

HARMAR TOWNSHIP
BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
THURSDAY FEBRUARY 20, 2014
HARMAR TOWNSHIP MUNICIPAL BUILDING

PRESENT

Pat Janoski	Chairman
Kim Toney	Vice Chairman
Jerry Chalmers	Supervisor
Bob Exler	Supervisor
Linda Slomer	Supervisor
Chuck Means	Solicitor
Larry Seiler	Engineer

CALL MEETING TO ORDER

Pat Janoski called the Board of Supervisors Regular Business Meeting of February 20, 2014 to order at 7:00 pm as legally advertised. The Pledge of Allegiance was recited.

PRESENTATION

None.

COMMENTS FROM THE FLOOR

A citizen commended the Supervisors involved in participating in the patriotic updates made to the public meeting room.

A citizen commented on the public disagreements among the Supervisors that have been ongoing for numerous years and recommended that the elected public officials resolve to work for what is best for the citizens of Harmar Township.

A citizen commented on the increases in the millage rates since 2006.

A citizen asked about the alleged missing donation of \$350,000 to be used for road repairs. Another citizen responded that the funds were used to rehab Wise Hill Road.

A citizen asked for a public apology for a name calling incident among Supervisors in a public meeting.

APPROVAL OF MINUTES

Mr. Exler motioned to approve the Minutes for the December 30, 2013 Regular Business Meeting. Seconded by Mr. Chalmers, the motion was carried unanimously.

APPROVAL OF TREASURER'S REPORT

Ms. Slomer motioned to approve the Treasurer's Report for the month of January 2014. Seconded by Ms. Toney, the motion was carried unanimously.

AUTHORIZE PAYMENT OF BILLS

Mr. Slomer motioned to ratify payment of bills as follows:

January 29, 2014	
General Fund	\$72,127.47
Sewer Revenue Fund	3,906.02
Developers Escrow Fund	\$1,373.50

And on February 11, 2014 in response to due dates and / or discounts

General Fund	\$82,374.49
Sewer Revenue Fund	\$2,024.85
Developers Escrow Fund	\$2,291.75

TOTALS:

General Fund	\$154,501.96
Sewer Revenue Fund	\$5,930.87
Developer's Escrow Fund	\$3665.25

Seconded by Ms. Toney. Ms. Slomer questioned the invoice from Bochek Collision Services. Ms. Janoski will review the invoice with Ms. Crump. The motioned was carried unanimously.

CORRESPONDENCE

University of Pittsburgh (U-Park) submitted sewage effluent flow report for 4th quarter 2013.

Ms. Janoski read the resignation letter from Officer Wetzel who has elected to terminate employment with the Harmar Township Police Department, effective March 14, 2014, to take a position with the City of Pittsburgh.

Ms. Janoski announced the continuing education opportunity provided by the Allegheny League of Municipalities at Seven Spring for members of the Board of Supervisors.

SOLICITORS REPORT

Mr. Means reported that the Board held an Executive Session at 6:30 pm (prior to the Regular Business Meeting) to discuss personnel matters.

Mr. Means explained he would report on Agenda items as they occurred and respond to any questions at that time.

ENGINEERS REPORT

Larry Seiler reported:

Rich Hill Road Paving and Signal Project

Bid Opening for the Rich Hill Road Paving and Signal Project will be on February 28, 2014.

CITF Grant Applications for Guys Run Road

A CITF Grant application is ready for submission for sanitary sewer lining and televising along Guys Run Road. The grant submission shall be for a project total of \$85,000. The local match is \$40,000. The COG will administer the grant. Mr. Seiler requested a motion for permission from the Board for permission to submit the grant and for dedicating the matching funds required by the grant. Applications are due February 28, 2014.

Chapter 94 Sewage Report

The Chapter 94 mandatory sewage report to the Department of Environmental Protection is ready for submission.

Tax Collector's Office

Renovations (separate entrance and ADA access) to the Tax Collection Office will require three quotes from local contractors.

Mr. Chalmers made a motion to submit the CITF Grant applications. Ms. Toney provided the second and the motion was carried unanimously.

COMMITTEE REPORTS

Ms. Janoski referenced a report from the Streets Department that indicated that the department has been busy with snow and ice removal, catch basin cleaning, cold patching pot holes, and that refuse pick-up at the parks in on-going. In addition, the report also indicated that the Township's vehicle fleet is maintained in-house as much as possible.

COMMENTS FROM THE FLOOR ON CORRESPONDENCE, BOARD MEMBER COMMENTS, AND ITEMS LISTED UNDER NEW AND UNFINISHED BUSINESS

A citizen commented with a list of questions for the Board in regard to the vacant Secretary/Treasurer position as follows:

- Who is currently acting as the appointed Treasurer?
- Who is signing checks?
- Who is moving and depositing funds?
- Is this person bonded?
- Is this person trained in fund accounting and GAFC and what the law permits and prohibits?
- Is this person being compensated?
- Who is the Open Records/Right-to-Know Officer?
- What internal controls are in place?
- Is this person aware that the Board of Supervisors must approve all fund transfers?
- Who is processing the DCED Reports?
- Who is processing Liquid Fuels and other critical grants?
- Are there any outstanding grants? If yes, what are they?
- Has the Annual Audit been scheduled?
- Who is the Pension Plan Administrator?
- To date, are there any meeting requirements that have not been met?

