

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

February 10, 2025

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
 Mark Piccirilli – Vice Chairman
 Gary J. Gordon – Supervisor
 Bryan K. Dehart - Manager/Secretary
 Garen Fedeles, Esq. – Solicitor
 Marie S. Hartman, P.E. - Township Engineer

Public Comment – Agenda Items: There was no public comment.

Minutes of January 13, 2025 Regular Meeting: Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to approve the minutes of the January 13, 2025 Regular Meeting.

Mr. Curtaccio dispensed with the reading of the monthly **January Reports**. Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the following January Reports as written and submitted.

- A. Treasurer's Report
- B. Building Permit Report
- C. Road Department Report
- D. Police Department Report
- E. Fire Department Report
- F. Report of Tax Collectors
- G. Report of Fines
- H. Recycling Report

Parks and Recreation Board Vacancies: There are three (3) vacancies on the Parks and Recreation Board for terms ending December 31, 2028, December 31, 2027, and December 31, 2026.

No Parking Request – Western Avenue: Paul and Susan Thiessen of 1132 Western Avenue were in attendance and asked the Board to consider the posting of Western Avenue, from Dutch Ridge Road to Lynn Haven Drive, as a No Parking area. At issue is a pickup truck parking across from their driveway. Mr. Thiessen said that both he and his daughter has struck vehicles

parked on Western Avenue when exiting their drive. He further stated that their mailbox has been hit by vehicles driving around the parked truck. In his view, the driveways on that street are of sufficient length to accommodate multiple cars. Mrs. Thiessen said that the street is narrow and not designed for on street parking, and also noted that many people walk in the area, and there are many children in the neighborhood. Dr. Paul Stuck of 155 Lynn Haven Drive was also present and supported the comments made by Mr. and Mrs. Thiessen. He reminded the Board that he attended a meeting last February concerning speeding on Western Avenue and Lynn Haven Drive, stop sign violations at the intersection of the two (2) streets, and vehicles parking on the street in the wrong direction. Police have done some enforcement, but it has not eliminated the problems.

The creation of a no parking area requires an engineering study and an ordinance to establish. The Chairman said that most local streets are of similar width and on street parking occurs on most of them, and effort is made to address the specific issue independently rather than pursuing ordinances. The Board said that they would ask the Police Department to continue with enforcement actions. Also, a direct contact with the neighbor may be effective, and that method will be pursued.

Bids for 2025 Roadway Improvement Program: The Township Engineer provided and reviewed a preliminary cost estimate of various roads for consideration as part of the 2025 Roadway Improvement Program. The Township has \$450,000 budgeted for road paving. Of this amount \$320,000 is Liquid Fuels funding.

Prior to selecting roads for paving the Township Engineer did contact Peoples Gas to determine their future gas line replacement plans in the Dawson Ridge Plan and other areas. The information provided was insufficient in terms of defining the scope of work, or limits of work, on other roadways in the Dawson Ridge area, or a specific year of work. As a result of pending work, the Board decided to defer any additional paving in the Dawson Ridge Plan at this time.

Cost estimates were reviewed for other streets recommended by the Road Foreman. The following were selected from the list to include in the paving program:

<u>Street Name</u>		<u>Cost Est.</u>
Bradys Ridge Road	Dutch Ridge Road to Livermore Drive	\$ 86,069
Center Drive	Tuscarawas Road to Mason Lane	\$102,439
Center Drive	Mason Lane to end	\$167,819
Kaye Circle	Entire Length	<u>\$123,537</u>
Estimated Total Base Bid:		\$479,864

The Township Engineer also reported that a request has been made by Columbia Gas to include a paving scope of work for roadway restoration in the Windy Ghoull Plan as an Add Alternate in the Township's Paving Program bid. A model Agreement for this purpose has been provided. Columbia Gas is currently replacing gas lines within that plan. This area generally includes the entry road, the central road and part of the loop to the southeast. This work will be included as an Add Alternate to the paving contract bid, with reimbursement by Columbia Gas utilizing the model Agreement. The Board asked that the balance of the plan be included as an Add Alternate to potentially complete the full plan on the same paving cycle. A cost estimate was

also prepared for paving at the Public Works Site to complete extension of the end of paving to the entry of the disc golf course, and paving around the area of the bathroom facility under construction to provide parking, including ADA parking areas. This are added as Add Alternates as follows:

Add Alternate No. 1

Windy Ghoul Drive	Columbia Gas Company Scope of Work	\$124,917
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Add Alternate No. 2

Windy Ghoul Drive	Remaining outside of Columbia Gas Scope	\$181,522
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Add Alternate No. 3

Disc Golf Course	Drive Extension, Parking, and Restroom Area	\$67,078
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The Township Engineer said that she will need to clarify the final scope of work with Columbia Gas, and determine exact costs. At this time the gas line is still under construction and the scope of work was estimated. She will also determine if the Disc Golf Course project is an add alternate or will be included as Contract B.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to authorize the Township Engineer to prepare bid specifications and documents for the 2025 Roadway Improvement Program to include the Base Bid and Add Alternates as discussed, and release them for bid.

Authorize Participation in the CoStars Salt Contract: Estimated quantities for the 2025/2026 winter contract are due March 15, 2025 for the CoStars State Contract for rock salt. Last year the Township included 1,750 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 60% of the estimated quantity. Mr. Dehart said that the Township will also include 600 tons of rock salt on the Beaver County Regional COG bid.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize participation in the CoStars State Contract for rock salt for 1,750 tons.

Award Refuse & Recycling Collection Contract Bid: The Township is in the final year of the contract with J. Young Refuse, which expires June 30, 2025. At the December meeting the Board authorized the release of bids for a new contract effective July 1, 2025. Bid opening occurred on February 5, 2025. The bid tabulation is as follows:

J. Young Refuse:

	07/01/25 to	07/01/26 to	07/01/27 to	07/01/28 to	07/01/29 to
	06/30/26	06/30/27	06/30/28	06/30/29	06/30/30
	<u>Curbside</u>	<u>Curbside</u>	<u>Curbside</u>	<u>Curbside</u>	<u>Curbside</u>
Annual	\$250.56	\$263.04	\$279.84	\$292.32	\$304.80
Month	\$ 20.88	\$ 21.92	\$ 23.32	\$ 24.36	\$ 25.40

	07/01/25 to 06/30/26	07/01/26 to 06/30/27	07/01/27 to 06/30/28	07/01/28 to 06/30/29	07/01/29 to 06/30/30
	<u>Backyard</u>	<u>Backyard</u>	<u>Backyard</u>	<u>Backyard</u>	<u>Backyard</u>
Annual	\$434.64	\$447.12	\$463.92	\$468.84	\$473.64
Month	\$ 36.22	\$ 37.26	\$ 38.66	\$ 39.07	\$ 39.47

Valley Waste Services, Inc.:

	07/01/25 to 06/30/26	07/01/26 to 06/30/27	07/01/27 to 06/30/28	07/01/28 to 06/30/29	07/01/29 to 06/30/30
	<u>Curbside</u>	<u>Curbside</u>	<u>Curbside</u>	<u>Curbside</u>	<u>Curbside</u>
Annual	\$282.24	\$290.76	\$299.64	\$308.64	\$317.88
Month	\$ 23.52	\$ 24.23	\$ 24.97	\$ 25.72	\$ 26.49

	07/01/25 to 06/30/26	07/01/26 to 06/30/27	07/01/27 to 06/30/28	07/01/28 to 06/30/29	07/01/29 to 06/30/30
	<u>Backyard</u>	<u>Backyard</u>	<u>Backyard</u>	<u>Backyard</u>	<u>Backyard</u>
Annual	\$582.24	\$590.76	\$599.64	\$608.64	\$617.88
Month	\$ 48.52	\$ 49.23	\$ 49.97	\$ 50.72	\$ 51.49

Waste Management of PA, Inc. – No Bid

Joseph J. Brunner, Inc. – No Bid

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to award the bid to J. Young Refuse as the low bidder and authorize the preparation of contract documents for execution. The bid contract is for a three (3) year period with an option to mutually agree to extend the contract for an additional two (2) year period.

Mr. Young thanked the Board for the bid award.

Proposal to Replace AEDs Throughout Township: The Brighton Township VFD is proposing a program to replace the AEDs in service throughout the Township, and expand their availability throughout the park system. The Board reviewed a report prepared by the VFD in support of this program, including cost estimates. Based upon the VFD analysis of the proposals, they recommended acceptance of the low quote from Learn 4 Life CPR proposal in a total amount of \$42,003. The project includes replacement of AEDs for the Brighton Township VFD (10 AEDs), Brighton Township Police Department (3 AEDs), recreation areas (Hardy Field, Dawson Ridge Park, and Ellis Field – 3 AEDs), and fixed facilities (Shultz Lodge, Social Hall, and Municipal Building – 3 AEDs). The total units being replaced are 19. The replacement program includes five (5) outdoor cabinets to make them more available. Currently, AEDs are located in concession stands or indoors that are not available when the facilities are not open. The outdoor cabinets would be located at Hardy Field, Dawson Ridge Park, Ellis Field, Shultz Lodge, and Public Works Building site.

This expense for this program is included in the 2025 Capital Budget, on the basis of the Township providing the funds to the VFD as reimbursement of expenses incurred. Once installed,

operational costs for the cabinets will be paid by the Township. The outdoor cabinets need electrical service, ethernet or cell service. These costs were outlined and estimated in the report.

After review and discussion, Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, the proposal submitted by the BTVFD and the commitment of funding for the project estimated at \$42,003.

Proposal of Public Partners for Consultation Services: A proposal has been solicited from the Allegheny League of Municipalities (ALOM) Public Partners Program for consulting services for Municipal Management Search Services. The proposal is for a cost not to exceed \$5,000. Services would extend up to September 30, 2025. This expense is included in the 2025 Budget.

Mr. Piccirilli made a motion, seconded by Mr. Gordon. Vote unanimous, to accept the proposal and authorize the Chairman to executed the proposal.

Resolution No. 2025-09 Approving the Disposition of Specific Public Records: The Board previously adopted the Municipal Records Manual providing the retention schedule for public records. Resolution No. 2025-09 authorizes the disposition of certain public records specified therein.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Resolution No. 2025-09 authoring disposition of the records specified therein.

Resolution No. 2025-10 Real Estate Tax Collector Compensation: The Tax Collector has requested an increase of the compensation paid for collection of real estate taxes. The current rate of compensation became effective January 1, 2006. Any change must take place by February 15th of the election year. Resolution No. 2025-10 would increase the compensation from \$9.00 to \$10.00 for each taxable parcel of real estate included on the tax duplicate issued by the Assessment Office of Beaver County. This proposed increase equates to \$3,826 based upon the certified 2025 tax roll. The number of parcels can change annually. The Tax Collector also receives five percent (5%) of real estate taxes collected during the penalty period and up to the time unpaid taxes are certified with the Tax Claim Bureau. This remains unchanged within Resolution No. 2025-10.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Resolution No. 2025-10 setting the rate of compensation for the elected Tax Collector effective with the term of office beginning January 1, 2026.

Police Procedure Manual Amendment: An amendment to Brighton Township Police Department Manual Procedure 3.601 Personal Appearance has been prepared. The amendment is made to further address tattoos, piercings/jewelry, and fingernails.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the amended Brighton Township Police Department Manual Procedure 3.601 Personal Appearance.

Contract No. 24-PK1 Two Mile Run Park Trails Phase 2: At the July meeting, the Board awarded a bid contract to LM&R Excavating, LLC in the amount of \$159,900 for construction of trail loops B and C. The Engineer said that the contractor has been advised that the culvert installed on Trail C must be replaced to comply with plan specifications, Further, vegetative cover needs to be established in the spring. Subsequently, an on site inspection will be scheduled with the Beaver County Conservation District to seek release of the NPDES permit.

Contract No. 22-ST01 2022 Stormwater Improvements (Beaver Woods Detention Pond): The Beaver Woods Detention Pond Retrofit Project constructed by Pride Masonry, Inc. is in the maintenance period. An inspection by the Beaver County Conservation District found items that need to be addressed. The Township Engineer previously issued to the contractor a listing of outstanding items. Those items will be addressed during the spring construction season. The Township Engineer has also submitted a NPDES Permit renewal and amendment application to the Beaver County Conservation District. The Township will need to replace the culvert at the driveway entry to comply with the plan drawings. This will be a spring project.

Ordinance No. 247 to Amend Chapter 32 Manager: Ordinance No. 247 amends Township Code Chapter 32 Manager to remove the residency requirement, amend the bonding language, and make other gender neutral amendments. The ordinance has been prepared and advertised by the Township Solicitor for consideration.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Ordinance No. 247 to amend Township Code Chapter 32 Manager.

Ordinance No. 248 to Amend Chapter 38 Park and Recreation Board: Ordinance No. 248 amends Township Code Chapter 38 Parks and Recreation Board to reduce the number of board members from nine (9) to seven (7). The ordinance has been prepared and advertised by the Township Solicitor for consideration.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to approve Ordinance No. 247 to amend Township Code Chapter 38 Park and Recreation Board.

Ordinance Regulating Street Openings: The Township Engineer has drafted an updated ordinance to regulate street openings. The Township Engineer reviewed the draft ordinance. The revisions establish more specific application requirements, more stringent specifications for restoration, specifically where a street has been paved within five (5) years of the proposed street opening. Bonding provisions are also established. The Board took the draft under review with the goal of authorizing advertisement of a final ordinance at the March meeting.

Agreement for Use of Township Facilities: The Township Manager has met with the Baseball/Softball Club, Brighton Township Bears football club, and the BTBSA soccer club to discuss proposed agreements with each of those organizations. Signed Agreements from the Baseball/Softball Club, Brighton Township Bears football club, and the BTBSA soccer are all expected prior to the March meeting. Mr. Dehart is trying to contact the American Legion baseball team too.

Two Mile Run PRP Stormwater Project Update: The Township Engineer is designing and obtaining permits for a stormwater facility to meet the full obligations of the Township's Pollution Reduction Plan (PRP) for the Two Mile Run watershed as part of the MS4 permit. The Township Engineer said that a preapplication meeting was undertaken with the PA DEP for the CH 105 Dam Permit. Application for the permit should be completed soon.

Township MS4 Annual Training and Public Presentation Program: The Township Engineer made a presentation for the annual educational training on the requirements of the Municipal Separate Storm Systems Program. The presentation included an overview of the current NPDES MS4 Permit and the annual tasks that are conducted pursuant to the permit requirements. The NPDES MS4 permit held by the Township applies to its stormwater infrastructure that is used to collect and convey stormwater, and authorizes the discharge of stormwater into Waters of the Commonwealth. The General Permit requires six (6) Minimum Control Measures (MCMs) to be implemented, and include:

- 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 Township's stormwater management program must reduce the discharge of pollutants, protect water quality, and satisfy appropriate water quality requirements of the Clean Water Act and the Pennsylvania Clean Streams Law. As part of this program the Township has instituted an outfall inspection and illicit discharge detection & testing program, a construction site inspection process, and a post construction inspection program. Annual reports are due September 30th of each year. The report includes progress made for each MCM along with PRP and PCM progress.

The Township is implementing a Pollution Reduction Program that was developed pursuant to the permit. Implementation includes the Brighton Fields Retention Pond retrofit project and the Beaver Woods Pond retrofit project that have both been completed. The Two Mile Run drainage area project is now under permitting and under design. The following reductions are to be met by permit requirements:

- Achieve 10% reduction in pollutant loading of sediment.
- Achieve 5% reduction in pollutant loading of total phosphorus.

The PA DEP issued draft permit regulations in January 2025. The 2026 Permit Renewal is due by September 30, 2026. The Township Engineer said that the six (6) minimum control measures will generally remain the same. However, the PRP is being replaced with a Volume Management Plan (VMP). The new VMP requirements are under review by LSSE and a report will be forthcoming that outlines the changes and anticipated impacts. A VMP is to be submitted in September 2028, with construction of the VMP to be completed by 2031.

Azur-Stewart Plan of Lots: The plan is a lot line adjustment between two (2) existing lots. The subdivision adds 0.25 acres to the Stewart property located at 220 Maple Drive creating a 0.465 acre lot identified as Lot 310R. The conveyance from the Azur property results in a Residual Parcel of 31.471 acres. The Board reviewed the site plan with a revision date of January 8, 2025 as prepared by Shoup Engineering. The Township Engineer's review letter of January 14, 2025 states that the plan conforms to Township Code. Also enclosed is a copy of the Beaver County Planning Commission review letter dated December 18, 2024 was provided to the Board. At their meeting of February 3, 2025, the Brighton Township Planning Commission recommended approval of the Azur-Stewart Plan of Lots as prepared by Shoup Engineering, Inc. dated November 11, 2024 and last revised January 8, 2025.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the Azur-Stewart Plan of Lots as prepared by Shoup Engineering, Inc. dated November 11, 2024 and last revised January 8, 2025.

Additional Business: The Township Solicitor reported that all of the stormwater fee liens submitted to his office have been field.

Mr. Gordon recommended that all employee for the Township, Municipal Authority and Sewage Authority received training with the AEDs to be purchased and CPR.

Public Comment: There was not public comment.

Ratify January Bills List: Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to ratify the January Bills List.

Adjournment: Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 8:28 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary