

## MINUTES

### BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

FEBRUARY 8, 2016

John Curtaccio, Chairman, called the regular meeting of the Board of Supervisors, located in the Municipal Building, 1300 Brighton Road, to order at 7:02 P.M. Four (4) 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.

Chairman John Curtaccio stated that the Board held an executive session prior to the meeting from 6:20 P.M to 6:40 P.M. to discuss personnel matters related to the Road Department and Police Department contracts.

**Minutes of the January 11, 2016 Meeting:** Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the minutes of the January 11, 2016 meeting.

The following **January 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 January Reports as submitted.

**Parks & Recreation Board Vacancy:** There is a vacancy on the Parks & Recreation Board for one (1) member for a term expiring December 31, 2020. Chris Hinzman of 375 Barclay Hill Road expressed interest in filling the position.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to appoint Chris Hinzman, 375 Barclay Hill Road, to the Parks and Recreation Board for a term expiring December 31, 2020.

**Personnel Actions: Remove From Probation:** Officer Michael Nevill has completed his six month probationary period as a part-time Police Officer. Chief Blinn recommended his removal from probationary status.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to remove Michael Nevill from probationary status as a part-time Police Officer.

**Account Closures:** A CD has matured at Union Building & Loan Savings Bank that is to be closed and deposited into another Township account. The INVEST account is also being closed within the General Fund and the proceeds placed into another Township account.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to close the Union Building & Loan Savings Bank CD, and to ratify the closure of the INVEST Account, with proceeds being placed within other Brighton Township accounts.

**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. Assistant Chief Kevin Crawford will contact the Harmon Volunteer Fire Department to check the status of the sale.

**Bids for the 2016 Roadway Improvement Program:** At the January meeting the Board authorized the advertisement of bids for opening for the 2016 Roadway Improvement Program. Those bids will be opened in advance of the March 14, 2016 meeting, at which time the Engineer will provide a bid tabulation and recommendation for award of contract.

**Authorize Participation in the CoStars Salt Contract:** Estimated quantities for the 2016/17 winter contract are due March 15, 2016 for the CoStars State Contract for rock salt. In prior years the Township has included 1,100 tons of salt in the CoStars Salt Contract. The Township can purchase up to 140% of the estimated quantity and is obligated to purchase a minimum of 60% of the estimated quantity. The Township will also continue to include estimated quantities in the BCRCOG Salt Contract.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous to authorize participation in the CoStars State Contract for Rock Salt with an estimated quantity of 1,100 tons.

**Authorize Purchase of Bullet Proof Vests:** The 2016 budget includes funding for the purchase of Level II bullet proof vests for the Police Department. These vests are replaced on a 5-year rotation based upon the warranty provided. Three quotations have been received as follows:

Markl Supply Company, Pittsburgh, PA      \$675/each      X 15 =      \$10,125

M&M Uniforms, Inc., Bridgeville, PA	\$725/each	X 15 =	\$10,875
North Eastern Uniform & Equip., Inc.	\$806/each	X 15 =	\$12,090

Vest covers will also be purchased from J.G. Uniforms at a total cost of \$2,052.50.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the purchase of 15 Level II Bullet Proof Vests from Markl Supply Company in the amount of \$10,125 and vest covers from J.G. Uniforms at a cost of \$2,052.50

**Authorize Purchase of Water-Reel Irrigating System:** The 2016 budget includes funding for the purchase of a water-reel irrigating system for use in the Township parks. The Township Engineer has prepared a specification and request for quotations. The Engineer received two (2) bids and the Township Manager received one (1) additional bid. The Engineer will review the bids for compliance with bid specifications and make a recommendation at the March 14<sup>th</sup> meeting.

**Authorize Purchase and Installation of Carpet Tile:** A quotation for the replacement of carpet tiles within the Municipal Building has been secured from Abbey Carpet & Floor. The pricing is by area. At this time it is recommended that the Board accept the quotation of \$4,136 to replace the flooring within the meeting room, conference room and rear hall corridor.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the purchase and installation of carpet tiles within the meeting room, conference room and rear hall corridor from Abbey Carpet & Floor at a cost of \$4,136.

**2015 Roadway Improvement Program:** The completion date for Contract No. 15-R01 the 2015 Roadway Improvements Program Contract B to Youngblood Paving, Inc. in the amount of \$315,710 has been extended to May 27, 2016.

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

**Public Works Garage Site/Two Mile Run Park Access Project:** At the January meeting the Board authorized the Township Engineer to prepare design drawings and prepare any required permitting for this project. The project includes site grading, stormwater management, paving and relocation of the fueling system. This project is progressing. Mr. Mitrovich said that representatives of LSSE will meet with the Road Foreman on Friday to review the draft plan and walk the site prior finalizing design drawings.

