

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

NOVEMBER 9, 2015

John Curtaccio, Chairman, called the regular meeting of the Board of Supervisors, located in the Municipal Building, 1300 Brighton Road, to order at 7:00 P.M. Six (6) visitors were present.

PRESENT: John Curtaccio – Chairman
 James E. Equels, Sr. – Vice Chairman
 Mark Piccirilli – Supervisor
 Bryan K. Dehart - Manager/Secretary
 Harold F. Reed, Jr., Esq. – Township Solicitor
 Ned Mitrovich, P.E. - Township Engineer

Public Comment – Agenda Items: None.

Minutes of October 12, 2015 Regular Meeting: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the minutes of the October 12, 2015 Regular Meeting.

The following **October Reports** were read by Mr. Dehart except as noted:

- A. Treasurer's Report
- B. Building Permit Report
- C. Road Department Report
- D. Police Department Report – given by Chief Howard Blinn
- E. Fire Department Report – given by Asst. Chief Kevin Crawford
- F. Report of Tax Collectors
- G. Report of Fines
- H. Recycling Report

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to accept the October Reports as submitted.

Beaver Area Memorial Library: Mr. Jack Walker and Director Diane Wakefield of the Beaver Area Memorial Library were in attendance to discuss their services and request that the Township continue to include an allocation to the library within the 2016 Budget.

Mr. Walker stated that the local library is one benchmark of a good community. Through the library, people not only read but also connect with others and serve the community. Mr. Walker thanked the Board for recognizing the importance of the library. The library depends on

the contributions of local municipalities. It was noted that state funding for the library has not increased since 2008.

The library also conducts its own fundraising efforts. Ms. Wakefield shared some pictures from the fall fundraising event entitled “Fin, Feathers, Paws, Claws.”

The Board thanked Mr. Walker and Ms. Wakefield for coming and for their service to the community.

Personnel Actions: **Hiring of Part-Time Police Officer:** Chief Blinn is recommending the hiring of Mitchell Himes as a part-time police officer at a starting rate of \$16.00/hour – first year experience subject to a six-month probationary period and physical and psychological examinations.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to hire Mitchell Himes at a starting rate of \$16.00/hour – first year experience subject to a six-month probationary period and physical and psychological examinations.

Bids for Sale of Police Vehicle: At the October meeting the Board authorized the sale of the 2011 Ford Crown Victoria. Bid opening will be December 14, 2015.

After a discussion, it was decided to change the bid opening date. Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to postpone the bid opening date for the 2011 Ford Crown Victoria to January 11, 2016.

Sale of Fire Truck: At the October meeting the Board authorized the sale of the 1994 Pierce Dash pumper to the Harmon Volunteer Fire Department (Illinois) in the amount of \$60,000. This sale is pending.

2015 Road Paving Program: The Board has awarded Contract No. 15-R01 the 2015 Roadway Improvements Program Contract B to Youngblood Paving, Inc. in the amount of \$315,710.

The Township Engineer reported that the Road Paving Program has been delayed several times and that if the project is started now there is potential risk for an unsatisfactory job due to the weather conditions. Mr. Mitrovich recommended postponing the 2015 Road Paving Program until next spring, on the basis that Youngblood Paving hold their price firm for next year and that Brighton Township be one of the first areas to be paved. In addition, he advised that the 2016 Road Paving Program be let for bid by March so that Brighton Township will be one of the first on the list for paving.

Mr. Mitrovich stated that Youngblood Paving has committed to return to finish the Hardy Field Parking Lot. This is necessary to complete the grant process.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to defer the 2015 Road Paving Program to a completion date no later than May 30, 2016 and that the contractor hold the current price.

The Township Engineer will notify Youngblood Paving and Penn DOT of this decision.

2015 Roadway Scratch & Leveling Program: The Board has awarded Contract No. 15-R02 the 2015 Roadway Scratch & Leveling Program Contracts A & B to Youngblood Paving, Inc. in the amount of \$143,740. The Board has approved the extension of the project completion date to May 30, 2016.

