

Workshop Meeting Activity

December 8, 2014

TITLE

MOTION

SECOND

Approve November 17, 2014 Legislative Meeting Minutes.

Comm. Jones

Comm. Schollaert

Approve the letter agreement between Aleppo and El Grande Industries, Inc. stipulating the terms for the completion of the road contract.

Comm. Jones

Comm. Schollaert

Adjournment

Comm. Jones

VP Doebler

**TOWNSHIP OF ALEPPO**  
**WORKSHOP MEETING MINUTES**  
**DECEMBER 8, 2014**

**CALL TO ORDER:**

President Rodney W. Gartner called the meeting to order at 7 PM with the Pledge of Allegiance and roll call. Those in attendance were Vice-President Matthew Doebler, Commissioners Joanne Schollaert, George Jones, Anthony Lisanti, Solicitor Christopher Lovato, Manager Gwen Patterson, and Secretary Kimberly A. Koskey.

**MINUTES:**

Commissioner Doebler made a motion to approve the November 17, 2014 Legislative Meeting minutes. Commissioner Schollaert seconded the motion. Commissioner Lisanti requested to make four small corrections. After the corrections, the motion passed unanimously.

Commissioner Lisanti requested to have the Wells Fargo topic added to the next agenda as old business. He would like to contact Wells Fargo and discuss the account.

**DISCUSSION OF 2015 BUDGET ORDINANCE:**

Manager Patterson explained the process to adopt the budget every year by ordinance. She stated that the budget has not changed since what was submitted last month. She will have the ordinance and a copy of the budget for the legislative meeting on December 15, 2014. After this is voted on it will be the official budget for 2015. President Gartner asked if this needs a hearing. Manager Patterson explained it does not need a separate hearing, the hearing can be held during the legislative meeting. Commissioner Jones asked when will we have the completed actual budget for 2014, Manager Patterson stated this will be completed by the January 2015 legislative meeting. Commissioner Jones would like to review when completed.

**DISCUSSION OF 2015 MILLAGE ORDINANCE:**

Manager Patterson explained that this will have the same process as the budget. When you set the millage, you have to do it by ordinance, and as part of the budget this year we did not propose to change the millage. The budget was calculated keeping the millage at 3.5 mills. The millage will be set first at the next meeting, then the budget will be adopted based on the millage. President Gartner asked if Manager Patterson has any idea on how Aleppo compares to neighboring communities. Manager Patterson stated that the Aleppo millage is lower than Sewickley's. Commissioner Schollaert asked if the millage doesn't change does it still have to be submitted every year. Manager Patterson answered yes.

**DISCUSSION OF FINANCIAL ANALYSIS OF BOND DEBT:**

Commissioner Jones stated that the Masonic meeting one of the questions was are we considering refinancing the debt and investigating lowering the interest rates. He suggested after having a conversation with a third party that having an independent review of the bond issue or a

strategy going forward by an independent underwriter would be a very important thing to do. He has been referred to a municipal finance expert. He had a brief conversation with the municipal finance expert and was quoted a price of \$3,000-4,000. He was also told that in this bond market we should be in refinance investigation mode at all times, that it is a very liquid market right now. He also thinks that an analysis of our situation independent of an underwriter is a good idea.

Commissioner Jones explained that the expert would analyze the conditions, penalties, and restrictions on the bonds. He would also investigate if it would be possible for the Authority to buy the sewer back, and what are some of the complications. He stated that there would be three aspects to the analysis: 1) Look at the bond issue, report back to us as to the penalties, conditions, and restrictions on refinancing, 2) Present us with a general strategy as to how we should move forward, 3) Give us an opinion whether the Authority or the Township should be the initiator of the refinancing. He believes this could save the township money. President Gartner stated that we should get 2 or 3 proposals. Commissioner Lisanti will get several names. President Gartner stated that this is worth pursuing.

#### **DISCUSSION OF UPDATE TO ROAD STUDY:**

Commissioner Lisanti stated that he looked at the road study and believes that this can be done in-house. President Gartner asked about the criteria to determine when a road needs to be done. Commissioner Lisanti explained that it is based on traffic. Commissioner Jones stated that there are 3 criteria for the road study: 1) Cash flow required for the roads, 2) The selection for an engineer, and 3) The investment of the remaining funds. Commissioner Lisanti stated we can do the study first, or wait for an engineer. Commissioner Jones believes it is a great idea to do the road study in-house first to get a breakdown on how much we will need to spend over the next ten years.

#### **UNFINISHED BUSINESS:**

Commissioner Jones wanted to discuss finding an engineer, and the need for an RFP. Manager Patterson has 3 engineer firms: Gateway, Shoup, and HRG. Commissioner Jones believes that Bankson is doing a very good job for the Authority and questioned whether the Township should not use them as their engineer. Commissioner Lisanti stated that he believes the Township should have a separate engineer. Commissioner Jones stated he had personal experience with Shoup. VP Doebler stated that Glenn Engineering in North Huntington were interested. Commissioner Jones told Manager Patterson that she can make the calls and use the RFP as part of the interview process.

Manager Patterson stated that the Worker's Compensation insurance premium came in \$2,000 more than last year, due to salary growth and the volunteer fire company. The fire company's portion is subtracted from their contract. AmeriHealth is one of the only insurance companies to insure volunteer fire companies due to the Legislature's decision to pass the cancer presumption act.

Commissioner Lisanti gave a landslide update, reporting that Ackenheil is working on the route which was changed from the original plan. Ackenheil is working with Bankson to design the pipe bedding and layout. Commissioner Lisanti will be getting a solid estimate, but he expects it to be around \$300,000. He discussed the recently installed pressure sensor.

Commissioner Lisanti gave a review on the sewer flows as a result of the master meter calibration. The flow report for November is in; the flow was 2.3 million gallons, which was significantly less than previous months.

Commissioner Lisanti and Commissioner Jones discussed the Gross Flow and the charges regarding the gross flow. Manager Patterson recommended that there be a joint meeting between the Township and the Authority to discuss the issues at hand that all tie together, possibly to put together a flow chart as a reference. Commissioner Jones agreed and asked that Manager Patterson set up the meeting.

Commissioner Lisanti stated that the Authority is looking at the sewer budget and going forward that it is in good shape.

Commissioner Lisanti stated that there are three issues to report regarding the water authority: 1) West View Water Authority is raising their rates, 2) 2015 will deplete the cash reserve for Aleppo Water Authority unless there is a 30% increase of the rates, 3) Aleppo Authority has to raise the rates, these are competitive rates. There was discussion about the different percentage per year rate increase options.

#### **NEW BUSINESS:**

VP Doebler explained the details of a meeting held that morning to form a committee regarding the Sewickley tap-in fee issue. Those that attended the meeting were VP Doebler, Commissioner Lisanti, John Seiforth on behalf of the Authority, the Authority engineer, Gary Shambaugh the rate expert was on the phone, Eric Gross from Masonic Village, the attorney for Masonic Village, Solicitor Stone, and Mike Minnock. Aleppo has already purchased a certain amount of flow. He explained that they have decided to advise any one receiving the tap-in fee letter write a letter back to Sewickley questioning the tap-in fee because they are Aleppo customers.

Commissioner Jones stated that he believes Manager Patterson will receive phone calls from Sewickley regarding the letters. He recommended that if they have an issue please put it in writing to keep track of all conversations.

Solicitor Lovato presented a letter from Solicitor Stone that was sent to El Grande regarding the deadlines for the paving contract. Solicitor Lovato asked that this letter be approved and voted on so that it can be sent to El Grande as soon as possible. Commissioner Jones made a motion to approve the letter agreement between Aleppo and El Grande Industries, Inc. stipulating the terms for the completion of the road contract. Commissioner Schollaert seconded. The motion passed unanimously.

#### **ADJOURNMENT:**

Commissioner Jones made a motion to adjourn the meeting. Vice President Doebler seconded. The motion passed unanimously. The meeting was adjourned at 8:40pm.

Respectfully submitted,

Kimberly A. Koskey  
Township Secretary