

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

MINUTES OF THE MONTHLY MEETING OF FEBRUARY 14, 2017

Chairman Edward Silveti called the meeting to order at 7:03 p.m. and led the assembly in the salute to the flag.

In attendance were Chairman Silveti and Supervisors Palmer Brown and Richard Lasek, Secretary/Treasurer Betty Robertson, Chief of Police Roger White, Building Code and Ordinance Enforcement Officer Donald Ott, Road Foreman John Reed, Chris Dutrow and Brian Shura of Stiffler, McGraw & Associates and Solicitor Michael Rouch.

An Executive Session for the purpose of discussing personnel and a litigation matter for which a legal complaint may be filed is planned at the conclusion of tonight's business items.

Chairman Silveti 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 Lasek made a motion to approve the minutes of the Annual Organizational Meeting of January 03, 2017. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve the minutes of the Monthly Business Meeting of January 03, 2017. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Disbursements for the month of January: Payroll and payroll liabilities totaled \$40,824.88; General Fund disbursements for the month of January totaled \$38,985.36; Liquid Fuels disbursements totaled \$2,546.89; and Local Services Tax disbursements totaled \$20,359.88. Supervisor Brown made a motion to approve total disbursements in the amount of \$102,717.01. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve the Treasury Balance for January 2017 as \$770,396.37. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Disbursements for the month of January 2017, Act 32 Account expenditures: \$50,000.00 transfer to Capital Reserve Account and \$5,870.00 MS-4 ICS Fee. Supervisor Lasek made a motion to approve total disbursements in the amount of \$55,870.00. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve the "Specific Service Investment Account Funds" Treasury Balance for January 2017 as \$137,657.74. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Teddie Kreitz of Keller Engineers presented a schematic plan and details for Blair Township's **GP-3 Bank Stabilization project**. This is a continuation to the on-going Stream Bank Stabilization project located to the rear of the Municipal Building and the Water and Sewer Authority property. This project is part of the master plan approved in 2016 and funded by the Blair County Conservation District. Keller Engineers initiated the project and work continues toward the goal of stabilization of the stream bank. There is a 30-foot stretch of eroded stream bank that the Blair Township Water & Sewer Authority is willing to assist in correcting.

Beth Futrick further explained the **GP-3 plan**, as presented, noting it is similar to a buffer project that was previously funded through the Fish and Wildlife Grant. The BCCD is proposing green enhancements and is providing the funding for the material. The grant will cover the engineering expenses, live stake plantings, and the Authority staff is providing in-kind labor. Beth offered visuals making suggestions to various types of plantings, noting the chosen plantings are fast-rooting species and easily maintained.

Teddie Kreitz stated that **Adam Long** is in the process of preparing to re-bid the **Rain Garden Project**, as funded through the Alliance for the Bay. The project was bid in 2016, but not awarded, due to the unexpected high bid results. Currently, there is a 50% tax credit program that is in effect which would provide the contractor with a 50% tax refund.

Supervisor Lasek made a motion to have **Stiffler McGraw re-submit the Edgewood Drive Stormwater Retention Pond Retrofit Grant**. Supervisor Brown seconded the motion. This project was submitted in 2016, but not chosen as an eligible project. **Brian Shura** explained that the project would give the Township more credits for pollution reduction. This involve a wetland bio-retention plan to treat the water flow from larger storms and would contribute as a whole toward the MS-4 ISC (Intermunicipal Stormwater Committee) group. Chairman Silveti commented that, with respect to future ISC-sponsored BMP proposals, a determination will need to be made regarding implementation cost-sharing among the ISC member municipalities. This particular project qualifies for a \$200,000 maximum grant, and it is expected that the Edgewood project has a good chance of being funded. The motion to have Stiffler McGraw resubmit the **Edgewood Drive Stormwater Retention Pond Retrofit Grant** application passed with a unanimous vote.

Brian Shura of Stiffler McGraw and Associates addressed the Supervisors, presenting mapping of the **MS-4** regulated area, outlining the urbanized areas. Brian presented a detailed and informative description of the process as proposed by Stiffler McGraw, noting that they are ready to get "boots on the ground". He explained that the 2010 Census, in part, established the urbanized areas. Additionally, DEP provided digitized mapping and the County of Blair provided the Data Dictionary, specific to MS-4 mapping. He commented that the mapping would be an excellent maintenance tool for the Highway Department. Hard maps would be provided and are also accessible through the Blair County Website. After follow-up discussion, the Supervisors concluded that the Township's MS-4 mapping would be established to one meter. Finally, mapped MS4 information ties into the neighboring municipalities and is also used to establish sewer sheds. Stiffler McGraw has estimated the approximate cost at \$20,000 to \$25,000 for the entire mapping project. Supervisor Brown made a motion to **approve Stiffler McGraw to undertake and complete all mandated MS-4 required mapping**. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote. Supervisor Lasek reminded all that MS4 is an example of the unfunded mandates placed on municipalities.

Brian Shura continued his update to the Township on its current MS-4 Program. He commented that statewide the program is moving slowly. DEP, even though short-staffed, will take more of an enforcement stance. Currently, five-year inspections are expected. Rick Barrett of DEP was assigned the duty of inspecting the MS-4 programs; Mr. Barrett previously inspected Blair Township's MS-4 program. Stiffler McGraw represents four other municipalities in Blair County and their MS-4 programs. Brian stated that a written MS-4 Program will be given to the Township as documentation of compliance. This documentation specifically will include the MCM (Minimum Control Measures) outlining compliance with pollution control and good housekeeping. Brian will also review the previous Annual Report, the Environmental Assessment and any outfall screening, as prepared by Keller Engineers. The permit period ends on March 10th. A Pollution Reduction Plan will be prepared on behalf of the participating municipalities by the ISC group.

C. E. Wood Construction has submitted for approval the first invoice for the **Removal of Architectural Barriers**; a CDBG funded project at the Township Municipal Office. The amount of the invoice is \$6,390.00. Chris Dutrow, referencing information received from Brian Endler, commented that the contractor has submitted several change orders to the original contract. The first, new GFC outlets, increases the cost by \$618.49. The second, Exhaust Fans in the restrooms, mandated by the UCC, total \$1,159.17. Finally, a credit of \$230.13 will accrue for the wall base in the lobby. Supervisor Lasek moved to **approve the first invoice** in the amount of **\$6,390.00**. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Greendown Acres Sewerage System Replacement Street Repairs Project was discussed. Pending finalization of bid documents prepared by Stiffler McGraw, and COHRA and Solicitor Routch's reviews, the project should be ready for bidding advertisement. Supervisor Lasek made a motion to **approve advertising** the Greendown Acres Street Repair project for bid, pending completion and review of the documents. Supervisor Brown seconded the motion. The motion to advertise the project for bid passed with a unanimous vote.

Chairman Silvetti commented that, as pertaining to the **Greendown Acres Sewerage System Replacement project**, Tim McGaw of **Blair Township Water and Sewer Authority**, previously had submitted approximately \$11,000 in CDBG reimbursement requests which he believes should be paid under the subject grant/project. Chairman Silvetti will prepare a letter and submit these costs for DCED review. If deemed eligible for CDBG reimbursement and if funds remain, payment will be promptly authorized.

Finally, with reference to the **Greendown Acres Sewerage System Replacement project**, the contractor incorrectly used the **2015 Wage Rates** decision rather than a later 2016 version. The wage difference is approximately **\$4,100**. Chairman Silvetti commented that there are sufficient funds remaining to make up the difference, but that guidance is sought from Mr. Furmanchik's Redevelopment Authority staff.

Larry Himes has ceased hauling on **T373 (Catfish Road)** and is now requesting release of the Road Bond. Supervisor Lasek made a motion to release the Himes Road Bond. Supervisor Brown seconded the motion. The Highway Department has visually inspected the roadway and found it to be in order. The motion to release the bond passed with a unanimous vote.

Supervisor Brown made a motion to have Solicitor Rutch advertise Ordinance No. 2017-01, the new Cable Franchise Agreement between Blair Township and Atlantic Broadband. Supervisor Lasek seconded the motion. Chairman Silveti noted that in talking with Tim McGaw, the Authority believes that it already gets “low value video service” otherwise available through the Township’s franchise agreement with Atlantic Broadband, and thus will not need to have that provided through the Township’s agreement. The Township could then designate the additional low value service to another entity. Chairman Silveti will verify this. Supervisor Brown questioned the web access at the Township Garage. Chairman Silveti replied that the new franchise agreement provides for one free additional drop at no charge; this could be the garage. The motion to **advertise Ordinance No. 2017-01, the Cable Franchise Agreement**, passed with a unanimous vote.

Proposals were solicited and received for the provision of **security enhancements** to the Blair Township Municipal Building: 1) ADT \$4,753.00 2) Dibert Electronix \$5,350.00
3) Empire \$7,200.00.

Chairman Silveti summarized the proposals. Supervisor Lasek made a motion to **accept** the recommended proposal as submitted by **Dilbert Electronix** in the amount of **\$5,350.00**. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Supervisor Brown made a motion to approve the hiring of **Colton Trotter** as a Highway Department Crew Member. Supervisor Lasek seconded the motion. Mr. Trotter’s effective hire date is February 06, 2017 and his wage rate is \$12.36 per hour. The motion to **hire Colton Trotter** passed with a unanimous vote.

Supervisor Brown made a motion to **participate in Costars DGS Statewide Contract for Sodium Chloride** (Road Salt/200 Ton Minimum) for the August 2017 through July 2018 season. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve **Resolution No. 2017-04** authorizing the **Blair Township Tax Collector** to collect the following fees; Tax Certification Fee \$15.00, Duplicate Bill Fee \$5.00, Trailer Removal Permit Fee \$2.00. Chairman Silveti seconded the motion. The need for the Resolution, premised on Ordinance 1990-01, was discovered during the Township’s ordinance codification process. The Resolution will take effect January 01, 2018. The motion to **approve Resolution No. 2017-04** passed with a unanimous vote. Supervisor Brown suggested that a Resolution compiling all Township-imposed or authorized fees be approved at the beginning of each year.

Supervisor Brown made a motion to advertise for the sale of the 1995 International 4-WD Truck, including the plow and spreader. Supervisor Lasek seconded the motion. Delivery of the new Highway Truck is scheduled for February 20th. It was suggested that “Municipid” may be the best option when selling the truck. The motion to **advertise the 1995 truck for sale** passed with a unanimous vote.

The **Blair Township Planning Commission** has a **vacancy**. It was suggested that copies of Talent Bank Applications be provided to each of the Supervisors so they are able to review and consider an appointment to the vacancy. It is assumed an appointment would be in order at the March 14th Meeting.

Chairman Silvetti called for **Other Business**.

Chairman Silvetti commented that the **IRC** is in need of broader-based funding if it is to continue operations in the long-term. A line item was added to the Township's 2017 General Fund Budget in the amount of 50 ¢ per capita in support of the IRC. It would seem that what is needed is long-term multi-municipal support.

Chairman Silvetti commented that the Supervisors need to schedule a Work Session to finalize issues relating to the **General Code Codification** project. This needs done in order to complete the Editorial Analysis.

The **Adam Holliday Chapter of the Daughters of the American Revolution** marker, acknowledging improvements to the cemetery through a bequest from Elizabeth "Betty" Holliday Ramsey, will now be placed at the **Holliday Cemetery** in Penn Farms.

Forrest C. Moyer of 1031 Pennington Drive, Duncansville addressed the Supervisors, stating this issue goes back 6 ½ years, and referenced "SALDO Chapter 9; Grading and Soil Erosion". He read from a report he had authored, dated 02/14/2017 and titled: Township Cutting Toe of Slope. Mr. Moyer stated this history, as he had recorded it, began on September 19, 2010.

Following Mr. Moyer's report, Chairman Silvetti asked Mr. Moyer if he could summarize his comments for the purpose of placing these into the minutes of this meeting.

Mr. Moyer expressed his concern for the safety of those who use Forsht Drive, and the Township's assumed liability if the event the slope should collapse causing property or personal injury. He requested consideration of corrective measures, including using an independent agency to look into a remedy to the problem. Mr. Moyer stated his belief that continued erosion resulting in the degradation of the slope should be resolved by consulting with a professional.

In **summation**, it was agreed that the Township Engineer; Chris Dutrow of Stiffler McGraw, would be asked to inspect the slope and offer his professional opinion to the Supervisors. Mr. Moyer will be advised as to the outcome of the slope inspection.

Debbie Shade, realtor, addressed the Supervisors, referencing the Chimney Rocks property, stating that she has a client with interest in purchasing the property. As in the past, the deed restrictions placed on the land were discussed. The property was last formerly advertised for sale in approximately 2010. Solicitor Rutch will look into the municipal law and offer input at the next meeting as to what procedure is necessary in order to sell the property.

Shawn Lloyd of the **Duncansville Volunteer Fire Company** addressed the Supervisors, introducing himself and a fellow Volunteer Fireman. Mr. Lloyd stated that he was simply making his presence known in an effort to introduce himself and offer assistance should the Supervisors have any questions or comments. The Board of Supervisors thanked Mr. Lloyd for coming to the meeting and for their willingness to volunteer and serve our community.

Chairman Silvetti called for an Executive Session to discuss personnel issues and a legal issue.

Chairman Silveti made a motion to convene an Executive Session of the Board. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote. The Executive Session convened at 8:40 p.m.

Upon adjournment of the Executive Session, Chairman Silveti called the February 14, 2017 Regular Monthly Meeting back to order at 9:13 p.m.

Chairman Silveti presented his written request for reimbursement of Medicare-related health insurance coverages, as well as dental and vision insurances, in accordance with the Second Class Township Code, Article VI, Section 606(c). Supervisor Lasek made a **motion to approve extending health insurance coverage to Chairman Silveti in accordance with Article VI, Section 606(c) of Pennsylvania's Second Class Township Code**. Supervisor Brown seconded the motion. Chairman Silveti recused himself due to a conflict of interest. The motion passed with two yes votes.

Supervisor Lasek made a motion to **approve** an hourly increase in pay to **Chief White** in the amount of **2%**, to take effect immediately. Supervisor Brown seconded the motion. The Supervisors complimented Chief White on the exemplary job that he does for Blair Township. The motion passed with a unanimous vote.

Chairman Silveti made a motion to **adopt a Salary Range** for each of the Township non-uniform positions, using a factor of **1.6%**. Supervisor Lasek seconded the motion. The motion to adopt the Salary Range as presented passed with a unanimous vote.

Chairman Silveti made a motion to **authorize** full time employee **quarterly salary adjustments**; with **monthly UNUM premiums deducted** from bi-weekly salaries. Supervisor Brown seconded the motion. UNUM is the newly selected provider of Short and Long Term Disability benefits for the full time Township Employees. The motion to approve the payroll adjustments and deductions passed with a unanimous vote.

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

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

The meeting adjourned at 9:18 p.m.

Respectfully Submitted by:

Betty Robertson
Secretary/Treasurer