Mr. Means asked that a list of the questions be submitted in writing.

Ms. Slomer asked who would be transcribing the January meeting minutes? Ms. Janoski answered that a Court Reporter was retained to transcribe the Reorganization Meeting Minutes at a rate of \$175. Ms. Slomer asked if that is the agreed upon rate for the transcribing of all meetings. Ms. Janoski answered that the rate would depend upon the length of the meeting.

Mr. Chalmers commented that the Sewer Revenue increase of 5% as previously discussed by the Board is not on the Agenda.

Mr. Chalmers suggested that the Township place money aside in the Sewer Revenue Account for improvements to the Pump Station.

Ms. Toney made a motion to have the Township Engineer obtain quotes for the cost of improvements to the Pump Station. Mr. Chalmers provided the second and the motion was carried unanimously.

Mr. Chalmers reported that the Township Engineer will soon provide the tentative Summer 2014 Paving Project List.

Mr. Chalmers asked if the Secretary/Treasurer position has been advertised. Ms. Janoski indicated that the position was advertised in the Valley News Dispatch and that numerous responses were received.

Mr. Chalmers made a motion to have the local art class paint a mural on the wall in the entrance hall of the Township Building. Ms. Toney provided the second and the motion was carried unanimously.

Ms. Slomer asked whether a full-time or a part-time officer would be hired to fill the vacancy in the Police Department. Ms. Janoski replied that the vacant position will be advertised as a full-time position.

Ms. Slomer asked for an arbitration update. Mr. Means replied that action will take place within the week.

Ms. Slomer asked why expenditures for remodeling the Tax Office were not brought before the Board of Supervisors. Ms. Janoski replied that no public funds have been expended to date for updates to the Tax Office. Mr. Seiler also responded by stating that the new entrance and ADA access will be approximately \$13k-\$15k. Ms. Slomer asked if the Board intends to charge rent for tax collector occupancy in the Township Building.

A citizen asked if real estate taxes would be collected for Pitt Ohio's new facility. Mr. Means explained the taxing process in regard to assessed value and millage rates and that partial abatements may apply to structural improvements. In addition, the Township will collect the Local Services Tax from Pitt Ohio employees.

A citizen asked for clarification of the Township's financial responsibility to the Tax Collector's position. Ms. Toney answered that the Township covers the costs for postage and printing of the tax invoices. Ms. Janoski suggested that the Township cover the costs associated to the Tax Collector training course specifically for elected Tax Collectors.

Mr. Means read a Resolution that addressed the elimination of the position of Zoning/Codes Enforcement Officer for Harmar Township that would become effective February 21, 2014; and further named Building Inspection Underwriters (BIU) of PA as the Zoning/Code Enforcement provider for Harmar Township – per the BIU Standard Agreement of Fees for Services. A citizen asked if a cost comparison was completed for costs associated to maintaining the position in-house as compared to the costs associated to contracting with a third party agency. Ms. Janoski replied that costs comparisons were examined. Ms. Toney made a motion to pass the Resolution as read by the Township Solicitor. Mr. Exler provided the second and the motion was carried unanimously.

NEW BUSINESS

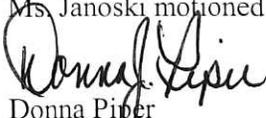
Ms. Toney made a motion to share the cost with Allegheny Valley School District for the Tax Collector Training Course and expenses to include mileage reimbursement and meals. Mr. Exler provided the second and the motion carried unanimously.

Ms. Janoski made a motion to participate in the Great American Clean-Up on April 26, 2014. A citizen suggested that the Fire Department be contact and asked to participate. Mr. Chalmers provided the second and the motion was carried unanimously.

Ms. Janoski made a motion to approve the preparation of a Spring 2014 Newsletter. Another Board member voiced concerns about being able to complete a Newsletter without assistance from the Secretary/Treasurer. The motion died due to the lack of a second.

Mr. Means explained that the former Township Secretary /Treasurer has requested that the Township return the pension contributions she made during her period of employment. Mr. Means then explained that he has consulted with the Township's Pension Attorney and Actuary and that all agree that the request can be fulfilled without loss to the Township. Ms. Janoski made a motion that the Pension Plan be amended to allow for the return of employee contributions upon the discontinuance of employment with Harmar Township. Mr. Chalmers provided the second and the motion was carried unanimously.

Ms. Janoski motioned to Adjourn at 8:23pm; seconded by Mr. Chalmers.


Donna Piper
Secretary/Treasurer