Authorize Purchase of Playground Equipment: A proposal from Jeffrey Associates to purchase additional playground equipment specifically for the 2-5 years old age group has been solicited. The cost to purchase the additional equipment, benches and rubberized surface material is \$15,302 through CoStars Contract 14-027 if purchased by December 18th. They will hold the equipment for a 2016 installation at a cost of \$6,670.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize the purchase of playground equipment, benches and rubberized base material from Jeffrey Associates in the amount of \$15,302.

Advertise Intent to Appoint a Certified Public Accountant: The Township is required to advertise their intent to appoint a CPA to audit the books for the year ending December 31, 2015 in lieu of the elected auditors. The Township Solicitor previously filed a petition with the courts to appoint the auditor and approve his compensation of \$5,250 as set forth in a 3-year proposal. The appointment of the CPA will occur at the Board's January 4, 2016 Reorganization meeting beginning at 5:00 P.M.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize the advertisement of the Township's intent to appoint Mark Turnley, CPA at the January 4, 2016 Reorganization Meeting to audit the books for the year ending December 31, 2015.

Agreement with Beaver County Humane Society: An Agreement for Animal Control Services has been received from the Beaver County Humane Society. The cost for these services is \$250 per month (\$35/mo. Increase). The Board was provided a copy of the Agreement for review.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve and authorize execution of the Agreement with the Beaver County Humane Society for the provision of animal control services in the amount of \$250 per month.

2016 Budget – Second Reading: The Board conducted a second review of the 2016 Budget. The following amounts are proposed: General Fund \$3,915,890 – Capital Reserve Fund \$1,610,130 – State Aid Fund \$280,310 and Police Pension Fund \$1,836,266. No changes to the tax rates are proposed. The budget will be advertised for adoption at the December 14th meeting.

The Township Manager noted that because the 2015 Road Paving Program was deferred to next year, the State Aid Fund will have to be changed from \$280,310 to \$524,810.

Township Greenways and Trails Network Plan: The second community-wide public meeting for the Greenways and Trails Plan was conducted on September 28th. The plan will be concluded over the next several months and prepared for adoption.

Hardy Field Lower Parking Lot Improvements: At the August meeting the Board awarded contracts for this project as follows:

Concrete Work - Russell Reed Contracting: This contract is complete.

Paving of Parking Lot & Walking Trail: A contract in the amount of \$86,400 (\$83,900 base bid plus bond costs of \$2,500) has been executed with Youngblood Paving, Inc. The parking lot has been paved. The Engineer reported that Youngblood Paving will complete sealing and bituminous adjustments next week. The line striping contract as well as the purchase and installation of signs should be completed by Thanksgiving.

The pavement of the walking trail will be postponed to the Spring of 2016.

Refuse Contract Cost Adjustments: The refuse contract began July 1, 2015 with a base rate of \$11.08. The contract contains provisions for a Fuel Cost Adjustment and an Escalation Clause for Tipping Fee. A calculation has been prepared for fuel cost based upon OPIS price postings and in accordance with the formula included in the contract documents. The calculations result in a decrease of \$0.08 per month, based on the contract start date. The disposal fee at the recycling center has increased \$5 per ton resulting in an increase of \$0.05 per month. A one-time charge of \$0.15 will be permitted for the last quarter of 2015. Based on the calculations, the new rate will be as follows:

Base Rate July 1, 2015 to June 30, 2016	\$11.08
Tipping Fee Cost Adjustment calculated effective October 1, 2015	\$ 0.05
Fuel Cost Adjustment calculated effective January 1, 2016	(\$ 0.08)
Monthly Refuse Rate effective January 1, 2016	\$11.05
Quarterly Refuse Rate effective January 1, 2016	\$33.15

A one-time charge of \$0.15 will be permitted with the January 1, 2016 billing for the tipping fee increase effective October 1, 2015.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the Refuse Fee of \$11.05 per month/\$33.15 per quarter effective January 1, 2016 and authorizing a one-time fee of \$0.15.

Plan of Lot Revision for Crumrine & Tusca Area Reformed Church: Application has been filed for the Plan of Lot Revision for Richard S. & Margaret H. Crumrine and Tusca Area Reformed Presbyterian Church. The subdivision conveys Parcel "A" (0.841 acre) from the Richard S. and Margaret M. Crumrine property to the Tusca Area Reformed Presbyterian

Church. Parcel "A" is to become an integral part of the existing property of the church, creating a lot of 1.463 acres. The Lot 1 Residual (15.87 acres) Crumrine property has a single family home. The Board was provided a copy of the site plan and the Township Engineer's review letter of October 16, 2015. The review comments of the Beaver County Planning Commission have not been received. The Planning Commission, at their meeting of November 2, 2015 recommended plan approval subject to compliance with the review comments of the Township Engineer dated October 16, 2015 and receipt of the review letter of the Beaver County Planning Commission.

The Board agreed to defer action until receipt of the Beaver County Planning Commission review comments and plan revision.

Request for Planning Waiver & Non-Building Declaration: The Plan of Lot Revision for Crumrine and the Tusca Area Reformed Presbyterian Church has a PA DEP Request for Planning Waiver & Non-Building Declaration form. The same statement is contained upon the plan. The form requires signature stating that the Township concurs with the placement of the non-building declaration.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize the Chairman to sign the document giving the Township's concurrence that the proposed use is consistent with the zoning and land use codes and the placement of the non-building waiver upon the plan.

Crumrine Lot Consolidation Plan Sewage Facilities Planning Module: A lot consolidation plan has been filed to combine two existing lots into one lot. The property is located at the corner of Tuscarawas Road and Darlington Road. An on-lot sewage test for the plan has been completed and a PA DEP Sewage Facilities Planning Module has been submitted for review and approval as part of the plan review process.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the Chairman to sign the PA DEP Sewage Facilities Planning Module for the Crumrine Lot Consolidation Plan stating that the module is consistent with the zoning and land use codes.

Aspen Fields Plan of Lots Phase III: At the November 10, 2014 meeting the Board granted preliminary plan approval to Maronda Homes, Inc. for Phase III in the Aspen Fields Plan of Lots. The phase consists of 29 new building lots. At the October meeting the Board approved execution of the mylar and final plan recording for Phase III in the Aspen Fields Plan of Lots, subject to posting of the required financial security in an amount approved by the Township Engineer.

At this date the developer has not submitted the cost estimates for bonding.

Additional Business: The Township Manager stated that the 2016 Capital Reserve Fund Budget will be increased by \$43,000 (Sebring Road Escrow Account). This change is necessary due to the pavement of Sebring Road next year.

Mr. Dehart reported that he received notice that the recorded Friendship Ridge Building Improvements Project for Comprehensive Healthcare Management LLC will be modified. The scope of project will be reduced, and a revised set of plans has been submitted for administrative review. The changes consist of eliminating the modifications to the existing building main entrance, reduction in size of the drive through canopy and a reduction in the additional parking. The proposed rehabilitation patio building is being eliminated. A revised Stormwater Management Report has also been provided.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the modification of the Friendship Ridge Building Improvements Project for Comprehensive Healthcare Management LLC as an administrative review. The recorded plan will stay on record.

Public Comment: Assistant Chief Kevin Crawford reported that the Brighton Township Volunteer Fire Department will need a Bill of Sale on Township letterhead authorizing the sale of the 1994 Pierce Dash pumper to the Harmon Volunteer Fire Department. The Township Solicitor advised that the Bill of Sale reference attached certified minutes.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to **Ratify the October Bills List.**

Adjournment: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 7:55 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary