

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

PRESENT

Pat Janoski	Chairman
Linda Slomer	Supervisor
Jerry Chalmers	Supervisor
Bob Exler	Supervisor
Kimberly Toney	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 March 19, 2015 to order at 7:05 pm. The Pledge of Allegiance was recited.

PUBLIC COMMENTS

Mr. Paul Messich asked if the Township would be hiring part-time summer help. The Chair suggested that budget expenditures be examined prior to the Board making that decision.

Mr. Messich complained about the geese on the baseball field in Acme Park.

Mrs. Paula Hiteshew suggested the Board bring-in a Junior Supervisor such as a highschool student interested in local government - to sit with the Board for Public Meetings.

Mr. Sherm Kephart gave credit to the Road Department for the job they did in keeping the roads plowed through the winter.

Mr. Sherm Kephart described to the Board, a situation at the rear of his property with regard to a stormwater runoff drain pipe. Discussion ensued. Mr. Seiler suggested the Township install some type of BMP (best management practice). Mr. Chalmers suggested the length of the pipe be photographed (video) to be sure of the condition of the pipe. Mr. Chalmers will speak with the Road Department Foreman about the situation.

A citizen thanked the Police Chief for taking care of the PPG smoking issue.

PRESENTATIONS

First National Bank Presentation - canceled by First National Bank

APPROVAL OF MINUTES

Ms. Slomer made a motion to approve the minutes of the February 19, 2015 regular business meeting. Mr. Chalmers provided the second. Ms. Toney abstained and the motion was carried.

APPROVAL OF TREASURERS REPORT

Ms. Toney made a motion to approve the Treasurer’s Report as provided to the Board in their meeting packets. Mr. Exler 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

GF Checking	
Date	Expenditures
02/15/15	\$51,355.18
02/26/15	\$11,842.35
03/06/15	\$26,778.74
TOTAL	\$89,976.27

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

Sew Rev Checking	
Date	Expenditures
02/15/15	\$51,355.18
02/26/15	\$11,859.27
03/06/15	\$1,342.77
TOTAL	\$64,557.22

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

Dev Escrow	
Date	Expenditures
03/06/15	\$4,408.75
TOTAL	\$4,408.75

The motion was seconded by MMs. Slomer and carried unanimously.

SOLICITOR'S REPORT

Mr. Means reported he reviewed the PennDot contract for Guys Run Bridge and that the Board met in Executive Session on February 26, 2015 to discuss personnel matters.

ENGINEER'S REPORT

Larry Seiler, P.E. of Senate Engineering reported:

Pitt Ohio Development

Rich Hill Road paving and traffic signal project is 99% complete. Work is proceeding with the permanent traffic signal installation and punch list items

2014 Paving Project

The Board awarded the contract to the low bidder – A. Folino Construction, Inc. The work is 98% complete. Line striping and punch list items remain to be completed.

CD 40 Project

The Board authorized Senate Engineering to proceed with the CD 40 area-wide project - the Acme Avenue Culvert Replacement Project. The project bid opening was on September 24, 2014, the low bid was \$108,125 submitted by Pampena Landscape. The work will be completed in the second quarter of 2015.

Hulton Bridge Project

Senate Engineering has reviewed the PADOT proposal to relocate approximately 750 linear feet of 8" diameter Township sanitary sewer in lieu of replacing 6 sanitary manholes. The Township approved the revision at the June 2014 meeting. The sanitary sewer relocation is complete and in service. The work is complete except for the replacement of one sanitary manhole located in Freeport Road.

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. Senate Engineering submitted required documents to obtain 100% reimbursement for the Township's cost.

CITF Grant Application

The 2015 CITF Grant Application was submitted prior to the due date of February 27, 2015.

CD 41 Application

Senate Engineering submitted the CD 41 application to the AVNCOG for the Terrace Drive Retaining Wall Phase III and Pearl Avenue Culvert project.

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.

AVJSA Consent Order

The AVJSA has installed seven (7) flow meters in Harmar Township's sanitary sewer system. The meters will record for a six (6) month period beginning in January 2015 as per the DEP Consent Order.

Reserve at Fox Chase

Senate Engineering has inspected the cul-de-sac construction on Fox Chase Drive and recommends release of the \$29,656 letter of credit.

2015 Paving Project

Senate Engineering has submitted a list of potential roads with the associated estimated cost for the Board's consideration for the 2015 Paving Program.

Mr. Exler made a motion to approve the following roads for the 2015 Paving Program: a section of Sweet Gum Road and one (1) block of Orr Avenue as costed by the Municipal Engineer, and Highland Woods. Mr. Chalmers provided the second and the motion was carried unanimously.

COMMITTEE AND DEPARTMENTAL REPORTS

Roads

The Chair reviewed the written road report as provided to the Board and public. Mr. Chalmers reported the new F650 Road Department truck has been ordered.

Police

The Chair reviewed the written report as provided to the Board and public. Items of interest highlighted by the Chair were: the Department responded to 238 service calls and Officers issued 70 citations.

Code Enforcement

The Chair reported that 6 building permits were issued and 4 Occupancy Inspections were completed.

Personnel Committee

Ms. Slomer reported, she attended a Staff Meeting on Friday, February 20. Ms. Slomer also stated she would not be able to attend the Staff Meeting on Friday, March 20th. Mr. Exler volunteered to attend the meeting on the Board's behalf.

Allegheny Valley North Council of Governments

Ms. Slomer reported she attended the monthly COG meeting and that the COG Director had discussed the decrease in Community Development Block Grant (CDBG) funding.

Real Estate Tax Collection

The Chair reviewed the written report as provided to the Board and public and as of February 28, 2015, \$35,276.10 in real estate taxes remained outstanding at year end for the year 2014.

Administration

The Secretary/Treasurer made mention as to the written report as provided on the table for public review. Highlights mentioned included: the Secretary attended the Allegheny County Hazard Mitigation Meeting on February 24th and plans to attend the next meeting in April. Attendance at these meetings qualifies Harmar Township for Emergency Disaster funds should a natural disaster occur; the Township Auditor completed the audit of the financial records during the week of February 23rd; the Board discussed the Township Road map as the map to be used in the PrintMap publication; additional work to the security system upgrades had taken place with the installation of key fob panel boxes at the rear entrance (Codes Office) and Business Office door; the staff has compiled written procedures for planning and zoning applications; the malfunction that occurred with the traffic signals at the Rt. 910 and Freeport Road intersection during the week of March 16th was explained and was due to pavement erosion at the intersection which exposed the electronic cables to the lights.

CORRESPONDENCE

2014 Annual Municipal Waste Load Management Report

Waste Load Management Report was provided to the Board as was completed by Senate Engineering.

Peoples Natural Gas – request for 2015 Road Paving Schedule

Peoples has requested a copy of the Township's 2015 Paving Schedule in order to arrange their local work schedule around the Township's projects. Mr. Seiler will respond to the letter of request.

Harmar Water Authority – meeting minutes of January 20, 2015

The Township is in receipt of the minutes of January 20, 2015.

Bailey Insurance – Excellence of Operation

The Township is in receipt of a dividend check in the amount of \$1,850.49. This refund (as per the annual premium) is being provided to the Township as an award for Excellence of Operation wherein no claims have been filed in 2014-2015 to date.

Allegheny Valley Joint Sewage Authority

The Township is in receipt of the minutes of January 22, 2015.

UNFINISHED BUSINESS

Establish Code Committee Meeting Date to review questions from the Preliminary Editorial Report from Keystate Publishing. Discussion ensued. The Chair will let the Secretary know when she is available based upon the choices provided (3/23, 3/26, 4/6).

Fox Chapel Performance Bond – The Developer for Fox Chase has requested the letter of credit in the amount of \$29,656 be released based upon the Municipal Engineer’s final inspection. Mr. Seiler, PE verified the work as being satisfactorily completed and recommends the performance bond be released. Ms. Toney made a motion to have the Secretary/Treasurer release the said bond. Ms. Slomer provided the second and the motion was carried unanimously.

2015 Paving Program – Discussion ensued based upon the recommendations of the Municipal Engineer and the Roads Department Foreman. It was decided that the roads to be paved as part of the 2015 Paving Program will remain as discussed at the February meeting (a section of Sweet Gum and 1 block of Orr Avenue, and Highland Woods).

NEW BUSINESS

Request from Jehovah’s Witnesses Church – The Secretary/Treasurer explained that the Township is in receipt of a request for a reduction in the sanitary sewer bill from the month of February due to a water line break at the Church. In addition, the letter of research as compiled by the Township’s Solicitor was also presented. Discussion ensued. The request was denied based upon a lack of a motion to approve the request.

Union 249 Bargaining Committee – The Secretary/Treasurer explained that Mr. Chalmers has withdrawn from the Bargaining Committee representing the Township due to a conflict of interest. Discussion ensued. It was agreed that Ms. Slomer will take Mr. Chalmers position on the behalf of the Township.

2015 Great American Clean-Up – Ms. Slomer made a motion for the Township to once again participate in the Great American Clean-Up contingent upon assistance from the Township’s Road Department and the local volunteer fire department. Mr. Chalmers provided the second and the motion was carried unanimously.

Letter of Resignation from Robert Seibert as Auditor – Ms. Slomer made a motion to accept the resignation of Robert Seibert as Auditor. Mr. Exler provided the second and the motion was carried unanimously.

Harmar Water to provided Sanitary Sewer Billing Services – The Secretary/Treasurer explained that the Township is in receipt of an invoice from Harmar Water Authority for sanitary sewer billing services for 1011 customers at a cost of \$10 per customer for a total of \$10,110 for the year 2014. Ms. Slomer made a motion to pay Harmar Water for the sanitary sewer billing as stated. Mr. Exler provided the second and the motion was carried unanimously.

Fire Hydrant Invoice – The Secretary/Treasurer explained that the Township is in receipt of an invoice from Harmar Water Authority for fire hydrant services for the 3rd and 4th quarters of 2014 at a cost of \$145 per hydrant – a total of \$5,147.50. Ms. Janoski made a motion to pay Harmar Water for the 3rd and 4th quarter fire hydrant services. Mr. Chalmers provided the second and the motion was carried unanimously.

Public Pest Control Workshop/Continuing Education – Ms. Toney made a motion to permit Mr. Ziencik to attend the pest control workshop on April 7th at the Ross Township Municipal Building. Mr. Chalmers provided the second and the motion was carried unanimously.

Accounting Seminary/Continuing Education – Ms. Slomer made a motion to permit the Secretary/Treasurer to attend an intermediate accounting workshop on May 21st at a cost of \$80. Mr. Chalmers provided the second and the motion was carried unanimously.

Zoning Hearing Board Meetings – The Secretary/Treasurer requested that the Board establish a set day of the month for Zoning Hearings. The Zoning/Planning Solicitor has suggested the 3rd Tuesday of each month when necessary. Mr. Chalmers made a motion to set Zoning Hearings for the 3rd Tuesday of each month when necessary. Ms. Toney provided the second and the motion was carried unanimously.

RA Services Accounting Software – The Secretary/Treasurer asked permission to implement new accounting software to maintain the Township's various financial accounts at an initial cost of \$2,200 for 2015 and an annual maintenance cost (beginning in 2016) of \$1200. Ms. Toney made a motion to have the Secretary/Treasurer implement RA Services accounting software. Mr. Chalmers provided the second and the motion was carried unanimously.

OTHER BUSINESS ADDED

PennDot Utility Relocation Contract for Guys Run Bridge Project – The Municipal Engineer explained the need to execute the contract with PennDot for the Guys Run Bridge Project at 100% reimbursement by PennDot for the sanitary sewer line relocation. Ms. Janoski made a motion to enter into the contract with PennDot for the sanitary sewer line relocation for the Guys Run Bridge Project. Mr. Exler provided the second and the motion was carried unanimously.

Purchase of Dot.Gov web address and emails – The Secretary/Treasurer explained the request from the Chief with regard to the need for the Department to have dot.gov email addresses. Mr. Chalmers made a motion to purchase the dot.gov addresses. Ms. Toney provided the second and the motion was carried unanimously.

No Cash Payment Policy – The Secretary/Treasurer discussed having the Township establish a policy that cash would not be accepted for payment(s). Discuss ensued. The no cash payment policy was denied due to the lack of a motion for approval.

Transfer of funds for payment to Tri-Star Motors and Walsh Equipment – The Secretary/Treasurer described how the Road Departments F-650 truck will be paid from certain accounts and the need to transfer money from the Capital Improvement Fund to the General Fund. Mr. Chalmers made a motion to permit the Secretary/Treasurer to make the necessary transfer from the Capital Improvement Fund to the General Fund for payment of the F-650. Ms. Toney provided the second and the motion was carried unanimously.

Implementing a No-Smoking Policy on Township Property – The Secretary/Treasurer discussed having the Board implement some sort of No-Smoking policy – specifically in Township owned vehicles and buildings. Ms. Toney stated that there was a no-smoking policy in police vehicles many years ago. Discussion ensued. The Board agree that there should be no smoking in Township vehicles and in Township buildings. In addition, the Board agreed there should containers made available for the proper disposal of cigarette butts.

Authorize to advertise to hire two Part-Time Police Officers – The Secretary/Treasurer explained the Chief's request for permission to advertise to hire two additional part-time officers. Ms. Toney made a motion to permit the Chief to hire up to two additional part-time officers (at the Chief's discretion). Mr. Exler provided the second and the motion carried unanimously.

Assistance with Contents of Print/Map – The Secretary/Treasurer requested two Board members to assist with the development of the contents of the Print/Map publication. Discussion ensued and it was decided that the Codes Committee will assist in making content decisions.

Assistance with Contents of Newsletter – The Secretary/Treasurer requested two Board members to assist with the development of the contents of the Newsletter. Discussion ensued. The Board decided that each of the Committees and Department Heads would submit information to the Secretary/Treasurer to be included into the Newsletter.

PUBLIC COMMENT(S)

Mr. Stanley Malak made suggestion, the Township should display portraits of the Denny's who settled the Township.

Emiliano Cresta suggested the Board use the dividend check received from Bailey Insurance to cover the costs of canvas prints of the Denny's.

Emiliano Cresta spoke against implementing a no-cash policy.

BOARD COMMENT(S)

Mr. Chalmers asked why the minutes are not on the website. The Secretary/Treasurer responded that minutes have been posted and she will check to make sure.

There being no further business before the Board, Mr. Chalmers made a motion to adjourn the meeting at 8:40 pm. Ms. Slomer provided the second and the motion was carried unanimously.



Donna J. Piper, PhD
Secretary/Treasurer