

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

FEBRUARY 13, 2017

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. Two (2) visitors were present.

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

ABSENT: James E. Equels, Sr. – Vice Chairman (prior notice)

Public Comment – Agenda Items: None.

Minutes of January 9, 2017 Meeting: Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to approve the minutes of the January 9, 2017 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 Chief Mitchell Curtaccio
- F. Report of Tax Collectors
- G. Report of Fines
- H. Recycling Report

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, 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, 2021. Melanie Pollick of 565 Neville Road has expressed interest to the Chairman of the Parks & Recreation Board in filling the position.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to appoint Melanie Pollick to the Parks & Recreation Board for a term expiring December 31, 2021.

2017 Roadway Improvement Program: At the January meeting the Board authorized release of bids for the 2017 Roadway Improvement Program. Bids will be opened for Contract Nos. 17-R01 and 17-R02 at 11:00 A.M. on March 9, 2017.

Authorize Participation in the CoStars Salt Contract: Estimated quantities for the 2017/18 winter contract are due March 15, 2017 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. Curtaccio, vote unanimous, to authorize the authorize participation in the CoStars State Contract for Rock Salt with an estimated quantity of 1,100 tons.

Authorize Purchase and Installation of Flooring: A quotation has been secured from Abbey Carpet & Floor for the replacement of VCT in the lower level of the municipal building and carpet tile within three offices. The quotation is \$4,248 to install VCT in the lower level that has pink tile and corridor carpet, and \$2,006 to install carpet tile within the three offices. This project was included within the 2017 Budget.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to accept the quotation from Abbey Carpet & Floor in the amount of \$4,248 to install VCT in the lower level that has pink tile and corridor carpet and \$2,006 to install carpet tile within three offices.

Authorize Purchase of Office Furniture: A quotation has been received from Bauman Office Equipment for new furnishings for the Chief of Police's office in the amount of \$5,167.96. This project was also included within the 2017 Budget.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to accept the quotation from Bauman Office Equipment in the amount of \$5,167.96.

Accept Proposal of Mark C. Turnley, CPA: Mark C. Turnley, CPA has submitted a proposal in the amount of \$2,750 to audit the accounts of the Brighton Township VFD for the year ending December 31, 2016.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to accept the proposal of Mark C. Turnley, CPA in the amount of \$2,750 to audit the accounts of the Brighton Township VFD for the year ending December 31, 2016.

Accept the Proposal of The Phoenix Benefits Group, Inc. for Actuary Services: Michael L. Pisula, Actuary of The Phoenix Benefits Group, Inc. has submitted a proposal for actuarial services related to the Police Pension Plan. This includes preparation of the January 1, 2017 Actuarial Valuation and 2017 Act 205 Report in the amount of \$2,675 and the preparation of the GASB 68 Valuation Report for the annual audit in the amount of \$800.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to accept the proposal of The Phoenix Benefits Group, Inc. for actuarial services related to the Police Pension Plan.

Authorize Service Order for MS4, Phase II, Permit Round 3: LSSE, Inc. has submitted a Service Order Authorization to prepare the MS4 Phase II Permit Round 3 documentation estimated at \$8,500 and for the preparation of the Annual Permit Reports during the permit cycle estimated to cost \$8,100 per year.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to authorize execution of the Service Order Authorization of LSSE for the MS4 Phase II Permit Round 3 documentation estimated at \$8,500 and for the preparation of the Annual Permit Reports during the permit cycle estimated to cost \$8,100 per year.

Resolution No. 2017-10 Authorizing Disposal of Specified Records - The Board previously adopted the Municipal Records Manual providing the retention schedule for public records. Resolution No. 2017-10 authorizes the disposition of certain public records as listed.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to approve Resolution No. 2017-10 authorizing the destruction of the specified records.

Resolution No. 2017-11 Authorize the Sale of Equipment: The Township has an Industrial Air 50 gallon portable compressor that has not been used for many years. Josh Chaffee of Midland, PA has offered \$500.00 to the Township for the equipment.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to approve Resolution No. 2017-11 authorizing the sale of the Industrial Air 50 gallon portable compressor to Josh Chaffee, Midland, PA for \$500.00 in “as-in” condition.

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 12 to July 21 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 of this program is included in the 2017 Budget and is unchanged from the prior year.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, 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 12 to July 21, subject to approval of the Beaver Area School District for use of their facilities.

Township Greenways and Trails Network Plan: The proposed final plan has been submitted to PA DCNR for their review as required before proceeding with plan adoption. Mr. Dehart reported that it will take 4 – 6 weeks for the PA DCNR to review the plan.

Two Mile Run Park Development – DCNR Grant: The Township Engineer has filed the design drawings, contract documents and other required submittals with the PA DCNR for their review and authorization to initiate the project.

The Township Engineer reported that the information was submitted to DCNR on February 7, 2017. The DCNR has made three (3) design recommendations– security cameras, speaker system and additional restrooms. The Board asked Mr. Dehart to review these recommendations with the architect to determine if they can be incorporated into the drawings.

PA DCNR Community Parks & Recreation Grant: The application for the PA DCNR recreation and conservation grant program is due April 12, 2017. The Township Manager and Engineer are preparing the application for the development of hiking trails identified within the Two Mile Run Park Master Plan. The application will be approved for submittal at the April meeting.

Stormwater BMP Operations & Maintenance Agreement: An Agreement for individual small stormwater management BMPs has been submitted for approval for Donna Bodnar for a new house to be constructed at 2820 Chapel Road.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to approve the Agreement for individual small stormwater management BMPs submitted by Donna Bodnar for 2820 Chapel Road.

Brighton Fields Phase I Detention Pond: The Township has received a complaint about the condition of the detention pond for Brighton Fields Phase I from an adjacent property owner. They have stated that the pond is not draining properly and is draining into the emergency overflow. They have asked the Township to investigate this matter and determine if corrective action can be taken.

The Township Engineer reported that the detention pond should not hold water for more than 24 hours after an event and suggested that the Homeowner’s Association in Brighton Fields be given notice of the condition of the detention pond. Mr. Reed will look up the deeds to see if there is a Homeowner’s Association disclosure on the original deeds.

Presentation and Training on Township MS4 Program: The Township Engineer made a presentation and conducted training on the requirements of the Municipal Separate Storm Systems Program, focusing on the new permit application as well as revised regulations.

The presentation included an overview of the current NPDES MS4 Permit, and the annual tasks that are conducted pursuant to the permit requirements. 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 Engineer then reviewed the 2018 NPDES MS4 Permit Renewal and covered the new requirements of this permit cycle, which includes the development of a TMDL Plan. It is anticipated that the Township will be required to construct BMPs that will be identified in a Pollution Reduction Plan in order to reduce pollutants to waterways of the Commonwealth.

Ordinance to Amend the Vehicles and Traffic Code: At the January meeting the Board accepted the streets in the Hunter's Ridge Plan as public roads. An ordinance will need to be prepared for the adoption of the traffic control signs to include stop intersections, one-way restriction and speed limits. Mr. Dehart also recommended that during the preparation of this ordinance that the one-way restrictions on Nicholas Drive in the Barclay Hill Estates Plan be included. The Township Engineer will prepare the necessary documentation required for the ordinance.

Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to authorize the Township Engineer and Township Solicitor to prepare and advertise an ordinance to amend Brighton Township Code Chapter 189 – Vehicles and Traffic for the additional traffic control signs.

Brighton Fields Phases 2, 3A & 3B: The developer has completed the improvements within the Brighton Fields Plan Phases 2, 3A & 3B and is requesting dedication of the public improvements. The Township Engineer reported that legal description and legal documents have been received as well as the stormwater exhibit. The Stormwater BMP Operations & Maintenance Agreement and maintenance bond are outstanding. The Resolution for street dedication should be ready for adoption at the March meeting.

Ashley Ridge Completion of Improvements: The developer has completed the improvement within the Ashley Ridge Plan and is requesting dedication of the public improvements. The Township Engineer reported that he has received the documents for dedication but has not received the Stormwater BMP Operations & Maintenance Agreement. He also explained that the stormwater as-built need to be reviewed. The Resolution of acceptance of the stormwater system and streets should be ready for adoption at the March meeting.

Police Pension Plan Committee Meeting: A meeting of the police pension plan committee has been scheduled for February 21st at 3:30 P.M. The meeting will include the Board of Supervisors, Manager, Solicitor, Actuary, PNC and Chief Blinn.

Additional Business:

Mr. Dehart reported that Excess Maintenance Agreement 2017-02 has been received from DeNoon Lumber for logging on Darlington Road. Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to approve Excess Maintenance Agreement 2017-02 from DeNoon Lumber for logging on Darlington Road.

Mr. Dehart has also received Excess Maintenance Agreement 2017-03 from DeNoon Lumber for logging on Whitehead Road and Pine Grove Road to Tuscarawas Road. Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to approve Excess Maintenance Agreement 2017-03 from DeNoon Lumber for logging on Whitehead Road and Pine Grove Road to Tuscarawas Road.

The Township Engineer reported that the Township received an email from the Department of Environmental Protection about a complaint from a Valley Drive resident (Mr. Livada) relative to a stormwater management issue. Water is coming from neighboring parcels on Eakin Drive onto his property. Eakin Drive is a private road. It is Mr. Mitrovich's opinion that this is not a township issue. He will write a response to the letter received.

The Board would also like to readdress Brighton Township's Volunteer Fire Department situation by initiating a meeting between the Board of Supervisors and the Brighton Township Volunteer Fire Department. Mr. Piccirilli will be the lead for this matter.

The Board would like to have a custodian hired for the Municipal Building and directed Mr. Dehart to address this requirement.

The Board would also like to initiate action to have all pay checks direct deposited by year end.

Public Comment: None

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

Adjournment: Mr. Piccirilli made a motion, seconded by Mr. Curtaccio, vote unanimous, to adjourn the meeting at 8:34 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary