – L3P Member Annual Renewal* – Motion to pay \$65 for the annual dues made by Mr. Hoover; seconded by Mr. Inman. Passed unanimously.

**Executive Session:** None needed

There being no further business to be brought before the Board, motion was made by Mr. Bradow to adjourn. Seconded by Mr. Inman the meeting adjourned at 8:09 p.m.

Respectfully submitted:

Rebecca A. Keller  
Township Secretary

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