

**Commissioners' Meeting Activity****June 19, 2017**

<b><u>TITLE</u></b>	<b><u>MOTION</u></b>	<b><u>SECOND</u></b>
Approve the Workshop Meeting Minutes of June 12, 2017	Comm. Darragh	Comm. Williams
Adopt the Charitable Donation Policy	Comm. Darragh	Comm. Williams
Accept the resignation of Commissioner Joanne Schollaert	Comm. Darragh	Comm. Williams
Appoint Michelle Duplaga to complete the balance of Commissioner Schollaert's term ending December 21, 2017	Comm. Williams	Comm. Darragh
Approve the Minick/Wick Subdivision Plan subject to the applicant addressing HRG's comments and any County comments	Comm. Darragh	Comm. Williams
Approve the Trapizona Plan No. 5 subject to the applicant addressing HRG's comments and County comments	Comm. Darragh	Comm. Williams
Approve the May bill list in the amount of \$186,592.81	Comm. Darragh	Comm. Williams
Ratify the May pre-paid bills in the amount of \$9,372.82	Comm. Darragh	Comm. Williams
Ratify the May payroll transfers in the amount of \$24,764.77	Comm. Darragh	Comm. Williams
Accept the resignation of Paula Tapia from the Aleppo Township Authority Board	Comm. Darragh	Comm. Williams
Appoint Rich Zahrobsky to the Aleppo Township Authority Board for the balance of a term ending December 31, 2021	Comm. Darragh	Comm. Williams
Hold the September 2017 Workshop Meeting at Masonic Village and the November 2017 Workshop Meeting at the Aleppo Fire Station	Comm. Williams	Comm. Darragh
Adjournment		

**TOWNSHIP OF ALEPPO**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**

**June 19, 2017**

**CALL TO ORDER:**

Vice-President George Jones called the meeting to order at 7:00 PM with the Pledge of Allegiance and roll call. Those in attendance were Commissioner Arthur Williams, Commissioner Daniel Darragh, Solicitor Harlan Stone, Manager Gwen Patterson and Secretary Kimberly Koskey. President Matthew Doebler and Commissioner Joanne Schollaert were not in attendance.

**MINUTES:**

Commissioner Darragh made a motion to approve the Workshop Meeting Minutes of June 12, 2017. Commissioner Williams seconded. The motion passed unanimously.

**MOTION TO ADOPT CHARITABLE DONATION POLICY:**

Commissioner Darragh made a motion to adopt the Charitable Donation Policy. Commissioner Williams seconded. The motion passed unanimously.

**MOTION TO ACCEPT RESIGNATION OF COMMISSIONER JOANNE SCHOLLAERT:**

Commissioner Darragh made a motion to accept the resignation of Commissioner Joanne Schollaert. Commissioner Williams seconded. The motion passed unanimously.

**MOTION TO APPOINT MICHELLE DUPLAGA TO COMPLETE THE BALANCE OF COMMISSIONER SCHOLLAERT'S TERM ENDING DECEMBER 31, 2017:**

Commissioner Williams made a motion to appoint Michelle Duplaga to complete the balance of Commissioner Schollaert's term ending December 31, 2017. Commissioner Darragh seconded. The motion passed unanimously.

**PUBLIC SAFETY REPORT:**

Ohio Township's Sergeant Beck gave his report to the Board and the public for the month of May. The report was accepted.

**EMERGENCY MANAGEMENT:**

Manager Patterson stated that she has a tentative date of July 22, 2017 for the Table Top Training exercise. She is waiting for responses from some of the Commissioners to see if this date works.

**PUBLIC WORKS:**

Tom Jarvie gave the monthly report to the Board and the public. The report was accepted.

**COMMUNICATIONS:**

None.

**PLANNING/ZONING:**

Commissioner Darragh made a motion to approve the Minick/Wick Subdivision Plan subject to the applicant addressing HRG's comments and any County comments. Commissioner Williams seconded. The motion passed unanimously.

Commissioner Darragh made a motion to approve the Trapizona Plan No. 5 subject to the applicant addressing HRG's comments and County comments. Commissioner Williams seconded. The motion passed unanimously.

**TAX COLLECTOR:**

Manager Patterson reported to the Board and the public for the month of May. The report was accepted.

**TREASURER:**

Manager Patterson reported to the Board and the public for the month of May. The report was accepted.

**FINANCE:**

Commissioner Darragh made a motion to approve the May bill list in the amount of \$186,592.81.  
Commissioner Darragh made a motion to ratify the May pre-paid bills in the amount of \$9,372.82.  
Commissioner Darragh made a motion to ratify the May payroll transfers in the amount of \$24,764.77.  
Commissioner Williams seconded. The motions passed unanimously.

**ALEPPO TOWNSHIP AUTHORITY:**

Commissioner Darragh asked for an update on the sewer rates from Sewickley. Commissioner Williams explained the Authority Engineer is communicating with the Sewickley Engineer to get confirmation on the sewer rates. They have not yet received rates from Sewickley. This will be on the agenda for next month to follow up on the communication and what steps may be taken to get the information from Sewickley.

Commissioner Darragh made a motion to accept the resignation of Paula Tapia from the Aleppo Township Authority Board. Commissioner Williams seconded. The motion passed unanimously.

Commissioner Darragh made a motion to appoint Rich Zahrobsky to the Aleppo Township Authority Board for the balance of a term ending December 31, 2021. Commissioner Williams seconded. The motion passed unanimously.

**QVCOG:**

Manager Patterson stated there is a recycling event this Saturday at Quaker Valley High School for electronics and hard to dispose of items.

**AMBULANCE AUTHORITY:**

No report.

**MS4:**

No report.

**SOLICITOR:**

Solicitor Stone stated that he reviewed the Laserfiche Cloud Agreement and that he has several concerns regarding the agreement. He is concerned about the Township would meet its obligations regarding the State's Record Retention Act and whether the Township would be in compliance with the State's Record Retention Act if entered into the Laserfiche Contract. Solicitor Stone also stated that he had other concerns with the specifics of the Laserfiche Contract including exposures, liabilities and coverages. He questioned how much time, effort and resources is the Township willing to dedicate to be compliant with the State's Record Retention Act.

Manager Patterson explained that most of what would be stored in the Laserfiche electronic document management would still be kept as a paper file also. The system would be used to keep a copy electronically as well as the hard copy.

Commissioner Darragh stated that if the files were hacked the Laserfiche Contract does not cover any liability regarding the hacking by Laserfiche. Solicitor Stone also stated that the Township has highly confidential records and questions how they would be protected including Personnel files, police records, and tax reports that have to be protected. He stated that a Policy has to be created to protect the Township if a Commissioner leaves or a staff member leaves, that the password/access to these files is not compromised.

Solicitor Stone also explained that the Laserfiche Contract is making the Township responsible for everything and Laserfiche is taking zero responsibility. He explained that if the files were sent to Iron Mountain or a cold storage facility they are fully insured. He stated Laserfiche is most likely not carrying this insurance, which has the Township needing a liability insurance to protect the Township's liability. He also stated the contract indemnifies them from every and all liability. Commissioner Darragh explained at the Federal level agencies are prohibited from entering into a contract that indemnifies the contractors.

Commissioner Darragh stated that as a matter of public policy the Board should not vote to indemnify Laserfiche from all liability. Vice President Jones agreed. Solicitor Stone also stated that he does not believe the contract is negotiable and the Township would be taking all of the risk to store the files in the Cloud.

Solicitor Stone stated that he spoke to President Doebler and they agreed not to act on this contract until there has been more investigation completed. Solicitor Stone will bring a summary to discuss at next month's meeting.

**OLD BUSINESS:**

**Leetwood Avenue Property Complaint:** Manager Patterson stated that there are some developments at the property. Neighbor Tom Jarvie stated that he believes the house is uninhabitable. He also believes the resident is not stable. Sergeant Beck stated that they have been dealing with him for a long time. He stated that several agencies have been to the property but the resident has refused any help. Manager Patterson stated that there will be ongoing monitoring and communication with the sister/guardian.

**Tents on Weber Road:**

Manager Patterson stated that the resident took the tent down which now exposes the truck and debris. The resident has received a citation and has 30-45 days to resolve the issue.

**Glen Mitchell Road Corridor Improvement:**

**Cleanup of Sewickley Borough Property:** Manager Patterson stated that Sewickley Borough's time was up to have the property cleaned up. The trees have grown over, the inspector's report stated that he noticed substantial progress before the trees grew over and he will continue to visit the site.

**NEW BUSINESS:**

**A. Motion to hold September 2017 Workshop Meeting at Masonic Village and the November 2017 Workshop Meeting at the Aleppo Fire Station:**

Commissioner Williams made a motion to hold the September 2017 Workshop Meeting at Masonic Village and the November 2017 Workshop Meeting at the Aleppo Fire Station. Commissioner Darragh seconded. The motion passed unanimously.

**CITIZEN PARTICIPATION:**

None.

**At 7:48 PM the Board moved into executive session to discuss legal claims and pending litigation and returned to regular session at 7:55 PM.**

**ADJOURNMENT:**

Vice-President Jones adjourned the meeting at 7:55 PM.

Respectfully submitted,

Kimberly A. Koskey  
Township Secretary