

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

February 14, 2022

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. One (1) visitor was present.

PRESENT: John Curtaccio – Chairman
 Mark Piccirilli – Vice Chairman
 James E. Equels, Sr. – Supervisor
 Bryan K. Dehart - Manager/Secretary
 Marie S. Hartman, P.E. - Township Engineer
 Kathryn L. Johnston, Esq. – Solicitor

Public Comment – Agenda Items: None

Minutes of January 10, 2022 Regular Meeting: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the minutes of the January 10, 2022 Regular Meeting.

Mr. Curtaccio dispensed with the reading of the monthly **January Reports**. Mr. Equels 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 – no report
- F. Report of Tax Collectors
- G. Report of Fines
- H. Recycling Report

Approve Emergency Declaration for Purchase of Bulk Rock Salt: The Township's contracted vendor for bulk rock salt, Cargill, Inc., has not provided delivery of materials under the requirements of the contact documents. Therefore, it was necessary to purchase materials from other vendors due to pending winter storms as identified by the National Weather Service. The Emergency Declaration authorizes and ratifies those purchases outside of the typical purchase guidelines.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the Emergency Declaration effective January 31, 2022 for the Purchase of Bulk Rock Salt.

Roadway Improvement Program: The Township Engineer presented preliminary cost estimates for various roads for consideration as part of the 2022 Roadway Improvement Program. The Township has approximately \$425,000 budgeted for road paving. Of this amount \$290,000 is Liquid Fuels funding. The balance will be paid from the Capital Reserve Fund or General Fund. The Board reviewed the listing and selected the streets for paving as follows:

<u>Street Name</u>		<u>Cost Est.</u>
Ornida Drive	Entire Length	\$106,166
Shadylane Drive	Entire Length	\$ 62,188
Glenview Drive	Entire Length	\$ 28,067
Morrow Lane	Entire Length	\$ 38,383
Grandvue Drive	Entire Length	\$ 44,593
 <u>Scratch Coat Only with Seal Coat by Township</u>		
Beacom Drive	Dutch Ridge Rd to 358 Beacom Dr.	\$ 15,025
Darlington Road	Chapel Road to Marylee Dr.	\$ 17,405
Marylee Drive	Entire Length	<u>\$ 5,250</u>
		\$317,077

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to prepare and release the bids for the 2022 Roadway Improvement Program for the street reviewed and listed.

Authorize Participation in the CoStars Salt Contract: Estimated quantities for the 2022/2023 winter contract are due March 15, 2022 for the CoStars State Contract for rock salt. Last year the Township included 1,800 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. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize participation in the CoStars State Contract for rock salt with an estimated quantity of 1,800 tons.

Authorize Release of RFP for General Turf Mowing and Trimming Services: An RFP has been prepared for release for the mowing and trimming of Township park properties. Properties included are Ellis Field, Dawson Ridge Park, Richmond School and Two Mile Run Park. Proposal will be due prior to the March meeting. This RFP covers both 2022 and 2023.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous to authorize the release of an RFP for General Turf Mowing and Trimming Services at selected Township Properties for 2022 and 2023.

Act on Bid for Westview Drive Guiderail Installation: Bid opening for the installation of approximately 1,020 LF of guiderail installation along Westview Drive was conducted on February 11, 2022. The Engineer provided a bid tabulation and recommended bid award to the low bidder. Bids received were as follows:

<u>Contractor</u>	<u>Base Bid</u>
Green Acres Contracting, Inc.	\$39,285
Allegheny Fence Construction Co., Inc.	\$46,040

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to award the bid for the Westview Drive Guiderail Installation to Green Acres Contracting, Inc. in the amount of \$39,285.

Act on Bid for Timber Harvest Chapel Road Property: Bids were opened on February 9, 2022 for the harvesting of timber on Township property located off of Chapel Road. One bid was received from JB Mill and Fabricating, Inc. in the amount of \$17,200. Mr. Dehart reviewed the bid with John Hudson of Hudson Forestry Services. The bid exceeds the timber appraisal. Mr. Hudson has worked with the contractor before and recommended bid award.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to accept the bid of JB Mill and Fabricating, Inc. in the amount of \$17,200 for the harvesting of timber on Chapel Road.

Contract No. 21-M1 Municipal Building HVAC Unit Replacement: At the August meeting the Board awarded Contract No. 21-M1 Municipal Building HVAC Unit Replacement to Guy's Mechanical Systems, Inc. in the amount of \$21,400. The Engineer reported that all of the equipment has been delivered. The project will be scheduled for warmer weather.

Contract No. 21- PK1 Two Mile Run Park Trails Development: At the August meeting the Board awarded Contract No. 21-PK1 (BRC-PRD-24-229) Two Mile Run Park Trails Development to LM&R Excavating, LLC in the total amount of \$335,350. No pay request was submitted for consideration this month. The Engineer advised that the snow accumulation has placed the project on hold.

Recreation Grant Applications: Three grants are now open that are available for the filing of applications for recreation projects. The Township has two (2) projects with funding needs. Preliminary plans have been prepared for renovations at the Social Hall, and the project is estimated to be approximately \$1.3 million. A \$250,000 grant was previously secured, but additional funding is needed. The Two Mile Trails project was only partially awarded after bid opening in 2021. Three add alternate trail loops totaling \$235,675 were not awarded. The permits are still open for that project and the design work and bid documents prepared.

The first grant application discussed was the DCNR Community Conservation Partnerships Program Grant: Notification has been given that the 2022 DCNR grant cycle is open, with grant applications due April 6, 2022. In 2021 the Township applied for \$250,000 in funding towards the renovation of the Social Hall. However, the application did not received funding. Mr. Dehart recommended that the Board authorize the preparation of the 2022 application for the same project. This application requires a 50% match.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the Township Manager to proceed with an application to DCNR for funding towards the renovation of the Social Hall.

The second grant discussed was the DCED Local Share Account Grant: Notification has been given that the 2022 DCED Local Share Account Statewide grant is open, with grant applications due March 15, 2022. This grant requires no match and up to \$1,000,000 can be requested. Mr. Dehart also recommended that the Board authorize the preparation of the 2022 application under this grant source for the renovation of the Social Hall.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize the Township Manager to proceed with an application to DCED under this grant application for funding towards the renovation of the Social Hall.

The final grant discussed was the DCED Greenways, Trails and Recreation Program Grant: Notification has been given that the 2022 DCED Greenways, Trails and Recreation Program Grant is open, with grant applications due May 31, 2022. In 2021 the Township applied for \$250,000 in funding towards the renovation of the Social Hall. However, the application did not received funding. A 15% match is required. Mr. Dehart recommended that this application be used for the Two Mile Run Park trails project.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the Township Manager to proceed with an application to DCED under this grant application for funding towards the completion of the Two Mile Run Park trails project.

Resolution No. 2022-08 Exonerating Township Properties from 2022 Real Estate Taxes: The Township owns certain parcels that are subject to real estate taxation. This Resolution exonerates the Tax Collector from issuing tax bills to collect Township taxes on the specified parcels. Those parcels subject to real estate taxes are:

Tax Parcel Number 55-023-0224.000;
Tax Parcel Number 55-006-0200.000; and
Tax Parcel Number 55-152-0117.001.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to adopt Resolution No. 2022-08 to exonerate the Tax Collector from issuing tax bills to collect Township taxes on the specified parcels owned by the Township.

Resolution No. 2022-09 Approving the Disposition of Specific Public Records: The Board previously adopted the Municipal Records Manual providing the retention schedule for public records. Resolution No. 2022-09 authorizes the disposition of certain public records specified therein.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Resolution No. 2022-09 authorizing the disposition of the records specified therein.

Beaver Woods Stormwater Pond(s) Retrofit: The Township Engineer has designed the BMPs required to implement the Township's Pollution Reduction Plan for the Bradys Run watershed at the current location of the Beaver Woods Stormwater Pond. Ms. Hartman advised that the Chapter 105 and NPDES permit applications have been submitted and are still pending. She has been advised it could be several more months.

Two Mile Run Park Area PRP Stormwater Pond: An additional stormwater pond needs to be constructed or retrofitted to meet the full obligations of the Township's Pollution Reduction Plan (PRP) as part of the MS4 permit. A site at Two Mile Run Park has been proposed for this purpose. The Engineer advised that access to the parcel and project area needs finalized before proceeding.

Request for Proposal – Geotechnical Investigation: The Township Engineer has solicited proposals to perform a Geotechnical Investigation and Report for this project. The Engineer provided a tabulation of proposals and recommended award to the lowest proposal received. The proposals were as follows:

<u>Geotechnical Engineering Consultant</u>	<u>Proposal Amount</u>
ACA Engineering, Inc.	\$10,397.00
Construction Engineering Consultants, Inc.	\$10,800.00
Garvin Boward Beitko Engineering, Inc.	\$19,744.20
GeoMechanics, Inc.	\$20,150.00

After review and discuss, Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to accept the proposal of ACA Engineering, Inc. in the amount of \$10,397.

YMCA Summer Playground Program Contract Approval: A contract proposal in the amount of \$2,900 has been received from the YMCA of Beaver County to operate an eight-week summer playground program from June 13 to August 5, Mondays to Fridays between the times of 10:00 AM to 2:00 PM. The program takes place at Hardy Field.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the proposal of the YMCA in the amount of \$2,900 to operate a summer playground program at Hardy Field and authorizing the Chairman to sign the contract.

Comcast Franchise Agreement: The prior Comcast Franchise Agreement has expired, but it was agreed to continue to operate under the terms of the prior agreement due to the inability to meet on a new Agreement. The Solicitor was previously in contact with Jennifer M. Cloonan, Director, External & Government Affairs for Comcast – Keystone Region. However, she has been unable to make contact to close out the review of the Agreement.

Presentation and Training on Township MS4 Program: The Township Engineer conducted a presentation, including 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.

The Township is implementing a Pollution Reduction Program that was developed in 2017. Implementation includes the Brighton Fields Retention Pond retrofit project and the Beaver Woods Pond retrofit project under permitting and the Two Mile Run Park Pond construction project now under design. The following reductions are to be met at the end of the 5-year permit cycle ending March 2023:

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

The current permit expires March 23, 2023. Coverage under the current permit is expected to continue unless otherwise advised by PA DEP.

Stormwater BMP Operations & Maintenance Agreements: Andrew R. and Leah R. Golletti have filed an individual small stormwater management BMP for construction of a single-family home at 5385 Dutch Ridge Road. The BMP filed with the application includes the construction of a gravel sump.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the Agreement for individual small stormwater management BMP submitted by Andrew R. and Leah R. Golletti for construction of a single family home at 5385 Dutch Ridge Road.

Michael Hallam Construction, LLC has filed an individual small stormwater management BMP for construction of a two-unit residential structure at 101 and 103 Baker Lane. The BMP filed with the application includes the construction of a gravel sump for each unit.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the Agreement for individual small stormwater management BMP submitted by Michael Hallam Construction, LLC for construction of a two-unit residential structure at 101 and 103 Baker Lane.

Excess Maintenance Agreements: Agreement No. 2020-01 Extension: An over-posted weight hauling permit application and an Excess Maintenance Agreement were previously issued for Geopetro LLC for a 1.15 mile section of Neville Road for work at the Jenkins Well Pad. A bond extension has been issued for this renewable Agreement.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the extension of Excess Maintenance Agreement No. 2020-01 with Geopetro LLC for 1.15 miles of Neville Road to be identified as Agreement No. 2022-01.

Agreement No. 2022-02: An over-posted weight hauling permit application and an Excess Maintenance Agreement have been submitted by J.B. Mill & Fabricating, Inc. for a 1.3 mile section of Pine Grove Road for a logging permit issued for 1250 Pine Grove Road. A bond in the amount of \$16,250 has been posted.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Excess Maintenance Agreement No. 2022-02 with J.B. Mill & Fabricating, Inc. for 1.3 miles of Pine Grove Road.

Zoning Code Amendments – Agricultural Related Uses: The Board has forwarded the proposed amendments to the Beaver County Planning Commission for their review and comments.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to schedule a public hearing on the proposed ordinance at 6:30 PM on March 14, 2022 in the Municipal Building.

Aspen Fields Phase IV Maintenance Period: The maintenance period for the public streets in Aspen Field Phase IV expires April 12, 2022. A final inspection will need to be conducted. The Township Engineer advised that an inspection will be conducted prior to expiration of the maintenance period.

Additional Business: The Solicitor advised that she has prepared the Action to Quiet Title for the common area parcel in the Woodridge Heights Plan now owned by the Township. It will need to be signed by the Township Chairman.

The Solicitor also advised that she attended the conference prior to the tax assessment appeal hearing. The judge and County solicitor agreed with her arguments that the property at 1400 Brighton Road and the adjoining parcel should be exempted from real estate taxes. An order will be issued for this purpose. The Board thanked Ms. Johnston for her work on this appeal.

Public Comment: There was no public comment.

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

Adjournment: Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to adjourn the meeting at 7:52 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary