

FALLOWFIELD TOWNSHIP BOARD OF SUPERVISORS

Regular Meeting
October 28, 2015

Call to Order:

Supervisor Caldwell called the meeting to order at 6:00 p.m. prevailing time and led the Pledge of Allegiance.

Roll Call:

Fallowfield Township Supervisors met for the October 28, 2015, regular monthly meeting @ 6:00 p.m., at the Fallowfield Township Municipal Building, 9 Memorial Drive, Charleroi, Pa. Present were Supervisor Wilbur Caldwell, Supervisor Earl Sadler, Supervisor Bruce C. Smith, Secretary/Treasurer Karen Talbert, and Solicitor Thomas P. Agrafiotis.

Approval of the Agenda:

Supervisor Caldwell asked if there were any corrections or additions to the Agenda and the Secretary stated that she had a piece of correspondence that needed added but that she would just read it during correspondence. Supervisor Sadler made a motion to approve the Agenda, second Supervisor Smith. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Approval of the Minutes:

Supervisor Caldwell asked if there were any corrections or additions to the minutes of the regular meeting held on September 30, 2015, and if not, called for approval of the minutes. Supervisor Sadler stated that he had reviewed them and everything was in order and made a motion to approve the minutes as written, second by Supervisor Smith. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

At this point in the meeting, Supervisor Caldwell reported that informational meetings were held on October 6, 13, 15, 20 and 26, 2015 and that an Executive Session was held October 21, 2015 regarding a labor issue.

Approval of the Bills and Payroll:

Supervisor Caldwell ask if the Board had reviewed the bills and payroll for the month of October and Supervisor Sadler and Supervisor Smith stated that they had. The Secretary reported that after the reports had been prepared for the meeting that she had paid a bill in the amount of \$469.62 to the PSATS Unemployment Compensation Group Trust for the third quarter of 2015 and ask that this payment also be approved. Supervisor Smith made a motion to approve the bills and payroll as provided on the reports provided by the Secretary, second

Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Supervisor Smith made a motion to approve the additional bill to PSATS Unemployment Compensation Trust in the amount of \$469.62 as described by the Secretary, second Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Correspondence:

Supervisor Caldwell reported receipt of the following correspondence:

1. Letter from Sharon M. Moulds, Scout Executive Director/CEO of the Boy Scouts of America, Laurel Highlands Council, regarding Scott Shuback taking a weeks' vacation and going with the Scouts on a camping outing and she wanted to thank Scott for the time he put at the event.
2. The Secretary read a thank you note from Pam Wagner for the road paving on Ernest Avenue.
3. Supervisor Caldwell also reported that we had received our quarterly franchise fee from Comcast.

Old Business:

A. **Status of Park and Recreation Board** – Supervisor Caldwell reported that currently they are putting together a funding package that should be ready for the Supervisor's meeting of November 9th to discuss for the DCNR Grant Application.

B. **Planning Commission** – Supervisor Caldwell reported that the Planning Commission has been working on the Zoning Ordinance which they reviewed and is being reviewed by Local Level Consulting. He stated that they reviewed it at the last meeting and that it should be finalized and approved. He also said that they are laying out some goals and objectives that they would like to accomplish for next year. He went onto say that the Planning Board has been contacted by a developer, there have been a couple of developers over the last couple months that they have talked to but there has not been any additional activity in that area. He also stated that the Codification was submitted to General Code on September 11, 2015, for final editorial.

C. **Status of Multi Municipal Comprehensive Plan** – Supervisor Caldwell reported that they applied to the LSA on October 1st for additional funding to complete the monetary package and if that grant goes through, then sometime next year, that program will get under way. That is five municipality plan that is being developed

D. Status and discussion of investigation of gas well ordinances and associated cost tabled from last meeting– Supervisor Caldwell stated that he believed that we tabled this at the last meeting and that it was sent up to Local Level for consulting and review. Solicitor Agrafiotis stated that we have been working on this for the last few months and now that we have the Codification and a few other things done, he does have a draft. He went onto say that unfortunately, Mr. Melenyzer wanted to see it and the Cell Phone Tower Ordinance so he is reviewing those now. He stated that he will get those to the Board once that is done. He also said that the Cell Phone Tower Ordinance has to go to Cohen by Friday (10/30/15). He said to look for the Cell Phone Tower Ordinance by Friday and hopefully, the Oil and Gas Ordinance will be back by Monday. Supervisor Caldwell ask if a table was necessary, and Solicitor Agrafiotis stated, no.

F. Status of Redds Mill Bridge – Supervisor Caldwell stated that a meeting was held with the Engineer, Solicitor and the Board on October 26, 2015, to open up the bids. He stated that we had only received one bid. Supervisor Sadler spoke and stated that the bid came in excessively high. He further stated that he called the State and learned that they are going to re-inspect the bridge next month; therefore, he said they will hold everything for now in the event that after the re-inspection, there are additional repairs needed. Supervisor Sadler made motion to reject the bid of J5 Construction in the amount of \$81,000.00, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Solicitor Agrafiotis stated that the money the State allotted was in the amount of \$25,000.00, Supervisor Sadler, stated, no, it was \$35,000.00, so this bid is more than double. There was a discussion about who would notify J5 Construction and Supervisor Caldwell suggested that Rob Arnold do the notifying since he put the bid out.

G. Status of Grange and Bentleyville Road bridge project. Has DEP approved permit? Project deadline has been jeopardized by DEP, are there any penalties to the Township for completion delay? – Supervisor Caldwell stated that the Board had an informational meeting on this prior to the bid openings on the Redds Mill Bridge, and stated that they were not sure where they were on this and are still waiting on the DEP.

Supervisor Sadler stated that since we are approaching winter, the culvert which will be done on site, (colder weather requires an additive to the concrete) are Engineer is going to see if the Contractor for the Bentleyville Interchange has any objection and we are going to go ahead and ask J5 Construction to pull their equipment. He stated that the signs be taken down and we will wait till springtime to go ahead. Supervisor Sadler stated that we are waiting for the Engineer to give the okay. Supervisor Caldwell added, plus we still do not have our permits from the DEP.

H. Paving completed on Rodgers Lane, Evans Road, Tower Street and Ernest Avenue - Supervisor Sadler stated that he was out with El Grande every day during paving, he made sure that they had the risers for the sewer and water turn offs and made sure that the bottom of resident's driveways were handled properly.

I. Review Citizens Bank increase in service charges. Compare to Niagara, PNC, and CFS Bank – The Secretary stated that she went no further because CFS Bank agreed to handle all of our accounts free of charge and as far as PNC they were just trying to work up some kind of fee schedule which would be acceptable to us and we know that Citizens is out of the question. She stated that CFS Bank offers everything we need and our only cost will be purchasing all new checks and deposit slips. Supervisor Caldwell asked about charges for each account and she stated that they will charge us nothing, it is free of charge.

The Secretary read an email that she received from CFS Bank aloud. The Solicitor stated that normally we name the depositories at the Reorganization Meeting and ask if we were going to wait until January 1st. Supervisor Caldwell stated January 1st. The Secretary stated that if we wait until January 1st, we will incur the analysis fees until we switch over. Supervisor Caldwell stated that you need time to get things printed up and that is why he suggested January 1st. The Secretary stated that it is going to take some time but did not think it would take until January 1st. The Solicitor stated that we do not have to wait until the Reorganization Meeting, you can change at any time. The Secretary said with the General Fund that she would have to transfer some money over and wait until the checks clear. Supervisor Smith ask if we could open the accounts and not transfer the money. Supervisor Caldwell felt we need some time to put it all together and switch on January 1st. The Secretary stated that there are some we could do immediately because we rarely write a check from them. Solicitor Agrafiotis stated that before we can make a motion, we need to have how many accounts, what the accounts are and what dollar figure we need to put in to them before we could get account opened. Supervisor Sadler made a motion to table this matter until the November 18, 2015, meeting, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

