

1. **CALL TO ORDER**

Chair Mark Stevenson called the meeting to order at 7:01 p.m. Other Supervisors present were Barbara Spencer, Andy Merritt and Ben Pisoni. Staff present were Susan Steele, Township Manager and Amy Smith, Township Clerk. Residents & others in attendance: Cheryl & Brett Anderson, Camyrn Anderson; Alissa & Stephen Wilson and Emerson Wilson.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

3. **CITIZEN COMMENTS**

There were no citizen comments.

4. **PRESENTATION FOR GOOD CITIZEN AWARD**

Mr. Merritt introduced Camryn Anderson & Emerson Wilson and stated the Board would like to recognize the girls for constructing the Little Free Library on James Hill Road. The girls registered their Library on the Little Free Library website at www.littlefreelibrary.org with charter number 28226. Mr. Merritt explained folks can take a book and leave a book. Mr. Steve McAninch, a neighbor, helped construct the box which has been up for about a month. Mr. Stevenson questioned where the girls got the idea to build the library. Ms. Anderson stated the girls had seen one at school and wanted to erect one within the Township. Mr. Stevenson commented that it is a great and addition to the Township and thanked the girls for their hard work. Books can be donated by leaving them within the library.

5. **MINUTES**

- ***MOTION: Mr. Merritt moved to approve the parks plan open house minutes and regular meeting minutes of August 13th, 2015; Mr. Pisoni seconded; Vote 4-0-0; Motion Carried.***

6. **GLENN O. HAWBAKER, INC EXTENSION REQUEST FOR SMITH ROAD**

Ms. Steele commented she received an extension request for Smith Road from Glenn O. Hawbaker, Inc. The request is for an extension until September 15th due to weather delays. Ms. Steele explained that this project was to be completed prior to the beginning of school. Mr. Franson stated this is a reasonable request. Mr. Merritt requested that staff inform the School District.

- ***MOTION: Ms. Spencer moved to approve the extension request; Mr. Merritt seconded; Vote 4-0-0; Motion Carried.***

7. **PRESENTATION OF 1-10 TOWNSHIP ROAD IMPROVEMENT PLAN FY 2016 BUDGETING**

Mr. Franson stated each year he and the Roadmaster, Scott Brown, do an assessment of the roads. Mr. Franson commented that they complete and reevaluation of the 1-10 plan because the collector roads deteriorate faster than the local roads. Mr. Franson explained that he would like to start adding fiber-mat into the plan as an alternative to paving method. Mr. Franson stated other municipalities use this method and College Township had used this method recently.

Mr. Franson explained Fiber-mat is a cross between traditional paving and tar & chip and you do not get the bleed through as much. Mr. Franson further explained that Fiber-mat give more flexibility, is a little more expensive than tar & chip but looks like a tradition top. Mr. Franson stated he would have the road leveled prior to applying the Fiber-mat. Mr. Franson explained the benefit is it would cost twice as much to level and apply overlay as it would to level and use Fiber-mat. Mr. Franson stated dollar for dollar you are getting a bigger bang for your buck. Mr. Franson stated Fiber-mat is covered under liquid fuels. Mr. Stevenson questioned how you level and road. Mr. Franson explained that you dragging the screen on the edge and building the crown in the middle. Ms. Spencer questioned whether there were any environmental issues. Mr. Franson commented that he not aware of any environmental issues.

Mr. Franson stated you cannot use Fiber-mat on a cul-de-sac and is only recommending this on collector and local roads. Mr. Franson commented that Fiber-mat will also help cut down on the number of phases because it

is cheaper than traditional overlay so you can go further with it. Mr. Pisoni questioned whether it would last longer. Mr. Franson commented that it will not last longer but it would last longer than tar & chip. Mr. Stevenson questioned how you keep from building up a road with layering. Mr. Franson explained that "cold in place recycling" is done to keep from building the road up. This entails milling the road and adding oils but if this is completed an overlay would need to be applied. There was discussion on SR 550 drainage issues.

Mr. Stevenson commented that there were some drainage issues on Shanelly Drive between Darrich and Ira Lane. Mr. Franson stated he would look at this as it may need an underdrain.

Mr. Pisoni questioned whether berms could be paved to help prevent berm damage in heavy rains. Mr. Franson commented it would be more expensive. Ms. Steele stated next budget season staff could look at paving versus stone berm costs. Mr. Stevenson stated he would like to see each road catalogued. Mr. Franson stated it would be a good idea to keep track of the top ten complaint areas. Ms. Steele commented that she had already asked Mr. Brown to keep a file on each road. Ms. Steele requested Mr. Franson review the Municipal parking lot water flow issues.

- **MOTION:** *Ms. Spencer moved to approve the 1-10 Road Improvement Plan as presented by Township Engineer to be utilized in FY 2016 budget preparation by Township Manager/Finance Director; Mr. Pisoni seconded; Vote 4-0-0; Motion Carried.*

8. APPOINTMENT OF JEFF STOVER OF STOVER AND MCGLAUGHLIN AS TOWNSHIP SOLICITOR BEGINNING JANUARY 1, 2016, AND DANIEL BRIGHT OF MCQUAD BLASKO AS SPECIAL COUNSEL WITH REPLACEMENT OF ZONING HEARING BOARD COUNSEL TO BE DETERMINED AT JANUARY, 2016 REORG. MEETING

Ms. Steele reminded the Board that Yurchak & Goodall would no longer be participating in representing municipalities as of January 1, 2016. Ms. Steele sent out RFP's based on two paradigms to seek counsel for next year. Ms. Steele reviewed those results and recommended the Board approve the appointment of Jeff Stover from Stover McGlaughlin as Township Solicitor and Daniel Bright as special counsel. Ms. Steele reminded the Board that Mr. Stover is currently the ZHB Solicitor and would need to find a replacement. Ms. Steele explained she would like the Board to approve this now so she can inform both parties of their 2016 appointments.

- **MOTION:** *Mr. Stevenson moved to approve hiring and appointing Jeff Stover of Stover and McGlaughlin as Township Solicitor at the rate of \$135.00 per hour beginning January 1, 2016 and Daniel E. Bright as Special Counsel at the rate of \$150.00 an hour, reserving the appointment of Zoning Hearing Board Solicitor until January, 2016 reorg meeting or sooner if needed; Ms. Spencer seconded; Messrs. Stevenson, yea; Merritt, yea; Ms. Spencer, yea; No Nays; Mr. Pisoni abstaining due to personal reason; Vote 3-0-1; Motion Carried.*

9. MANAGER'S REPORT

Ms. Steele reviewed the manager review schedule. Mr. Stevenson requested that the schedule be adjusted to have comments due by September 11th and change the review to an executive session on September 24th at 6 p.m. prior to the regular Board of Supervisors meeting.

Ms. Steele discussed the items she will be reviewing for the retreat: policies to be reviewed and implemented in FY 2016; revenues vs. expenses five year forecasting, 15 year recap of revenues and expenses, potential staff salaries, League vs. PSATS membership and would like to add an actuary for Open Space Program for permanent leases under the county program and RFP of a new auditor to get an actual audit of financials and balance sheets. Ms. Steele stated right now the Township just receives the DCED reports from the auditors.

Ms. Steele stated she would like to discuss how the Board would like to handle the "cash carryover." Ms. Steele reviewed past spreadsheets and powerpoints she had provided to help explain what this number is for and why it is needed. Ms. Steele stated there actually is no such word as a "cash carryover" but that is what it has been called in the past. Mr. Pisoni commented there has to be an explanation of these access funds. Ms. Steele stated these funds are used to pay for the first 5 months of bills in the next year when no income is being generated yet. Mr. Stevenson explained that this is just an operating float. Mr. Pisoni stated the main problem is

the terminology and understanding of a “cash carryover.” Mr. Pisoni questioned why it just can’t be made a line item saying this is what is needed to cover costs for the first 5 months of the next year so the budget reflects it being a line item instead of calling it “cash carryover.” Ms. Steele explained that if it is put in as a line item it is considered a new revenue and puts the Township in a deficit position. Ms. Steele and Mr. Stevenson both explained this is not a new revenue.

Ms. Steele stated she would like to take the expenses for the first 5 months and use the assumption of .50 for “cash carryover.” Mr. Stevenson stated he would like to look at projected expenses after the budget is set preliminary then look back and see what is there to “carryover” to cover operations and then go back and adjust expenses and assumptions. Ms. Steele explained that in the past it has been put in as new revenues and it is getting spent and putting the township in a deficit. Ms. Steele stated the budget has to balance and you can’t look at the budget as a check book register.

Ms. Spencer stated she would like to discuss this at budget meetings and start to look at the budget and look at what the township needs for next year and see what will be left at the end of the year and go from there.

Ms. Steele stated for clarification that the Board is instructing her to show no “cash carryover” on the preliminary budget and show what the auditor is going to look at which shows new revenues and new expenses. Mr. Stevenson stated he wants no discussion on the first 5 months on the draft budget which will be re-visited after a preliminary budget is in place. Ms. Steele will prepare a budget without “cash carryover” which will come with a negative balance and work from there.

Mr. Stevenson discussed the possibility of using tax anticipation notes. Ms. Steele stated the Township has to be out of a deficit to get a note.

Ms. Steele stated she will put together a program budget (which is beneficial to the public) and a line item budget for the Board of Supervisors.

10. SUPERVISORS’ REPORT

Ms. Spencer commented she contacted the State Auditor Office regarding the Fireman’s Relief lack of providing requested documentation. Ms. Spencer stated she was told that there were some discrepancies that have not been corrected in the second audit and unless they are not corrected will step in.

Ms. Spencer questioned whether Ms. Steele had received the agreement from the Port Matilda Fire Company. Ms. Steele stated she has not received neither the agreement nor maps.

Ms. Spencer questioned whether there was a problem with jake brakes within the Township. Ms. Spencer stated folks are complaining when trucks enter into the village. Ms. Spencer questioned who installs the signs for enforcement. Ms. Steele stated Penn Dot posts those signs and they would have to provide permission. Ms. Steele will look into this issue.

Mr. Stevenson stated he attended the Public Safety meeting were they discussed approving a storage facility to store fire safety equipment. Mr. Stevenson explained discussed at the General Forum where the motion failed. Mr. Stevenson stated the Board felt the building cost for \$100,000 was too expensive and they had been finding larger buildings for less. Mr. Stevenson stated hopefully it will go back to stage I or II and they can look at other alternatives. Mr. Stevenson stated he also did not think the area needed to be paved and vehicles can be taken care of but done in a more cost effective way. Mr. Stevenson explained that the funds for this building is not coming from tax generated monies but monies that come from code permits and fees but it is still citizens monies and the Boards/Commissions need to be good stewards of these monies. Mr. Merritt stated he was not opposed to the structure but what will they do when the lease runs out and where will they store this equipment and vehicles.

11. ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 8:23 p.m.

- ***MOTION: Ms. Spencer moved to adjourn the meeting at 8:23 p.m.; Mr. Merritt seconded; Vote 4-0-0; Motion Carried.***

Secretary