

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

MINUTES OF THE MONTHLY MEETING OF NOVEMBER 14, 2017

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

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

Chairman Silvetti announced that an advertised Work Session was held on Wednesday, November 8th at 5:30 p.m. for the purpose of discussing the 2018 Budget(s). These Budget(s) will be addressed again this evening.

Chairman Silvetti announced: "Public comment is both welcomed 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 Brown made a motion to approve the minutes of the Monthly Business Meeting of October 10, 2017. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve the minutes of the Work Session of November 8th, 2017, affirming the 5:30 p.m. start time. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Disbursements for the month of October: Payroll and payroll liabilities totaled \$60,984.12; General Fund disbursements for the month of October totaled \$124,768.67; Capital Reserve disbursements totaled \$6,136.40 and Local Services Tax disbursements totaled \$1,652.00. Supervisor Lasek made a motion to approve total disbursements in the amount of \$193,541.19. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve the Treasury Balance for October 2017 as \$893,455.49. 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 October 2017 as \$109,239.59. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Chairman Silvetti announced that anyone wishing to address the Supervisors may do so at this time. No public comment was offered.

Chairman Silvetti proceeded with the agenda.

Trina Illig, CDBG Grant Coordinator, addressed the Supervisors regarding the **FY17 CDBG Grant**. The Township is allocated **\$86,073** for qualifying projects benefiting Blair Township citizens with low to moderate incomes. Ms. Illig noted that the required Agreement outlines responsibilities, which are identical to the previous year. She commented that the only changes between this year and last are the dates and the amounts.

Supervisor Brown made a motion to approve the **Cooperation Agreement** by and between the County of Blair and the Township of Blair for the **Program Administration** of the **FY17 CDGB Grant**. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote.

Supervisor Brown made a motion to approve **Resolution No. 2017-09**, agreeing with the projects, as specified, and the grant application as a whole. Supervisor Lasek seconded the motion. The motion passed with a unanimous vote.

Supervisor Lasek made a motion to approve the **FY17 CDBG Grant General Application**, including \$70,580 in Housing Rehab and \$15,493 in Program Administration. Supervisor Brown seconded the motion. It was again reiterated that sewer laterals, if considered in the future, would fall under the Housing Rehab category, should the need arise with extension of public sewerage service. Ms. Illig commented that she spoke with Tim McGaw of BTWSA, and that he anticipates the Reservoir Road sewerage extension project could begin in the fall of 2018. Solicitor Rouch commented that the Agreement is standard with all other CDBG Agreements, but called attention to Paragraph I. B §10, noting that the Township is responsible for cost overruns. Chairman Silvetti reminded the Supervisors of the minimal cost overruns paid by the Township for the CDBG-funded 'Removal of Architectural Barriers Project' at the Municipal Building. The motion passed with a unanimous vote.

Solicitor Rouch stated that he was authorized by the Supervisors to advertise and seek approval of **Ordinance No. 2017-03**, a Light District expansion to include the streetlight installed in the cul-de-sac on Hamer Drive. If approved, the streetlight will be added to the Pleasant View Phase IV Light District.

Supervisor Lasek made a motion to approve **Ordinance No. 2017-03, amending the Pleasant View Phase IV Light District** to include the street light installed on the Hamer Drive cul-de-sac. Supervisor Brown seconded the motion. Chairman Silvetti commented that Ordinance Numbers 2017-01, 2017-02, as well as 2017-03 will be added to the Codification, currently in the process of being finalized. The motion to **approve Ordinance No. 2017-03** passed with a unanimous vote.

Supervisor Brown made a motion to approve the **Computer Maintenance Contract Renewal** between **A.J. Delerme** and **Blair Township Municipal Office and Police Department**. Supervisor Lasek seconded the motion. The monthly fee for the Municipal Office is **\$135**, plus **\$25** monthly for offsite backup. The monthly fee for the Police Department is **\$125**, plus **\$25** monthly for offsite backup. There were no changes to the fee(s) or services from the previous year. Chairman Silvetti commented that both Alan Montgomery, SAP&DC, and A. J. Delerme provide IT service to the Township. He stated that Mr. Delerme is used in routine matters

typically done remotely, while Mr. Montgomery is used in extraordinary circumstances involving installation of equipment, peripherals, etc. Supervisor Lasek expressed the need for due diligence, especially concerning the offsite backup for the Police Department information. The motion to **approve** the **Agreements** passed with a unanimous vote.

The **2018 Budgets** (General Fund, Liquid Fuels, Capital Reserve, Local Services Tax & Act 32 of 2012) were discussed in detail at the November 8th Work Session. They were once again summarized.

The **2018 General Fund** Budget increases the employee wages, full and part-time by 2.5%. A full-time Township Manager position is budgeted to be filled in April. The 2018 Health Care Insurance premiums have increased by 15.33% from 2017. The Township employees remain responsible for 5% of their hospitalization premium, as well as non-uniform contribution (2%) and Police contribution (5%) of their gross wage to the PMRS for retirement benefits. The projected 2018 ending balance is \$83,489.

The **2018 Liquid Fuels Account** Budget proposes expenditures totaling \$150,000 for paving, guiderail improvements, crack sealer rental, and line painting. \$16,000 is budgeted for road salt through the PA Costars program. 20% (\$31,513) of the 2018 grant allocation (\$157,568) is set aside for the down payment of a highway truck to replace vehicle T-4. The projected 2018 ending balance is \$32,129.

The **2018 Capital Reserve Account** Budget proposes improvements to the Fort Fetter Park, a retrofit plan for the Highway Department Garage, website annual upkeep, John Deere Quick Attach Mounts, and heating units for the Highway Garage. The projected 2018 ending balance is \$329,367.

The **2018 Local Services Tax Account** Budget projects Police Department expenditures in the amount of \$61,000, many of these being for items carried forward from 2017. The \$61,000 includes (5) police vehicle computer systems, (5) camera installations, (5) Lasers, Weapons upgrades and Radar Equipment. Highway Department expenditures for 2018 total \$63,663. The \$63,663 includes USDA Loan payments for the Highway Garage, (2) truck payments, and \$5,000 for combined miscellaneous expenditures. The projected 2018 ending balance is \$108,167.

The **2018 Act 32 of 2012** Budget continues to be used to support an annual deposit into the Capital Reserve Account. The expenditures from this account are to provide funding for MS4 and storm water issues, primarily caused by unfunded mandates. The projected 2018 ending balance is \$43,991.

US Census Bureau (2020LUCA (Local Update of Census Addresses)), is requesting completion and confirmation of the Township's participation relating to map and data survey options. Supervisor Brown made a motion to participate in the LUCA program. Supervisor Lasek seconded the motion. Chairman Silvetti commented that the Township would be best served by requesting that the information be conveyed in electronic format, as opposed to paper format. He also noted that he has spoken with Gary Wisor of Stiffler and McGraw and confirmed that Stiffler-McGraw does have the supporting software that is needed for the

electronic format. The motion to **approve** the Township's participation in the **LUCA program** passed with a unanimous vote.

Other Business:

There is nothing new to report about **The Municipal Services Mutual Aid Agreement**. The Agreement had become increasingly complicated following its circulation for consideration and review by neighboring municipalities' legal counsels.

The Supervisors acknowledged the **PA DEP Notice of Violation** regarding the **Sunoco, L.P.** The violation noted unauthorized discharge of industrial waste/drilling fluids into wetlands in Blair Township. The Supervisors agree that they share concerns on fluid spills within the Township and will continue to maintain awareness and will monitor future reports for corrective actions.

The **CDBG 2013 & 2014 Quarterly Status Reports** indicate remaining funds. These funds will be used to offset Betty's time with reference to the Greendown Acres project. The hours segregated exceed the FY 14 funds remaining: \$4,177.93.

Chairman Silvetti reported that the **Municipal Office improvements** are moving forward. The wiring is done, the cabinet is ordered and needs to be installed. Top to Bottom is scheduled to install modular work stations the first week of December. They have also measured to suggest modifications to the conference room tables.

Two parcels located on **Glimcher Drive** are currently being challenged with reference to the 2017 County reassessment. One of the parcels appears to be of significant value. The other parcel is located across from the Fullington Bus Terminal on a hill and thus less desirable. Valuation reductions are being requested for both parcels. This shopping plaza is currently operating at about 50% capacity.

The **General Code Codification** will include all **Ordinances** through **2017**.

Chairman Silvetti called for anyone not on the agenda that wished to speak. No further comment was offered.

Supervisor Lasek made a motion to adjourn. Supervisor Brown seconded the motion. The motion to adjourn passed with a unanimous vote.

The meeting adjourned at 7:34 p.m.

Respectfully Submitted by:

Betty Robertson
Secretary/Treasurer