**Hardy Field Lower Parking Lot Improvements:** The Board previously awarded contracts for this project as follows:

**Concrete Work – Russell Reed Contracting:** This contract is complete.

**Hardy Field Parking Lot & Walking Trail Paving:** A contract in the amount of \$86,400 has been executed with Youngblood Paving Inc. The Balance to Finish is \$49,784.74. The completion date has been extended to May 27, 2016.

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

**Summer Playground Program:** A proposal has been received from the YMCA of Beaver County to operate a six-week summer playground program at the Dutch Ridge Elementary School from June 13 to July 22 in the amount of \$2,400. Beaver Area School District has agreed in prior years to provide the use of their facilities at no cost. The funding for this program is included in the 2016 Budget and is unchanged from the prior year. The Parks and Recreation Board has recommended the continuation of this program.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to accept the proposal of the YMCA in the amount of \$2,400 to operate a summer playground program at the Dutch Ridge Elementary School June 13 to July 22, subject to approval of the Beaver Area School District for use of facilities.

**Electric Supplier Contract:** The prior contract for the purchase of electric for Township accounts expired at the end of 2015. Premier Power Solutions, LLC is soliciting quotations from a group of suppliers. The Township Manager has recommended the Board accept the proposal and execute the contract from NextEra Energy for a 22 month period, reflecting a savings of 6.57%.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the proposal and execute the contract from Next Era Energy for a period of 22 months, reflecting a savings of 6.57% and authorizing the Township Manager to sign the contract documents.

**Right to Know Policy:** The Township's Right to Know Policy has been updated to reflect current designated Open Records Officers and the contact information where appeals can be filed.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the revised and updated Right to Know Policy for Brighton Township.

**DCNR Community Conservation Partnerships Program Grants:** Notification has been given that the 2016 DCNR grant cycle is open, with grants due April 13, 2016. The Board can discuss potential grant application projects that meet the priorities listed in the DCNR notice. The Township Manager noted that the Township has recently received notice of a \$210,000 grant award for the renovation of Shultz Lodge and site improvements. The Township also has a planning grant open for the Greenways and Trails Plan. Therefore, it is not likely that the Township would receive a Park Development grant again this year although an acquisition grant could be a possibility. The Board decided not to pursue a grant this year pending completion of the open grant contracts.

**Approve NPDES Permit Recording Plan for Shultz Lodge:** The Township has secured a NPDES Permit for the renovation project at Shultz Lodge, Two Mile Run Park. A condition of the permit is to record the Post Construction Stormwater Management Plan. The Township Engineer has prepared the recording plan and documents for execution.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous to authorize the signature and recording of the Post Construction Stormwater Management Plan for the Shultz Lodge Renovations.

**Barclay Hill Estates Expiration of Maintenance Bond:** At the August 11, 2014 meeting the Board of Supervisors accepted dedication of the streets in the Barclay Hill Estates Plan. The Township Engineer did an inspection and identified the items required to be addressed prior to the release of the 18-Month Maintenance Bond. The only open item is to seal cracks in the pavement when warmer weather arrives.

**Ordinance – Grading and Excavating:** The Township Engineer has prepared a draft Grading and Excavating Ordinance that will be established as Chapter 104 of the Brighton Township Code. This ordinance is a revision to Article XIX in the Subdivision & Land Development Code. It is being made free-standing, much like the Stormwater Management regulations were. This will precipitate changes to the Subdivision & Land Development Code and the Zoning Code where references are made to grading regulations. The expectation is to have the ordinance in a final format for the March 14<sup>th</sup> meeting, with authorization to advertise it for adoption at the April 11, 2016 meeting.

**Manual of Minimum Construction Standards and Details:** The Township Engineer has updated the Township's construction standards and details. These are currently contained within the Subdivision and Land Development Code. These construction standards and details will be adopted by Resolution and established as the manual of the Brighton Township Minimum Construction Standards and Details. This will precipitate changes to the Subdivision & Land Development Code, and the Zoning Code, where references are made to the standard details. The expectation is to have the Resolution for adoption at the April 11, 2016 meeting.

**Ordinance – Amending Chapter 173 Stormwater Management:** The Township Engineer has prepared amendments to Chapter 173 Stormwater Management where references are made to the Township's Minimum Construction Standards and Details. Changes are being made to incorporate the regulations for Small Development Stormwater Management Plans. The expectation is to have the ordinance in a final format for the March 14<sup>th</sup> meeting, with authorization to advertise it for adoption at the April 11, 2016 meeting.

**Ordinance – Zoning Code Amendments:** The Planning Commission has prepared an Ordinance to Amend the Zoning Code. The updates to the Zoning Code were initiated to address possible uses that could occur now that liquor licenses can be issued within the Township, and to address possible uses for transient workers. The changes include definitions for Banquet Facility, Bar/Tavern, Boarding House, Nightclub and Restaurant. The definition of Bed-and-Breakfast is also amended. Parking and zoning regulations for each of these uses have been

prepared. There is also an amendment to Section 195-135 F.(3) where a conflict on setbacks for communication towers was identified. The Zoning Code will also be amended where there are references to the Construction Standards and Details. The goal is to ask the Board at the March 14<sup>th</sup> meeting to schedule a public hearing on the ordinance for an adoption date on April 11, 2016.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize the submission of the Ordinance to Amend the Zoning Code to the Beaver County Planning Commission for their review and comment.

**Ordinance – Subdivision and Land Development Code Amendments:** Amendments to the Chapter 180 Subdivision and Land Development Code have been prepared to delete Article XIX Site Grading Excavation and Fill, as these will be established as Chapter 104 Grading and Excavating. Article XXI Figures is also deleted as these will be established within the manual of Brighton Township Minimum Construction Standards and Details. Other amendments will be made where there are references to the Construction Standards and Details.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the submission of the Ordinance – Subdivision and Land Development Code Amendments to the Beaver County Planning Commission for their review and comments.

**Small Development Stormwater Management Plans:** At the January meeting the Board reviewed an application that has been developed for the approval and tracking of Small Development Stormwater Management Plans. This is part of the process to implement requirements of Chapter 173. The review comments of the Township Solicitor have been incorporated. The Township Engineer again reviewed the application and how it is implemented. A possible fee schedule for this program is being reviewed, and the Township Engineer recommended a flat fee of \$200.

The expectation is to have the Plans prepared for the March 14<sup>th</sup> meeting and adopted at the April 11, 2016 meeting.

**Presentation on Township MS4 Program:** The Township Engineer made a presentation on the requirements of the Municipal Separate Storm Systems program implemented by the Pennsylvania DEP and conducted training for the Board of Supervisors, Zoning Officer, Police Chief and Assistant Fire Chief, as well as others present. The Engineer discussed what is covered by the NPDES Permit, and how to address the permit requirements. The Engineer defined a Best Management Practice (BMP) and the distinction between structural and non-structural BMPs. An overview of the six (6) Minimum Control Measures (MCMs) was provided, with a review of each of the following:

- 1) MCM 1 Public Education and Outreach Program,
- 2) MCM 2 Public Involvement and Participation,
- 3) MCM 3 Illicit Discharge Detection and Elimination,
- 4) MCM 4 Construction Site Stormwater Runoff Control,

- 5) MCM 5 Post-Construction Stormwater Management (PCSM) in New and Re-Development Activities,
- 6) MCM 6 Pollution Prevention/Good Housekeeping.

The Engineer emphasized the importance of documenting activities for each of the MCMs.

**Conditional Use Application by Elevated Properties LLC for Tower Based Wireless Communication Facility:** Elevated Properties LLC has submitted a Conditional Use Application for the construction of a communications tower on the property of William Sheerin, located on Dutch Ridge Road. The Board of Supervisors has scheduled a public hearing on February 22, 2016 at 7:00 P.M.

**Additional Business:**

The Township Engineer reported that he has received a report from Penn D.O.T. on the bridges in Two Mile Run Park. He will review the report and advise the Board of his findings.

Maronda Homes has recorded a site plan for Phase III which includes 29 lots. They have filed an amended Phase III plan to change the increase the size of the perimeter lots by 40-feet. The site plan for Phase III will need to be re-recorded and Maronda Homes is asking that the Township waive the \$2,500 application fee and that they be charged the minimum application fee.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to waive the \$2,500 application fee for Maronda Homes for Phase III and charge only the minimum application fee of \$200 on the basis that the design drawings for infrastructure and site improvements is not changing.

The Township Manager requested that a meeting of the police pension committee, which will include the Board of Supervisors, Solicitor, Actuary and Chief Blinn for March 10, 2016 at 3:30 P.M. The Board was in agreement with this schedule.

**Public Comment:** None.

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

**Adjournment:** Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to adjourn the meeting at 8:38 P.M.

Respectfully submitted,

Bryan K. Dehart  
Township Secretary