

MINUTES

BRIGHTON TOWNSHIP BOARD OF SUPERVISORS

October 9, 2023

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. Three (3) 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: There was no public comment.

Minutes of September 11, 2023 Regular Meeting: Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve the minutes of the September 11, 2023 Regular Meeting.

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

Beaver Area Memorial Library: Two (2) representatives of the Beaver Area Memorial Library (BAML) were in attendance to discuss their services and to seek the Township's continue financial support within the 2023 Budget. Present were Sarah Boyce, Director of the Beaver Area Memorial Library and Doris Thompson, Library Board member. Mrs. Thompson thanked the Board for an opportunity to speak and acknowledged the professionalism the Board displays in the conduct of the meetings. She said that last year the BAML Director, Diane Wakefield, retired after 44 years of service and stated that it was quite an effort to find a new Director. The Library Board

was successful in finding Sarah Boyle as the new Director, whom they believe is very well qualified and the right person for the job.

Ms. Boyle thanked the Board for their financial support and support in promoting their programs. The BAML conducts 40% of all library activity in all of Beaver County. She views the library as a center for the community. They are targeting teens with new programs and activities, as well as expanding adult and children program. She provided copies of their newsletter and encouraged the Board to take part in one of their activities.

Authorized Sale of Police Vehicle/Equipment: The Board previously approved the sale of the 2017 and 2018 Ford Explorer Police Package vehicles that are being replaced. The date of bid release will be determined when the arrival of the new vehicles is determined. There are additional items that can be sold, including the 1996 Ford Thunderbird (DARE) vehicle and various lots of equipment that have been replaced, such as radios, lights, vehicle cameras, etc. The Road Department also has items to sell. The Township will utilize Municibid on-line auction for the sale of the vehicles and equipment.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the release of bid for the sale of the 1996 Ford Thunderbird and other unused police and public works equipment.

Approve Quotation for Purchase of In-Car Camera: The Police Department has received a quotation from Motorola Solutions through the Sourcewell cooperative purchasing program for an in-car camera system. The quote is for a camera, installation, warranty, and training. The total cost is \$10,600.25. Much of the cost will be covered by the PCCD grant.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to accept Quote 2346769 from Motorola Solutions through the Sourcewell cooperative purchasing program (contract 36874) in the amount of \$10,600.25.

Authorize Purchase of 2024 F-550 Dump Truck: Woltz & Wind Ford has submitted a quotation in the amount of \$59,525 for the purchase of a 2024 Ford 5-550 4x4 chassis through CoStar Contract 25-E22-401. Stephenson Equipment has provided a quotation in the amount of \$57,300 for the aluminum dump body, hydraulics, plow, and spreader. This makes the total cost \$116,825. This purchase is through CoStars Contract 25-021. A \$35,000 trade-in estimate has been proved by Woltz and Wind for the 2016 Ford F-550 complete with plow and spreader.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the quotation from Woltz & Wind Ford in the amount of \$59,525 for the purchase of a 2024 Ford 5-550 4x4 chassis through CoStar Contract 25-E22-401; to accept the quotation from Stephenson Equipment quotation in the amount of \$57,300 for the aluminum dump body, hydraulics, plow, and spreader through CoStars Contract 25-021; and to accept the trade-in officer of \$35,000 for the 2016 Ford F-550 complete with plow, spreader and equipment.

Contract No. 22-ST01 2022 Stormwater Improvements (Beaver Woods Detention Pond): The Board has awarded and executed a contract for the Beaver Woods Detention Pond Retrofit Project with Pride Masonry, Inc. in the amount of \$246,100 (Base Bid -\$197,350 and Add Alternate No. 2 - \$48,750). The Township Engineer issued a punch list dated September 21, 2023. The Township Engineer reported that the final grading and seeding has been completed. The installation of the fencing is expected to occur within one (1) week. The Engineer presented and recommended for approval Partial Payment No. 3 in the amount of \$67,748.40.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to approve Partial Payment No. 3 authorizing payment in the amount of \$67,748.40 to Pride Masonry, Inc. for Contract No. 22-ST01.

Two Mile Run PRP Stormwater Project Updates and/or Actions: The Township is in the process of designing 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 Township Engineer is designing the project and preparing the necessary permit packages. The Board has passed a Resolution to initiate condemnation proceedings for the project site. Acquisition of a second property is also pending. The Engineer reported that their office has updated the subdivision plan and the legal descriptions for the lots. The Solicitor filed the eminent domain/condemnation action last week. Once a recorded copy is received from the Court House, she will serve the owner and the bank holding the mortgage. At that point the property is owned by the Township, although a Board of View will determine the final value to be paid. The Solicitor is pursuing the execution of a Sales Agreement with the second parcel needed for the project.

Township MS4 Program: The Township Engineer provided an update on the Municipal Separate Storm Systems Program. The required annual report has been submitted to the PA DEP.

2024 Budget – First Reading: The Board conducted the first reading of the 2024 Budget. The 2024 Budget proposes the following amounts: General Fund \$5,729,345; Stormwater Fund \$637,500; Capital Reserve Fund \$4,408,000; State Aid Fund \$327,830 and Police Pension Fund \$3,430,434. As proposed, the 2024 General Fund Budget has a deficit of \$167,682. The expenses reflect the additional 2023 police hires and additional staffing for the fire department. The 2023 Budget was approved with a real estate tax millage rate of 14.00 mills. The 2024 Budget will be subject to the reassessment real estate values. Under the preliminary reassessment values, 1.90 mills is equivalent to the 14.00 mills adopted in 2023. A final determination will be subject to the certified tax assessment roll values to be received in November. The Stormwater Fee is budgeted to remain at \$5.50 per month per ERU.

The Solicitor advised the Board on the process to follow when adopting the 2024 Real Estate Tax Levy. There are specific rules when a reassessment takes place. The first action is to set a revenue neutral tax millage rate. A separate action can be taken by the Board to increase the tax millage rate, but it is limited to an increase of real estate tax receipts of no more than 10%.

The budget will be reviewed at the November 13th meeting and proposed for adoption at the December 11th meeting. The Board can schedule budget meetings with the police, fire, and

public works departments so that they may provide an informative presentation on their requested allocations for the budget.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize the advertisement of the 2024 budget at least 20 days prior to adoption and schedule budget meetings with the police, fire, and public works departments.

Resolution No. 2023-23 Distribution of State Pension Aid: The Township has received State Pension Aid in the amount of \$209,803.97. Resolution No. 2023-23 authorizes the distribution of the State Pension Aid as follows: Non-Uniform Pension: \$46,623.05 with the balance of the 2023 MMO (\$11,902.95) to be paid from the General Fund; and Police Pension Fund: \$166,817.00 with the balance of the 2023 MMO (\$3,636.08) to be paid from the General Fund.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve Resolution No. 2023-23 distributing the 2023 General Municipal Pension System State Aid as follows: \$46,623.05 to the Non-Uniform Pension Plan and \$166,817.00 to the Police Pension Plan with the balance of the 2023 Non-Uniform MMO (\$11,902.95) and 2023 Police MMO (\$3,636.08) to be paid from the General Fund.

2022 Annual Audit & Financial Report: The 2022 Annual Audit & Financial Report has been completed and issued by Mark C. Turnley CPA. The Board previously received a copy of the report. Mr. Dehart said it would be appropriate to accept the 2022 Annual Audit & Financial Report as completed and issued by Mark C. Turnley, CPA and authorize the Chairman and Manager to sign the management representation letter.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to accept the 2022 Annual Audit & Financial Report as completed and issued by Mark C. Turnley, CPA and authorize the Chairman and Manager to sign the management representation letter.

LSA Statewide Grant Program: The Local Share Account Statewide grant program is open for applications. Applications are due November 30th. Two (2) projects are currently proposed for application: Brighton Social Hall Renovation Project application; and the Two Mile Run PRP Improvement Project. Resolutions to approve the project applications and matching fund commitment letters will be presented for approval at the November meeting. The Social Hall Renovation Project requests \$750,000 in grant funding towards the project estimate of \$2,404,586 and the Two Mile Run PRP Improvement Project requests \$702,409.50 in grant funding to fully fund the project.

After discussion it was decided to file a third application for the purchase of a mini-grader that has a cost of \$252,680. The Engineer will prepare this application.

Ordinance Proposal - Zoning Code Amendments: At the October meeting the Board authorized sending to the Beaver County Planning Commission a proposed Zoning Code amendment to include Day-Care Center as a Permitted Principal Use in the C-1 Neighborhood Commercial District and the C-2 Mixed Use District. In the interim it was determined that a numbering correction is needed within the C-2 Mixed Use District. At their meeting of October

2, 2023, the Brighton Township Planning Commission recommended an ordinance to amend the Zoning Code to include a Day-Care Center as a Permitted Principal Use in the C-1 Neighborhood Commercial District and the C-2 Mixed Use District and to delete Section 6 of Ordinance No. 240 which revised Zoning Code sections of Article XII.

Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to authorize sending the proposed ordinance as recommended by the Brighton Township Planning Commission to the Beaver County Planning Commission for their review and comment.

Winter Maintenance Agreements: Winter Maintenance Agreements have been prepared for Aspen Fields Phase V and Deerfield Preserve Plan Phase No. 1. The cost of service is based upon the rate established by Penn D.O.T. for their winter maintenance agreements, plus a one-time street sweeping fee in the spring. Maronda Homes, Inc., and Dutch Ridge Development have executed the Agreements and payment for both has been received.

Mr. Piccirilli made a motion, seconded by Mr. Equels, vote unanimous, to approve and authorize execution of the Winter Maintenance Agreements with Maronda Homes, Inc. for Aspen Fields Phase V and Dutch Ridge Development for Deerfield Preserve Plan Phase I.

Deerfield Preserve – Corrective Action Notice: At the September meeting the Board authorized the Solicitor to give notice to the developer of Deerfield Preserve of the Township's intent to take action to evaluate the sinkhole on Fox Water Trail if no action was taken by September 26th. That notice was sent, which included letters the Township Engineer sent the developer of Deerfield Preserve dated September 7, 2023 with copies of prior letters dated August 11, 2023 and June 27, 2023 concerning a sinkhole that is developing along Fax Water Trail. The developer failed to take corrective action by September 26th.

The Developer has engaged Attorney Torrence. The Solicitor said that Attorney Torrence confirmed that the developer intends to eliminate the issue and that it is the developer's responsibility. However, no action has been taken and no time frame for action was provided. The Township Engineer is securing a quotation for the geotechnical work needed to evaluate the sinkhole. The Solicitor recommended that the Township proceed with the evaluation of the sinkhole with the services of a geotechnical engineer once a proposal is received. She will provide the notice and authority for the action.

Additional Business: The Solicitor advised the Board that appeals for tax exemption on Township properties subject to real estate taxes have been files. She will appear at the hearings before the Auxiliary Appeals Board this week, but noted that they have no authority to grant exemptions from real estate tax. Therefore, additional appeals will be needed thereafter to seek tax exempt status.

Public Comment: There was no public comment.

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

Adjournment: Mr. Equels made a motion, seconded by Mr. Piccirilli, vote unanimous, to adjourn the meeting at 7:51 P.M.

Respectfully submitted,

Bryan K. Dehart
Township Secretary