

Commissioners' Meeting Activity**August 21, 2017**

<u>TITLE</u>	<u>MOTION</u>	<u>SECOND</u>
Approve the Workshop Meeting Minutes of August 14, 2017	Comm. Darragh	VP Jones
Appoint Sally Shipley as the Deputy Emergency Operation Coordinator	Pres. Doebler	Comm. Williams
Authorize Bill Davis to implement the proposal to program the alarm system for emergencies at the Township's expense	VP Jones	Comm. Darragh
Install a mass notification and public alert proposal from Swift 911	Deferred	
Defer the motion to install a mass notification and public alert proposal from Swift 911 for 30 days	VP Jones	Comm. Darragh
Submit both a DEP waiver request and a permit application	Comm. Darragh	Comm. Duplaga
Approve the July bill list in the amount of \$43,695.72	VP Jones	Comm. Darragh
Ratify the July pre-paid bills in the amount of \$11,461.69	VP Jones	Comm. Darragh
Ratify the July payroll transfers in the amount of \$17,260.43	VP Jones	Comm. Darragh
Submit both a DEP waiver request and a permit application	Comm. Darragh	Comm. Duplaga
Purchase the \$1 million cyberliability policy and approve the contract with Laserfiche	Deferred	
Defer the discussion of Laserfiche motion for 30 days to review a draft policy	Pres. Doebler	VP Jones
Appoint Carolyn Nash to the Quaker Valley Ambulance Authority Board	Comm. Darragh	VP Jones
Remove the 25 MPH signs on Rockledge Drive	VP Jones	Pres. Doebler
Remove the 20 MPH signs from Sewickley Heights Drive	Comm. Duplaga	Pres. Doebler
Adjournment		

TOWNSHIP OF ALEPPO
BOARD OF COMMISSIONERS
MEETING MINUTES

August 21, 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, Commissioner Michelle Duplaga, Solicitor Harlan Stone, Manager Gwen Patterson and Secretary Kimberly Koskey.

MINUTES:

Commissioner Darragh made a motion to approve the Workshop Meeting Minutes of August 14, 2017. Vice-President Jones 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 July. The report was accepted.

EMERGENCY MANAGEMENT:

Judy Haluka stated that she held the annual Emergency Operation Center drill on July 22, 2017. She also stated that she contacted 13 people that could possibly help in the case of a Township wide emergency. Ms. Haluka explained that there are outstanding mutual aid agreements that need to be completed. She will get more information to complete these agreements for a future meeting. Ms. Haluka explained that Sally Shipley is willing to be the back-up Emergency Management Coordinator in the absence of Judy Haluka or Mary Carolyn Nash.

She also announced that Aleppo Township is now officially in full compliance with Allegheny County's Emergency Management requirements. Ms. Haluka also explained that if the Township would like to do a mock activation she could coordinate with Bill Davis to participate in a drill with the Aleppo Fire Department.

President Doebler made a motion to appoint Sally Shipley as the Deputy Emergency Operation Coordinator. Commissioner Williams seconded. The motion passed unanimously.

Mr. Bill Davis stated that the Fire Department will be having an evacuation drill at Masonic Village in the near future. He explained that there will be eight fire companies participating. He also stated that he could coordinate with Judy Haluka so the Township can participate for their Emergency Operation Center drill.

Mr. Davis also explained that the fire department is working to have a specific tone to alert the residents if there was a Township wide emergency. He explained that he had a quote to install a button at the Fire Department that would set off a specific tone for an emergency. He stated that somebody would have to be in

charge of getting to the Fire Department to push this button. He would get an electronic key access for this person. He stated that the residents would have to be notified of this tone. Judy Haluka questioned whether a reverse 911 system or the alert tone would be more efficient. Manager Patterson explained that she got a quote from Swift Reach of \$1,250 for a reverse 911 system. Commissioner Darragh recommended possibly having a practice test for 3 consecutive Saturdays to notify the residents of the specific Emergency tone. He also expressed his concern on the difficulty of obtaining a reliable data base of resident's phone numbers. Mr. Davis also expressed his concern that during an emergency there would have to be somebody in charge of getting the reverse 911 activated.

Vice-President Jones made a motion to authorize Bill Davis to implement the proposal to program the alarm system for emergencies at the Township's expense. Commissioner Darragh seconded. The motion passed unanimously.

Commissioner Williams made a motion to install a mass notification and public alert proposal from Swift 911. Commissioner Duplaga seconded. There was discussion of deferring the action for 30 days.

Vice-President Jones made a motion to defer the motion to install a mass notification and public alert proposal from Swift 911 for 30 days. Commissioner Darragh seconded. The motion passed unanimously.

ALEPPO TOWNSHIP VFC:

Mr. Bill Davis gave his report to the Board and the public for January 2017 to August 21, 2017. The report was accepted.

PUBLIC WORKS:

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

COMMUNICATIONS:

President Doebler read emails from two residents concerning the deer population and the appointment of Mary Carolyn Nash to the Quaker Valley Ambulance Authority Board.

TAX COLLECTOR:

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

TREASURER:

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

FINANCE:

Vice-President Jones made a motion to approve the July bill list in the amount of \$43,695.72.
Vice-President Jones made a motion to ratify the July pre-paid bills in the amount of \$11,461.69.
Vice-President Jones made a motion to ratify the July payroll transfers in the amount of \$17,260.43.
Commissioner Darragh seconded. The motions passed unanimously.

ALEPPO TOWNSHIP AUTHORITY:

No report.

QVCOG:

President Doebler reviewed a report submitted by the COG. This report is an overview of current and future projects created by the COG. These projects include implementing a GIS system, a Household Hazardous Waste event on September 23, 2017, Capital Improvements, the ACT 172 Tax Rebate Program, and upcoming COG meeting dates.

AMBULANCE AUTHORITY:

No report.

ENGINEER'S REPORT:

Ben Gilberti from HRG Engineering stated that they are still waiting for Youngblood Paving to notify them when they will start the paving projects in Aleppo Township. He also reported that he is finalizing the Roadway Management/Asset Management Plan and it should be final for budget season. He also explained that a co-worker from HRG gave a presentation on a web-based GIS system. He stated that the maps could have accessible data within the system for a proposed amount per year for the GIS system. Mr. Gilberti also reported that he was having difficulty getting reasonable estimates for Sewickley Heights Drive core drillings.

MS4:

Ben Gilberti from HRG Engineering gave a presentation on MS4 which included a summary of Aleppo Township's MS4 responsibilities. He gave an overview of the basics of MS4 which included the Minimum Control Measures, Pollution Reduction Control Plans, Aleppo Township's PRP Summary, and the timeline for Compliance. He explained what the (NPDES) National Pollution Discharge Elimination Systems is. He also explained what (MS4) Municipal Separate Storm Sewer Systems are. He explained that MS4 began in 1972 with the Clean Water Act. He also explained that the Township will be applying to renew the permit in 2018 with the Pollution Reduction Control Plan to regulate storm water. Mr. Gilberti stated that there are Minimum Control Measures statewide. He stated the goal is to increase the quality of the storm water that discharges from urbanized areas. He gave a detailed explanation of the six MCM's required by the state. Mr. Gilberti also explained that documentation is very important when inspecting/sampling the outfalls. These 30 outfalls each have to be inspected/documented once every 5 years. He also submitted the timeline for the Township to be in compliance with the MS4 program. Mr. Gilberti explained that the permit application is due September 16, 2017 with a \$500.00 review fee. He stated the Township could apply for a waiver from the MS4 Permit requirements.

Commissioner Darragh made a motion to submit both a DEP waiver request and a permit application. Commissioner Duplaga seconded. The motion passed unanimously.

SOLICITOR:

No report.

OLD BUSINESS:**A. LEETWOOD AVENUE PROPERTY COMPLAINT:**

Manager Patterson explained that she had a meeting with the Solicitor and the Building inspector to discuss the issues and updates regarding the Leetwood Avenue property. She also explained that the Building Inspector inspected the inside of the property and did not find that it met the standard of threat of imminent collapse or the requirement for condemnation. The Building Inspector has a few more issues that the sister has been cooperating with repairing. Solicitor Stone stated that there are a couple of questions in regarding Zoning that will be discussed at a later date. This will be reviewed at the next meeting.

B. ABANDONED VEHICLE ISSUE ON WEBER ROAD:

Manager Patterson reported that Officer Hartzell spoke to the property owner regarding this issue on August 19, 2017. The resident stated that he will have the vehicle junked by the end of the week. Officer Hartzell will check if the vehicle has been removed. This will be reviewed again at the next meeting.

C. CHILDREN PLAYING SIGNS:

President Doebler announced the Children Playing signs have been installed on Rockledge.

D. ELECTRONIC DOCUMENT MANAGEMENT SYSTEM/CYBER INSURANCE:

President Doebler explained that the Township has a quote from Laserfiche that raised concerns with respect to indemnification. Manager Patterson explained that she got a proposal from the Township's insurance carrier with three levels of protection along with three levels of cost. Solicitor Stone stated that he can get a sample policy regarding an electronic document management contract. He also explained that he just attended a conference regarding electronic document management and learned how municipalities are at great risk of being hacked.

President Doebler made a motion to purchase the \$1 million cyberliability policy and approve the contract with Laserfiche. Commissioner Williams seconded. There was discussion of deferring the action for 30 days.

Solicitor Stone stated that he will review the insurance policy for the next meeting. Commissioner Darragh expressed his concern that if the Township was hacked, there could be no claim against Laserfiche according to their contract.

President Doebler made a motion to defer the discussion of Laserfiche motion for 30 days to review a draft policy. Vice-President Jones seconded. The motion passed unanimously.

NEW BUSINESS:

A. FUTURE PAVING: ISLANDS ON SEWICKLEY HEIGHTS DRIVE:

Vice-President Jones explained that due to future work in Sewickley Heights Manor several discussions have been brought to his attention regarding removing the islands, changing the size of the islands, or leaving them as they are. The complaints include trucks driving over them. Ben Gilberti from HRG Engineering stated that if any reconstruction is going to be done it should be discussed ahead of time before they proceed with the road project. This will be discussed at future meetings.

B. MOTION TO APPOINT MARY CAROLYN NASH TO THE QUAKER VALLEY AMBULANCE AUTHORITY BOARD:

Commissioner Darragh made a motion to appoint Mary Carolyn Nash to the Quaker Valley Ambulance Authority Board. Vice-President Jones seconded. The motion passed unanimously.

C. VACANCY ON ZONING HEARING BOARD:

Manager Patterson explained that Ron Barber from the Zoning Hearing Board passed away recently and this is the reason for the vacancy. She also stated that if there are any interested candidates to notify the Township office.

D. SPEED LIMIT SIGNS IN SEWICKLEY HEIGHTS MANOR:

President Doebler read emails from several residents concerned about the speed limit on Rockledge Drive and throughout Sewickley Heights Manor. Solicitor Stone explained that if the Township would like to deviate from the State mandated 25 MPH in a residential neighborhood a road study would have to be done. The road study is very expensive and must be done by a PennDot approved engineer. The cost of this study is \$25,000-30,000.

Vice-President Jones made a motion to remove the 25 MPH signs on Rockledge Drive. President Doebler seconded. The motion passed unanimously.

Commissioner Duplaga made a motion to remove the 20 MPH signs from Sewickley Heights Drive. President Doebler seconded. The motion passed unanimously.

CITIZEN PARTICIPATION:

Resident Chris Grimm from Merriman Road expressed his concerns regarding speeding on Merriman Road from the employees coming to and leaving Masonic Village. President Doebler asked Chief Micklos to have a patrol to write tickets on Merriman Road.

At 9:35 PM the Board moved into executive session to discuss legal claims and pending litigation and returned to regular session at 10:06 PM.

ADJOURNMENT:

President Doebler adjourned the meeting at 10:08 PM.

Respectfully submitted,

Kimberly A. Koskey
Township Secretary