

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

APRIL 13, 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. Eight (8) 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 March 9, 2015 Regular Meeting: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the minutes of the March 9, 2015 Regular Meeting.

The following **March 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 Chief Joshua Curtaccio
- 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 March Reports as submitted.

Parks & Recreation Board Vacancy: There is a vacancy on the Parks & Recreation Board for one (1) member to fill the term of Julie Richards who resigned from the Parks & Recreation Board. The term would expire December 31, 2016.

Police Department Part-Time Wage Scale: The Chief of Police and Township Manager are recommending that the wage scale for Part-Time Police Officers be modified from a 4-tier scale to a 3-tier scale. This recommendation to change the pay scale by accelerating the time period to attain the higher pay rate is to improve recruitment and retention of part-time police officers. The recommendation is as follows:

	<u>Current</u>	<u>Recommended</u>
1 st 6 months (no experience)	\$14.26	\$14.50
1 st year (experience/2 nd 6 months)	\$15.41	\$16.00
2 nd year	\$16.66	\$18.00
3 rd year	\$18.00	N/A

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous to adopt the revised part-time police wage scale as reviewed and to authorize the adjustment of the pay rates for current part-time officers that may be affected by this change to the pay scale.

Personnel Actions: Removal from Probation – Officer Eric Schwartz has completed his probationary period as a full time officer with the Department. Chief Blinn is recommending his removal from probationary status.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to remove Officer Schwartz from probationary status effective April 1, 2015.

Accept Resignation – Part-time Officer Keith C. Smith has submitted his resignation from the Brighton Township Police Department.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the resignation of Keith C. Smith as a part-time police officer effective March 19, 2015.

Hiring of Part-Time Officer – Chief Blinn recommended the hiring of Jeana Justice as a part-time police officer at a starting rate for police officer – first year experience subject to a six-month probationary period and physical and psychological examinations.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to hire Jeana Justice at a starting rate for police officer – first year experience subject to a six-month probationary period and physical and psychological examinations.

Seasonal Employment – Mr. Dehart recommended that the Board approve the hiring of Edward Orlo, 1250 Neville Road, for seasonal employment at a rate of \$10.00 per hour.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to hire Edward Orlo for seasonal employment at a rate of \$10.00 per hour.

2015 BCRCOG Spring Commodities: At the February meeting the Board authorized the Township’s participation in the 2015 Beaver County Regional COG Spring Commodities Bid. Bid opening is scheduled for April 21, 2015.

2015 Road Paving Program: The Board has conducted a spring road inspection and evaluated the roads for the 2015 Road Paving Program. The Township Engineer has prepared cost estimates of numerous roads for consideration. The following roads were recommended by staff for inclusion in the 2015 Road Paving Program:

<u>ROAD/STREET</u>	<u>FROM – TO</u>	<u>COST EST.</u>
Laurel Drive	Entire Length	\$158,560
Stokes Drive	Entire Length	\$30,241
Hill Drive	Entire Length	\$35,242
Evergreen Circle	Entire Length	\$59,989
Sebring Road	Aspen Drive to 520 Sebring Road	\$116,918
TOTAL:		\$400,950

There is \$245,000 in the State Liquid Fuels Fund available for the road paving program. Act 13 Impact Fee and Sebring Road Escrow funds are expected to be approximately \$100,000 with additional funds available in the General Fund to cover the difference.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the 2015 Road Paving List at an estimated cost of \$400,950 and to authorize the Township Engineer to prepare and release bid documents for a May 8, 2015 bid opening at 11:00 AM. Of this amount \$245,000 is designated as Liquid Fuels project.

Hardy Field Playground Replacement: The 2015 Budget Proposal includes funding for the replacement of the playground at Hardy Field. A preliminary design was selected at the January meeting and Pashek Associates was authorized to proceed with the design and specifications for project construction. A quotation in the amount of \$141,971 from Jeffrey Associates for the purchase of the equipment and rubberized surface through CoStars Contract 14-027 has been secured for consideration. The 2015 Budget includes funding of \$200,000 for this project. The Township will be required to remove the existing equipment and prepare the stone base in advance of installation.

Mr. Reed stated that he spoke with personnel from Jeffrey Associates and is satisfied the procedure to purchase from CoStars is in proper form.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the purchase of the playground equipment and rubberized surface from Jeffrey Associates in the amount of \$141,971.

