

Commissioners' Meeting Activity**July 17, 2017**

<u>TITLE</u>	<u>MOTION</u>	<u>SECOND</u>
Approve the Workshop Meeting Minutes of July 10, 2017	VP Jones	Comm. Darragh
Approve the June bill list in the amount of \$25,758.45	VP Jones	Comm. Darragh
Ratify the June pre-paid bills in the amount of \$10,157.22	VP Jones	Comm. Darragh
Ratify the June payroll transfers in the amount of \$17,444.41	VP Jones	Comm. Darragh
Have Manager Patterson take the action necessary to initiate requiring the homeowner to be connected to the sewer system	Comm. Darragh	Pres. Doeblner
Adopt Non-Uniformed Pension Plan Ordinance	VP Jones	Comm. Williams
Allow Manager Patterson and the Public Works Department to install Watch Children signs on Rockledge Drive	VP Jones	Pres. Doeblner
Adjournment		

TOWNSHIP OF ALEPPO
BOARD OF COMMISSIONERS
MEETING MINUTES

July 17, 2017

CALL TO ORDER:

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

MINUTES:

Vice-President Jones made a motion to approve the Workshop Meeting Minutes of July 10, 2017. Commissioner Darragh seconded. The motion passed unanimously.

PUBLIC SAFETY REPORT:

Ohio Township Chief of Police Norbert Micklos gave his report to the Board and the public for the month of June. The report was accepted.

EMERGENCY MANAGEMENT:

Manager Patterson stated the Emergency Operations Center of Training is Saturday, July 22, 2017 from 9am to 1pm. She also stated Judy Haluka will hold some mock exercises so everyone is familiar with their roles for a potential disaster.

PUBLIC WORKS:

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

COMMUNICATIONS:

President Doebler read an email from a resident regarding videotaping all meetings and her opinions on the subject. He read another email regarding sewer and water bills.

PLANNING/ZONING:

No report.

TAX COLLECTOR:

Clayton Steup reported to the Board and the public for the month of June. The report was accepted.

TREASURER:

Clayton Steup reported to the Board and the public for the month of June. The report was accepted.

FINANCE:

Vice-President Jones made a motion to approve the June bill list in the amount of \$25,758.45.
Vice-President Jones made a motion to ratify the June pre-paid bills in the amount of \$10,157.22.
Vice-President Jones made a motion to ratify the June payroll transfers in the amount of \$17,444.41.
Commissioner Darragh seconded. The motions passed unanimously.

ALEPPO TOWNSHIP AUTHORITY:

Commissioner Williams stated that the Authority Board is once again fully staffed with five board members.

QVCOG:

President Doebler gave a report on the new efforts of the COG to have the information from the meetings put into a memo to distribute to the Commissioners. The COG has created a PI Team (Project Ideation). This team is trying to come up with new ideas and intergovernmental projects including data mining for revenue collection improvements, library facilities, emergency management coordination, and digital document management. He also stated the COG had a hard to recycle event on June 24, 2017 that was very successful. President Doebler announced there is another hard to recycle event on September 23, 2017 at Avalon Community Park. He stated the audit for the COG is underway. He also stated the COG annual dinner is scheduled for October 18, 2017 at 7 PM. He stated the next COG board meeting is July 19, 2017 at the Aleppo Township Building.

AMBULANCE AUTHORITY:

President Doebler announced that he is meeting with the Executive Director of the Quaker Valley Ambulance Authority on Thursday, July 20, 2017 to record a video explaining what the Ambulance Authority is and how they serve the Aleppo residents.

MS4:

Manager Patterson stated that the intern that was supposed to give the MS4 presentation will not be available to do so. Manager Patterson also stated that she will be meeting with the Township Engineer to see if there is a waiver process or where the Township needs to continue to document the Township's efforts.

SOLICITOR:

Solicitor Stone discussed the Allegheny County and Western Pennsylvania Township Commissioner's Association groups. He also discussed how the groups are divided throughout the State of Pennsylvania. He stated that President Doebler is a member of the Western PA division. He also stated that President Doebler gave a presentation at the summer conference regarding driverless vehicles and their impact on municipal planning for the future.

Solicitor Stone also explained that Executive Sessions, when they can be used, and how they can be used, are regulated by the PA Sunshine Act. He also explained that the Township does comply with the Sunshine Act. He stated that there are six specific reasons for which the Commissioners can convene in executive session. He also stated the Board is never required to hold an executive session except in certain circumstances involving personnel or police matters where the person does not want their matter held in the public meeting. He explained 4 topics that can be held in executive session which include any discussion involving personnel, real estate, claims or threatened litigation, or any matter involving confidentiality.

President Doebler read the Sunshine Act provisions from 65PA CSA 708. The Board discussed these provisions and when to use executive sessions properly.

OLD BUSINESS:

A. LEETWOOD AVENUE PROPERTY COMPLAINT: Manager Patterson stated that she received an update from the building inspector who spoke to the property owner's sister. The sister is assisting the property owner in getting the property repaired. An electrician has made repairs, the electrical issues have now passed inspection, and the power is now allowed to be restored. A home inspector will be coming in to evaluate the interior of the house and make any recommendations for repairs needed as well as structural stability of the roof. The owners have been advised to clean up the yard brush and debris. Manager Patterson also explained that this house has not been connected to the sewer system as required by the Ordinance. The property owner has been paying for sewage but is not connected to the sewer line.

Commissioner Darragh made a motion to have Manager Patterson take the action necessary to initiate requiring the homeowner to be connected to the sewer system. President Doebler seconded. The motion passed unanimously.

Neighbor Tom Jarvie stated the electric has been reconnected, stone has been put in the driveway, but nothing else can be seen. He also said that he spoke with the sister who notified him that trees will be planted and a roofer will be coming to look at the roof for repairs. He believes the property needs to be cleaned up and the house is structurally deficient. Manager Patterson stated that the building inspector will be receiving a report from the independent home inspector.

B. GLEN MITCHELL ROAD CORRIDOR IMPROVEMENT:

i. CLEANUP OF SEWICKLEY BOROUGH PROPERTY: Solicitor Stone spoke to the Sewickley Solicitor Dick Tucker who said he would look into the progress, but there is no update yet. Commissioner Darragh stated that the Commissioners should wait until they hear back from Solicitor Tucker. President Doebler stated that the Township has tried to get a response from the Borough Manager, from the President of the Sewickley Board of Council, and the Solicitor of Sewickley Borough. He believes that nothing is being done. He wants to be ready when the leaves fall to take action or throw it away.

ii. MEANOR PROPERTY: Manager Patterson received an update from Officer Hartzell on the progress of the clean-up. Officer Hartzell said the tire pile is getting significantly smaller, there is one car at the bottom of the driveway that he will get an update on, and he will continue to encourage good progress with the clean-up of the property.

C. ELECTRONIC DOCUMENT MANAGEMENT SYSTEM: Solicitor Stone created a summary of general concerns and a review of the Laserfiche contract for the Commissioners to review. He explained that a policy would have to be adopted by resolution. The items would have to be specifically identified as to what will be disposed of, what will be sent to the cloud, and a process on how the documents would be separated, identify where the documents are going, and what is being done with the documents that are not being kept. Commissioner Darragh questioned what documents are permanent and what documents are not permanent. Commissioner Darragh also asked if the Commissioners could have copies of the policies and sample resolutions regarding electronic document management.

Solicitor Stone also explained the Laserfiche contract is completely one-sided. He questioned what the competition may be. He also stated there are at least 10 things he does not like about the contract. He stated that he agreed with Commissioner Darragh's concern to have to go to Los Angeles, CA for arbitration. Solicitor Stone explained that it would not be cost effective for the Township to challenge anything if we have to travel to California for arbitration. Commissioner Darragh also stated that California's contract law is not the same as Pennsylvania's contract law.

President Doebler stated that he asked the sales person if there is room for negotiation in the Laserfiche contract, the sales person stated there is not much room for negotiation. Solicitor Stone stated several concerns regarding the Laserfiche contract. Commissioner Williams stated several concerns regarding the Laserfiche contract. Manager Patterson will check with Jack Onodi regarding our insurance coverage.

D. MOTION TO ADOPT NON-UNIFORMED PENSION PLAN ORDINANCE:

Vice-President Jones made a motion to adopt Non-Uniformed Pension Plan Ordinance. Commissioner Williams seconded. The motion passed unanimously.

NEW BUSINESS:

REQUEST BY A RESIDENT TO PURCHASE A PORTION OF THE PARK PROPERTY:

Manager Patterson stated that she received a request from a resident interested in purchasing a 30' x 110' piece of the Park property as a buffer for his property. Solicitor Stone stated that a public bidding process would have to take place if the Township decided to sell the property. No motion was presented and the Board said they respectfully decline.

Vice-President Jones was approached by a resident regarding the increased number of children playing on Rockledge Drive and suggested the installation of Watch Children signs. Vice-President Jones made a motion to allow Manager Patterson and the Public Works Department to install Watch Children signs on Rockledge Drive. President Doebler seconded. The motion passed unanimously.

CITIZEN PARTICIPATION:

Resident Tom Jarvie questioned the dump truck issue that is still on Weber Road and has never changed. Manager Patterson stated that Officer Hartzell had filed a citation June 19, 2017, the resident has not responded. The 30 period ends today, Officer Hartzell will check with the magistrate on what the next step will be to enforce the citation and removal of the dump truck.

At 8:27 PM the Board moved into executive session to discuss legal claims and pending litigation and returned to regular session at 8:56 PM.

ADJOURNMENT:

Vice-President Jones adjourned the meeting at 8:56 PM.

Respectfully submitted,

Kimberly A. Koskey
Township Secretary