

**HARMAR TOWNSHIP
BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
Thursday, November 19, 2015
Harmar Township Municipal Building**

PRESENT

Patricia A. Janoski	Chairperson
Kimberly Toney	Vice Chairperson
Linda Slomer	Supervisor
Bob Exler	Supervisor
Chuck Means	Solicitor
Donna Piper	Secretary/Treasurer
Larry Seiler	Engineer

CALL TO ORDER

The Chairperson called the Board of Supervisor's Regular Business Meeting of November 19, 2015 to order at 7:00 pm. The Pledge of Allegiance was recited.

PUBLIC COMMENTS

There being a presentation scheduled by representatives of American Natural, the Chair moved that the Presentation be heard prior to Public Comments.

Paula Hiteshew stood to congratulate Mr. Cresta and Mr. Seibert on their election wins. Mrs. Hiteshew went on to state that she has been a resident of Harmar Township since 2009, and shortly thereafter, began to attend the Township Meetings. She was then asked to run for office and decided to do so out of her sense of community and civil responsibility. Mrs. Hiteshew then expressed her disappointment over the slanderous remarks and rumors that traveled the community prior to the election and stated that she is deserving of an apology from those responsible for the rumors.

Mr. Malak spoke in praise of the Township's Road Crew for removing a deer kill across from Eleanor Street within minutes of notification.

PRESENTATIONS

Hard Oak Nursery Land Development Plan

A representative from Hard Oak Nursery was present to answer questions in regard to the proposed land development plan. Mr. Seiler indicated that the site is located along Route 910 and is 22 acres in size. Hard Oak Nursery is proposing to use the site for nursery and landscaping operations and intends to construct a 42'x80' pole building. There is no retail sales from the site being planned and there are no new curb cuts to Route 910 required. The owners would like to start construction of the pole building as soon as possible. Mr. Seiler reported that the Planning

Commission has reviewed the Plan and has recommended approval provided that a more detailed stormwater management plan and landscaping plan are submitted for review by the Township Engineer. Ms. Janoski made a motion to approve the Land Development Plan as submitted contingent upon review and approval (by the municipal engineer) of a more detailed stormwater management plan and a detailed landscaping plan. Ms. Toney provided the second and the motion was carried unanimously. Mr. Exler was not present in the meeting room to provide vote.

MINUTES

Mr. Exler made a motion to approve the minutes as follows:

- September 17, 2015 Regular Business Meeting
- September 25, 2015 Budget Meeting
- October 9, 2015 Budget Meeting
- October 15, 2015 Regular Business Meeting
- November 12, 2015 Budget Meeting

Ms. Slomer provided the second. The minutes for all meetings were approved by a majority of the Board. Ms. Slomer abstained from approving the October 15 meeting due to absence. Ms. Toney abstained from approving the September 25, October 9, and November 12 meetings due to absences.

TREASURER'S REPORT

Ms. Toney made a motion to approve the Treasurer's Report of October 1 - October 31, 2015 as written. Ms. Slomer asked about the payment to West Penn Power in excess of \$4,000. Dr. Piper explained, the amount is the average monthly bill for street lights. Ms. Slomer provided the second and the motion was carried unanimously.

PAYMENT OF BILLS

Ms. Toney made a motion to ratify the payment of bills already paid due to discounts and due dates from the General Fund, Sewer Revenue Fund, Developer's Escrow Fund, and Police Fund. Ms. Slomer provided the second and the motion was carried unanimously.

GF Checking	
Date	Expenditures
10/9/2015	\$40,333.47
10/19/2015	\$4,860.90
10/22/2015	\$365,456.87
10/28/2015	\$12,398.19
TOTAL	\$423,049.43

Sew Rev Checking	
Date	Expenditures
10/09/2015	\$1,957.16
10/19/2015	\$16.67
10/28/2015	\$344.20
TOTAL	\$2,318.03

Dev Escrow	
Date	Expenditures
10/01/2015	\$393.50
TOTAL	\$393.50

Police Fund	
Date	Expenditures
10/01/2015	\$2,913.00
TOTAL	\$2,913.00

Ms. Slomer made a motion to pay the outstanding bills for the Allegheny Valley Joint Sewage Authority in the amount of \$167,879.63. Mr. Exler provided the second and the motion was carried unanimously.