J. September letter from Mid Mon Valley Transit Authority requesting a five year commitment - Supervisor Caldwell stated that we received a letter from the Mon Valley Transit Authority requesting a five year commitment. He stated that we talked to Donna Wecoski and ask her to come to the meeting tonight; however, she was not able to be attend. He further stated that we sent a response back to her and advised her that the Board would not be able to act on this until the next meeting where she can come down and discuss this with us but did state that unless it caused a problem with their grant application. He further stated that he did not hear back from her and ask the Secretary if she had heard from her. The Secretary said she did not hear back from Donna but stated that Olga Woodward was down at the Transit Authority today and talked to Donna. Olga Woodward was present and informed the Board that the reason that they want a five year commitment is because of the finance situation. She also stated that most of the municipalities have responded positively and we need to have the five year commitment to make sure that the local financial picture is good. Solicitor Agrafiotis stated that California Borough was not too happy about a five year commitment. Supervisor Smith asked Olga what if a municipality choose not to go along with the five years. Olga stated that then we will have to look in another direction. Supervisor Smith ask what kind of urgency is associated with this. Olga stated that it is not an emergency but we have to have these arrangements for the next five years to make sure that we have the finances. Supervisor Smith ask if we table this till November would we still have time. Olga stated, yes. Supervisor Smith made a motion to table

this matter until the November meeting, second Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

New Business:

A. Quotes received from McCormick & Taylor and HRG for road maintenance, GIS Mapping, storm water management and MS4 permitting – Supervisor Caldwell made a motion to ask HRG to put a comprehensive plan together for a 12 month period effective January 1st, if we so desire to do that, and to have them come to the November 9th meeting to present the proposal. Supervisor Sadler asked if that was the one for a hundred and some thousand, Supervisor Caldwell stated, yes. Supervisor Sadler went onto say that he spoke with Carl DeiCas on this and he said there are many ways to cut that bill way down. He stated that there are maps in Washington County and you can work with California University. He stated that before we do something of this nature, a hundred and some thousand is a lot of money, if it can be done in a more realistic way I think that would be better, because that is a heck of a commitment. Supervisor Caldwell stated that he would still like to have them make the proposal and that we did discuss California and Washington County and they did say they were going to look at them. He stated also that he thought we still needed to get a proposal. Supervisor Sadler stated that they did give us a proposal when they came up. Supervisor Caldwell stated that there were three independent proposals. Supervisor Sadler said he would like to table this for a while because this is a lot of money. Supervisor Caldwell said we are only asking for a quote not a commitment. Supervisor Smith said we won't even have to act on it, it is a presentation. Solicitor Agrafiotis asked if they were going to lump in the storm water with the MS4. Solicitor Caldwell stated, yes. Solicitor Agrafiotis stated it sounds like they could save you some money on that. Supervisor Caldwell made a motion to at least have them put a quote together for a November 9th presentation. Supervisor Smith that would include a proposed time line. Supervisor Caldwell stated, yes, a proposed time line and cost of all four inclusive for our review. Supervisor Smith ask them if they would include payment options. Supervisor Caldwell stated, okay. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

B. 2016 Liquid Fuels allocations were announced. \$210,758.59 and turn back funds of \$2,240.00 – Supervisor Caldwell stated that we received notice that we will receive \$210,758.59 in Liquid Fuel funds and \$2,240.00 for turn back funds for the year 2016.

C. Motion to post 2016 Proposed Budget on November 9, 2015, to advertise the Proposed Budget as required to allow for discussion, vote and adoption on December 16, 2015 – Supervisor Caldwell stated that we have put together a tentative Budget and we need to have one more review of it in order to present it at the working meeting on November 9th and the necessary time period to advertise it and discussion and public comment, Supervisor Smith, so moved, second Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

D. Release of \$12,500.00 Road Bond to Allison Park Contractors, Inc. for heavy hauling on Hess Road – Supervisor Sadler stated that he and the Engineer reviewed this matter and there are no discrepancies and he made a motion to release the bond, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

E. Release of \$30,000.00 cash Road Bond to Minnesota Limited, LLC, for heavy hauling on Wilson Road; SR 2044; Bentleyville Road and Simko Boulevard – Supervisor Sadler stated that Wilson Road and SR 2044 are State Roads and not Fallowfield Township Roads. He further stated that he road it and everything is in order; therefore, he made a motion to release the Bond for Simko Boulevard and Bentleyville Road for \$30,000.00, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

F. Replacement Computer for Secretary's Office – Supervisor Smith stated that with the purchase and installation of the new accounting software and Windows 10 upgrade, Outside the Box determined that the Secretary/Treasurer's computer does not have the operating system to handle everything sufficiently. Supervisor Smith stated that we ask them to present a proposal to replace the computer. Outside the Box has presented proposals for two different units, one considered high end one, considered mid end, there was less than \$150.00 apart. We ask for a complete proposal including the high end PC with the addition of some equipment to be used in the meeting room. He stated that the proposal is for the purchase of the high end PC at a purchase price of \$794.52 with a setup fee of \$161.50. He stated that the additional items were \$149.00 for a monitor for the meeting room; an additional \$26.99 for a wireless presenter and laser pointer for the meeting room; (for power point presentations on the screen – this is also so that someone does not have to set in front of the computer, they can operate it at a distance); a wireless keyboard and mouse for \$34.99. He stated that the entire proposal total is \$1,167.00. Supervisor Caldwell made a motion to purchase the equipment as quoted in the amount of \$1,167.00, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Other Business:

Supervisor Smith did his second MS4 Permitting report. He provided a pamphlet called “When it Rains it Drains” to the public and discussed the pamphlet at length for public information and education. Supervisor Caldwell stated that we did have a meeting with the DEP in September regarding the MS4 permitting and we were not up to standard on it and we have set up time tables with the DEP to do certain portions of the requirements within certain time periods and they agreed to the time table. Supervisor Smith stated that when they do an audit there are two key phrases, MCMs’ (minimum control measures) and BMPs’ (best management practices). MCM is the least we are required to do to be compliant with our permit. He stated that during our audit, we were not compliant in any of the categories. He stated that we have different time limits ranging from 1 year, 2 years and 5 years to be compliant across the board just with the MCMs’. The other, BMPs’, they look at what everyone is doing with the MS4

programs and publicize the things they think are really good. He stated that the more we can do here to get toward best management practices, the more likely the DEP is going to leave us alone and be understanding and helpful with what we are doing, not doing it is not an option.

Reports:

Parks & Recreation – Previously provided.
Planning Board – Previously provided.
Solicitor’s Report – Nothing further.
Code & Building Report/Zoning Report – Provided by the Secretary.
Road Report – Provided by Supervisor Sadler.
Fire Report – The Secretary provided the Fire Report for July and August.
Mon Valley EMS Services – Provided by the Secretary.
Animal Control Report – Provided by the Secretary.
Mon Valley Transit Report – Previously provided.
Public Safety – Nothing further.

Public Discussion:

Larry Ambrose – Status of police protection study.
Gary Ainsley – Thank you for paving.

Supervisor Caldwell stated that the date of the next work session is November 9, 2015, at 6:00 p.m. and the next regular meeting is scheduled for November 18, 2015, at 6:00 p.m. There being no further business, Supervisor Caldwell made a motion to adjourn the meeting at 6:46 p.m., second by Supervisor Smith.



Karen Talbert, Secretary/Treasurer