

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

September 8, 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. Four (4) visitors were present.

PRESENT: John Curtaccio – Chairman
Mark Piccirilli – Vice Chairman
Gary J. Gordon – Supervisor
Jeffrey L. Ziegler, Manager
Bryan K. Dehart – Secretary/Treasurer
Garen Fedeles, Esq. – Solicitor
Marie S. Hartman, P.E. - Township Engineer

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

Minutes of August 11, 2025 Regular Meeting: Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the minutes of the August 11, 2025 Regular Meeting.

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

Zoning Hearing Board Resignation: Sandy Fitzgerald has submitted her resignation from the Zoning Hearing Board at the close of this year; December 31, 2025. This will create a vacancy for a term ending December 31, 2029.

Zoning Hearing Board Vacancy: Sandy Fitzgerald will be resigning from the Zoning Hearing Board at the close of this year creating a vacancy for a term ending December 31, 2029. The Board will need to make an appointment to the Zoning Hearing Board for a term beginning January 1, 2026 and ending December 31, 2029.

Personnel Actions: Approve Hiring of Part-Time Park Custodian – The newly constructed comfort station is opening at the Disc Golf/Walking Trail that will need cleaned periodically. Sam Baxter has applied for the position.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to approve the hiring of Sam Baxter as a part-time custodian at a rate of \$15.50 per hour.

Approve Proposal for the Rehabilitation of Pony League Field at Ellis Fields: Two proposals were received to rehabilitate the Pony League size baseball field at Ellis Fields, with the low quote being \$22,270 from Vance's Landscape Supply. The users of the field; Brighton Township Baseball Association and Beaver Area School District, have agreed to pay half of the total cost. Therefore, the cost to the Township will be \$11,000. These funds are included in the Township's budget under field maintenance. The Brighton Township Baseball Association will manage the project, and the Township will reimburse them the \$11,000.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve and to authorize proceeding with the rehabilitation of the Pony League field at Ellis Fields at a cost of \$11,000.

Authorize Sale of Vehicles and Equipment Through Municibid: Public Works has two (2) trucks to sale that have been replaced, and a mower scheduled for replacement in 2026. There is also other miscellaneous equipment in both the Police and Public Works that can be sold. The Township has previously utilized Municibid for this purpose. The Manager requested that the Board authorize the Township to proceed with the sale of vehicle and equipment no longer needed. The Brighton Township Sewage Authority and Brighton Township Municipal Authority will also be asked to participate jointly.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to authorize the use of Municibid for the sale of Township vehicles and equipment.

Approve Release of Tolbert Fire Escrow and Closing of Account: The Township previously received \$23,926 from Erie Insurance for a fire loss at the Tolbert residence in 2024. A Fire Escrow Savings Account was established at First National Bank with the funds. The home restoration has been completed, and the Tolbert family has moved back into the residence. Therefore, the funds can be released and the savings account closed.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the release of the Tolbert Fire Escrow in the amount of \$23,926 plus accrued interest and authorized the closing of the Tolbert Fire Escrow savings account at First National Bank.

Approved Memorandum of Agreement for Police Services with BASD: Brighton Township has an existing Agreement with Beaver Area School District (BASD) for Police Services (School Resource Officer) at the Dutch Ridge Elementary School. That Agreement ends June 2026. A five (5) year extension has been proposed, increasing the contract amount by 4.0%

per year. The BASD has approved the proposed five (5) year extension of the Agreement. All other terms remain the same.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to approve and authorize execution of the Memorandum of Agreement for Police Services for a period ending June 30, 2031.

Approve Contract with M:7 Agency, LLC for the Filing of Grant Applications: M:7 Agency, LLC has submitted a contract proposal to file two (2) Redevelopment Assistance Capital Program (RACP) grant applications on behalf of Brighton Township for a fee of \$2,500. One (1) application is for funding of the Social Hall Reconstruction Land Development Project and one (1) is for the Brighton Township VFD burn building training facility. If successful in receiving a grant award, M:7 would receive compensation of up to 5% of the grant award. Grant applications are due September 23rd and funding can be for up to 50% of the project cost. M:7 has confirmed that a grant award can be used for the reimbursement of prior expenditures should the Social Hall project proceed prior to a grant award announcement.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve and authorize execution of the Contract between M:7 Agency, LLC and Brighton Township for the preparation of two (2) grant applications and grant management, should a grant award be made.

2025 Roadway Improvement Program Contract 25-R01: The Board awarded the 2025 Roadway Improvement Program Contract to Youngblood Paving, Inc. in the amount of \$528,740.25. Of this total, \$49,631 will be reimbursed by Columbia Gas of Pennsylvania and \$52,314.25 is a park improvement project. The Engineer reported that the paving is completed and the restoration work is underway. The line striping for the parking area of the park project is pending. No payment request has been submitted.

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. The Township Engineer has met with the contractor, Pride Masonry, to review outstanding items under the maintenance bond. The NPDES permit amendment is still pending. This permit amendment is required prior to the Public Works' replacement of the road entry culvert. The Township Engineer said that a July 31 inspection report from the Beaver County Conservation District was received, noting violations for not having sufficient vegetative growth and areas of erosion. Pride Masonry is to be on site this week to begin the restoration work of topsoil, seed and mulch to eliminate the areas of erosion and establish vegetative growth. The permit amendment that was previously submitted has not been received.

BTVFD Community Building: Moshier Studio has begun the design for the new building to be constructed at the site of the Social Hall. The Township Engineer has prepared and submitted the Land Development plan for the project. That plan will be presented for approval later in the agenda. The Engineer said that the geotechnical engineer will conduct the core drillings next week. These are needed for the architect to complete the foundation plans. Duquesne Light Company is to install a new pole to relocate the electrical service for Fire Station No. 3. The Engineer is

working with Public Works on the sewer line relocation. Scott Shepler said that the water service has been disconnected and the gas service is to be disconnected on September 15th.

Ratify and Accept RFP for Social Hall Demolition: At the August meeting the Board authorized release of an amended Request for Proposal (RFP) for the demolition of the Social Hall, and award to the lowest bidder if the total cost was at or below the bid threshold of \$23,800. Every contractor who previously submitted a quotation was offered the opportunity to submit a revised quotation based upon the revised specifications. The tabulation of quotes received was as follows:

<u>Contractor</u>	<u>Initial Proposal</u>	<u>Revised Proposal</u>
Unis Demolition Company	\$ 42,900.00	\$ 23,800.00
Siegel Excavating, LLC	\$ 72,000.00	\$ 62,000.00
Reclaim Company LLC	\$ 90,260.00	\$ 77,260.00
DemEx, LLC	\$ 99,332.00	Did Not Submit
Minniefield Demolition Services	\$241,000.00	\$199,000.00

The lowest quote was from Unis Demolition Company in the amount of \$23,800. As a result, they were notified that their quote was accepted. The Engineer confirmed the specifications require the contractor to submit certifications the disposal of the environmental materials and demolition materials are made at approved sites.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to ratify the acceptance of the quote from Unis Demolition Company in the amount of \$23,800 for the demolition of the Social Hall.

Resolution No. 2025-19 Designation Officials to Receive Berkheimer Reports: This Resolution removes specific names of persons authorized to receive tax collection and fee reports from Berkheimer and inserts the positions of Township Manager and Bookkeeper/Secretary.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to approve Resolution No. 2025-19 designating the Township Manager and Bookkeeper/Secretary as the liaisons with Berkheimer to receive the confidential tax reports and to act as the municipal contact representatives.

Resolution No. 2025-20 Delinquent Collections for Stormwater Fees: The Brighton Township Stormwater Management Fee Ordinance provides for the creation of policies and procedures by the Board of Supervisors deemed appropriate to ensure collection of the stormwater fees. In 2019 the Board established a policy to file a lien on unpaid fees as of December 1st of each year including fees for the preparation, filing and satisfaction of liens and an interest rate of 6% on liens filed. This Resolution increases the lien preparation and filing fee from \$50 each to \$75 each and increase the administrative fee from \$5.50 each to \$7.00 each. The lien filing and satisfaction fees charged by Beaver County remain at \$32.00 each. This increases the total charges for the filing of a delinquent stormwater fee lien from \$87.50 to \$114. This Resolution will supersede the fees established by Resolution No. 2022-21.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, approve Resolution No. 2025-20 to establish the new fee schedule for the collection of delinquent stormwater fees at \$114.

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 PA DEP recently issued a determination that the project will require an Application for Dam Permit. The Engineer said that their office is working a redesign to avoid the requirement for a Dam Permit.

MS4 Program: The Township Engineer advised the Board that the annual outfall inspections have been completed, and a report issued. The annual report to DEP is to be submitted by the end of September. LSSE will review that report with the Township Manager prior to submittal.

Brighton Township Pension MMO Calculations: Each year the Board is to be advised by September 30th of the Minimum Municipal Obligation (MMO) to the pension plans for the following year. The 2026 Police Pension Plan MMO is \$198,993 based on the calculation from the plan actuary, The Phoenix Benefits Group, Inc. The 2026 Non-Uniform Pension Plan MMO is \$64,799 based on the Pennsylvania Municipal Retirement System (PMRS) worksheet.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the 2026 Minimum Municipal Obligation (MMO) calculation of \$198,993 for the Police Pension Plan and the 2026 Minimum Municipal Obligation (MMO) calculation of \$64,799 for the Non-Uniformed Pension Plan and direct that these amounts be included within the 2026 Budget.

Adopt Revised Right-to-Know Law Policy: The Township's Right-to-Know Law Policy has been updated to remove Bryan K. Dehart and appoint Jeffrey L. Ziegler as the Brighton Township Open Records Officer. All other provisions remain the same.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the revised Brighton Township Right-to-Know Law Policy.

Approve Excess Maintenance Agreement No. 2025-02: Richardson Tree & Landscape Co. has submitted an Excess Maintenance Agreement for a logging operation on Todd Road. The bonding amount is \$12,000 for 0.7 miles of posted roadway. A logging permit and over posted weight hauling permit will also be issued.

Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve and authorize execution of Excess Maintenance Agreement No. 2025-01 with Richardson Tree & Landscape Company for Todd Road.

Brighton Township Social Hall Reconstruction Land Development: This project is the construction of a new building on the site of the BTVFD Social Hall, which is to be demolished. The Board received and reviewed the site plan prepared by LSSE Civil Engineers and Surveyors

and the Beaver County Planning Commission review comments dated August 19, 2025. The new building will be 3,200 SF in size and is identified as the Brighton Township VFD Community Building. The Brighton Township Planning Commission recommended plan approval at their meeting of September 2, 2025.

Mr. Piccirilli made a motion, seconded by Mr. Gordon, vote unanimous, to approve the Brighton Township Social Hall Reconstruction Land Development.

Additional Business. The Solicitor asked the Board to go into executive session following adjournment to discuss a personnel matter.

Mr. Piccirilli noted that the number of fire calls has increased significantly over the prior year and thanked the Fire Department for their service.

Mr. Curtaccio welcomed Mr. Ziegler to his first meeting as the Township Manager and said he looked forward to working together. He also thanked Mr. Dehart for his years of service as the prior Manager.

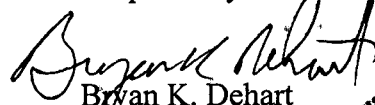
Mr. Hanne, Captain within the Brighton Township Volunteer Fire Department, presented on behalf of the Department a plaque to Mr. Dehart thanking him for his support of the Fire Department during his tenure as Township Manager from 1992 to 2025.

Public Comment: David Phillips of 168 Eric Drive previously appeared before the Board seeking permission to have a basketball hoop installed at the end of the Eric Drive cul-de-sac. He presented the Board with a proposed ordinance that would permit basketball hoop installations on dead end cul-de-sacs, subject to certain conditions. After review and discussion, the Board declined to provide permission for the hoop installation.

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

Adjournment: Mr. Gordon made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 7:40 P.M.

Respectfully submitted,


Bryan K. Dehart
Township Secretary

