

Union Township Board of Supervisors Non-Legislative Meeting
March 11, 2020
5:00 pm

The Union Township Board of Supervisors meeting was called to order by Chairperson, Heather Daerr at 5:05 p.m. The pledge of allegiance was recited.

Board Chairman Heather Daerr said that they decided to hold the meeting with a heavy heart and announced that Supervisor Ralph Opferman, who had just been appointed to the board last month, passed away earlier today. Supervisor Daerr spoke to his character and expressed her sadness and asked for a moment of silence. She turned the floor to Supervisor Lawson and Supervisor Lawson also said a few words about the character and experience of Ralph Opferman. Solicitor Sweat added that Mr. Opferman was committed to solving the of the township and because problems of his commitment, they decided to go on with the meeting.

Lawson suggested donating in his name.

Supervisor Daerr welcomed new Board Supervisor, Frank Massari.

Board Members in attendance by roll call were Richard Lawson, Charles Trax (joined meeting late), Frank Massari, and Heather Daerr.

Also, in attendance, Secretary/Assistant Treasurer-Roberta Singer, Solicitor-Gary Sweat, Solicitor-Michael Cruny, Engineer Jamie Harshman, Engineer Jessica Stiner, Road Superintendent Ken Puglisi, Pastor Ken, Code Zoning **Official**-Linda Roach, and Project Manager-James Donahoe.

Public Comment on Agenda items

Mr. Tom Shea, Vignoli subdivision, they are ready for conditional approval with planning department, but they are dealing with the issue of who owns Walter Long Road. The owner is listed as Walter Long, but the landowners have in their deed that they own to the center line. He was told they would have to form an agreement with everyone so they can bring this road to township specifications and then dedicate it to the township. Solicitor Sweat recommended that Mr. Shea go to his attorney and specify the details and have him make up a road maintenance agreement with all the details. He needs to have all the parties involved and they would, at the appropriate time, join in a Deed of Dedication of Walter Long Road to Union Township. Mr. Shea asked if they could schedule an emergency meeting. Solicitor Sweat said they have initial PRD approval; they are looking for subdivision approval and they must interject this road maintenance agreement so they know there will be this deed of dedication. Solicitor Sweat said they may need to amend the final approval. Solicitor Cruny explained the specifics of the agreement to date and Solicitor Sweat asked Mr. Shea to have his attorney forward this agreement to him so they can approve this for the end of the month. The meeting is tentatively set for March 25th.

Frank Palermo, CPA, reported that he prepares the bank reconciliations and the township prints the checks. He has been in communication with the auditor, but has yet to be started. They are doing a complete comprehensive audit. Palermo is preparing financial reports in addition to the DCD report. He reported that 2019 was within the budget numbers as is YTD through February, but there is a deficit for the year. This is to be expected for the first quarter as the majority of taxes are not received until July. The budget is expected to eat into the fund balance for the year which is expected because the improvements for the roads will use some of the fund from last year and this will be a one-time expense.

Supervisor Daerr asked about last year's deficit. In 2018, because that is the last audit that has been completed, they showed a deficit of \$270,000 which was expected due to road projects. Mr. Palermo

explained that loans are recorded as income, but the payments are recorded as a deficit. When the loans were taken out, they showed an income \$1.2 million, however as they are repaid it shows a significant deficit. The Elrama sewage section of the DCD report showed a loss of \$130,000 because the repayment of these loans in addition to some of the road project and the repayment of a truck loan. Over the years, they built up a surplus, in 2019 they show a surplus and in 2020 they will show a deficit because of these road projects. The good news is Elrama sewage is self-sustaining unless there is a significant repair. That is why the township requested an RFP for auditors with a modified basis for financials in addition to the DCD reports to show a true profit and loss and balance sheet. Paying off the debt is on the balance sheet and not an expense of the Township whereas is the DCD report shows it as an expense. It is not the way the firm likes to do it, but it is the way the State make them record these items. The audit is due April 1st but with the change in personnel, they wanted to make sure a comprehensive audit was done so they are a little bit behind, but it does not interrupt funding. And as long as it is done by December 31st they will not incur any penalties.

Solicitor Sweat asked what the budgeted amount for the real estate taxes that are to be collected. Mr. Palermo said it is \$440,000 to be collected. May is discount period, July is face value, and any time until January 15th of the next year it is paid with a 10% penalty. It will then be liened by the county. The impact fee would come in in July and that number is derived by the state. Typically, that number is \$170-180,000.

Supervisor Lawson asked if the loan is being paid appropriately in West Elizabeth. He asked if he has a comparison for what has been collected to what has been paid. Mr. Palermo said this year they collected \$30,000 worth of sewage charges and their expenses related to that is about \$15,000. The township has two loans with PENNVEST one for the capital expense and one for the soft cost. Their total payment is \$6,000 per month about \$1,500 in month is generated income. Supervisor Lawson inquired if they are applying the money directly. They have 260 EDU's. Mr. Palermo explained that WESA sends out the bills and collects the payments and it is deposited into the township account. \$7,500 per month is the operational cost, \$6,000 is the debt service on the two PENNVEST loans. The income per month is \$15,000. The amount billed is about \$17,000 per month. They check on the audited report from West Elizabeth. Mr. Palermo said once they finalize all the bank statements, they will get that information to the board.

Supervisor Daerr asked Project Manager James Donahoe if he had the information for the Approval of Zoning Hearing Board 2019 Payroll Dated January 3, 2020 in the amount of \$292.29. Project Manager James Donahoe said paystubs for Mr. Garret, Mr. Daerr, and Mr. Powell from an ADP report. They add up to \$292.29.

Supervisor Daerr said she will be abstaining from this vote and Mr. Daerr should not have been paid, Supervisor Daerr made a motion to table this until Project Manager James Donahoe is able to make this adjustment for the voided check. Solicitor Sweat said that Mr. Daerr marked his check void and gave it to him and Solicitor Sweat turned it into the office.

Motion to table the Approval of Zoning Hearing Board 2019 Payroll Dated January 3, 2020 in the amount of \$292.29.

Motion by Heather Daerr, Second by Richard Lawson.

Supervisor Daerr gave the floor to Solicitor Sweat for the solicitor's report. Solicitor Sweat said that Solicitor Cruny is also in attendance in case anything requires his report. Solicitor Sweat stated for the record that there was an executive session held on Monday, March 9th at 9:00 AM, with representative from EQT at their request, a work session for them to update on the plans for the township since their company has transitioned to new management. The new manager was introduced. Solicitor Sweat asked

that 2 issues be added to the agenda for the March 25th meeting concerns extending the conditional use approvals that were given to EQT as a result of their applications as a result of public hearings for the Canton/Garvin well pads. Solicitor Sweat does not believe any issues with an automatic extension of Garvin because a conditional use permit is good for one year and it is extended once the applicant starts permitting. In this instance the township is preempted from the permitting because there is a state statute and the township has very little oversight. The oversight is with the Pennsylvania Department of Environmental Protection. The permits will come from the DEP. They have gotten their erosion sedimentation control permits. Solicitor Sweat thinks these would satisfy the township's zoning requirements. Garvin would be entitled to their first extension. Canton already had an extension and he would recommend clarifying and extend based on that they have gotten the required permitting to this point. They will not have the actual building permitting until 2021-2022. The conditional use permit came under old zoning requirements. EQT was concerned that they would have to start the whole process over should anything change with the zoning of the area. During the meeting, Solicitor Sweat assured them that this was not going to happen, but they would not approve any additional conditions before they paid the township the \$250,000. They agreed that once we clarified the additional use approvals, they would immediately order the check. Solicitor Sweat said he will be attending a pretrial conference before Judge Emery and the Mellor litigation with Attorney Scott Dunlap on March 25th at 1:00 Judge Emery's chambers.

There is still dumping going on in Elrama. The owner said they can post no dumping signs. They did send a cease and desist. The issue at Union Gardens is work going on at night. They received a stop work order and resubmitted. The resident can call 911 and the police will stop them. Project manager James Donahoe said they posted no dumping signs and the signs were taken down. There is concern that if they post cameras, the cameras will be taken.

Solicitor Sweat said he spoke to Mr. Scarmazzi and that he was granted the waiver of the HOP permit at this point and that it would happen down the road. He will be provided that portion of the minutes where this was approved. Solicitor Sweat asked for this as soon as these minutes are approved. He will be on the agenda on March 24th for final approval. Supervisor Daerr asked Ms. Singer to provide these minutes to Solicitor Sweat.

Supervisor Daerr gave the floor to Engineer Stiner for the engineer report.

She began by discussing the 2020 Paving program. Engineer Stiner is working with Mr. Puglisi and Supervisor Lawson to finalize the scope and put together a cost estimate for repairs that have been listed so far \$422,000. The balance of liquid fuels is \$397,000. Suggested repairs are in excess of the liquid fuels amount. She needs direction on this. Trax Road can be discussed later. The plan includes all the roads that were on the list for repairs. Cardox Road would be widened with a curb on each side, double coat tar and chip, and to include drainage with an inlet every 400 feet. The cost for this road is \$300,000 which is the biggest chunk of the estimate. The last time this road was done was 2015 but there was no drainage done. Engineer Stiner said it is including the widening and it does not repave the road but to tar and chip so that it prolongs the life of the road. This would be a different scope than what was done the last time. Supervisor Daerr said that there have been complaints about Boyka Drive. Mr. Puglisi said while this road need cracks sealed; the road is not in bad shape. Ridge Avenue where Mr. Puglisi completed drainage work and put in the bridge, there needs to be some overlay before and after the bridge, base repairs where he put in the storm drains and it is cold patched right now, and putting in a curb where the inlets were added, for a total of \$23,500. This also includes putting a curb up on Meadow Street for \$4,500.00. The other big item, other than Cardox Road, is the Trax Road and Sugarcamp Road intersection for base repairs on spider cracking and to tar and chip the surface. There are a few options for fixing that intersection and sprucing up Trax Road for \$80,000 depending on which option is chosen. Supervisor Daerr asked which one is the least expensive option since the paving project is already over

budget. Engineer Steiner said there were three options one for bank grading, one for changing the intersection a little bit and putting up new signage with a three way stop, and the last option was changing the traffic flow. The cost for the options for changing the intersection was \$10,000. The option with the bank grading was \$30,000 including moving the poles. This would keep the flow of traffic the same. Supervisor Lawson said that Trax Road does need improved and was not in favor of moving the poles. He wanted to improve the sight distance and massage the intersection to make Trax Road perpendicular and then resurface and fix the catch basin. Engineer Stiner said they cannot grade around the pole. Supervisor Lawson wanted them to go to look at it without moving the pole. Engineer Steiner said it would be a combination of the options. She said if they are changing the intersection, they need to do an engineering study for the intersection. She was asked for the cost of moving a pole. Engineer Steiner said it was between \$10-15,000. Supervisor Daerr asked what she needs to move forward to put the bid package out. Engineer Steiner said if they are changing the Trax intersection, she would like to have an engineer come out and check to make sure it is safe, and then she can put it out for bid. It would be \$3,000 for a traffic engineering study. She did not think taking the island out would get the result they wanted. It is a non-standard intersection and they want to make sure it is the best thing for the township. Supervisor Lawson preferred they do not move the pole and still grade the road to improve the sight distance. They were concerned about the stability of the pole. Supervisor Lawson said he could work with Engineer Stiner and firm up the details. Supervisor Lawson asked if they could bid out Cardox Road. They can still bid out the additional work. Supervisor Lawson discussed the cost and Engineer Steiner said they are being conservative so that it does not come in higher. Supervisor Lawson asked about Meadow Drive and Engineer Steiner said she has its scratch course up and then laying the curb line. She thinks cost will be better because they are doing the whole project. Supervisor Daerr suggested a motion to have Supervisor Lawson finish the estimate with Engineer Steiner. Supervisor Daerr asked about the improvements on Coal Bluff. Engineer Steiner said they applied for a grant and they are waiting for an answer on the grant before they continue with Coal Bluff Road. Supervisor Daerr will add to the agenda under unfinished business.

Engineer Steiner continued addressing McChain Road, Mr. Puglisi installed a new culvert across the driveways of 6474. The agreement with the homeowners addressed the storm water from their steep driveways eroding away the stones that were put there with the culvert. They were given 90 days to comply and nothing has been done. She is recommending that someone contact them officially. Engineer Steiner spoke with them in the past. Mr. Puglisi will contact them in person.

On Cardox Road by the Auto Parts store, there is a white film/foam substance in the runoff and there are two issues that need to be addressed. Supervisor Lawson said that the pond there is a retention pond. Supervisor Lawson said he has spoken with the store owner and they have been complying with the township requests. Supervisor Daerr will add to the agenda under unfinished business. Supervisor Daerr asked if they have holding tank there. She would like this to be invested. Supervisor Lawson will check with the owner and see what he is doing for his sewage. Denny Sluchack is the owner. Engineer Steiner will contact him and discuss these issues.

At a special meeting, the board asked for a sewer camera system. The cost is about \$75,000 for the system. She suggested they divide it into multiple years. Supervisor Daerr preferred doing to at one time and possibly using the money in the WESA account. Supervisor Daerr asked Project Manager James Donahoe to check with Mr. Palermo for the balance in the WESA account and put it on the agenda for the meeting on March 25th. Engineer Stiner will get bid spec together. They will advertise it to get a bid. It will provide videos and an inspection report. Supervisor Daerr asked if there is a way to check how many taps are on the lines. Supervisor Lawson said they could get this information from the camera.

They have been putting together bid specs for the bathroom project for the township. Mr. Opferman did

the sewer line inspection and essentially, they are too corroded and need to be replaced which added to the budget. The estimate is \$85,000 and the grant funding came in at \$65,000. It includes the bathrooms and moving the kitchen area and put in a new floor drain and connect to the sinks. This is a rough estimate for where they are to budget at this point. It includes two bathrooms with 3 fixtures, baby changing station, and the handicap accessible water fountain outside of the restrooms, a heater in restrooms, exhaust fans, tile for floors and three walls. This is what Mr. Opferman suggested. The manhole in the back of the building is a private one. There are several issues. One was an open pipe. It is not to spec for the line coming into the building. He would need to be on site and have a camera to check the sewer line. He would work with the township to get it to spec but he would issue a citation if it was not brought to spec. Engineer Stiner said it is a different project and it is private but he is watching it now. Engineer Stiner said she can get a few phone quotes to see how much it will be. Supervisor Lawson said he could talk to them about the line. They are suggesting using the restrooms next door, but they will look into cost for port-a-johns. Engineer Stiner said there is a law that if you have a public works project, you have to bid the plumbing, electrical, and mechanical separate contracts if it is over \$5,000. They split it out and they are working with Solicitor Cruny to see how they can present this. Engineer Stiner would like to wait until the next meeting for a motion because they are over budget. Supervisor Daerr would like to proceed with the project and wait for the lateral project with the sewer for next year. Rick Kovach can issue a letter of violation. It is an existing system. They suggested getting a camera to check it. Supervisor Daerr would like to put it on the agenda or the next meeting to Approve/Deny.

For the MS4 permitting, they met with a supplier for the inlet filters. She suggested that after the training next week, she would like Mr. Puglisi to meet with this supplier to talk about the inlet filter bags and where they would like to put them. They are about half the cost and she has seen them in another township, and they seem to be holding up well. They will work with Mr. Puglisi and get a purchase order when they are ready to make the purchase.

Mr. Puglisi, Road Superintendent's Report, he checked the tires and they were all out of date and he has to dispose of them. Supervisor Lawson will work with him to get them in the dumpster. These are for the 10/22 tires he still has to check on the 19/5 tires. He checked with the stone suppliers and he has not gotten a response. Supervisor Lawson said to advertise for it. Mr. Puglisi got the MS4 map from Engineer Stiner, it is very condensed, and they cannot read it. Engineer Stiner is getting it blown up for him and he can mark it up in the field. He got three quotes for the generator for the new truck. He checked with Dobosh, Grainger, and Amazon with Dobosh being the best price at \$2,635.00. Supervisor Lawson would like to put this purchase on hold. Mr. Puglisi said he wants it for when he needs to use tools on site such as the jackhammer. Mr. Puglisi said he has a lot of projects coming up where he will need the generator. He has problems over the Shower Plan and in the Boyka Plan. He presented pictures of the Boyka Plan to show where he could use the generator. He has sink holes right next to the catch basin. He said they keep filling them and it does not last. Supervisor Lawson suggested renting a camera and checking the pipe. Mr. Puglisi said he needs to jackhammer around the boxes and then put the brick back in. Supervisor Lawson would like to look at them. He presented a picture of a slide that they will have to remove. Mr. Puglisi watches it every time it rains. They discussed that the landowner would be responsible for repairing this before it goes in the creek. Solicitor Sweat said they need to give him a notice to remedy the situation. Supervisor Daerr asked them to confirm the landowner is Nick Delicia and then send him the notice. Mr. Puglisi said he checked Giant Eagle's pond and it is working but the top is not stable. Ms. Sweat said it is a maintenance issue and they need to send a letter to take care of the situation. Supervisor Lawson said Giant Eagle Pond is a big maintenance concern and it will be a problem. It is eroding and they put rocks in there, but it is not corrected. Engineer Stiner said they should send a letter saying that they are going to inspect it and then go to inspect it. There is a potential for a lot of flooding if there is a breach. Solicitor Sweat said they need say this in the letter that in their opinion this will happen to put the liability on them.

Mr. Puglisi presented a picture of a hole on Spruce Street. He said inside the hole is inch terra cotta pipe going straight down and under the road. It is so damaged that it is undermining the road and the lady across the street is having flooding. He needs an engineer there to see what needs to be done. He does not know where the water is going. He will need to get the approval from the owner to go on their property. Mr. Massari will go with Supervisor Lawson to check this.

Mr. Puglisi said the Elrama sewage system shows laterals going to where there are not any houses and these laterals could be broken and this could be where water is coming from.

Pastor Ken gave the prayer and a Moment of Silence for Mr. Opferman.

BREAK

Motion to approve to add to the agenda under unfinished business to Approve/Deny having Harshman CEG to provide the bid packages for the paving project not to exceed \$422,000 give or take 10% on each side subject to work with Supervisor Lawson on the schedule; Add Approve/Deny authorizing Harshman CEG to contact Denny Sluchak regarding his pond and sewage. Approve/Deny Harshman CEG to review both Tuscan States and Giant Eagle's holding ponds.

Motion by Heather Daerr, Second by Charles Trax.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Mr. Massari-YES.

Motion Carried.

UNFINISHED BUSINESS

Motion to Approve Stefanie Massari application vacant position for Board of Auditors.

Motion by Heather Daerr, Second by Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Mr. Massari-Abstain.

Motion Carried.

NEW BUSINESS

Discuss EQT requested extension of the conditional use for Canton/Garvin well pads were covered by Solicitor Sweat in the solicitor's report. Supervisor Daerr asked Project Manager James Donahoe to add to the March 25th agenda and clarify the wording with Solicitor Sweat.

Discuss correspondence last April HCEG and EQT regarding road upgrades for Garvin Rd, etc. Solicitor Sweat said they will cover this when they enter into the maintenance agreement.

Motion to Approve Updating Township Fee Schedule to include administrative and legal fees associated with filing of liens-SLO: Project Manager James Donahoe stated in working with Solicitor Cruny they determined that the fee schedule needs to be updated.

- a. Admin=\$100
- b. Final Notice Letter=\$155
- c. Lien Filing=\$235
- d. Lien Satisfaction=\$155 + current court reporting fees and interest

Motion by Heather Daerr, Second by Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-YES.

Motion Carried.

Motion to Approve \$8,000.00, certified bank check with \$10.00 check fee, for 2002 Sewer Cleaning Machine – Muncibid listing#27528240. Check payable to Mahoning Township.

Motion by Heather Daerr, Second by Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.
Motion Carried.

Motion to Approve \$720.00 for Municibid buyer's fee.

Motion by Rick Lawson, Second by Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Motion to Approve estimate of \$800.00 for hauling of sewer cleaning machine on a flat bed. Need the one-ton tow capacity truck. Received one bid. Supervisor Lawson said it should not be towed it should be hauled on a flatbed.

Motion by Rick Lawson on the condition that it is hauled on a flatbed delivered to B&B for a complete service, Second by Frank Massari. Discussion about the cost to haul as opposed to tow determined that this would cost more.

Motion to rescind the motion to tow the sewer cleaning machine for \$800.

Motion by Heather Daerr, Seconded Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Motion to Approve an estimate not to exceed \$2,000.00 for hauling of sewer cleaning machine with a flatbed only.

Motion by Heather Daerr, Seconded Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Supervisor Daerr asked Project Manager Project Manager James Donahoe to follow up with the gentleman who gave the original bid and if he cannot haul the item to contact Brownley Towing getting the contact from Solicitor Sweat.

Motion to Approve \$180/year for Adobe Acrobat DC – pdf converting and editing. This is a subscription option now.

Motion by Heather Daerr, Seconded Charles Trax.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Motion to Approve Full-Service Network phone contract for municipal building at \$126 per month for 60 months. Contract has been reviewed by Sweat Law Offices. This would be a savings \$224 per month. It offers filtering phone calls, forwarding, and conference calls options. To be installed the beginning of April.

Motion by Heather Daerr, Seconded Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Motion to Approve termination of Verizon phone services for the municipal building.

Motion by Heather Daerr, Seconded Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Motion to Approve adopting the resolution for the Scarmazzi Sewage Planning Module. Engineer Stiner said this is for the resolution for the Scarmazzi PRD. This has been out for public comment for the past 30 days and did not get any.

Motion by Heather Daerr, Seconded Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Motion to Approve HCEG – Jessica Steiner to inspect Tuscan Estates storm water pond maintenance. HCEG invoice for this to be taken out of escrow. There were a lot of delays. He has submitted pictures that show the work has been completed by Apex. There is approximately \$20,000 in escrow. Mr. Puglisi and road crew have been plowing for three years and these are chargeable to the escrow.

Motion by Heather Daerr, Seconded Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Supervisor Daerr asked Ms. Singer to start numbering the items for HCEG job this year.

Motion to Approve Municipal Code training course for Linda Roach. 4/8/2020 6pm-9pm at a cost of \$50 in Washington, PA. Training performed by PA DCED

Motion by Supervisor Daerr, Seconded Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Frank Massari-Yes.

Motion Carried.

Discuss Vignoli Subdivision Plan-HCEG. Hold for next meeting.

Discuss Sugarcamp Rd alternatives-HCEG already discussed.

Discuss forgiving Quaker Engineering \$44,000 fine. Submitted by Ms. Roach. Due to the fact they have been doing the work. Project Manager James Donahoe said they have options. Engineer Stiner said Quaker must appeal this through the court system. The township has spent a lot of time and expense to this point. Solicitor Sweat said there is only 30 days to appeal this. Nothing needs to be done right now but he feels they need to cover the expense the township has spent. Engineer Harshman said they can look at it and try to settle if this continues to move in the right direction.

Supervisor Daerr asked if Earl Danielson satisfied the lien on this property. Solicitor Sweat said it has been paid. Supervisor Daerr asked Ms. Singer to note the file in the escrow account.

Discuss Jan-Pro Enviroshield treatment for facilities at \$250.00. Supervisor Daerr asked what is in this spray. Project Manager James Donahoe said they are spraying hospitals and schools. Project Manager James Donahoe said he thinks it is a reputable product. He will review for the next meeting. This is to kill the Coronavirus.

Motion to Approve Jan-Pro to spray the treatment conditional on that it is vetted by the staff and they provide an MSDS sheet.

Motion by Heather Daerr, Seconded Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Mr. Massari-Yes. Motion Carried.

Supervisor Daerr asked what they will need to do about the Coronavirus. Solicitor Sweat said they need to coordinate their efforts with what is recommended by the Governor. Project Manager James Donahoe said he has been coordinating with Chief Bailey and gave him the pamphlets that are posted around the building. Project Manager James Donahoe said he will continue to coordinate efforts. This is constantly

changing. Supervisor Daerr asked if they should provide masks or gloves. Solicitor Sweat said to authorize the staff to buy wipes and hand sanitizer.

Discuss Construction Schedule and Assoc POs. Mr. Puglisi said he needs a box for old 837W. They said to proceed with this purchase. Mr. Puglisi said he needs a PO for stone. Supervisor Lawson said he needs to put it out for bid and to get what he needs for right now.

Discuss Shire inlet boxes - already discussed.

Discuss 3716 Spruce St - already discussed.

Discuss 2020 Lawn Maintenance bids. Project Manager James Donahoe opened the bids. They are based on 26 cuts. The township can change the schedule, but this is how they asked for the bids. Ken Puglisi, Jr.'s Lawn Care - \$750.00, Verner's Landscaping - \$810.00, Dolans - \$2,323.00, Spinwebber Landscaping - \$575.00. Supervisor Daerr asked for Project Manager James Donahoe to put these on the agenda for next time. Solicitor Sweat asked Project Manager James Donahoe to study them and give a recommendation.

Discuss Meadow Ave curbs - already discussed.

Discuss Elrama Pump Station: Meeting requested by Authority for 3/23/2020 3:30 pm at WESA office. Mr. Harshman said they found a copy of the plans for the trash bucket. He checked other townships and he thinks the basket is fine and was on the approved plans. Supervisor Lawson said he checked with the sewer authority. RAM Industries suggested the trash bucket, so they do not risk something going through there and taking out a pump. They inspected the pumps and they are good. WESA is saying the township is not authorized to put the trash basket in and Larry Lennon would not discuss it and did indicate he was concerned about what they are going to do with the debris. Supervisor Lawson said they will not discuss it with them. Mr. Harshman suggested having Tom Bibby go to review the site and get a quote from him on doing the maintenance. Solicitor Sweat also recommended Tom Bibby. Supervisor Lawson said that we are paying WESA to maintain this and you need a certified operator at the pump station. Supervisor Daerr asked Project Manager James Donahoe if there was a fee for the maintenance in the agreement with WESA. There is not an amount; it just states they are there for four hours. Project Manager James Donahoe said he thinks outsourcing this relieves the township of the liability. Supervisor Daerr asked if they could use RAM for the yearly inspection and use Bibby for regular maintenance. WESA is not in favor of the trash basket because it is outside of the scope of the maintenance agreement. Supervisor Lawson said he suspects there was a basket in there and WESA removed it. Mr. Harshman asked Supervisor Lawson to meet with Tom Bibby. Supervisor Daerr asked Project Manager James Donahoe to add this to the next agenda with the price for the basket and to send WESA an email and ask if there are any issues that they need addressed and they can talk about it in a meeting. Supervisor Daerr said to get the purchase order ready when he gets the okay from Mr. Harshman.

Discuss Elrama Central Park update. Project Manager James Donahoe said they are working on it. Engineer Stiner said they are working on the paperwork. The plan has been approved for paving, parking spots, and bathrooms.

Discuss Overlook Sewer Easement. Engineer Stiner is putting together the paperwork to go out and do it. It is twelve homes. Engineer Stiner said they still have time.

Discuss Trax Rd – Peters Twp. They sent a letter to Mr. Lauer's office.

Discuss Finleyville-Elrama Rd Sewage Project. Engineer Stiner was waiting for comment from Peters Creek and they voted in their board meeting to accept the sewage flow form it. Rich Kovach will not provide comments until an agreement has been reached. He did not agree that the board should not have voted on it. Engineer Stiner told them to proceed because they have board minutes that they approved it and they can submit to DEP. They need to start drafting the agreement with Peters Creek. Solicitor Sweat will call Phil to talk about the bulk service agreement. Mr. Massari said they need to make sure in the rate structure is a lesser rate because the township owns the line. Ms. Sweat said they are ready to do a workshop on owning the sewer lines. Supervisor Lawson does not think they will get enough of a discount to be able to own the lines. Engineer Stiner said the township must own the line in order for the ordinance to require the people in the township to tap in. Solicitor Sweat said the developers are going to put in the sewer line. He wants the supervisors to read his memo and have a discussion on the next agenda.

Discuss Veterans Memorial Park All-Purpose Field-Fence. Mr. Puglisi said he would like to use the dirt that they have there and make the field bigger. Supervisor Lawson asked about the size requirements for baseball fields. Size ranged between 265 feet to 375 feet. Mr. Puglisi said they can lower the field, remove the fence, reuse the posts, and put in a French drain. Mr. Puglisi said they can do that in house. Supervisor Lawson said they have 310 feet now and he got a cost on going to 335 feet and he needed 6,000 yards of dirt. He does not think they could lower it enough. They also must discuss the grading. He wanted to reuse the fence and fix the backstop. The quote was \$155,000 to lengthen the field, with pipes, drains, dugouts, mounds, and bases. He would regrade it and leave the field the same size. It does need regrading, drains, and infield mix. He found less expensive dugouts. He discussed removing the trees, adding woodchips, and cleaning up the soccer field. Pave and dig out for a road, add guiderails, add rocks, add wood chips to the trail and connect it. Cost would be \$104,000. Supervisor Daerr asked Maureen what they did at the school and she said it was a baseball field and it was \$500,000. Project Manager James Donahoe said there are two grants they could look at GTR and DCNR and there is also a PA Ballfield grant. Supervisor Daerr said she thinks this will take several years. Project Manager James Donahoe said they can do a grant to add to the project. Supervisor Daerr believed that all age groups go out of the township to use fields. They also discussed an all-purpose field. Supervisor Daerr asked Project Manager James Donahoe to add this to the agenda for March 25th and to ask Mr. Palermo what that implication would be on their budget. She also asked Project Manager James Donahoe about the Messenger article. They need to do a question response asking what the residents would like in an all-purpose field. Ask the questions for what they would have a need. Supervisor Daerr thanked Supervisor Lawson for his work on the plan.

Discuss Jason Park fence. Mr. Puglisi said the fence is rotted. They discussed removing the fence. Project Manager James Donahoe said they are looking into a playground. They may be able to put up a sign. Mr. Puglisi got three quotes from Home Depot, Lowes, and Brookside to replace the fence. Brookside came in the least at \$3,010 for a three-rail fence, including the cement. Add to agenda for Approve/Deny.

Discuss Coal Bluff slide- already discussed. Mr. Puglisi will check on the ownership and Ms. Roach will send the letter.

Discuss ESM training for DGLVR grant. Supervisor Daerr asked Project Manager James Donahoe to add to the next agenda for Approve/Deny for Project Manager James Donahoe and Mr. Puglisi to go to the training. Project Manager James Donahoe suggested Mr. Massari could also attend. Engineer Stiner said Mr. Puglisi should be the one to go. It is a yearly program, but it is good for five years. Engineer Stiner will forward the brochure. Project Manager James Donahoe to add to the next agenda for Approve/Deny.

Discuss labeling Nike site buildings and fire extinguishers. Project Manager James Donahoe and Mr. Puglisi are in the process of numbering the buildings and lettering the doors. Mr. Puglisi is also adding a

fire extinguisher by the salt bin. Supervisor Massari suggested asking Dean to make the building signs. He will contact him.

Discuss maintenance agreement for Hidden Hollow-Scarmazzi – already discussed.

Discuss GWS contract. Project Manager James Donahoe said none of the terms have changed. Supervisor Daerr asked Project Manager James Donahoe to add to the next agenda.

Discuss new truck. Supervisor Lawson said they are waiting for the new door for the utility body. They will do the license and transfer. They will get him a total. He will need two or three checks, one for the title and license and one for the truck. Dean will give him a proof on the lettering and go to B&B for strobe lights. Project Manager James Donahoe needs the information for the insurance.

Discuss messenger ad. Project Manager James Donahoe and Ms. Singer are working on it. Project Manager James Donahoe sent a draft to Supervisor Daerr.

Discuss code enforcement actions on Rt. 88 businesses. There are two issues on this. One is dumping in the creek. Supervisor Daerr spoke to Ms. Roach about it and she went and took pictures today. Also, there is a mobile home sales lot and there is a mobile home that has been there for six years. Ms. Roach is checking on it.

Discuss landscaping the township buildings. Supervisor Lawson wanted to add colors to the township and make it look better. Mr. Puglisi said he would take care of removing a stump and adding landscaping.

Project Manager James Donahoe asked if the board would like him to send a letter to the board of auditors. He spoke to the solicitors about the fact that he does not have the agenda and the meeting or minutes from the reorganization meeting they suggested sending a letter to Mr. Spar and Mr. Sarback. Supervisor Daerr said to send the letter. Solicitor Sweat said they will need to have the meeting again.

Motion to Approve HCEG to speak with Mr. Sluchack regarding the pond and the water run off on Cardox Road. Mr. Massari said he texted him and the lots are on a septic system not on a holding tank. They have documentation on the white foaming substance. They have it investigated by an environmental scientist and it is from mine drainage. He told him he must schedule a pond inspection.

Motion by Heather Daerr, Seconded Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Mr. Massari-Yes. Motion Carried.

Motion to Approve having Harshman CEG to provide the bid packages for the paving project not to exceed \$422,000 give or take 10% on each side subject to work with Supervisor Lawson and work out a schedule.

Motion by Heather Daerr, Seconded Frank Massari.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Mr. Massari-Yes. Motion Carried.

Motion to Approve to allow Harshman CEG to review both Tuscan States and Giant Eagle's holding ponds.

Motion by Heather Daerr, Seconded Rick Lawson.

Roll Call Vote: Heather Daerr-YES, Charles Trax-YES, Richard Lawson-YES, Mr. Massari-Yes. Motion Carried.

Supervisor Daerr said that a resident went to Ms. Singer and berated her saying that she should not have the township secretary job and it should only be someone in the township. Project Manager James Donahoe said he spoke to the lady, Karen, and asked her to fill out the complaint form and she did not want to do that, he told her about the meeting and she did not want to attend. She left in a huff. The board told Ms. Singer if she feels threatened in any way, she should call 911 and report it.

Supervisor Daerr wanted the staff to know that Mr. Opferman was questioned through the tax office as to what his physical address was. The tax office was given a note asking why he was a supervisor if he did not live in the township. Ms. Speers took it upon herself to ask Ms. Roach to verify her address. Ms. Roach did this and sent it to Ms. Speers. Supervisor Daerr asked Solicitor Sweat if this person was within her right to know. Ms. Speers asked Ms. Roach if Mr. Opferman's tax was paid or why it was not. And she also wanted to know if the supervisors were informing Ms. Roach of all the per capita taxes in the township. Project Manager James Donahoe said he went to Ms. Speers to get anything she was requesting reduced in writing. He asked Ms. Speer to send him an email and he will forward this email to the board. It is on the Landlord ordinance and anytime the tenants change the landlord is required to notify the tax office so the per capita tax is handled correctly. She thinks there is a breakdown in communication. She did not have an answer as to how it had been handled before, but she did get the information she needed. The questions are about the 511 tax for \$10 a head. It is a PA State Law and there are not rules on the township collector and the tax office. Project Manager James Donahoe will ask Mr. Palermo for more information on this.

Supervisor Lawson asked Mr. Puglisi if he was able to address the sound suppression on the panels of the generator. Mr. Puglisi is checking on new insulation. Supervisor Lawson said Mr. Opferman suggested contact cement. Supervisor Lawson said he had his keys made and confirmed Mr. Puglisi got his keys back.

Supervisor Lawson asked Ms. Singer if she is working on a master password book.

Supervisor Lawson told Mr. Puglisi and Project Manager James Donahoe they have four days left to respond to their 2019 and 2020 salt needs. They are obligated to take 60% of it. He wants an answer tomorrow.

Supervisor Lawson asked Project Manager James Donahoe about the extended warranty on the truck. Project Manager James Donahoe said he would get that to him.

Supervisor Lawson asked about the cut field through ordinance. Solicitor Sweat that Solicitor Cruny has the storm water and grading ordinance and he is preparing a packet for the planning department for review. Supervisor Lawson asked Ms. Singer for a copy.

Supervisor Lawson also confirmed Ms. Singer is working on the day off requests on the time slips.

Supervisor Lawson told Mr. Puglisi that Albert took an illegitimate vacation day. He is supposed to take them in blocks of five days at a time until three of his weeks are used up. He needs to swap this out for a personal day.

Supervisor Lawson confirmed with Engineer Stiner that the MS4 training is March 19th and Project Manager James Donahoe is sending a reminder.

Supervisor Lawson reminded to Mr. Puglisi get an easement sign for Patterson Road.

Supervisor Lawson wants input on the trucks and if any registered in combination. He also believes that they need a class A license for a combination truck.

Supervisor Lawson asked Mr. Puglisi to talk to Rich Kovach about manholes on the proposed roads.

Solicitor Sweat added that Drusbasky was handled by Andrew at their office. He filed the preliminary objections, filed the brief, and argued the case in front of Judge Lucas. Judge Lucas issued a written decision and he is throwing the case out and the Township was victorious. It was an incident about Drusbasky falling and was injured.

Supervisor Daerr stated the handbooks were signed and returned. There were modifications made by some of the employees. Solicitor Sweat asked to see these modifications.

Project Manager James Donahoe said that he had a few items for signature.

Motion to adjourn.

Motion by Heather Daerr, Seconded Frank Massari.

A handwritten signature in blue ink, consisting of a stylized 'H' followed by a large, sweeping loop that ends in a horizontal stroke.

SWEAT LAW OFFICES