

**Patterson Township Board of Commissioners
Regular Meeting
May 14, 2020**

The Patterson Township Board of Commissioners held their regular meeting on Thursday, May 14, 2020 at 7:00 pm held via Video/teleconference. Following the call to order and Pledge of Allegiance, roll call showed the following Commissioners were present; Commissioner Inman, Commissioner DeLuca, Commissioner Hoover, Commissioner Wagoner, and Commissioner Bartoe. All Commissioner were present.

Minutes: The minutes and the deletion of the electronic recorded minutes of the meetings held on Thursday April 9, 2020, was presented for approval. Motion was made by Commissioner Wagoner to approve the Meeting minutes from the April 9th, 2020, seconded by Commissioner DeLuca Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, 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. A motion was made by Commissioner Hoover; seconded by Commissioner DeLuca accepting the report as presented. Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Monthly Bills: The monthly bills for April/May were submitted for payment. Motion was made by Commissioner Wagoner; seconded by Commissioner Bartoe approving payment. Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

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

MS4 annual BMP report was completed. Annual Outfall testing will begin in June. Annual Commissioner Training will be rescheduled for June.

2020 Road Program- Bids were opened for the 2020 Road program and were as follows:

Contractor	Base Bid Amount (as read)
A. Folio Construction, Inc. - Oakmont, PA	\$236,236.00
Protech Asphalt Maintenance, Inc. - New Castle, PA	\$229,317.00
Shields Asphalt Paving, Inc. -Valencia, PA	\$187,39.74
T.C. Services -Pittsburgh, PA	No Bid Submitted
Youngblood Paving, Inc. - Wampum, PA	186,600.00

Mr. Lennon advised the Board that they can pass a motion today to accept the apparent low bidder contingent on a review of the submitted packets by the Solicitor and Engineer.

A Motion was made by Commissioner DeLuca to approve the lowest responsible bidder: Youngblood Paving, Inc. in the amount of \$186,600.00 to complete the 2020 Road program contingent on the satisfactory review and approval from the Township Solicitor and Engineer, seconded by Commissioner Hoover; Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Engine 90 Refurbishment- Bids were opened for the Engine 90 Refurbishment and were as follows:

Contractor	Base Bid Amount (as read)
Keystone Fire Apparatus- McKees Rocks, PA	\$151,715.00

Letter received from Fire-Fly Fire Equipment Sales, Inc. (ALEXIS) stating they did not have enough time to complete a proper bid.

Commissioner Bartoe made a motion to accept the bid to allow for himself, the fire chief and the Engineers to review the bid for accuracy. Should they need to remove items from the bid, will the current bid need to be rejected and it placed out for bid again. Attorney Fawcett advised that any change in material costs would require that the truck refurbishment be placed back out for new bids. Discussion was held on the warranties offers in the bid. Commissioner Wagoner advised that she was surprised at the cost for the refurbishment. Chief Graeser advised that the refurbishment would extend the life of the 20 year old engine another 10-15 years. Commissioner Hoover questioned only receiving one bid. Mr. Lennon advised that the packets were sent out to several companies and they did not have much interest in the bidding. Commissioner Hoover advised that the truck does need some attention but he believes that we should explore additional options including the purchase of a new or used piece of equipment and compare that to the cost of the refurbishment of the current truck. Mr. Lennon advised the Township has 90 days to make a decision on this bid. Chief Graeser advised that the Line Officers of the Fire Department are not interesting in purchasing a piece of used equipment as they would not know what problems they could be inheriting. They know the quality of the truck they have. Commissioner Wagoner advised that when this truck was purchased the Fire fund was used to make the monthly payments and to make a down payment to offset the cost of the loan. She would like to explore additional options as well. Commissioner Hoover concurs that he is not opposed to doing the same thing and purchasing a new truck. Commissioner Bartoe inquired to the trade in value of the current truck. Commissioner Wagoner inquired about whether the truck was operational. Chief Graeser advised that the truck is in good shape, it just passed the pump test and has no other major issues, it is just in need of some upgrades for safety reasons. Commissioner Inman requested that the matter be tabled until the June meeting to allow for the gathering of process for a new truck to compare to the refurbishment cost. Commissioner Bartoe advised that he will meet with the Engineers, and the Fire chief to go through the bid and determine the best course of action. Chief Graeser advised that timing is critical to getting the truck scheduled for repairs. He advised that this is one of the most critical pieces of equipment and goes to every call received by the fire department. Commissioner DeLuca asked about the current mileage to which he was advised that it is 115, 000 Miles. Commissioner Bartoe stated he will work with Chief Graeser to get quotes for the cost of a new truck and a trade in value to compare to the refurbishment cost. Commissioner Hoover suggested that we look back to who previously provided quotes for repairs and put the truck back out for bid to allow more time for bids to be received. Attorney Fawcett advised that the Township would need to reject the current bid before it could be placed back out for bid. Commissioner Hoover stated that he believed with the most recent repairs to the pumps that the bid should be less than it is. Chief Graeser advised that the repairs would have been needed even

if the refurbishment was not completed so that it would pass the yearly pump test. Commissioner Bartoe advised that he will schedule a meeting with the engineers, and the fire chief to review bid and determine if everything is needed and then present findings at the June meeting. He also wants to look into the lack of responses to determine if it was due to the short amount of time given to provide bids, or if it was relative to the current pandemic. Commissioners are in agreement that more research needs to be completed and they would like to see the cost of a new truck and compare to the cost of repairing the 20 year old truck. The Board does not wish to rush this decision. Chief Greaser advised again that the truck is mechanically in great shape, it just needs some care to further extend its life for another 10-15 years and is in need of some upgrades for safety reasons. Commissioner Bartoe made a motion to table a decision on the bid until the June Commissioners Meeting, seconded by commissioner DeLuca; Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Multimodal Grant- grants are now being accepted for the Multimodal grant and are due to the Commonwealth Financing Authority by July 31, 2020. Should the Township wish to apply for the sidewalks then the grant application could be completed quickly as we have previously applied for grants for the same project. Mr. Lennon will prepare for the June meeting

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

*Declaration of Emergency Extension-*Attorney Fawcett requested a motion to Adopt the Declaration of Emergency Extension, extending the declaration through June 11, 2020 Motion was made by Commissioner Wagoner, seconded by Commissioner DeLuca Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Committee Reports: Public Safety –

Commissioner Inman presented the following reports:

Police Report- Police Chief Stanislawski submitted his April report for review. No comments or questions were asked.

Commissioner Inman advised that under Act 111 the Township must have a committee in place no later than 1 July 2020 to negotiate the Police Contract. Commissioner Inman would like to appoint himself and Commissioner Bartoe to handle the negotiations. He requested a motion. Commissioner Wagoner asked why a motion would be needed as he can appoint the committee as he is the Chairman of the Board. No motion made.

Commissioner Inman advised the Board that a letter of Resignation was received from Part-time officer Matthew Straub, Motion to accept the Resignation of Patrolman Matthew Straub by Commissioner Bartoe, Seconded by Commissioner Hoover; Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Commissioner Inman advised that it was National Police Week and he extended thanks to the police department for all of their dedication and work specifically during the current pandemic.

Commissioner Bartoe presented the following reports:

Commissioner Bartoe made a motion to approve payment to Patterson Township Fire Department for 22 reports for 81.25 hours totaling \$528.13, seconded by Commissioner Hoover Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Commissioner Bartoe made a Motion to approve the bill for Keystone Equipment in the amount of \$6319.00 to be paid from the Fire Truck Fund for the rebuilding and repacking of the pumper to pass pump test following emergency repairs, he advised that at the April meeting the Board approved up to \$7,000 for this repair this is the final bill for the repair, seconded by Commissioner Wagoner, Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Commissioner Bartoe made a Motion to approve payment to Witmer Public Safety in the amount of \$220.00 for the purchase of radio holders and straps. Seconded by Commissioner DeLuca, Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously

Commissioner Bartoe echoed the Thanks given by Commissioner Inman and also thanked the Fire Department for their dedication during the Pandemic.

Public Works/Building & Grounds/Zoning/Land Use/Refuse/Recycling – Commissioner DeLuca presented the following report:

Commissioner Deluca advised the Board that upon review of the trees on S. Old Oak and 8th Street, the one on S. Old Oak Drive does need to be removed as it is dying and could pose a safety hazard. He advised that the current lowest bid to remove only this one tree is \$1600.00, although he is still waiting on bids. Commissioner DeLuca advised the Residents at 57 S. Old Oak Drive of their options to have the second tree removed. Commissioner DeLuca advised that should the residents want the remaining tree removed the Township would be willing to pay the cost of the removal of the tree on S. Old Oak due to its condition, and the resident would be responsible for paying the cost for the stump removal and the removal of the tree on 8th Street. The Resident demanded that the stump also be removed if the Township was going to remove the tree. Commissioner DeLuca advised that the Township would not be responsible for removing the stump that would be the sole responsibility of the resident. Commissioner Deluca also advised that the Township does not own the sidewalk where this tree is. Commissioner Wagoner suggested that the details be discussed with the resident and then they can make a decision on how they would like to proceed. Commissioner DeLuca made a motion to remove one tree 1t 57 S. Old Oak Drive at a cost of up to \$1600 with the understanding that there are outstanding bids and the Township will proceed with the lowest responsible bidder. Seconded by Commissioner Bartoe Under discussion Commissioner Hoover advised that he will provide information for another company in the Township to seek a bid from. Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Administration/ Finance/ Recreation and Community Life – Commissioner Wagoner presented the following report:

Commissioner Wagoner advised the Board that she is currently reviewing the Budget with the Township Secretary to monitor the unexpected costs of the current Pandemic. At this time it is still too early to see if the Township will be effected by a drop in the Earned Income Tax or increased Unemployment. She advised that most of the Townships tax revenues were collected prior to the Pandemic. She will continue to monitor as the year progresses to ensure there is no added stress on the budget.

Township Secretary Christin Milnes advised the Board that the Township received notification that the Township's Insurance carrier is making changes to their cyber liability and data breach response coverage. As a result of this notification it was determined that the Township is in need of some updating on how information is retained and backed up to ensure that coverage will remain and not increase in cost. Quotes were received from the Township's IT partner MGSoft.

Commissioner Wagoner made a motion to approve the quote from MGSoft for \$480.00 to setup of bit locker encryption and Acronis backups on all Township computers, seconded by Commissioner Bartoe; Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Additionally there will be a monthly fee, Commissioner Wagoner made motion to approve monthly payments in the amount of \$85.00 for the Acronis Cloud backup on all Township computers, seconded Commissioner Bartoe under discussion, Commissioner Bartoe asked how long the monthly rate would remain at this cost. He was advised that we would receive notification at least 30 days before any rate change. Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

The 2019 Financial Audit is being started, Commissioner Wagoner advised that she will sign the Management letter to start the Audit.

Government Affairs/ COG/ Civil Service – Commissioner Hoover presented the following report:

Commissioner Hoover advised that the Civil Service Commission held a meeting on May 6th, 2020. At this meeting the Civil Service Commission voted to invalidate the current list as two individual declined employment with the Township and the remaining application has not been able to complete Act 120 training due to the Pandemic. The Commission also voted to post for a new list. Application are due May 22, 202 at 4 pm and the testing will be completed on May 26, 27 and 28th. The Commission will hopefully have a list to the Board of Commissioners for the June meeting to proceed with hiring.

Code Enforcement – No report

Motion was made by Commissioner Wagoner; seconded by Commissioner DeLuca approving **all** Committee Reports as presented. Passed unanimous.

Unfinished Business: None

Township Agencies: none

Communications:

*Letter- Beaver County Community Development Program-*provided options to opt out of County HUD Urban County Designation

PLGIT Proxy for annual meeting- form to be completed- Commissioner Wagoner recommended the Secretary Milnes Complete.

Memo-Joann Ferrazzano- advised that the 2019 Real Estate Tax Claims were filed with the Beaver County Tax Claim Bureau on 9 April 2020.

2016-2020 Pension Audit exit Conference- Secretary Milnes advised the Board there were no findings, comments or observations on the Non Uniform Pension Audit. She also advised the Board of the only finding on the Police Pension Audit; one officer was not listed on the 2017 385 form which resulted in an under payment to the Township for the State Pension Contribution. The Township will receive the underpayment sometime this year.

Email- ALOM- Virtual Memorial Day Celebration information on how to participate, should the Township be interested.

Beaver Falls Schools- Stuff a Bus Food Drive – May 20, 2020 11 am -2pm Patterson Township Fire Department Parking lot all proceeds will benefit the Salvation Army Food Pantry in Beaver Falls.

New/Miscellaneous Business:

S Sewer Fund – Quarterly Transfer - \$26,976.57 to PTMA: motion made by Commissioner Bartoe; seconded by Commissioner DeLuca. Passed unanimously. Roll Call vote Commissioner Wagoner Yea, Commissioner Hoover Yea, Commissioner Bartoe Yea, Commissioner DeLuca, Yea, Commissioner Inman Yea, Pass unanimously.

Executive Session: None

There being no further business to be brought before the Board, motion was made by Commissioner Wagoner to adjourn; seconded by Commissioner DeLuca. The meeting adjourned at 8:37 p.m.

Respectfully submitted:

Christin Lyn Milnes

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