

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

March 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. No visitors were 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 February 14, 2022 Regular Meeting: Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the minutes of the February 14, 2022 Regular Meeting.

Mr. Curtaccio dispensed with the reading of the monthly **February Reports**. Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the following February 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 Quotations for Police Equipment: Police Lockers – A quote for 16 new police department lockers has been secured from SchoolLockers.com. Options for delivered unassembled and assembled were received as follows:

16 Gladiator, w/Shelf 24” W x 24” D x 72” H with Foot Locker and Security Box

Delivered Unassembled: \$7,783.20
Delivered Assembled: \$9,163.20

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to accept the quotation from SchoolLockers.com for the unassembled lockers in the amount of \$7,783.20.

Approve Proposal for Architectural Services for Indoor Recreation Center: A proposal has been received from Moshier Studio for architectural services. The goal is to take the schematic design previously prepared by Moshier Studio during the feasibility study phase and prepare them as final construction drawings and specifications for a bidding phase. The proposal is in the amount of \$27,346. These fees are included as part of the 2022 Budget.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the proposal of Moshier Studio in the amount of \$27,346 for the preparation of the Design Development and Construction Documents Phase for the Indoor Recreation Center.

Bid for 2022 Paving & Roadway Improvement Program: At the February meeting the Board authorized the Township Engineer to prepare and release bid for the 2022 Roadway Improvement Program. The following roads were authorized for inclusion:

<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

Add Alternate 1 - Police Department Parking Lot: Mr. Dehart recommended that as part of the paving bid package that the Board authorize the inclusion of a contract for the paving of the Police Department parking lot. The cost estimate for this project is \$69,595 and is included in the 2022 Budget.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize the addition of the Police Department Parking Lot to the paving bids as Add Alternate 1.

The Township Engineer has reported that the bid opening date for the 2022 Paving and Roadway Improvement Program will be April 7, 2022.

Authorize Participation in the Beaver County Regional COG 2022 Summer & Winter Commodities Bid: Estimated quantities for the 2022 Beaver County Regional COG Summer & Winter Commodities Bid are due. The Township Manager reviewed the bid sheets with the Road Foreman and recommended that the Board include the following estimated quantities in the bid estimate:

River Gravel Size No. 57	200 Tons
Limestone Size No. 2A	1,200 Tons
Limestone Size No. 8	600 Tons
Limestone Size No. 1	100 Tons
Limestone Size No. R4	200 Tons
Limestone Size No. R6	200 Tons
Liquid Asphalt – E-1 Prime	2,000 Gallons
Liquid Asphalt – CRS-2 (E-3)	30,000 Gallons
Ultra-Low On-Road Diesel Fuel	16,000 Gallons
Unleaded Gasoline (87 Octane)	17,500 Gallons
Rock Salt	600 Tons
Anti-Skid Type 3A (AS1)	400 Tons

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize participation in the 2022 Beaver County Regional COG Summer & Winter Commodities Bid for the materials and quantities reported.

RFP for General Turf Mowing and Trimming Services: At the February meeting the Board authorized the release of an RFP for the mowing and trimming of the following Township park properties: Ellis Field, Dawson Ridge Park, Richmond School and Two Mile Run Park. Quotes were requested for both 2022 and 2023. Quotes were received from four (4) contactors, and two (2) declined to provide quotations. A tabulation of the quotes is as follows:

2022	Chaffee	Orlo's	Green w/	Monac	31 Weeks
<u>Two Mile Run Park</u>	<u>Lawn Care</u>	<u>Greenhouse</u>	<u>Envy</u>	<u>Landscaping</u>	<u>of Serv Est.</u>
Mowing Only	\$300.00	No Bid	No Bid	\$640.00	
Mowing & Trimming	\$340.00	\$500.00	No Bid	\$870.00	\$10,540.00
<u>Richmond School</u>					
Mowing Only	\$ 40.00	No Bid	No Bid	\$ 45.00	
Mowing & Trimming	\$ 55.00	\$150.00	No Bid	\$245.00	\$ 1,705.00
<u>Ellis Ball Field</u>					
Mowing Only	\$265.00	No Bid	\$127.20	\$240.00	
Mowing & Trimming	\$305.00	\$175.00	\$159.00	\$315.00	\$ 4,929.00
<u>Dawson Ball Fields</u>					
Mowing Only	\$265.00	No Bid	No Bid	\$325.00	
Mowing & Trimming	\$305.00	\$300.00	No Bid	\$395.00	<u>\$ 9,300.00</u>
					<u>\$26,474.00</u>

2023	Chaffee	Orlo's	Green w/	Monac	31 Weeks
<u>Two Mile Run Park</u>	<u>Lawn Care</u>	<u>Greenhouse</u>	<u>Envy</u>	<u>Landscaping</u>	<u>of Serv Est.</u>
Mowing Only	\$325.00	No Bid	No Bid	\$640.00	
Mowing & Trimming	\$370.00	\$500.00	No Bid	\$870.00	\$10,540.00
 <u>Richmond School</u>					
Mowing Only	\$ 50.00	No Bid	No Bid	\$ 45.00	
Mowing & Trimming	\$ 65.00	\$150.00	No Bid	\$245.00	\$ 1,705.00
 <u>Ellis Ball Field</u>					
Mowing Only	\$285.00	No Bid	\$127.20	\$240.00	
Mowing & Trimming	\$335.00	\$175.00	\$159.00	\$315.00	\$ 4,929.00
 <u>Dawson Ball Fields</u>					
Mowing Only	\$285.00	No Bid	No Bid	\$325.00	
Mowing & Trimming	\$335.00	\$300.00	No Bid	\$395.00	<u>\$ 9,300.00</u>
					\$27,714.00

Mr. Dehart noted that the low bidder differs by location. Plus, the increased prices this year place the project into the bid category if all four (4) parks are accepted, requiring that either Ellis Ball Field or the Dawson Ball Fields to be eliminated from the award. After discussion, it was decided to remove the award of the Ellis Ball Field.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept quotations for General Turf Mowing and Trimming Services for 2022 and 2023.

Chaffee Lawn Care – Two Mile Run Park \$340 for 2022 and \$370 for 2023
Richmond School \$55 for 2022 and \$65 for 2023

Orlo's Greenhouse – Dawson Ball Fields \$300 for 2022 and 2023

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 the project is starting. Earlier today they met on site to review the project with Public Works, who has cleared the room and removed the ceiling to provide access.

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. Project construction is progressing. It was reported that most of the trail work is completed. The trail areas to be paved remain to be completed.

The Township Engineer presented and recommended approval of Partial Payment No. 2 from LM&R Excavating, LLC as follows:

Contract Amount:	\$335,350
Work Performed to Date:	\$257,100
Less Retained Amount:	(\$ 25,710)
Less Previous Payment(s):	<u>(\$ 61,155)</u>
Payment Due:	\$170,235

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve Partial Payment No. 2 to LM&R Excavating, LLC in the amount of \$170,235.

Contract No. 22-R02 Westview Drive Guiderail Installation: At the February meeting the Board awarded the bid for the Westview Drive Guiderail Installation to Green Acres Contracting, Inc. in the amount of \$39,285. This project is for the installation of approximately 1,020 LF of guiderail installation along Westview Drive. The Township Engineer advised that the contract documents will be completed for execution later this week.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to authorize execution of the contact documents by the appropriate officials upon receipt from the Township Engineer.

Agreement for Timber Harvest Chapel Road Property: At the February meeting the Board accepted the bid of JB Mill and Fabricating, Inc. in the amount of \$17,200 for the timber harvest on Chapel Road. Payment in full has been received and the Agreement submitted for execution.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize execution of the Agreement with JB Mill and Fabricating, Inc. for the timber harvest on Chapel Road.

Resolution No. 2022-10 DCED Local Share Account Grant: As authorized at the February meeting, an application the 2022 DCED Local Share Account Statewide Grant has been prepared requesting grant funds of \$400,000 for the renovation of the Social Hall property in accordance with the Indoor Recreation Center Feasibility Study. The project has been titled the Brighton Grange Renovation. The total project cost estimate is \$1,445,293. A prior grant of \$250,000 was secured for the project, and the Township's financial match requirement for this grant application is \$795,293.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve Resolution No. 2022-10 authoring the filing of the 2022 DCED Local Share Account Statewide Grant requesting grant funds of \$400,000 for the Brighton Grange Renovation and authorizing signing of the financial commitment letter of \$795,293.

Resolution No. 2022-11 PA DCNR Community Parks & Recreation Grant – Brighton Indoor Recreation Center: As authorized at the February meeting, an application to PA DCNR

for a recreation and conservation grant program has been prepared requesting grant funds of \$250,000 for the renovation of the Social Hall property in accordance with the Indoor Recreation Center Feasibility Study. The total project cost estimate is \$1,470,053. A prior grant of \$250,000 was secured for the project, and the Township's financial match requirement is \$970,053.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Resolution No. 2022-11 authorizing the filing of the PA DCNR Community Parks & Recreation Grant for the Brighton Township Indoor Recreation Center project to request funding of \$250,000 and authorizing signing of the financial commitment letter of \$970,053 by the Chairman.

DCED Greenways, Trails and Recreation Program Grant: At the February meeting the Board authorized the filing of a 2022 DCED Greenways, Trails and Recreation Program Grant to request \$250,000 for development of the Two Mile Run Park Trials project. This application will be presented for approval at the April or May meeting.

Resolution No. 2022-12 Beaver County State and Local Fiscal Recovery Funds Recipient Agreement: The Township previously received notice of a \$204,000 Beaver County ARPA Municipal Infrastructure Grant award. Beaver County has submitted for execution a State and Local Fiscal Recovery Funds Recipient Agreement for this award. Resolution No. 2022-12 approves the Agreement, authorized the Chairman and Secretary to execute the Agreement and designates the Township Manager as the representative for the filed application.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to adopt Resolution No. 2022-12 to approved and authorize execution of the State and Local Fiscal Recovery Funds Agreement with Beaver County and to designate the Township Manager as the representative for the filed application.

Resolution No. 2022-13 Approving the Disposition of Specific Public Records: The Board previously adopted the Municipal Records Manual providing the retention schedule for public records. Resolution No. 2022-13 authorizes the disposition of certain public records specified therein.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve Resolution No. 2022-13 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 the site initially proposed will not work, due to the size of the required embankment. She also noted that the cost estimate was approximately \$900,000. The

project for that area can work through a combination of relocating the pond and conducting stream back restoration. She reviewed those projects plans. However, the proposed project is off site. Therefore, the Township will need to meet with the property owner to determine if the property can be acquired.

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 reported that the annual site reviews will be scheduled in the next couple of months.

Stormwater BMP Operations & Maintenance Agreements: Phillip W. Hewitt, Jr. has filed an individual small stormwater management BMP for construction of a detached garage at 140 Tuscarawas Road. The BMP filed with the application includes the construction of a vegetative rain garden.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve the Agreement for individual small stormwater management BMP submitted by Phillip W. Hewitt, Jr. for construction of a detached garage at 140 Tuscarawas Road.

Ordinance No. 232 – Amending Chapter 195 Zoning Code: The Board conducted a public hearing earlier in the evening at 6:30 P.M. on the proposed ordinance to amend Chapter 195 Zoning Code. The ordinance amends and adds definitions and provides for uses as defined in certain zoning districts.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to adopt Ordinance No. 232 amending the Zoning Code

Aspen Fields Phase IV Maintenance Period: The maintenance period for the public streets in Aspen Field Phase IV expires April 12, 2022. The Engineer reported that a final was conducted and punch list prepared by letter of March 14, 2022. The Developer has been notified of the required actions needed prior to release of the maintenance bond.

Additional Business: The Solicitor advised that the firm of Reed, Tosh, Wolford and Douglass is dissolving effective March 31, 2022. She will be opening her own practice, Kathryn L. Johnston, P.C., Attorney at Law, 345 Commerce Street. Attorney Douglass will serve as the designated emergency backup.

Public Comment: There was no public comment.

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

Adjournment: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 7:45 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary