

**HARMAR TOWNSHIP
BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
THURSDAY, December 18, 2014
HARMAR TOWNSHIP MUNICIPAL BUILDING**

PRESENT

Patricia Janoski	Chairperson
Kimberly Toney	Vice Chairperson
Linda Slomer	Supervisor
Jerry Chalmers	Supervisor
Dr. Donna Piper	Secretary/Treasurer
Charles Means	Township Solicitor
Larry Seiler	Township Engineer

The Chair called the Regular Business Meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

The Chair called for Public Comments.

There being no Public Comments before the Board. The Chair then moved the first three items under New Business (as follows) to the beginning of the meeting as a courtesy to the attending representatives.

Authorize to Advertise a conditional use Public Hearing - Crosspointe Church

The Chair called for a motion to advertise for a Public Hearing to consider the conditional use request from Crosspointe Church for a place of worship in a C-2 Zoning District. Mr. Seiler stated, the application has been recommended for approval by the Planning Commission with no additional conditions recommended. Ms. Toney made a motion to authorize the Secretary to advertise a Public Hearing on January 15, 2015 at 7:00 p.m. Ms. Slomer provided the second and the motion was carried unanimously.

Motion to approve Towne Place Suites Hotel Subdivision and Land Development Plans

Chris Wilk of Larson Design Group was in attendance to present and answer questions in regard to the Towne Place Suite Hotel subdivision plan as recommended for approval by the Planning Commission. Mr. Seiler stated, the revised plans have been submitted and all conditions have been met. Ms. Toney made a motion to approve the subdivision and land development plans. Ms. Slomer provided the second and the motion was carried unanimously.

There being no further plan presentations, the chair moved to item IV Approval of Minutes.

Minutes

Ms. Slomer made a motion to approve the minutes of the November 20, 2014 Budget Preparation Meeting and the November 20, 2014 Regular Business Meeting. Ms. Toney provided the second and the motion was carried unanimously.

Treasurer’s Report

The Chair called for a motion to approve the Treasurer’s Report for the month of November 2014.

Ms. Toney made the motion to approve the report as follows:

General Fund Checking	\$ 197,221.31
General Fund Reserve	\$1,248,835.87
Tax Collector Fund	\$ 38,138.41
Sewer Revenue Checking	\$ 684.34
Sewer Revenue Savings	\$ 568,731.30
Capital Improvements	\$ 342,045.72
Sinking Fund – AIM Loan	\$ 1,717.47
Nixon Bridge Fund	\$ 12,004.46
State Liquid Fuels Fund	\$ 144,814.84
Developers Escrow Checking	\$ 16.62
Developer’s Escrow Savings	\$ 24,197.60

Ms. Slomer provided the second and the motion was carried unanimously.

Payment of Bills

The Chair called for a motion to ratify the payment of bills in response to due dates and discounts.

Ms. Slomer made a motion to ratify the payments as presented as follows:

General Fund	\$198,684.39
Sewer Revenue Fund	\$164,260.34
Developer’s Escrow Fund	\$ 6,341.42
Police Fund	\$ 3,281.75

Ms. Toney provided the second and the motion was carried unanimously.

Solicitor’s Report

Attorney Means presented information pertaining to the ratification of the appointment of a Deputy Tax Collector as per the item of New Business. Attorney Means also addressed the item of New Business in regard to the advertising of an Ordinance to enter into an Agreement with PSATS to administer the Township’s Unemployment Compensation.

Engineer’s Report

Mr. Seiler presented the Engineer’s Report as written for submission to the Board.

- Ms. Toney made a motion to approve the second payment as invoiced with the grant moneys acquired and administered by the AVNCOG for the Pitt Ohio Project in the amount of \$480,886.53. Ms. Slomer provided the second and the motion was carried unanimously.
- Ms. Janoski made a motion to authorize the Municipal Solicitor and Municipal Engineer to prepare the necessary paperwork for the vacating and adoption of Rich Hill Road. Ms. Slomer provided the second and the motion was carried unanimously.
- The Board discussed having a representative from Huntley and Huntley attend the Business Meeting in February to make a presentation. In addition, the Municipal Solicitor will review the lease agreement as submitted by Huntley and Huntley.

Committee and Departmental Reports

The Chair highlighted the Roads, Police, Codes, and Real Estate Tax Collection reports as written and submitted. A brief discussion ensued in regard to the use of body cameras for the Police Department and questioned the possibility of grant funding for body camera purchases. The Secretary also presented the information in regard to the special services vehicle inspections performed by Officer Yonek of the Police Department. The Secretary highlighted the Administration Report and gave a brief update on the progress on the PrintMap/Newsletter.

Unfinished Business

Tree Trimming in ACME Park: The Secretary presented a tabulation of the quotes obtained for the trimming of three oak trees in Acme Park.

Gene’s Tree & Landscape Services	\$1,100
Drake’s Landscaping and Tree Service	\$1,169
Beaver Jack Tree Service	\$1,350

Ms. Slomer made a motion to hire Gene’s Tree Service for the amount of \$1,100 and contingent upon receipt of a certificate of liability insurance. Ms. Toney provided the second and the motion was carried unanimously.

Resolution to appoint CPA to Audit 2014 Financial Statements

Ms. Toney made a motion to approve the Resolution (#23) that names Merge & Hill as the CPA firm that will audit the 2014 Financial Statements for a fee of \$7,000. Ms. Slomer provided the second and the motion was carried unanimously.

Donation to Springdale Jr./Sr. High School Prom Committee

The request for a donation was discussed by the Board. Mr. Paul Messich asked to address the Board and make comment. Permission was granted by the Chair. Mr. Messich stated he is not in favor of the use of tax dollars for said purpose. Ms. Slomer clarified that tax dollars in not the only revenue funding stream. Further discussion ensued, there was no Board member in favor of making the donation and the agenda item failed to be approved due to the lack of a motion.

Resolution to enter into Agreement for Stray Animal Services for 2015

Ms. Toney made a motion to enter into the Agreement with Hoffman Animal Services contingent upon Hoffman providing services as per Ordinance 404 of April 18, 2013. Ms. Slomer provided the second and the motion was carried unanimously.

Pitt Ohio Subdivision Plan for Reapproval

Ms. Janoski made a motion to reapprove the Pitt Ohio Subdivision Plan. Ms. Slomer provided the second. The Secretary explained, the Applicant did not have the Plan recorded at the County within the required 90 day time period. The motion was carried unanimously.

UPMC Employee Benefits and Cancelation of Highmark Plan through the Teamsters

The Secretary stated, the proposal to change employee benefits from Highmark to UPMC is moving forward along with the other ancillary benefits as presented to the Board at budget and

informational meetings. The Secretary requested the Board ratify the letter submitted to the Teamsters on December 10, 2014, that canceled the employee benefits effective 11:59 p.m. on December 31, 2014. Ms. Janoski made the motion to ratify the letter to the Teamsters and approve the comprehensive benefits as presented and discussed in prior meetings. Ms. Toney provided the second and the motion was carried unanimously.

ACH Transactions for monthly health care premiums and FSA Benefit Cards

The Secretary asked the Board to consider having the monthly health care premiums and FSA benefit card transactions paid from the General Fund Checking via ACH transactions. MS. Toney made the motion to approve the ACH transactions for health care premiums and FSA benefit card transactions. Ms. Slomer provided the second and the motion was carried unanimously.

New Business

PADOT Letter of Concurrence

The Secretary presented a request from PADOT for a letter of concurrence to perform the road work for Spring 2015 throughout the night. Ms. Toney made a motion that the Board concur with PADOT for the working hours as proposed. Ms. Slomer provided the second and the motion was carried unanimously.

Resolution to sign Agreement for Guys Run Road Bridge Replacement Project

Mr. Seiler explained, the Bridge on Guys Run Road is back on the County list for replacement. Currently, PADOT is requesting the Township to enter into an Agreement for the work to be completed as proposed. Ms. Toney made a motion to approve Resolution (#25), agreeing to enter into an Agreement with PADOT for the Guys Run Road Bridge Replacement work. Ms. Slomer provided the second and the motion was carried unanimously.

Ratify the Appointment of the Deputy Tax Collector

The Chairman presented a letter from Jim DiPalma requested that the Board ratify the appointment of Debra Sigmund of Springdale Borough as the Harmar Township Deputy Tax Collector. Ms. Janoski made the motion and Ms. Toney provided the second to ratify the appointment. The motion was carried unanimously.

Ratify Liquid Fuels Fund Management Letter

The Secretary presented a letter signed by Laura Conte, Office Assistant that attests that no major changes have occurred in the liquid fuels fund in 2014 since the liquid fuels audit was performed. Ms. Janoski made a motion to ratify the letter. Ms. Slomer provided the second and the motion was carried unanimously.

Resolution to enter into Agreement with Phoenix Benefits Group for Actuarial Services

The Secretary presented a letter of engagement from Michael Pisula of the Phoenix Benefits Group for Actuarial Services. The Chair tabled the item until the Township Solicitor could review the Agreement.

Authorization to advertise Ordinance for Unemployment Compensation Services

The Secretary presented the information from PSATS requesting the Board enter into an Agreement and approve an Ordinance for services provided by PSATS for unemployment compensation. Ms. Janoski made the motion to authorize the Secretary to advertise the Ordinance. Ms. Slomer provided the second and the motion was carried unanimously.

Resolution to appoint Janitorial and Specialty Floor Care Service Providers

A proposal tabulation sheet was presented to the Board for janitorial services and specialty floor care services. The Board reviewed and discussed the various proposals.

Company Name	Floor Care Services
Zito Cleaning Service	\$1,950.00
Office Pride	\$2,601.86
Service Master	\$3,271.00
Herman's Floor Maintenance	\$4,500.00
SSM Floor Care Services	\$4,500.00

Company Name	Janitorial Services
Office Pride	\$5,611.68
Zito Cleaning Service	\$11,700.00
SSM Cleaning Services	\$12,960.00
McChesney Cleaning Service	\$14,900.00

Ms. Toney made a motion to appoint Office Pride as the janitorial service provider and Zito Cleaning and the specialty floor care service provider. Ms. Slomer provided the second and the motion was carried unanimously.

Allegheny League of Municipalities Bi-Annual Legislative Reception on January 15, 2015 at Heinz Field

Ms. Toney made a motion to allow interested Board members to attend the legislative reception. Ms. Slomer provided the second and the motion carried unanimously.

2015 PSATS Annual Conference

Ms. Toney made a motion to allow interested Board members to attend the legislative reception. Ms. Slomer provided the second and the motion carried unanimously.

Borough's Association Banquet 2015

Ms. Toney made a motion to allow interested Board members to attend the association banquet. Ms. Slomer provided the second and the motion carried unanimously.

Resolution to adopt the 2015 General Fund Budget as advertised

Ms. Slomer made a motion to adopt the 2015 General Fund Budget in the amount of \$2,788,866. Ms. Toney provided the second and the motion was carried unanimously.

Resolution to establish the 2015 Real Estate Tax Millage Rate at 3.7 mills

Ms. Toney made a motion to establish the 2015 real estate tax millage rate at 3.7 mills. Ms. Slomer provided the second and the motion was carried unanimously.

Resolution to close the Township’s Financial Books for the year 2014 on December 31, 2014

Ms. Toney made a motion to close the Township’s Financial Books for the year 2014 on December 31, 2014. Ms. Slomer provided the second and the motion carried unanimously.

Other Business Added

Resolution to Amend Fee Schedule

Ms. Slomer made a motion to amend the Township’s Fee Schedule as proposed by the Secretary/Treasurer. Ms. Toney provided the second and the motion was carried unanimously.

Amend Right-to-Know Policy

The Secretary presented amendments to the right-to-know policy to include the naming of the right-to-know officer and deputy right-to-know officer per job title – as opposed to via the person’s name. Ms. Slomer made a motion to amend the policy as presented by the Secretary. Ms. Toney provided the second and the motion was carried unanimously.

Permission to Update the Industrial Appraisal

The Secretary presented the annual invoice to update the Report of Insurable Values and to update the Property Record Report in the amount of \$575. Ms. Janoski made a motion to proceed with the Industrial Appraisal Updates. Ms. Slomer provided the second and the motion was carried unanimously.

Public Comment

Stanley Malak asked if the Board would be meeting again in 2014 or if this is the last meeting. The Chair stated that this is the last meeting of the Board in 2014. Mr. Malak also requested the Board provide some type of listing of the Boards and Committees that will have vacancies in 2015. The Secretary stated, a list will be placed on the Township’s website and will be provided to the newspaper.

Margaret Cook asked, which bridge will be replaced on Guys Run Road. Mr. Seiler answer – the upper (second) bridge.

Margaret Cook also asked if Marcellus well drilling will affect the water supply. Mr. Seiler answered – well drilling is regulated by the PA Department of Environmental Protection.

Mike Hillary asked the Board to explain the proposal that Mr. Exler submitted during budget meetings that discussed his plan to cut costs and lower taxes. The Chair responded that she is not aware of a submission from Mr. Exler.

Evie Perrett discussed the issue of the people in Cheswick paying less for water than the people in Harmar. Discussion ensue among the audience. The Chair called order and asked that questions and comments be addressed to the Board of Supervisors.

Stanley Malak stated, the Township will be receiving a windfall in real estate transfer taxes. Members of the Board disagreed.

Respectfully submitted

Dr. Donna J. Piper
Secretary/Treasurer

**HARMAR TOWNSHIP
BOARD OF SUPERVISORS
2015 ORGANIZATION MEETING
MONDAY, January 5, 2015
HARMAR TOWNSHIP MUNICIPAL BUILDING**

PRESENT

Patricia Janoski	Chairperson
Kimberly Toney	Vice Chairperson
Linda Slomer	Supervisor
Jerry Chalmers	Supervisor
Bob Exler	Supervisor – via telephone speaker phone
Dr. Donna Piper	Secretary/Treasurer
Charles Means	Solicitor

The Chair called the meeting to Order at 7:05 p.m. The Pledge of Allegiance was recited.

The Chair asked for Public Comments.

Thelma Jewart of Harmar Township asked that the names citizens being considered for various boards and committees be recited. The Chair stated the information as follows:

Chair of Vacancy Board – Barbara Noll
Zoning Hearing Board – Frank Rubin and Thelma Jewart
Uniform Construction Code Board of Appeals – James Slomer
Harmar Water Authority Board – John Colpo, Sr. and Robert Seibert

There being no further Public Comments, the Chair called for a motion to appoint a **Temporary Chairperson**. Mr. Chalmers made a motion to appoint Ms. Slomer. Motion second by Ms. Toney. Roll Call: Unanimous. The motion carried unanimously.

Ms. Slomer, as the Temporary Chairperson, called for a motion to appoint a **Temporary Secretary**. Ms. Toney made a motion to appoint Mr. Chalmers. Motion second by Ms. Slomer. The motion carried unanimously.

The Temporary Chairperson called for a motion to appoint the **2015 Board Chairperson**. Mr. Chalmers made a motion to appoint Ms. Janoski. Motion second by Ms. Slomer. The motion carried unanimously.

Ms. Janoski made a motion to appoint Ms. Toney as the **2015 Board Vice Chairperson**. Mr. Chalmers provided the second. The motion carried unanimously.

The Chair called for a motion to appoint a **Secretary/Treasurer**. Ms. Slomer made the motion to appoint Donna Piper. Mr. Chalmers provided the second. The motion carried unanimously.

The Chair called for a motion to **establish the Secretary/Treasurer bond** by Resolution in the amount of \$700,000. Ms. Slomer made the motion. Ms. Toney provided the second. The motion carried unanimously.

The Chair called for a motion to **establish the Tax Collector bond** for 2015 by Resolution in the amount of \$700,000. Mr. Chalmers made the motion. Ms. Toney provided the second. The motion carried unanimously.

The Chair called for a motion to appoint a **Chief of Police** for 2015 at the rate of compensation as established by the employment agreement and in the 2015 General Fund as adopted by the Board of Supervisors. Ms. Toney made the motion. Mr. Chalmers provided the second. The motion was carried unanimously.

The Chair called for a motion to **retain the administrative employees** to include the rate of compensation as established by the Board as provided for in the 2015 General Fund Budget for the hours of 8:30-4:30 (a 35 hour work week and a one hour per day paid lunch) as follows: Ms. Conte as Office Assistant and Ms. Crump as Bookkeeper. Mr. Chalmers made the motion. Ms. Toney provided the second. The motion carried unanimously.

The Chair called for a motion to **retain the 2 part-time school crossing guards** for 2015 based upon the terms and conditions of employment and the rate of compensation as established by the Board of Supervisors as provided in the 2015 General Fund Budget, and the work schedule and employment period as established by the Allegheny Valley School District calendar. Ms. Toney made the motion. Ms. Slomer provided the second. Ms. Janoski provided information as to the necessity of 2 crossing guards as located at their area(s) of student assistance. The motion carried unanimously.

The Chair called for a motion to appoint the **Supervisors as Roadmasters** for 2015 to include a recommendation to the Board of Auditors to establish a zero rate of compensation and to establish the terms and conditions of employment. Ms. Slomer made the motion. Mr. Chalmers provided the second. The motion was carried unanimously.

The Chair called for a motion to reappoint **Charles Means of Goehring, Rutter & Boehm as Solicitor/Firm as Township Solicitor** for 2015 and to include the rate of compensation and terms and conditions as stated in the letter requesting reappointment. Mr. Chalmers made the motion. Ms. Toney provided the second. The motion carried unanimously.

The Chair made the motion to reappoint **Rhoades & Owen, LLC as Special Counsel (as needed) for Pension related matters** in 2015 and to include the rate of compensation and terms and conditions as stated in the letter requesting reappointment. Ms. Slomer provided the second. The motion was carried unanimously.

The Chair made the motion to reappoint **Campbell, Durrant, Beatty, Palumbo & Miller as Special Counsel (as needed) for labor related matters** in 2015 and to include the rate of compensation and terms and conditions as stated in the letter requesting reappointment. Ms. Toney provided the second. The motion was carried unanimously.

The Chair called for a motion to reappoint **Senate Engineering as the Municipal Engineer** for 2015 with the motion to include a monthly retained fee of \$50 and fees for services as outlined in

the Schedule of Unit Rate for Basic Services and Unit Rates for Additional Services. Ms. Toney made the motion. Mr. Chalmers provided the second and the motion was carried unanimously.

The Chair called for a motion to reappoint **Stephen Yakopec as Solicitor to represent the Planning Commission, Zoning Hearing Board, and the uniform Construction Code Appeals Board** for 2015 and to include the rate of compensation and terms and conditions of the appointment to be stated in the letter requesting reappointment. Mr. Chalmers made the motion. Ms. Slomer provided the second and the motion was carried unanimously.

Ms. Janoski made a motion to appoint **First Commonwealth Bank as the 2015 Depository** with stipulation that the Board may change depositories in the best interest of the Township at any time during the year. Mr. Chalmers provided the second and the motion was carried unanimously.

The Chair called for a motion to appoint a **Chairperson for the Vacancy Board**. Ms. Toney made the motion to appoint Barbara Noll. Ms. Slomer provided the second. Mr. Exler commented that a Township Auditor cannot hold both seats. Mrs. Noll, present in the audience, stated she would resign as an Auditor. The motion carried with a “no” vote from Mr. Exler.

The Chair called for a motion to appoint **members to the Zoning Hearing Board**. Mr. Chalmers made a motion to reappoint Frank Rubin to a three year term to expire on January 1, 2018 and Thelma Jewart to fill the term of Suzanne Warden for one year to expire on January 1, 2016. Ms. Toney provided the second. The motion carried unanimously.

The Chair called for a motion to appoint one member to a 3 year term on the **Uniform Construction Code Appeals Board** to expire on June 30, 2017. Ms. Toney made the motion to appoint James Slomer. Mr. Chalmers provided the second. The motion carried unanimously.

The Chair called for a motion to appoint one member to a 5 year term on the **Harmar Water Authority Board** to expire on December 31, 2019. Ms. Toney made a motion to appoint John Colpo, Sr. Mr. Chalmers provided the second. The motion carried with a “no” vote from Mr. Exler and Ms. Janoski.

Ms. Janoski made a motion to appoint **Jordan Tax Services as the delinquent real estate tax collector** for 2015 to include a rate of compensation of five percent (5%) of delinquent collections and ten percent (10%) for lien collections, plus costs for filing municipal liens. Mr. Chalmers provided the second. The motion carried unanimously.

The Chair called for a motion to appoint **Jordan Tax Services as the delinquent sewage collection agency** for 2015 to include a rate of compensation of five percent (5%) of delinquent collections and ten percent (10%) for lien collections, plus costs for filing municipal liens. Mr. Chalmers made the motion and Ms. Toney provided the second. The motion carried unanimously.

The Chair called for a motion to **set the Township’s Meeting Dates for 2015** as follows: the Township Board of Supervisors on the 3rd Thursday of each month to commence at 7:00 p.m.

and authorize to advertise the 2015 meeting schedule for all Boards to commence at 7:00 p.m. to include: Planning Commission on the 2nd Wednesday of each month (as needed), Zoning Hearing Board (as advertised as needed), and Uniform Construction Code Appeals Board (as advertised as needed), and the 2016 Budget Preparation Meetings (to be announced and advertised at a later date). Ms. Slomer made the motion and Mr. Chalmers provided the second. The motion carried unanimously.

Ms. Janoski made a motion to **authorize the Secretary/Treasurer to pay invoices** for all funds between meetings in reference to due dates and/or discounts that may be offered on an invoice paid prior to a certain date. Ms. Slomer provided the second and the motion was carried unanimously.

The Chair called for a motion to appoint a **Board member to represent the Township at ACATO meetings**. Ms. Toney made the motion to appoint Pat Janoski. Mr. Chalmers provided the second and the motion was carried unanimously.

The Chair called for a motion to appoint a **Board member to represent the Township at AVNCOG meetings**. Ms. Toney made the motion to appoint Linda Slomer. Mr. Chalmers provided the second and the motion was carried unanimously.

The Chair tabled the discussion to appoint a **PSATS Delegate**.

The Chair called for a motion to appoint 2 Board members to the **Road Committee**. Mr. Chalmers made a motion to keep the Road Committee the same as in 2014 with himself and Ms. Toney. Ms. Toney provided the second. The motion was carried unanimously.

Ms. Janoski made a motion to keep the **Police Committee** the same as in 2014 with herself and Mr. Exler. Ms. Slomer provided the second. The motion was carried unanimously.

There being no further business before the Board, the Chair called for Board Comments. Ms. Slomer suggested that the Board implement a Personnel Committee.

Ms. Toney made a motion to implement a **Personnel Committee** in 2015. Mr. Chalmers provided the second.

Ms. Toney made a motion to appoint Ms. Slomer and Ms. Janoski to the **Personnel Committee**. Mr. Chalmers provided the second. The motion was carried unanimously.

Ms. Toney commented on the Resolution to amend the fee schedule that was passed during the December Regular Business Meeting and suggested that the fee schedule be sent to all those who are to receive the updates such as the Codes/Zoning Officer and the Township Engineer.

There be no further comments from the Board, The Chair adjourned the meeting at 7:45.

Sincerely,



Dr. Donna Piper
Secretary/Treasurer