Resolution No. 2015-11 DCNR Community Conservation Partnerships Program Grant: The 2015 DCNR grant cycle is open and grants are due April 16, 2015. Resolution No. 2015-11 authorizes the submittal of the application to PA DCNR for Shultz Lodge Renovation at Two Mile Run Park and authorizes the appropriate officers to execute the signature page. This project was identified during the preparation of the Two Mile Run Park Master Plan.

The Township Engineer estimates the cost of the project at approximately \$420,000 and the Township is requesting grant funding of \$210,000.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve Resolution No. 2015-11 authorizing the submittal of the grant application to the DCNR for the

renovation of Shultz Lodge at Two Mile Run Park and authorizing the appropriate officers to execute the signature page.

Resolution No. 2015-12 Authorizing Collection of Interim Real Estate Taxes: The Beaver County Assessment Office has prepared a listing of interim real estate tax assessments dated March 25, 2015. Resolution No. 2015-12 has been prepared by the Township Solicitor directing the Real Estate Tax Collector to collect taxes on certain interim assessments received from the Beaver County Assessment Office.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Resolution No. 2015-12 directing the Real Estate Tax Collector to collect Interim Real Estate Taxes as listed therein.

Schedule Tire Collection Date: At the March meeting the Township Manager recommended the 2015 tire collection date as September 19, 2015. The date should be September 26, 2015.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to schedule September 26, 2015 as a tire collection date at the Public Works Garage in cooperation with the Independence Conservancy.

Reimburse BTSA for Winter Maintenance: During the 2014/15 winter maintenance period Brighton Township Sewage Authority assisted during periods when the Township was without full staffing. The labor related costs incurred by BTSA during the 2015 period has been calculated at \$5,414.35. Mr. Dehart recommended that the Board authorize a credit to the Brighton Township Sewage Authority for this amount against the payment they make to the Township annually.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize a credit to the Brighton Township Sewage Authority in the amount of \$5,414.35 for winter maintenance provided to be deducted from the amount the Authority pays the Township annually.

Township Greenways and Trails Network Plan: The Study Committee most recently met on April 8, 2015. The Committee is moving along with the preparation of a recreation transportation network plan to include trails, bike lanes and greenways. A natural resource inventory greenway map is also being prepared. Pashek Associates has provided two documents to the Study Committee for review: A Complete Streets Policy and a Conservation of Natural Features Ordinance from Pocopson Township as samples of a type of legislative action or commitment that can be made to implement the recommendations that will be included in the plan. Copies of all were provided to the Board for their review.

Mr. Dehart stated that the Study Committee will be meeting again in one month and will then meet jointly with the Planning Commission.

Police Department Garage: Hancock Architecture has been engaged to prepare a conceptual plan and cost estimate for the proposed police department garage to allow for proper planning in the Capital Budget for this future project. A conceptual plan of the building was selected at the January meeting and the office of the Township Engineer has surveyed the area to site the structure and evaluate stormwater management and related items involved in the project. Alternatives are being prepared based upon the information prepared and presented by the Engineer at the March meeting.

The Engineer reported the goal of the facility was to house seven vehicles, which could not be obtained. Alternatives are now being considered.

Hardy Field CDBG Grant Project: The project is under construction. Most of the work on the ADA ramp has been completed except for the hand rails. A 10% retainage is being held on all line items. Project completion is pending delivery of the handrails and improved weather for final site work.

The Township Manager reported that the hand rails should be installed in a few weeks based upon information received from the contractor.

Hardy Field DCNR Grant Project: The Hardy Field DCNR Grant Project has been under construction by Murin & Murn. The project is substantially completed. Final project closeout will occur with dry weather.

The Township Manager reported Murin & Murn were at the site today spreading topsoil. Seeding should take place shortly thereafter. After the grass grows, the project will be complete.

Hardy Field Lower Parking Lot Improvements: A Penn D.O.T. Highway Occupancy Permit has been secured for the lower parking lot renovations at Hardy Field. Permit Application No. 62191 was issued on March 5, 2015.

The Township Engineer reported the area will be staked this week. He also suggests the project be put out to bid after the area is excavated. It was suggested that the Township place the stone base and drain that are part of the project design.

Plan of Subdivision for Audrey H. Sheline and Cynthia L. Sheline: This is a two (2) lot subdivision on Ninth Avenue between Dutch Ridge Road and Western Avenue. Lot No. 1 is proposed as a new building lot. Lot No. 2 has an existing dwelling. A request has been made to vacate a 10-foot strip of Ninth Avenue, which has a 60-foot right-of-way. The existing garage of Sheline on Lot No. 2 is within the right-of-way. The Board reviewed this issue at the March meeting and the option to vacate a 10-foot strip of the Ninth Avenue right-of-way. A written request to formally request the vacating has been submitted by James Rowse, Jr. on behalf of the Shelines. The area requested for vacating is shown on a plan and a legal description of the area requested for vacating has been provided.

At their meeting of April 6th the Planning Commission recommended approval of the Plan of Subdivision for Audrey H. & Cynthia L. Sheline subject to the final vacating of 10-feet of the Ninth Avenue right-of-way on the westerly side.

Mr. Reed explained that all abutting property owners should be notified of the change. Mr. Dehart advised that has been done. Mr. Reed will prepare and advertise the ordinance vacating a 10-foot strip of the Ninth Avenue right-of-way for approval at the May 11 Board meeting.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to prepare and advertise for adoption an ordinance vacating a 10-foot strip of the Ninth Avenue right-of-way.

Ashley Ridge Plan of Lots: First National Bank (FNB) is now the developer in the Ashley Ridge Plan of Lots. Since they are not the owners of all of the lots, they will be unable to achieve 90% occupancy for final paving (Code 180-33). There are also street trees and sidewalks bonded on the lots that FNB does not own. Decisions will need to be made on the final dedication steps for this plan. FNB has expressed their desire to close out their plan obligations by the end of the year.

Wireless Facilities Ordinance: The Board accepted a proposal from the Cohen Law Group to perform wireless facilities management, to include the review of the Township's current zoning regulations for communications facilities and to incorporate changes needed based upon new developments in the wireless industry. A first draft of an ordinance was received March 2nd. The Planning Commission will evaluate the draft and review it with the Cohen Law Group. A copy of the draft ordinance was provided to the Board for review. The Township Manager and Planning Commission Solicitor have reviewed and commented on the first draft. The Planning Commission will review the ordinance at their May meeting.

Floodplain Ordinance Update: FEMA has given a final flood hazard determination for Beaver County and the Flood Insurance Study (FIS) and the Flood Insurance Rate Maps (FIRMs) for Beaver County will become effective August 17, 2015. The Township must adopt a new Floodplain Ordinance by August 17th to remain compliant with the requirements of the National Flood Insurance Program. The model ordinance provided for compliance has been reviewed by the Solicitor, Engineer and Manager.

At the March meeting the Engineer reviewed the model ordinance and the recommendations to be made within those areas of the ordinance that have some limited options. Mr. Mitrovich stated that they tried to make the ordinance workable and not burdensome for the Township. The preliminary ordinance was been forwarded to Leslie Rhodes of PA DCED for review of the changes and confirmation that the ordinance fulfills all of the criteria required. This approval has been received.

The Engineer presented the ordinance to the Board in final form. Mr. Mitrovich explained the ordinance will become effective August 17, 2015 no matter when the ordinance is adopted. He also suggested the Township do a mailing to affected property owners as a gesture

of good public relations. The timeframe established is to authorize advertisement of the ordinance at the May 11th meeting for adoption on June 8th.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, for the Solicitor to prepare and advertise the Floodplain Ordinance for adoption at the June 8, 2015 meeting.

Stormwater Ordinances & Related Documents: To comply with new PA DEP stormwater management requirements and the Township's NPDES permit for its stormwater facilities, a new Stormwater Management Ordinance and Prohibited Discharge Ordinance have been prepared. These will also require an amended Subdivision and Land Development Code since the stormwater management requirements are being pulled out into the free standing ordinance.

The Engineer will attend the May 5th Planning Commission meeting. The Stormwater Ordinance will then be finalized with the Planning Commission and the Board. The targeted adoption date is June 8.

Additional Business: There was no additional business.

Public Comment: Todd McKee of 715 Brady's Ridge Road was in attendance. He is the owner of Tow Tegrity Inc. He requested that his company be included in the police towing rotation in Brighton Township at the Board meeting in March. Mr. Curtaccio explained that the Brighton Township Police are using Tow Tegrity Inc. for AAA towing now and explained that the Police Department is finishing out the year with their present towing company for criminal complaint related towing. The companies will be re-evaluated at the beginning of the year.

David Reed of 1500 Tuscarawas Road complained that the Nahas property adjacent to his property is functioning as a warehouse. He explained that the Nahas property was surveyed the prior Saturday and that commercial doors had previously been installed. There is a discrepancy with the property lines between the property owners. Mr. Reed was advised that property line disputes based upon conflicting surveys is a private matter not to be determined by the Township. The Township Manager will ask Dan Nahas what his plans are and advise David Reed.

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

Adjournment: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 8:40 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary