

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

OCTOBER 11, 2018

The special meeting of the Brighton Township Board of Supervisors, located in the Municipal Building, 1300 Brighton Road, was called to order at 4:00 P.M. by Chairman John Curtaccio. There were no visitors in attendance.

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
Shawn Wingrove, E.I.T., LSSE

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

Stormwater Fee Study: The Engineer reviewed the Stormwater Fee Study with the Board. Mr. Windgrove provided specific details on how the study was conducted. There were 100 properties randomly selected to determine the average square feet of impervious coverage per single family home. The study determined the average to be 4,711 SF of impervious area for a single family dwelling. Therefore, 4,700 SF was determined to be an Equivalent Residential Unit (ERU) for the purposes of establishing a basis for the stormwater fee to be charged. An analysis of each property within the township was then undertaken utilizing aerial imagery and Geographic Information Systems (GIS) technologies to classify them by type. Non-single family properties were assigned multiple ERUs based upon their specific impervious coverage. The study determined there was a total of approximately 4,400 ERUs within the Township. Certain properties will be granted credits based upon existing stormwater infrastructure that is owned and maintained by properties subject to the stormwater fee. Municipal related properties are exempted. Based upon certain assumptions it was determined that there were in excess of 4,000 billable ERUs. A budget was established that takes into account administrative, operations and maintenance expenses, as well as capital improvements needed to implement the Pollutant Reduction Plan, as well as other stormwater system improvements. The anticipated annual stormwater expenditures were projected at \$272,499. The resulting annual fee per ERU is \$5.50 per month or \$66 per year.

Mr. Windgrove reviewed how credits are applied, noting that ownership and maintenance of specific types of stormwater and flood control facilities is necessary.

Billing was discussed. Mr. Dehart said that he has been in contact with Berkheimer who performs the annual Per Capital Tax billing. A similar type of annual billing can be undertaken whereby each property subject to the stormwater fee would receive a billing that provides a

discount, face and penalty period for payment. Mr. Reed will review the ordinance that has been drafted to implement the fee.

Social Hall: The Fire Department has proposed transferring ownership of the Social Hall to the Township. The Board will determine how the renovations will be implemented once the Moshier Studios completes their analysis of the facility, providing a listing of proposed improvements and cost estimates. A fee schedule will need to be determined, and the market that will be permitted to rent the facility. Mr. Reed noted that there is a deed restriction on the property that requires it to remain in use as a community use facility.

Municipal Building: The increased number of officers within the police department has created a space issue. The Board discussed the need to rethink the use of space on the lower level. It may be necessary to relocate the real estate tax collector to the upper level. Mr. Dehart was asked to contact Hancock Architecture to have them evaluate the lower level and the distribution of space.

2019 Budget: The Manager reviewed the specific changes in the 2019 Budget versus prior years. It was specifically noted that the budget proposes the implementation of the stormwater fee, and a Stormwater Fund is created within the 2019 Budget. The largest change is within the Police Department reflecting the addition of three (3) full time officers and additional part time officers required as part of the Police Services Agreement executed with the hospital. The fees being charged to the hospital are reflected within the budget. The hospital is paying the full cost of the additional personnel costs. The police pension expense shows an additional payment of \$20,285 above the required MMO to reflect the new full time hires who did not work six (6) full months in 2018 to be reflected within the MMO.

Within the Fire Department the budget for part-time firefighters has be doubled to provide for one (1) part time firefighter on the daylight and midnight shifts five (5) days per week. An additional \$15,000 was added to vehicle maintenance for a specific repair needed for one of the fire trucks. Expenses for the Social Hall have been moved to the Parks and Recreation budget area. The transfer to the fire truck reserve has been increased by \$25,000 to \$125,000.

Funding was included for the initiation of a Comprehensive Plan. The Planning Commission has discussed this topic, but has not yet specifically recommended the project. However, the existing plan is 20-years old, with the last update being 10-years ago.

The Public Works budget reflects the retirement of the Foreman and his continuation of benefits till age 65. A new hire is projected in the spring of 2019. Expenses for reimbursements to the Sewage Authority for winter maintenance services are reflected. The cost of road salt has increased significantly, and the budget has been increased by \$60,000 for salt purchases. Most stormwater related expenses have been moved to the new Stormwater Fund 04.

Within the Capital Fund funding has been set aside for the replacement of two (2) vehicles within Public Works, the pickup truck and one of the 10-ton trucks. An allocation of \$100,000 is made for road paving to supplement the \$548,919 that has been allocated within the State Fund for road paving. The Capital Fund also has funding allocated for the architecture and

engineering fees anticipated for possible renovation projects at the Social Hall. Funding is also available for these renovations, the extent of which is dependent upon the architect's analysis. The engineer has placed an estimate of nearly \$200,000 on parking lot, sidewalk and landscaping improvements.

The Board will select dates to meet with staff.

Additional Business: There was no additional business.

Adjournment: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 6:45 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary