

**Patterson Township Board of Commissioners**  
**Regular Meeting**  
**November 12, 2020**

The Patterson Township Board of Commissioners held their regular meeting on Thursday, November 12, 2020 at 7:02 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 Commissioners were present.

**Minutes:** The minutes of the meetings held on Thursday October 8, 2020, was presented for approval. Motion was made by Commissioner Bartoe to approve the Meeting minutes from the October 8, 2020, seconded by Commissioner DeLuca. Under discussion, Commissioner Hoover requested that the financial information be added to his report for last month's meeting. Discussion was held on how the notes are transcribed. Roll call vote; held Pass unanimously.

**Public Hearing:** None

**Public Comment/Visitors:**

Kathy Eckelberger- Resident 57 South Old Oak Drive; Mrs. Eckelberger came to the board to address the following concerns: Street sign at the corner of S. Old Oak drive and 8<sup>th</sup> Street. Resident advised the board that there was a motion passed in March to install said sign and it has not been installed yet, resident wanted to know when it was ordered. Commissioner DeLuca advised that he will look into this and ensure that a street sign is ordered and installed. The next issues Mrs. Eckelberger brought to the Board is the status of a location to dump grass clippings. Commissioner DeLuca advised that the Township is still awaiting a response to the Recycling grant which was requested through the DEP. It is the Township's intention to use the funds received with this grant to develop this location. Mrs. Eckelberger insisted that she has been requesting this location be established for two years. The final issue raised by Mrs. Eckelberger was the status of whether a Budget meeting has been held. Commissioner Wagoner advised that there will be a Budget meeting; however it has not yet been scheduled. Mrs. Eckelberger questioned why meeting are only posted in the Beaver County Times. Mrs. Eckelberger stated she does not receive the newspaper and wants the information to be posted on the website. She also questioned why the pension committee meeting was held in person while the monthly meetings are still virtual. Commissioner Wagoner advised that the Pension meeting was advertised that the meeting was held in person with 7 people in attendance. Who were all social distance, she also advised that the office meeting space is not very big and it would not be possible to social distance with a large number of people in attendance. Commissioner Wagoner also advised Mrs. Eckelberger that she can and should reach out to the office with her concerns, and she does not need to wait for the monthly meetings for her concerns to be addressed, she can email or call the office anytime to have her concerns addressed. Commissioner Inman advised that with the rise in COVID cases, the monthly meetings with remain virtual until further notice.

Lynette and Andrew Spinnenwebber- Residents- Andrew Spinnenwebber advised the Board that he is attending the virtual meeting to complete a Merit Badge from the Boy Scouts for Citizenship in the Community

**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 Wagoner; seconded by Commissioner DeLuca accepting the report as presented, after a Roll call vote; Pass unanimously.

**Monthly Bills:** The monthly bills for October/ November were submitted for payment. Motion was made by Commissioner Wagoner; seconded by Commissioner Hoover approving payment after a Roll call vote; Pass unanimously.

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

*DEP Notification-* PADDEP did reach out to engineers to discuss the letter which was received. The CAP was approved by letter on October 29, 2020. The Patterson Township Municipal Authority has a meeting scheduled on November 18 to discuss the next steps.

*MS4-* consideration should be made for budgeting for a portion of the Pollution Reduction should be considered for 2021.

*2020 Road Program-* Road Review will be completed with the Road commissioner and Public works foreman in December.

*CFA Small Water and Sewer Grant- Lindsay Drive:* Engineer Lennon advised that a motion will also be needed to approve the proposal for engineering services. Motion is made by Commissioner DeLuca to approve the proposal for engineering services, seconded by Commissioner Bartoe under discussion Commissioner Wagoner asked the timeframe to complete this project. Engineer Lennon advised that the Township will have three (3) years from the to complete the project from the date of the signed agreement. He also advised that the Township will need to pay the funds up front and then submit for reimbursement. The Township is allowed to submit partial payment requests. After a roll call vote; Pass unanimously.

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

Attorney Fawcett advised that the DCED Packet for the purchase of the 2021 Spartan Fire Truck has been submitted and is pending review and approval.

Attorney Fawcett advised that he had misspoke in the last meeting He advised the Board that per the Police contract vacation hours are considered as hours worked when considering overtime.

**Committee Reports: Public Safety –**

Commissioner Inman presented the following reports:

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

*Police Contract:* Commissioner Inman advised that he will need a motion for the approval of the Police Bargaining Unit contract for the 2021-2024. A motion was made by Commissioner Hoover to approve the Police Bargaining Unit Contract as presented; seconded by Commissioner DeLuca; under discussion Commissioner Hoover asked whether the items of Employee Pension and Healthcare costs were negotiated. Commissioner Inman advised that these items were discussed however they were not negotiated with this contract. Commissioner Hoover advised that he was disappointed that these items were not brought to the table during contract negotiations. Commissioner Inman advised that Pension was discussed heavily during the

negotiations, however due to the type of healthcare plan that the Township has at this time, it was not discussed. Commissioner Bartoe added that he did have conversations with neighboring departments and the Township is in line with what is offered in the area, as such these items were not negotiated. After a Roll call vote; Pass unanimously.

*Patterson Heights Police Contract:* Commissioner Inman provided a copy of the 2021-2024 Police agreement for Patterson Heights for approval. Commissioner Inman advised that he will need a motion to approve the contract. Motion was made by Commissioner DeLuca; seconded by Commissioner Wagoner to approve the Patterson Heights Contract for Police Services. Under discussion, Commissioner Hoover questioned whether the cost of healthcare and pension was taken into account when this contract was drafted. Commissioner Inman advised that previously the Township had included these items and due to the total cost, the Township lost the contract. As such, Commissioner Inman proposed that this contract be increased by 3%, as the Police Bargaining Unit contract increased wages by 2%. After a Roll call vote; Pass unanimously.

Commissioner Bartoe presented the following reports:

Commissioner Bartoe made a motion to approve payment to Patterson Township Fire Department for 12 reports for 59.25 hours totaling \$385.13, seconded by Commissioner DeLuca, after a Roll call vote; Pass unanimously.

Commissioner Bartoe presented the following application for membership for approval for Dr. Mark McCormick; Dr. Allan Segal; and Christopher Reed, seconded by Commissioner Hoover after a Roll call vote; Pass unanimously.

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

Commissioner DeLuca made a motion to approve the sell back of fifteen (15) days by Public Works Foreman Joseph Cipolla; seconded by commissioner Bartoe after a Roll call vote; Pass unanimously.

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

*2021 Budget:* Secretary Christin Milnes read the 1<sup>st</sup> reading of the 2021 budgets for the General fund and Sewer fund. Commissioner Wagoner advised the Board that the County COVID Grant in the amount of \$71,255.08 has not been included in the first reading of the budget as these funds have not yet been received. Motion was made by Commissioner Wagoner to approve the 1<sup>st</sup> readings of the Sewer fund and General Fund budgets; seconded by Commissioner DeLuca under discussion Commissioner Wagoner advised that a budget meeting will be scheduled, and requested that each commissioner let Secretary Milnes know their availability for a budget meeting during the first week of December.

*Recycling Bids:* Commissioner Wagoner advised that the Recycling bids were originally put out for bid including glass; however the glass is not being recycled it is only being repurposed and is still going to the landfill. Commissioner Wagoner advised that the Township did receive one bid including glass collection which was received from Valley Waste Services, Inc. for \$46,200 for 2021 and \$47,586 for 2022. Commissioner Wagoner stated she recommends that the Township rejects this bid as it does not conform to the requirements of the recycling program as the glass is not being recycled, discussion was held. Commissioner Bartoe made a motion to reject the bid

which was received as it does not conform to the recycling requirement for the program, seconded by Commissioner DeLuca after a Roll call vote; Pass unanimously.