Ms. Toney made a motion to submit Payment #2 for the Acme Culvert Replacement project to Pampino Landscaping in the amount of \$70,966.60 with a 5% retainage. Ms. Slomer provided the second and the motion was carried unanimously.

REPORTS

Solicitor's Report: Mr. Means reported that his office reviewed the Janitorial Services Contract and the Auditor's Engagement Agreement and found both documents to be acceptable with the exception of a few questions to be addressed by Dr. Piper with the Auditor.

Engineering Report: In addition to the written report as submitted, the Township's Engineer provided updates on the following topics:

CDBG42: The CD42 Applications were submitted to the AVNCOG for Terrace Drive Retaining Wall Phase III, Pearl Avenue Culvert, Acme Park Tennis/Basketball Courts Paving.

CDBG40: The Board authorized Senate to proceed with the CD40 area-wide project, the Acme Culvert Replacement Project. The DEP stream encroachment permit has been obtained. The contractor is proceeding with the project which is approximately 70% complete.

Guys Run Road Bridge: PADOT proposed to replace the Guys Run Road Bridge referred to as A03. The Township's sanitary sewer will require relocation at the bridge. The stream crossing permit for the sanitary sewer relocation has been obtained. The project will be advertised for bids by the PADOT Consultant.

AVJSA Consent Order: The AVJSA have installed seven flow meters in the Township's sanitary sewer system. The meters will record for a six month period beginning in January 2015 as per the DEP Consent Order.

2015 Paving Project: The low bid was awarded to Russell Standard for Alternate A. The paving is complete and the contractor is working on punch list items.

Road Department: The Chair reviewed the Road Department Report noting that the crew is continuing to patch potholes, address sink holes, and monitor the Campbells Run sanitary sewer. An inspection of all recreation equipment in the parks was completed and documented. The Township is in need of improvements to the tennis/basketball court(s) and swing sets/swing seats in Acme Park. The Forest Highlands pump station rail systems needs

to be replaced. The Department is in need of a plow set-up for the 2008 Peterbuilt and a reliable backhoe.

Police Department: The Chair reviewed the Police Report as submitted and noted that the Department responded to 384 service calls and issued 178 traffic citations. The Chair also mentioned that Officer Yonek is doing a great job with the roadside inspections.

Codes Officer/Code Committee: No report.

Personnel Committee: Ms. Slomer mentioned that the next contract negotiation meeting is scheduled for January 11, 2016.

Administration: Dr. Piper indicated the availability of a written report on the table for public review and noted the Township's new web site is now online at www.harmartownship-pa.gov.

Tax Collection Report: The Chair reviewed the Tax Collector's Report as submitted and indicated that there is \$36,556.08 remaining (at face value) to be collected for 2015.

Safety Committee: Dr. Piper reported that the Safety Committee met on October 28, 2015. There were no OSHA Reportables and no major property damage or general liability claims during the month of October. The next meeting is scheduled for November 25th at 2:30.

Council of Governments Report: Ms. Slomer reported that the 2016 CDBG grants will be the last of the monies available for demolition projects. Also notable is that the SHACOG Purchasing Alliance can beat Co-Star pricing.

Pension Board of Trustees: Ms. Slomer reported that the Pension Board met on October 28, 2015 at 2:30. Mike Pisula, the Township's Actuary presented the Actuarial Report. James Eisnor of VOYA was absent due to illness. Ms. Slomer reports that Mr. Pisula indicated that the numbers represent a positive move and that the Plans are now only moderately distressed.

Emergency Management: No report.

CORRESPONDENCE

The Chair noted the correspondence received and made available to the public: Fox Chapel Authority Meeting Minutes of September 29, 2015 and the Harmar Township Planning Commission Meeting Minutes of August 12, 2015.

OLD BUSINESS

None.

NEW BUSINESS

Pension Plan(s) Actuarial Valuation Reports

Ms. Slomer made a motion to accept the Actuarial Valuation Reports as submitted by the Actuary. Mr. Exler provided the second and the motion was carried unanimously.

Revised Minimum Municipal Obligation

Dr. Piper presented revised calculations as submitted by the Actuary and explained that the revisions provide for a decrease in the 2016 MMO as compared to those that were presented and approved by the Board at the October meeting. Dr. Piper further explained that if the MMO was left as approved, it is better for the funding status of the Plans.

Resolution to Revise the 2016 Minimum Municipal Obligation

Based upon the preceding discussion, the Board tabled the revision to the MMO Resolution and left the October approval stand.

Appointment of Independent Auditor

Dr. Piper recommended that the agenda item be tabled until the December meeting based upon issues in the Engagement Letter that are to be addressed.

Janitorial Services Contract

The Chair made a motion to approve/accept the proposal from Office Pride for janitorial services and specialty floor care services effective January 1, 2016. Ms. Slomer provided the second and the motion was carried unanimously.

Stray Dog and Stray Feline Services Contract

Ms. Slomer made a motion to approve/accept the proposal from Hoffman's Boarding Kennels. Ms. Toney asked if the feline contract is a new addition. Dr. Piper stated that the feline services were always an addendum to the stray dog services. There being no further questions, Mr. Exler provided the second and the motion was carried unanimously.

ACC Telephone Maintenance Service Agreement

Mr. Exler made a motion to approve the annual maintenance service agreement for the telephone system. Ms. Slomer provided the second and the motion was carried unanimously.

30th Annual COG Holiday Dinner Meeting

Dr. Piper presented information for the COG Dinner Meeting to be held on December 4, 2015 at Futules Harmar House. Ms. Slomer made a motion to approve Board members and Departments Heads and their Guests to attend the meeting at a cost of \$38 each. Mr. Exler expressed his concerns. Ms. Toney provided the second and the motion was carried unanimously.

30th Annual COG Holiday Dinner Meeting Door Prize Donation

Ms. Slomer suggested that the Township donate a gift card from Giant Eagle/Get Go in the amount of \$50. Discussion ensued. Ms. Slomer made a motion to have the Treasurer obtain a gift card from Giant Eagle Express in Harmar to donate to the COG Dinner Meeting. Ms. Janoski provided the second and the motion was carried unanimously.

2016 Operating Budgets and Capital Improvement Plan

Dr. Piper presented the draft format of the 2016 General Fund Operating Budget, Sewer Fund Operating Budget, and Capital Improvement Plan. Ms. Slomer made a motion to approve the Drafts as presented. Mr. Exler provided the second. Ms. Slomer asked if the Drafts as presented are the final budgets to be adopted. All were in agreeance. The Chair called for the vote. The motion was carried unanimously.

Authorize Secretary to Advertise Draft Budgets

Ms. Slomer made a motion to authorize the Secretary to appropriately advertise and make available the Draft Budgets as approved by the Board. Mr. Exler provided the second and the motion was carried unanimously.

OTHER BUSINESS ADDED

Resolution for CDBG42 Grant Application for Terrace Drive Retaining Wall Phase III

Ms. Toney made a motion to submit the CDBG42 grant application for the Terrace Drive Retaining Wall Phase III and commit \$40,000 in local match monies. Mr. Exler provided the second and the motion was carried unanimously.

Resolution for CDBG42 Grant Application for the Pearl Avenue Stream Culvert

Mr. Exler made a motion to submit the CDBG42 grant application for the Pearl Avenue Stream Culvert and commit \$80,000 in local match monies. Ms. Toney provided the second and the motion was carried unanimously.

Resolution for CDBG42 Grant Application for Acme Park Tennis/Basketball Court Paving

Ms. Toney made a motion to submit the CDBG42 grant application for the Acme Park project and commit \$35,145 in local match monies. Ms. Slomer provided the second and the motion was carried unanimously.

Motion to Authorize Invoicing of School Crossing Guard Wages for years 2012-2013 and 2013-2014

Dr. Piper explained, during the budget process and the review of historical financial documents, the wages (one half of the wages) for the Crossing Guards for the school years 2012-2013 and 2013-2014 were not invoiced to the School District. The Chair made a motion to have the Treasurer invoice the School District for said years. Ms. Toney provided the second. Ms. Toney then asked why the invoicing was not completed timely. Dr. Piper did not know since she was not employed at that time. The motion was carried unanimously.

Multi-Municipal Comprehensive Plan

A Public Hearing for the Comprehensive Plan was held in Cheswick on November 17, 2015 without end. The Consultant, Carolyn Yagle asked if the Hearing could be continued at the Harmar Municipal Building in December. Ms. Slomer made a motion to authorize the Secretary to coordinate a date with the Consultant. Ms. Toney provided the second and the motion was carried unanimously.

Request for Reduction in Sewage Bill from Bob and Mary Loveland

The Chair read a request from Bob and Mary Loveland asking for a reduction in the sewage bill due to an increase on the bill caused by an outside spicket leak. Ms. Toney asked if the request was presented to the Harmar Authority and approved and asked that the item be tabled until further information can be obtained by the Secretary.

Disposition of 1994 Nuway Trailer

Dr. Piper recommended that the Board list the 1994 Nuway Trailer on MuniBid. The trailer was replaced with a new trailer that could haul the snowblower needed to do the Hulton Bridge sidewalk winter maintenance work. Ms. Toney made a motion to list the 1994 Nuway Trailer on MuniBid. Ms. Slomer provided the second and the motion was carried unanimously.

PUBLIC COMMENTS

Maragared Cook, in reference to the Feline Contract with Hoffman Boarding Kennels, stated that there aren't many stray cats in the Guys Run area because people take them in and feed them and because there are coyote problems in that area.

A resident asked if the bike lanes that were recently installed between Blawnox and Powers Run will continued into Harmar. The Chair stated that the Board sent a letter to PennDot that indicated that Harmar was not in favor of the bike lanes along Freeport Road.

Margaret Cook added that she had read in the paper that the bike lanes will be installed but will not be identified as bike lanes.

Mr. Malak indicated that he is in favor is using the railroad corridor for a designated bike way and that Freeport Road is too congested to reduce vehicular lanes for bicycles.

Mr. Hillary asked if there is going to be any action taken by the Board for the Board member's actions at the beginning of the meeting.

BOARD COMMENTS

Ms. Toney asked the Secretary/Treasurer the current balances in the General Fund, Sewer Revenue Fund and the Capital Improvements Fund. Ms. Toney then asked for estimate of anticipated expenditures through the end of the year. Dr. Piper estimated an additional \$300,000

will be withdrawn from the three funds to pay outstanding invoices and payroll through the end of the year.

Ms. Slomer asked the Secretary to post a list of Board vacancies as of January 1, 2016 on the website and also to email the list to the Board.

Ms. Slomer asked the Secretary to research the logistics for recycling plastic, glass and aluminum. Dr. Piper stated that she would contact the County Recycling Coordinator. Ms. Slomer also mentioned Hotel Service Tax as a revenue; and asked about the logistics of leaf pick-up in the residential neighborhoods. Ms. Slomer then addressed Mr. Colpo in the audience and asked him who was telling him that he will be reappointed as the Codes/Zoning Officer next year.

ADJOURNMENT

There being no other business before the Board, the Chair adjourned the meeting at 8:35 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Donna J. Piper". The signature is written in a cursive style with a large initial "D".

Donna J. Piper, PhD
Secretary/Treasurer