

**HARMAR TOWNSHIP
BOARD OF SUPERVISORS
REGULAR BUSINESS MEETING
THURSDAY FEBRUARY 19, 2015
HARMAR TOWNSHIP MUNICIPAL BUILDING**

PRESENT

Pat Janoski	Chairman
Linda Slomer	Supervisor
Jerry Chalmers	Supervisor
Bob Exler	Supervisor
Chuck Means	Solicitor
Donna Piper	Secretary/Treasurer
Larry Seiler	Engineer

CALL TO ORDER

The Chairperson called the Board of Supervisors Regular Business Meeting of February 19, 2015 to order at 7:05 pm. The Pledge of Allegiance was recited.

PUBLIC COMMENTS

A citizen asked if Harmar has a deer herd thinning program. The Chair answered no.

A citizen reported a street light out on Pearl Avenue and two street lights out on Russellton Road.

Samuel Lane of the Highbury neighborhood stood to report that he is not receiving cooperation from the Township's elected and appointed officials. The Township's Solicitor stated that he and the Township's staff have addressed Mr. Lane's request to the extent that they will be addressed. Further, Mr. Means stated the Township will not be reimbursing Mr. Lane as requested for monies expended for a district court hearing. Mr. Means further advised Mr. Lane to submit an appeal to Allegheny County for his real estate property taxes in question.

Mike Liberatti spoke to thank and offer support to the Township staff in their endeavors to obtain grants for the soccer field.

PRESENTATIONS

Curtiss-Wright Building Addition

Representatives from Curtiss-Wright presented their plans to build a 20'x24' room addition to alleviate safety concerns on their inbound dock. Dr. Piper stated, the Planning Commission has reviewed the plans and has recommended approval. Ms. Slomer made a motion to approve the request and Mr. Exler provided the second. The motion carried unanimously.

On-Demand Solutions

Damon Skiles of On-Demand Solutions as contracted by the Alle-Kiski Chamber of Commerce presented his review of the Snyder Gas Contract as requested by the Secretary/Treasurer (see action in New Business). In addition, Mr. Skiles also presented options to lower the Township's electric rates by 20% for all accounts currently serviced by American Power and Gas. Mr. Skiles outlined the terms of the contract and stated the price would be a fixed rate for a specified period of time per the Board's desires (1 year, 2, year, or 3 year). Mr. Skiles also stated that the current time is a good time to enter into a fixed rate contract because the price of gas currently is at a 24 month low. Discussion among the Board ensued. Mr. Exler made a motion to enter into a 2 year contract using On-Demands marketplace quotes based upon three conditions: -there is no issue with canceling the current service providers contract, -Mr. Skiles will provide a service provider list of comparable prices per the current market, -all documents are to be reviewed by the Solicitor prior to the Secretary signing the contract. Mr. Chalmers provided the second and the motion was carried unanimously.

APPROVAL OF MINUTES

Mr. Chalmers made a motion to approve the minutes of the January 15, 2015 regular business meeting. Ms. Slomer provided the second and the motion was carried unanimously.

APPROVAL OF TREASURERS REPORT

Ms. Slomer made a motion to approve the Treasurer's Report as read. Mr. Chalmers provided the second and the motion was carried unanimously.

AUTHORIZE PAYMENT OF BILLS

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

- a) Ratify payment of bills from General Fund in response to due dates and discounts

January 9, 2015	\$ 11,663.37
January 16, 2015	\$ 31,531.22
January 23, 2015	\$ 24,904.13
January 27, 2015	\$ 250.00
January 28, 2015	\$ 23,582.45
January 30, 2015	\$ 11,521.93
<u>February 11, 2015</u>	<u>\$ 8,454.53</u>
TOTAL	\$111,907.63

- b) Ratify payment of bills from the Sewer Revenue Fund in response to due dates and discounts

January 16, 2015	\$ 67.76
January 23, 2015	\$ 31.14
<u>January 28, 2015</u>	<u>\$ 884.96</u>
TOTAL	\$ 983.86

c) Ratify payment of bills from the Developers Escrow Fund in response to due dates and discounts

January 16, 2015	\$ 289.00
January 28, 2015	\$ 6,211.75
<u>February 11, 2015</u>	<u>\$ 55.77</u>
	\$ 6,556.52

The motions was seconded by Mr. Exler and carried unanimously.

SOLICITOR'S REPORT

Attorney Means reported that he been in contact with the PA Department of Conservation and Natural Resources and had obtained an approval for the proposed Huntley & Huntley lease agreement provided there is no surface activities and provided the Township dedicate a significant amount of the lease proceeds (approximately \$80,000) to park and recreation improvements.

Ms. Slomer asked Mr. Means who is paying the attorney bills for the continued research of a confidential matter. Mr. Means stated he would not discuss a confidential Township matter in a public meeting.

ENGINEER'S REPORT

Larry Seiler reported:

Pitt Ohio Development

Intersection of Rich Hill Road and Route 910 remains to be controlled by the temporary signal system.

Guys Run Road Bridge

PennDot proposes to replace a Guys Run Road Bridge referred to as Bridge A03. The project requires the Township's sanitary sewer to be relocated – near the bridge site. PennDot notified the Township on December 2, 2014 that the bridge A02 would not be included for replacement. In addition, Mr. Seiler reported, PennDot may provide 100% funding for the sanitary sewer line relocation.

CITF Grant Application

The 2015 CITF Grant Application will be submitted prior to the due date of February 27, 2015. The grant project will be for improvements to the soccer field in the amount of \$110,000. The grant has an 80/20 match requirement - with the local share of approximately \$20,000.

Fox Chase

The cul-de-sac work in the Fox Chase Development has been completed and inspected and built as planned. Fox Chase has requested release of the performance bond in the amount of \$29,656.

2015 Paving Project

The Roads Committee met to discuss the condition of various roads and to prioritize roads for the 2015 Paving Project. Currently, the Committee is looking at a section of Sweet Gum, Orr Avenue, and sections in Highland Woods.

COMMITTEE AND DEPARTMENTAL REPORTS

Roads

The Chair reviewed the written road report as provided to the Board and public. Mr. Chalmers reported, the necessary work on the front step of the Municipal Building will take place in early spring. Mr. Chalmers also made mention that the Forest Highland Pump Station is in need of necessary improvements that will cost approximately \$100k. Mr. Chalmers reported that the new F650 is on order.

Police

The Chair reviewed the written report as provided to the Board and public. Items of interest highlighted by the Chair was that the Department responded to 232 service calls. The Chair thanked the Police Department for their excellent service.

Code Enforcement

The Chair reviewed the written report as provided to the Board and public. Items of interest highlighted included: 5 building code permits were processed along with 5 occupancy inspections completed.

Personnel Committee

Ms. Slomer reported, the Personnel Committee held a meeting with the office staff in January and was to continue the meeting in February. Ms. Slomer stated she had sent an email to Ms. Janoski and all of the office staff to set-up the continuation of the meeting but only the Secretary/Treasurer responded to her email.

Ms. Slomer also reported, the copy machine no longer has use codes and asked the Chair who authorized the discontinuance of the codes. The Chair stated that she disagreed that the copier should have use codes. Linda made a motion to have the Secretary/Treasurer implement use codes once again for the copy machine. Mr. Chalmers provided the second and the motion was carried by a majority of the Board.

Real Estate Tax Collection

The Chair reviewed the written report as provided to the Board and public. Items of interest highlighted included: \$1,777.77 in real estate taxes was collected during the month of January and \$36597.00 remained outstanding at year end for the year 2014.

CORRESPONDENCE

Auditor General Compliance Letter – Police Pension Audit

Compliance Letter for the Police Pension Audit from the Auditor General's Office was presented.

Auditor General Compliance Letter – NonUniform Pension Audit

Compliance Letter for the NonUniform Pension Audit from the Auditor General's Office was presented.

PADOT Traffic Counting Notification

A letter was presented from PADOT that explains the upcoming traffic counting process to take place between March and June. The roads selected for data collection in Harmar Township are: Herron Street to Jefferson Street, Rich Hill Road to Jacoby Road, Seneca Court to Rich Hill Road, and Center Avenue (end) to Hodel Street.

AVJSA 2015 Operating Budget (4.6% increase)

The Operating Budget was presented for AVJSA for 2015 that indicates a 4.6% revenue/expenditure increase.

2015 Municipal Election Certification

Form as submitted to the Allegheny County Elections Division that identified the various offices for which candidates can be nominated at the May 19, 2015 Primary Election was presented.

Planning Commission Minutes (December 2014)

Minutes of the December 10, 2014 Planning Commission meeting as submitted to the Board of Supervisors was presented.

Allegheny Valley North COG Report (January)

Minutes of the Allegheny Valley North Council of Governments for January 2015 was presented.

Huntley & Huntley Letter of Withdrawal for NonSurface Lease

Notice of withdrawal of interest from Huntley & Huntley in leasing lands from Harmar Township was presented.

UNFINISHED BUSINESS

2014 Financial Audit

Dr. Piper announced, the Auditor will be on site during the week of February 23rd to audit the 2014 Financial Statements and the 2013/2014 Real Estate Tax Records. Ms. Slomer asked why the Auditor is just now auditing the 2013 real estate tax records. Dr. Piper stated that the 2013 Real Estate Tax Records did not get audited in the spring of 2014. Ms. Slomer asked if there would be an exit interview (presentation of audit) scheduled. Dr. Piper stated that she would discuss the issue with the Auditor.

Emergency Generator for Municipal Building

Dr. Piper presented the two quotes received for the generator and explained that the difference in the price is due to the differences in what is being quoted. Dr. Piper suggested, the Board name a Committee to discuss what is needed so that specifications can be submitted for quotes. Discussion among the Board ensued. A Committee as follows was established: Mr. Chalmers, Mr. Exler, Mr. Bruno Moretti, Mr. Seiler, and the Secretary/Treasurer. The Board also suggested that Mr. Ziencik and the Police Chief provide input. The Secretary will schedule the meeting prior to the next Board Meeting.

NEW BUSINESS

Fox Chapel Authority Hydrant Fee

Dr. Piper presented an invoice from the Fox Chapel Authority in the amount of \$6,500 for fees associated to 26 hydrants @ \$250 each for services during January 1 – December 31, 2014. Ms. Slomer made a motion to approve payment of the invoice and Mr. Chalmers provided the second. The motion was carried unanimously.

2015 Paving Project

Dr. Piper reported that the Road Committee met on February 16th to discuss the 2015 Paving Program. The Committee established priorities for 2015 as a section of Sweet Gum, Orr Avenue, and Highland Woods. Mr. Chalmers recommended that a final decision be tabled until March Meeting to provide the Road Foreman time to look for areas they may be affected by the spring thaw. Discussion ensued and a decision on the 2015 Paving Project was tabled until March.

Resignation of Susan Warden

Dr. Piper presented a letter from Ms. Susan Warden that expressed a desire to resign from the Zoning Hearing Board. Mr. Chalmers made a motion to accept Ms. Warden's resignation and Ms. Slomer provided the second. The motion was carried unanimously.

Union 249 CBA Negotiating Committee

Dr. Piper explained that the clerical staff has an immediate interest to negotiate a written collective bargaining agreement. Mr. Chalmers made a motion to establish a Committee of the Board of Supervisors to negotiate a contract. Mr. Exler provided the second and the motion was carried unanimously. Discussion ensued and it was established that Mr. Chalmers and Mr. Exler will represent the Board of Supervisors while negotiating the CBA with Union 249. Discussion ensued further in regard to the 5% healthcare contribution as Ms. Slomer asked if any of the Board gave the clerical staff permission to not withhold the 5% contribution to healthcare while they are negotiating their bargaining unit agreement. All members present stated they were not aware that the contributions were not being withheld. The Board then discussed how the monies will be paid back to the Township. Mr. Exler made a motion to have Dr. Piper be responsible for overseeing repayment. Mr. Chalmers provided the second and the motion was carried unanimously.

Morrow Refuse 2015 Trash Collection Agreement

Dr. Piper presented the proposed Agreement with Morrow Refuse for the Annual Trash Collection. The contract has been reviewed by the Solicitor. Further, a call has been placed to ask Morrow Refuse if the fuel surcharge as indicated in the contract could be negotiated. Mr. Chalmers made a motion to approve the Contract with the stipulation to permit the Secretary/Treasurer to negotiate the fuel surcharge fee with Morrow Refuse. Ms. Slomer provided the second and the motion was carried unanimously.

Tax Collector's Request for Envelopes

Ms. Janoski made a motion to approve the invoice as presented by Jim DiPalma (Tax Collector) for fees associated to the purchase of 2000 envelopes with postage at a cost of \$1136.80 and to have the return addresses printed on the envelopes at a cost of \$154.55 for a total cost of \$1291.35 which will be used for the distribution of the 2015 tax duplicates. Mr. Exler provided the second and the motion was carried unanimously.

Snyder Brother's Natural Gas Lease

Dr. Piper presented a contract for ratification between the Township and Snyder Brother's for natural gas service that was signed in the Spring of 2014 and took effect in November 2014. Ms. Slomer asked why the Board is just now approving the Agreement. Dr. Piper stated that she was not aware this Agreement was in place until the Township received an invoice for gas use and went back through the minutes of last year to find that the Contract was not approved by the Board. Mr. Chalmers made a motion to approve the Agreement with Snyder's. Ms. Slomer provided the second and the motion was carried unanimously.

DCNR Grant Application Resolution

Dr. Piper presented a Resolution and requested permission to submit a grant application for recreation funding assistance from the PA Department of Conservation and Natural Resources for improvements to the Soccer Field. Mr. Chalmers made a motion to execute the Resolution and Mr. Exler provided the second. The motion was carried unanimously.

Procedures for Implementing Amusement Tax Licensing

Dr. Piper asked the Board for direction on implementing the Amusement Device Licensing process per Ordinance #409. It was reported that the fees were collected in 2014 and the stickers were distributed via mail. However, on-site inspections were not completed. Dr. Piper reported that Building Inspection Underwriters has quoted a price of \$660 to complete the 12 inspections (\$55 per established with no fee for a second trip back to the establishment. Additional fees would be assessed for a 3rd and subsequent trips at \$55 each). Discussion ensued and the Board decided to have the Chief provide a part-time Officer to conduct the inspections. Mr. Chalmers made the motion to have the Police Department oversee the inspections. Mr. Exler provided the second and the motion carried unanimously.

CITF Grant Application Resolution

Information was presented to the Board in regard to the submission of a CITF Grant for improvements to the Soccer Fields. Ms. Slomer made a motion to have staff submit the grant request. Mr. Exler provided the second and the motion was carried unanimously.

LGA Summer Intern Grant Application

Dr. Piper presented information in regard to the annual Local Government Academy's Summer Intern Program and stated that she would like to submit an application for funding assistance for a college student intern for the summer to assist with Records Management. Mr. Chalmers made the motion to submit the application. Mr. Exler provided the second and the motion carried unanimously.

Tree Vitalization Grant Application

Dr. Piper presented information in regard to a Tree Vitalization grant due by the end of June and suggested that the Township pursue funding assistance to purchase trees for the various parks in the Township. Ms. Slomer made a motion to submit the application. Mr. Exler provided the second and the motion carried unanimously.

Coca-Cola Grant Application

Dr. Piper presented information in regard to a grant opportunity sponsored by Coca-Cola for funding assistance to purchase recycling cans for the various Township parks. Ms. Slomer made a motion to submit the application. Mr. Chalmers provided the second and the motion was carried unanimously.

2014 Liquid Fuels MS-965 Report

The MS-965 2014 Liquid Fuels Report was presented to the Board for ratification. The Report indicated receipts of \$69,527.82 in liquid fuels funds in 2014. As of December 31, 2014, the balance in the liquid fuels account was \$144,833.29 with \$82,370.22 reserved for equipment purchases. Mr. Chalmers made a motion to approve the MS-965 Report as submitted to PADOT. Mr. Exler provided the second and the motion was carried unanimously.

OTHER BUSINESS ADDED

Code Committee

Dr. Piper requested that the Board form a committee consisting of two members from the Board of Supervisors to be available to discuss code issues and to review monthly, quarterly and annual reports. Mr. Chalmers made a motion to establish a Codes Committee. Ms. Slomer provided the second and the motion was carried unanimously. Discussion ensued. It was decided that Ms. Slomer and Ms. Janoski will sit on the Code Committee for 2015.

IRS Determination Letters for Township's Pension Plans

Dr. Piper presented a letter from Randall Rhoades of Rhoades & Owen – special labor counsel as appointed by the Board of Supervisors for 2015. The letter requests permission from the Board to have Rhoades & Owen complete and file the necessary documents for IRS review and determination of status. In the past, the Township's Pension Plan documents have been reviewed by the IRS and have received a favorable determination. Having this review has several advantages as outlined in the letter presented. Mr. Chalmers made a motion to have Rhoades & Owen submit the necessary documents for IRS review. Ms. Slomer provided the second and the motion was carried unanimously.

DCED Grant Application

Dr. Piper presented information in regard to the submission of a PA Department of Community and Economic Development Grant for funds expended during the floodplain management update process in the fall of 2014. Mr. Chalmers made a motion to permit the Secretary/Treasurer to pursue reimbursable funds. Mr. Exler provided the second and the motion was carried unanimously.

PUBLIC COMMENT(S)

Mrs. Thelma Jewart made mention of the personnel issue with regard to the 5% contribution and stated that the issue needs to be addressed as soon as possible.

Mrs. Thelma Jewart asked why the Board is discussing the implementation procedures for the Amusement Device Licensing and asked if the licenses were processed in accordance with the Ordinance in 2014. Ms. Janoski stated that the licenses were properly processed in 2014. Ms. Jewart further asked why the inspections process was not included in the Code Officer's contract and made comparison that Mr. Colpo (former Zoning/Codes Officer) was responsible in the past for this task. Ms. Janoski answered that it just was not included in the contract with Building Inspection Underwriters.

Mrs. Paula Hiteshew complemented the Secretary/Treasurer on her work in pursuing grants for the Township.

Mr. Michael Hillary made comment in regard to the Snyder Brothers Gas Lease Agreement and the execution of the agreement last spring without the Board's approval. In addition, Mr. Hillary also asked about the current electric service provider. Dr. Piper explained that the current provider now invoices the Township on the West Penn Power invoices and the change was made last fall to go with a no contract variable rate that was less than the current rate. Mr. Hillary made comment in reference to the Board's discussion on the purchase of a new emergency generator. Mr. Hillary made comment in regard to the Amusement License inspections and that it was historically a function of the Codes/Zoning Officer. Mr. Hillary also commented on the Local Government Academy grant request for a summer intern to continue the Records Management project that was initiated a few years back.

BOARD COMMENT(S)

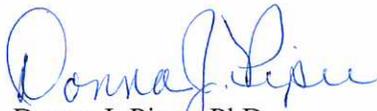
Mr. Chalmers again mentioned that Dennis Manning will be retiring and will be submitting a letter to the Township in regard to his intentions.

Mr. Exler, as per an email sent to the Board of Supervisors, asked Mr. Hillary to explain the need for the clerical staff to attend a meeting with the Planning Commission as scheduled on Friday, February 20 at 3:00 pm. Mr. Hillary stated that the Planning Commission feels there is a disconnect in receiving information with regard to Planning Commission business and would like to meet with the Township staff to resolve the issue. Ms. Janoski replied that the Township's clerical staff (meaning the Bookkeeper and Office Assistant) do not have anything to do with the distribution of information pertaining to Planning Commission business. Ms. Janoski further stated that Dr. Piper is the Office Manager and oversees the daily activities of the clerical staff. Ms. Janoski suggested that a representative from the Planning Commission either meet with Dr. Piper and/or herself to discuss the Planning Commission's concerns. Mr. Exler agreed with Ms. Janoski. Ms. Slomer and Mr. Chalmers agreed that some type of discussion should take place in March to address and resolve the Planning Commission's concerns.

Ms. Slomer addressed the Board of Supervisors in regard to the December 2014 PSATS monthly magazine wherein there was an article that described seven methods for avoiding employee lawsuits. Ms. Slomer mentioned that number one on the list of seven was stated as the need for employee job descriptions. Ms. Slomer then stated that the Board tasked the secretary/Treasurer with the writing of these job descriptions and asked if the Road Crew had job descriptions. Mr. Chalmers stated that he does not believe there are written job descriptions for the Road Crew. Ms. Slomer asked Dr. Piper the status of the job descriptions for the clerical staff. Dr. Piper stated they are in draft format and will be ready for Board review in the very near future.

Ms. Chalmers made mention that Bruno Moretti has offered to provide identification badges for Township employees at no cost to the Township.

There being no further business before the Board, the Chair adjourned the meeting at 10:05 pm.



Donna J. Piper, PhD
Secretary/Treasurer