Next a motion was made by commissioner DeLuca to place the recycling program out for bid with the removal of glass from the list of collected items; seconded by commissioner Bartoe after a Roll call vote; Pass unanimously.

*Pension:* Commissioner Wagoner read in its entirety the Finance Committee report which will be attached to this month's minutes. She then provide the following updated that were discovered after the finance committee meeting; ordinance 462 and 463 were passed in 2017 which made changes to the status of annuities; discussion was held on the current annuities how to proceed with them. Attorney Fawcett advised that it is a very in depth process to look into transferring annuities to another company, which must be advertised and will require much work on the part of the Township Actuary. Discussion was held regarding these ordinances. Secretary Milnes will send the ordinances to the Commissioners to review before any further action is taken. Motion was made by Commission Wagoner to approve the investment Policy statement which was received from Huntington Bank for the Uniform and Non Uniform Pension plans; seconded by Commissioner Bartoe after a Roll call vote; Pass unanimously.

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

*Civil Service:* Commissioner Hoover asked if there were any question with regard to the proposed changes to the Civil Service Commission Ordinance which were discussed at the last meeting including changes to the following sections; 38-16, 38-24, 38-25, 38-28, 38-30, 38-32, 38-36, 38-37, 38-38, 38-40 and 38-47. Motion was made by Commissioner DeLuca to approve the requested changes; seconded by Commissioner Bartoe after a Roll call vote; Pass unanimously.

Commissioner Hoover thanked Commissioner Wagoner and Secretary Milnes for the information they provided and stated he was going to continue to investigate the pension as he has not been provided all the information he has requested. Commissioner Hoover is requesting the meeting minutes from Jul 2015-December 2015 and was requested to look for this information in his files at the office, then Commissioner Hoover deferred to the Solicitor who advised he has the right to request the meeting minutes from July-December 2015. Commissioner Hoover stated he would file a Right to Know request to obtain this information if necessary. Commissioner Wagoner again stated that Commissioner Hoover had previously been provided the information he was requesting and again requested that he look in his files at the office. Commissioner Wagoner advised that the Township secretary is not a personal secretary to each the Commissioners.

Commissioner Wagoner advised that the changes for the Civil service commission will require a change in the ordinance the previous motion was only stating that each member agreed that changes were needed. There will need to be a motion to advertise for the changes to the Ordinance before it can be changed. Commissioner Hoover made a motion to advertise the changes to the Ordinance for public comment; seconded by Commissioner Wagoner after a Roll call vote; Pass unanimously.

**Code Enforcement** – October Report provided

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

**Unfinished Business:** None

**Township Agencies:** None

**Communications:**

Letter- Beaver County Planning Commission- Re: Beaver County is now exempt from the MS4 program and as such will no longer be coordinating the Joint advertisement.

Memo- Office Closures for Holiday: Motion was made by Commissioners Hoover to close the office on Friday November 27 and allow the staff to use vacation or personal days; seconded by Commissioner Bartoe after a Roll call vote; Pass unanimously.

**New/Miscellaneous Business:**

*Patterson Township Municipal Authority - Quarterly Transfer – Patterson Township Municipal Authority - \$26,976.57* Motion made by Commissioner Wagoner to approve payment to the Patterson Township Municipal Authority in the amount of \$26,976.57, seconded by Commissioner DeLuca after a Roll call vote; Pass unanimously.

*Invoices Pennsylvania State Association of Township Commissioners (PSATC)- Invoice- PSATC- \$1471.45 for 2021 dues* a motion was made by Commissioner Bartoe to pay PSATC in the amount of \$1471.45 for 2021 dues, seconded by Commissioner DeLuca after a Roll call vote; Pass unanimously.

**Executive Session:** None

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 8:12 p.m.

Respectfully submitted:

Christin Lyn Milnes

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

Patterson Township  
Finance Committee Report  
Paula J. Wagoner, Finance Chair

Special Finance Committee Meeting was advertised and held on Monday, November 9, 2020. for the purpose of discussing all aspects of the Township's Non-Uniform and Police Pension(s) plans. This report will be a little more in depth so as to include it in these regular minutes and will serve as a record going forward. So please bear with me.

In attendance at the meeting was Commissioners Inman, Bartoe, DeLuca, Hoover and Wagoner along with Twp Secretary, Mrs. Milnes and Chief Stanislawski. As this meeting was scheduled for 6:00 p.m., a special presentation was to take place by Huntington Bank at 7:00 p.m. allowing an hour for discussion.

The following items were presented and discussion held:

- A memo from Township Secretary Milnes providing the Board with the balances, as of September 30, 2020 in each of the Preference Plus Annuities held by MetLife for a total of 8 (past and present) employees. There are two current employees that do not have an annuity.
- A second attachment was distributed noting the past history of payment into the annuities from 2012 thru 2016. In 2017 and 2018 there were no payments made. A letter to Huntington Bank included a statement by the then Twp Secy that the Township was no longer going to make payments into the annuities. Thus no payments since that time. As Commissioner Hoover recollected a tax increase to fund the pensions, research was done in the minutes. The last tax increase of 2 mils was done in January, 2017. The budget was reviewed and millage was not specifically earmarked for pension.
- The 3<sup>rd</sup> handout distributed by Mrs. Milnes provided the components in calculating the Minimum Municipal Obligation, which is required to be adopted by resolution by the BOC no later than September 30 each year and paid into the pension plans accordingly. As the 2021 MMO recently adopted by the Board in September increased, discussion was held on the extra duties taken on by the Police Department and the need to make sure that the pension costs are included in the hourly rate imposed. Mrs. Milnes plans to include a revenue line item in the 2021 budget that will show the payments coming in. It was noted that in the event there are other outside duties (re: snow plowing a neighboring municipalities) the quoted rate needs to include pension as well as the normal costs involved.
- At this point, representatives from Huntington Bank – Joseph Sniezek, Susan Bell were in attendance. Joe, Vice-President and Sr Portfolio Manager distributed an investment presentation of both the Police and Non-Uniform accounts. The portfolio included a performance summary as of September 30, 2020. Noted in this in-depth report were the allocations and balances along with where the investments are made. The present balance in the Police Pension Trust Fund is \$754,377.58 and \$260,944.96 in the Non-Uniform Trust Fund (market values). The general consensus of the Board was satisfied with the present performance of the investments being made. Appropriately, a copy of the Investment Policy Statement was presented and will need to be approved at the upcoming

regular meeting on Thurs. Nov. 12<sup>th</sup>. The recommendation of Mr. Sniezek is to continue with medium risk with moderate growth.

- At the conclusion of their presentation, the Board finished out the discussion on where to go from here. Mr. Hoover and Mr. Bartoe noted their willingness to research companies that sell annuities. Mrs. Wagoner advised that there are companies that provide full service retirement services (ex: C. S. McKee has provided a presentation in the past. All agreed that we need to continue to pursue making sure the retirement benefits are ample to provide for the future down the road. Calculations may need to be done by the actuary for each employee in order to determine the obligation of the Township.

Update: As a follow-up to Monday's meeting, there were 2 Ordinances discovered. In 2017 – Ordinance #462 was adopted in June solely for the purpose of doing away with funding annuities (due to the low interest rates) for the Non-Uniform Pension Plan. This would allow for direct payment of retirement benefits to be made from the general assets (presently in Huntington Bank).

A second Ordinance #463 was adopted in October, 2017 for the purpose of addressing the Police Pension Plan – same action. Noting the purchase of annuities were cost prohibitive. There also was the addendum to the contract that Chief Stanislawski emailed to all.

In conclusion to my report, a decision still needs to be made on the present annuities held by MetLife. Also what action to take to continue funding of the pension plans we have.