

**BLAIR TOWNSHIP BOARD OF SUPERVISORS
375 CEDARCREST DRIVE
DUNCANSVILLE, PA 16635**

MINUTES OF THE MONTHLY MEETING OF NOVEMBER 15, 2016

Chairman Richard Lasek called the meeting to order at 7:00 p.m. and led the assembly in the salute to the flag.

In attendance were Chairman Lasek and Supervisors Palmer Brown and Edward Silvetti, Secretary/Treasurer Betty Robertson, Police Chief Roger White, Building Code and Ordinance Enforcement Officer Donald Ott, Road Foreman John Reed, Teddie Kreitz, representing Keller Engineers, and Solicitor Chris Jancula.

A Special Meeting was held this evening at 6:00 p.m. to discuss the Atlantic Broadband Cable Franchise Renewal Agreement. The meeting was advertised as per Second Class Township Code on November 5th, 2016.

The next Public Supervisors Work Session is being re-scheduled for noon on November 29th, 2016. This decision cancels the Work Session previously advertised for November 22nd.

Chairman Lasek announced: "Public comment is both welcome and invited. Any persons wishing to speak on an agenda item or during the public comment period will be limited to five minutes per person." Attendees were asked to silence their cell phones.

Supervisor Silvetti made a motion to approve the minutes of the Monthly Business Meeting of October 11, 2016. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Payroll and payroll liabilities for the month of October totaled \$40,182.44. General Fund disbursements for the month of October totaled \$161,424.15. Liquid Fuels Account disbursements totaled \$123,617.22. Local Services Tax disbursements totaled \$1,652.00. Supervisor Silvetti made a motion to approve total disbursements in the amount of \$326,875.81. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Chairman Lasek made a motion to approve the Treasury Balance for October 2016 as \$855,824.53. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Chairman Lasek made a motion to approve the "Specific Service Investment Account Funds" Treasury Balance for October 2016 as \$177,598.00. Supervisor Silvetti seconded the motion. The motion passed with a unanimous vote.

Trina Illig prepared the following **FY 2016 CDBG Agreements** for review and execution:

- 1) Supervisor Silvetti moved to **approve** the **Cooperative Agreement** between the County of Blair and the Township of Blair for the FY 2016 CDBG Grant Administration. Supervisor Brown seconded the motion. It was noted that the grant

- administration has shifted to the Blair County Planning Commission. The motion passed with a unanimous vote.
- 2) Chairman Lasek made a motion to **approve Resolution No. 2016-09** authorizing the County of Blair to make application and administer the FY 2016 CDBG Grant funds on behalf of the Township of Blair. Supervisor Silveti seconded the motion. The motion passed with a unanimous vote.
 - 3) Supervisor Brown made a motion to **approve the FY CDBG Grant General Application** allocating \$71,317 to Housing Rehab and \$15,654 (18%) to Admin for the County. Supervisor Silveti seconded the motion. The motion passed with a unanimous vote.

Following advertisement, applications and interviews, Supervisor Brown made a motion to **hire Rhudell Gates** to fill the full time vacant Road Crew member position. Supervisor Silveti seconded the motion. Supervisor Brown commented that many applications were received, five qualified applicants were interviewed. The choice was then narrowed down to three. The starting salary is \$12.00 per hour and includes the benefit package afforded all full time employees. Road Foreman John Reed stated that he is happy with the choice and is looking forward to the additional help. Supervisor Silveti seconded the motion. The motion to **approve hiring Rhudell Gates**, effective immediately, passed with a unanimous vote.

The status of Sunoco's request for **permission to exceed weight restrictions** on **Mill Road** and **Monastery Road** was discussed. Supervisor Brown commented that Sunoco was recently granted an extension on their DEP permits. Solicitor Jancula stated that he has not received any further follow-up information from Sunoco.

Officer Ott reported that the **CDBG-funded demolition** project at **2198 Reservoir Road** is complete, with the exception of some minor seeding. He commented that Earthmovers, Inc. did a phenomenal job, noting there was a lot of physical labor required to bring the site into compliance.

Chairman Lasek announced that the owner has **withdrawn** the proposed **Blair Chalet 14-unit apartment development plan**. It was noted that based on feedback from DEP, significant maintenance would need to be done in order to get the on-site sewage treatment plant up and running properly.

Solicitor Jancula stated that the **Municipal Services Mutual Aid Agreement** is currently on hold, noting he is waiting to hear from Attorney Nathan Karn and/or Attorney Larry Lashinsky.

Dennis Wiseman has submitted a **request to be re-appointed** for a 5-year term to the **Blair Township Water & Sewer Authority**. His current term expires 12/31/2016. Supervisor Silveti stated that speaking for himself, he would like to see some new members appointed to the Authority, noting the length of time that certain members have remained on the Authority due to re-appointments. He suggested that the Supervisors review the Talent Bank Applicants prior to making their decision. No action is needed until the December Business Meeting.

Chairman Lasek made a motion to approve the **Computer Maintenance Contract Renewals** between **A.J. Delerme** and Blair Township Municipal Office and the Blair Township Police Department. Supervisor Silveti seconded the motion. The contracts do not reflect any change

in service or cost increases from the current 2016 Agreements. The cost for monthly service for the Municipal Office is \$160, which includes offsite backup. The cost for monthly service for the Police Department is \$150, which includes offsite backup. Supervisor Silveti stated that Mr. Delorme is very accessible when the Township requires computer assistance. The motion to **approve the Computer Maintenance Contract Renewals** passed with a unanimous vote.

Supervisor Brown made a motion to **approve the Blair County Planning Commission's** request for **Annual (2017) Local Share Contribution** in the amount of **\$1,617.84**. Supervisor Silveti seconded the motion. The BCPC provides land development reviews for projects proposed within the Township. The fee is 36¢ per capita. The motion **passed** with a unanimous vote.

Supervisor Silveti commented that it is standard practice for any employer to have **wage/salary schedules, including minimum-maximum ranges by class of employees** in place; Blair Township has no such salary schedule for non-uniform staff. Using PSATS's annual survey of hourly and salary ranges for Pennsylvania township employees, Supervisor Silveti has compiled and has distributed Wage/Salary Alternatives for Blair Township to the other Supervisors. He asked them to study the alternatives and to prepare to vote one for adoption.

Supervisor Silveti is in the process of writing **Job Descriptions for Township employees**, noting that he has completed these with the exception of the position of Secretary/Treasurer.

The information was provided to Chairman Lasek and Supervisor Brown for review. **Personnel related items**; specifically, Job Descriptions and Wage/Salary Schedules will be discussed in greater detail at the November 29th Work Session.

The **Township 2017 Draft Budgets** are prepared. There are a total of five Budgets to be advertised for public review and inspection prior to the Adoption Meeting of December 13th. Two scenarios were prepared for the General Fund Budget, one reflecting basics, to include a full time Office Professional, 3% pay increases, 11.4% increase in hospitalization expense, and an annual per capita contribution in support of the IRC. The second scenario reflecting a full time Police Officer effective 04/01/17 and also a proposed Township Manager effective 07/01/2017, in addition to the items outlined in scenario #1. Mrs. Robertson, Secretary/Treasurer, is requesting the second scenario be considered for adoption.

With County R/E Reassessment nearing completion, the Municipality's 2017 adopted and adjusted (per reassessment) tax millage may be set to remain revenue neutral or be increased to provide up to 110% of revenue based on the 2016 millage. No **Real Estate Tax** increase is budgeted or deemed by the Supervisors or Treasurer as necessary for 2017. Once the County has established the new Real Estate values, the Township 2017 millage rate will need to be adjusted, to remain **R/E tax revenue neutral or increase this up to 110% of the 2016 level**.

Budget narratives were provided for each budget, outlining expected income and necessary and requested expenditures. All narratives reflect adequate beginning balances (2017) and adequate carryover balances (2018). Budgeted items that were not expended in 2016 were carried forward into 2017, specifically reflected in the Local Services Tax Account, the Act 32 2012 Account and the Capital Reserve Account.

After reviewing the Budget proposals in detail Supervisor Brown made a motion to **approve advertising** the Proposed Budgets for public review, specifically General Fund Budget scenario #2. Supervisor Silvetti seconded the motion. Supervisor Brown commented that he appreciated the amount of work that went into the preparation of the budgets. The motion to advertise passed with a unanimous vote.

Chairman Lasek called for **Other Business**.

Supervisor Silvetti commented that he felt the Township should henceforth declare the day after Thanksgiving as “closed” for the Blair Township employees. This would not be a “holiday” but instead a day to remain closed, noting most business establishments are closed the day after Thanksgiving. No action was taken.

Chairman Lasek called for anyone not on the agenda that wished to speak.

There being no further business, Supervisor Brown made a motion to adjourn. Supervisor Silvetti seconded the motion. The motion passed with a unanimous vote.

The meeting adjourned at 8:00 p.m.

Respectfully Submitted by:

Betty Robertson
Secretary/Treasurer