

Workshop Meeting Activity

April 13, 2015

<u>TITLE</u>	<u>MOTION</u>	<u>SECOND</u>
Approve March 16, 2015 Legislative Meeting Minutes.	Comm. Lisanti	Pres. Gartner
Approve March 26, 2015 Special Meeting Minutes.	Comm. Lisanti	Pres. Gartner
Accept Paving Section #1 with the additional cost of \$18,000 more than what was budgeted.	Comm. Lisanti	VP Doebler
Table Commissioner Lisanti's motion to accept Paving Section #1 with the additional cost of \$18,000 more than what was budgeted.	VP Doebler	Pres. Gartner
Adjournment	Comm. Jones	VP Doebler

TOWNSHIP OF ALEPPO

WORKSHOP MEETING MINUTES

April 13, 2015

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, Commissioner George Jones, Commissioner Anthony Lisanti, and Manager Gwen Patterson. Commissioner Joanne Schollaert was not in attendance.

MINUTES:

Commissioner Lisanti made a motion to approve the March 16, 2015 Legislative Meeting minutes and the March 26, 2015 Special Meeting minutes. President Gartner seconded the motion. The motion passed unanimously.

PRESENTATION BY SEAN GARIN OF DINSMORE & SHOHL REGARDING BOND REFINANCING:

Mr. Garin of Dinsmore & Shohl introduced himself and thanked the Commissioners for retaining him to represent the Township as the bond counsel. He explained that he is the lawyer for the Township representing their interests regarding the bond refinancing. He had prepared a draft for the debt ordinance which was given to the Commissioners for review. The Commissioners were also provided a copy of the timeline from PFM for the Advance Refunding of the Township's 2011 bonds. He explained that the plan is to prepare and present a debt ordinance that will authorize the issuance of the bonds at a maximum amount at maximum interest rates with a contingency listed on page 40 of the ordinance, being it can only occur if the financial advisor can arrange a sale of the bonds through the underwriter with a savings of at least \$800,000 to the Township. This ordinance will be presented next week at the Commissioners Meeting to be voted on. He will run the legal ads this week. The ordinance will sit for a couple of weeks until the result of the bond sale. If presented and approved there will be no further need for public action or approval.

President Gartner asked if this is a one-time chance to refinance. Mr. Garin explained that the Township can only advance refund more than 90 days before the call date one time. Mr. Garin stated that the legal ads are due to run in the Sewickley Herald and the daily Trib this Thursday. He is required to run the ad three days in advance to the vote according to the Debt Act. He will be back Monday, April 20, 2015 to present and presumably vote on the ordinance. Commissioner Jones asked Manager Patterson if Solicitor Stone has reviewed this ordinance. Manager Patterson stated that he was given the ordinance for review. Mr. Garin stated that he will also be discussing this with Solicitor Stone personally.

DISCUSSION OF OVERLOOK DRIVE PAVING:

Ben Gilberti provided a report to the Commissioners regarding a summary of the paving project status for Overlook Drive. He explained that he met with the contractor from El Grande Paving, he also walked/drove the roads and asked the contractor to provide a cost to modify the pavement section from the original design. The original design had a pavement section with no stone base and he and the contractor agreed that this is not adequate for the amount of traffic that Overlook Drive sees. He provided two Full Depth Paving Sections with an itemized price of what would need to be done. He also asked the contractor to provide a cost for a heavy duty Tensar Fabric which is very strong and increases the life of the pavement. Mr. Gilberti also identified that the quantity of backfill in the original contract was too light and asked the contractor to provide a number for an accurate idea for that cost. He also met with Oxford Development to give them a project update and to ask for their assistance in providing contact information for the local businesses to spread the word with the goal of minimizing disruption to those facilities. He explained the two choices for the change order of the project; Pavement Section #1 would cost approximately an additional \$18,000. Pavement Section #2 would decrease the price at approximately \$32,000. He believes Pavement Section #1 is the better choice due to the amount of truck traffic on Overlook Drive and for 20-30 years in the future.

Mr. Gilberti found a couple of items in the contract that were too high which will be another savings for the Township. El Grande would like to start next week. Mr. Gilberti would like to have a vote on this next week. He also rode along with the road master to identify areas of concern with roads that have deteriorated through this past winter. El Grande will address those without any further cost to the Township.

Commissioner Lisanti stated that he agreed with Mr. Gilberti regarding the Overlook project along with the change order of the contract. Commissioner Lisanti also agreed with the Option #1.

Vice President Doebler questioned the difference of the 2 option. Mr. Gilberti that Option 1 is for industrial parks, and for heavy truck traffic. Option 2 is usually used for residential traffic. Vice President Doebler asked where the \$31,000 comes from. Mr. Gilberti explained that this would be due to not placing two inches of the 19mm pavement along with less excavation.

President Gartner asked about the prior drainage concerns. Mr. Gilberti believes the drainage grade is working and draining to the low point. He will work with the contractor to correct small issues if needed.

Commissioner Lisanti recommends Option 1. Commissioner Lisanti made a motion to accept Paving Section #1 with the additional cost of \$18,000 more than what was budgeted. Vice President Doebler seconded the motion. Vice President Doebler asked where the extra \$18,000 would come from. Manager Patterson explained that there are no paving projects budgeted for 2015. The 2015, 2016, and 2017 plan was to save some money for future paving in about 5 years. Vice President Doebler asked how much was planned on saving over the next couple of years.

Manager Patterson stated that in the 2015 budget there was to be a transfer of \$300,000 from the General Fund into the paving account, then smaller amounts over the next few years.

Vice President Doebler made a motion to table Commissioner Lisanti's motion to accept Paving Section #1 with the additional cost of \$18,000 more than what was budgeted. President Gartner seconded. The motion passed unanimously.

DISCUSSION OF ALEPPO TOWNSHIP POLICIES:

Manager Patterson explained the recommendations from the auditor that there are 6 more policies recommended to complete the Township Rules. Four of the six policies were presented to the Commissioners which included the Whistleblower Protection Policy, the Anti-Fraud Policy, the Travel Reimbursement Policy, and the Employee Cell Phone Use Policy. Vice President Doebler would like the Employee Cell Phone Use Policy to include no cell phone use while driving, except for emergency purposes. Manager Patterson will revise the cell phone policy and have the 4 policies on the agenda for next week. President Gartner asked if there will be a policy book collated with all of the policies. Manager Patterson explained that there will be one put together very soon.

DISCUSSION OF LOUIE & SONS SUBDIVISION APPLICATION:

Manager Patterson explained that this application was reviewed by the Planning Commission to subdivide a parcel on Glenfield Road. This application was reviewed by the County and by the Engineer and was recommended for approval subject to meeting the Engineer's and County's conditions. This gives the developer and applicant time to make corrections as needed. Solicitor Stone is also reviewing the application. The application may not be ready for approval at the next meeting because Manager Patterson is waiting for Solicitor Stone's review and the applicant's changes.

DISCUSSION OF TRAPIZONA/MENDICINO SUBDIVISION APPLICATION:

Manager Patterson explained that this application was also reviewed by the Planning Commission to subdivide a parcel on Glen Mitchell Road. This application was also reviewed by the County and the Engineer and was recommended for approval subject to meeting the Engineer's and County's conditions. Solicitor Stone is also reviewing the application. There are also questions by the surveyor that need to be answered before this can be ready for approval. She also stated that she has the drawings available in her office for review.

PRESENTATION BY EMC JUDY HALUKA REGARDING EMERGENCY OPERATIONS PLAN:

Judy Haluka gave her presentation regarding the Township's Emergency Operations Plan. She explained that she has completed a binder with the Public Plan. There are also supporting resource binders including Masonic Village's EOP, the Fire Departments EOP, and the Authority's EOP which are all confidential due to the contact information and security information involved. The public portion of this presentation was prepared to be adopted by Resolution at next week's meeting. She explained that there are still requirements needed to complete this plan that are directed by PEMA and State Law. She also explained that the Township has to be compliant with the NIMS (National Incident Management System) requirements. She stated that the Township has to be in compliance with these two programs in order to qualify for specific funding including disaster funding for the residents. There is also annual mitigation funding from PEMA for the Township that would not be available if the Township is not compliant. This funding is available with a mitigation plan submitted by the

Township. The County also has funding available with a Mitigation Plan, this plan is due by the end of the year. She provided information in her report which includes the liability statement given by the County for every municipality. This liability statement explains that if the Township is not in compliance with PEMA and NIMS the Township is liable.

Ms. Haluka described the process that would take place if there were a Township Emergency. The Fire Chief would be on scene and in charge directly at the emergency and the Emergency Officers would dispatch to the designated Emergency Operation Center. The Emergency Operation Center must be activated once annually via table top, partial response, or a full scale response. She explained that there has to be an Emergency Management Coordinator and introduced Mary Carolyn Nash who has agreed to take this position. Ms. Haluka also explained that it does not have to be a major disaster to dispatch the EMP. She stated that Vice President Doebler is the Public Information Officer who is responsible for communication to residents for their safety and public information. Ms. Haluka and Manager Patterson have implemented a plan to have a pre-recorded phone number to alert the public in a Township emergency. Ms. Haluka stated that she does not have a Safety Officer as of yet, and they do need one for the committee.

Ms. Haluka explained that there has to be an Emergency Planning Committee which is chaired by the Emergency Management Coordinator. She has two people, Jeff and John, from World Vision from the Industrial Park, Lynn who is in charge of disaster response at Masonic; Pam Smith who is a resident; she would like one more resident on the committee; Commissioner Jones, and Manager Patterson. She would also like to have Sally Shipley handle the logistics if she will agree. She stated that each elected official has to complete an online training to be compliant. She explained that she has set up a cart with the necessities involved in case of an emergency for the EMC.

Ms. Haluka also explained that the County has a Hazard Mitigation Plan in place, when it is accepted by the state each municipality can adopt the same plan by resolution. A mitigation plan has to be submitted by the Township which she and Manager Patterson are working on. There must be a current EOP adopted by resolution to be compliant with the Federal mandate. The Township will be compliant with NIMS as soon as the Commissioners have completed their online training. The Township will then be fully compliant. Ms. Haluka stated that there are several purchases that still need to be made to complete the equipment needed for the EOP which include 4-6 radios and a dedicated lap top computer. She stated that she will ask Masonic to be the emergency shelter and have the fire hall as the back-up. Another requirement is citizen education which she has outlined in her plan. She stated that she has to have a Hazmat response due to the industrial park. After a drill has been implemented along with all of the requirements stated, the Township will be fully compliant.

Commissioner Jones asked how often does this have to be renewed. Ms. Haluka explained that it has to be renewed every two years. Commissioner Jones also asked if there are consequences to not being compliant. Ms. Haluka stated that there are consequences, including not being eligible for disaster relief aid.

UNFINISHED BUSINESS:

Fire Chief Bill Davis gave a report regarding the responses from the Volunteer Fire Company. He also commented on the Fire Company's involvement on the EOP and they will help as much

as they can. He also discussed the QRS Plan to implement AED's to the emergency vehicles and to the Township Building. He had a list to outfit two trucks with all of the necessary equipment to comply with the QRS Plan with a cost of \$7,000 per truck. He stated that the VFC already has some of the equipment but there is still a lot of equipment that would need to be purchased. He believes the Fire Company will have to wait for funding and for commitment from the Fire Company for the certifications. There was discussion on how this money could possibly be raised through the residents, Masonic, and the Industrial Businesses. Mr. Davis also announced that the VFC will have an Open House for the Township Residents on May 9, 2015 from 11am-3 pm.

NEW BUSINESS:

Commissioner Lisanti stated that he, the Authority Chairman, and the Authority's Consulting Engineer had a meeting with Senator Smith requesting a grant of \$250,000 to help the Authority pay for the new water line. He believes that Senator Smith and his assistant are very supportive of the Authority. They would like to have communication with the Gas Company due to the idea that if the water line would break, the effect that would have on the gas line. The Gas Company has not been responsive as of yet with the situation.

Commissioner Lisanti explained that the Authority has received a letter from West View Water indicating that their water rate is going up 26% when the Authority had estimated 10%. He found in the study that Aleppo Township's rate is actually going up 31% based on the reallocation of the amount of revenue now required from the resale customers namely Aleppo Township and others. He wants to meet with Solicitor Stone and West View Water to discuss the contract. Commissioner Lisanti believes that West View Water is the only viable option for the Township's water supply. The Authority's Consulting Engineer is going to review the budget for 2015 and 2016 and will determine the impact on the residents.

Commissioner Lisanti stated to Vice President Doeblner that the electronic billing should be active this week.

CITIZEN PARTICIPATION:

Len Kinter thanked the Commissioners for getting the bond issue underway.

ADJOURNMENT:

Commissioner Jones made a motion to adjourn the meeting. Vice President Doeblner seconded. The motion passed unanimously. The meeting was adjourned at 9:07 pm.

Respectfully submitted,

Kimberly A. Koskey
Township Secretary