

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

MINUTES OF THE MONTHLY MEETING OF JANUARY 02, 2018

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 Paul Amigh II; Secretary/Treasurer Betty Robertson; Police Chief Roger White; Building Code and Ordinance Enforcement Officer Donald Ott; Road Foreman John Reed; and Solicitor Michael Rouch.

Chairman Silvetti announced that the Annual Organization Meeting (2018) was held at 6:30 p.m. prior to this evening's Business Meeting.

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 also asked to silence their cell phones.

Supervisor Brown made a motion to approve the minutes of the Monthly Business Meeting of December 12, 2017. Chairman Silvetti seconded the motion. The motion passed with a unanimous vote.

Disbursements for the month of December: Payroll and payroll liabilities totaled \$89,922.32; General Fund disbursements for the month of December totaled \$64,175.20; Local Services Tax disbursements totaled \$1,652.00; Capital Reserve disbursements totaled \$12,625.02; and Act 32 2012 disbursements totaled \$6,253.50. Supervisor Brown made a motion to approve total disbursements in the amount of \$174,628.04. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote.

Supervisor Brown made a motion to approve the Treasury Balance for December 2017 as \$783,459.27. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote.

Supervisor Brown made a motion to approve the "Specific Service Investment Account Funds" Treasury Balance for December 2017 as \$114,046.76. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote.

Chairman Silvetti announced that anyone wishing to address the Supervisors may do so now.

Richard Lasek, former Supervisor (2012-2017), congratulated newly-elected Supervisor, Paul R. Amigh, II. He commented that, for the most part, it was a pleasure to serve as Supervisor, noting that the unpleasant moments were minimal. Mr. Lasek was thanked for his services as Supervisor.

Chairman Silveti proceeded with the agenda.

Chairman Silveti made a motion to approve **Resolution No. 2018-01**, authorizing disposition of General Office fiscal records for 2010 through and including 2011, as outlined on the Resolution and set forth in the Municipal Records Manual. Supervisor Brown seconded the motion.

Resolution No. 2018-01 passed with a unanimous vote.

Supervisor Brown made a motion to approve **Resolution No. 2018-02**, authorizing disposition of Police Department records from 2012, as outlined on the Resolution and set forth in the Municipal Records Manual. Supervisor Amigh seconded the motion. **Resolution No. 2018-01 passed** with a unanimous vote.

There is an opening on the five-member board of the **Blair Township Water and Sewer Authority**, said opening due to the current member and Chairman, **Joseph Pyzowski** having informed the Board of Supervisors that he did not want to be reappointed for another term. The Supervisors were given time to review the credentials of previously-mailed Talent Bank Applications. Chairman Silveti made a motion to **appoint Mary Bolt** to the Blair Township Water and Sewer Authority Board. He commented that Ms. Bolt has a financial management background, stating further he feels she would be an asset to the Authority Board. Supervisor Brown seconded the motion. Tim McGaw, Manager of the Authority, confirmed the Organization Meeting and Monthly Business Meeting is being held the following day, Wednesday, January 3rd at 7:00 p.m. The motion to **appoint Mary Bolt** to the **Blair Township Water and Sewer Authority** passed with a unanimous vote.

There is an opening on the five-member board of the **Blair Township Planning Commission**, this due to the current member and Secretary Ruth Keller's resignation effective 12/31/2017. The Supervisors once again discussed and reviewed the credentials of Talent Bank Applications. Supervisor Amigh made a motion to appoint **David W. Glunt** to the Blair Township Planning Commission. Mr. Glunt resides on Reservoir Road in Hollidaysburg, Blair Township. Supervisor Brown seconded the motion. To secure additional Talent Bank Applications, the Supervisors will once again consider reaching out to Township residents via a solicitation included with the annual Per Capita Tax notice. The motion to **appoint David Glunt** to the **Blair Township Planning Commission** passed with a unanimous vote.

Supervisor Brown made a motion to approve **Resolution No. 2018-03**, Schedule of Fees. Supervisor Amigh seconded the motion. Supervisor Brown noted that the Resolution consolidates the fees into one Resolution, which would be proposed for renewal annually. The motion to approve **Resolution No 2018-03 passed** with a unanimous vote.

Chairman Silveti introduced **draft Resolution No. 2018-04: Surplus Items and Policy Resolution**. He commented that the Resolution, as worded in the form of a resolution, would allow a logical codification of policies according to subject matter. This Policy would provide for the disposal of surplus Township furniture, fixtures and equipment. A lengthy debate took place, without resolve. Supervisor Brown stated that he has a problem making the disposal of items a policy due to the Second-Class Township Code. Solicitor Rouch commented that he did

not have his Code Book with him, but he felt the Code envisioned specific items for disposal need appropriate Resolutions. Supervisor Brown noted that he felt the Resolutions were a good protection for the Board of Supervisors.

Chairman Silveti reminded the Supervisors of a desk that was recently given to the BTWSA. Supervisor Brown commented that was not a problem if it was gifted between Municipalities and Authorities. Supervisor Brown made a motion to approve the desk, formerly used by Mr. Silveti, to be given to the BTWSA. Supervisor Amigh seconded the motion. The motion to **approve gifting the used desk to the BTWSA passed** with a unanimous vote.

Other Business:

Chairman Silveti suggested the Supervisors consider scheduling **Work Sessions in 2018**. He commented that Work Sessions present an opportunity to discuss issues at length, especially when there are differences of opinion. Work Sessions must be advertised. The Supervisors agreed to schedule Work Sessions on an ad-hoc basis.

It is suggested by Chairman Silveti to purchase special desk chairs for the Police Department, this particular chair designed to accommodate Officers' belts and uniforms. Top to Bottom, following an in-office demonstration, has provided a spec sheet and quote. The chairs are \$636.07 each. Also, the need for two new computers was discussed. Newly hired Officer Brantner needs a computer for his office work station. The front municipal office work station also needs a computer. Supervisor Silveti made a motion to approve the purchase of four chairs for the Police Department and two computers. Supervisor Amigh seconded the motion. The purchases will be made through the Capital Reserve Account. The motion to **approve the purchase of the four chairs and the two computers** passed with a unanimous vote.

The **PSATS Conference** scheduled for the second week in March was discussed. Chairman Silveti will provide the information to Supervisor Amigh, commenting that he felt it would be a worthwhile conference for him to attend. One Supervisor Voting Delegate will need to be chosen to represent Blair Township at the Conference.

Chairman Silveti stated that clarification is needed with reference to the Township's **overtime pay policy**. He stated that the Federal Fair Labor Standards Act specifies overtime pay at the rate of one and one-half an employee's regular hourly rate for hours worked over 40 hours in the established seven-day workweek. The Township's work week is from Saturday morning until Friday night. Any hours worked in excess of eight chargeable hours per day is currently deemed as overtime. A policy is needed to define the overtime pay. Solicitor Rouch stated that it is appropriate to have a policy in place that clearly states the rules and regulations for overtime pay. Scenarios and examples were discussed.

Chairman Silveti stated that the final draft **Codification** of Township ordinances is expected to be received by the Township within the next few weeks. Once reviewed for completeness and accuracy consistent with what the Township has provided its contractor, General Code, an Ordinance will be adopted, accepting the Codification, current through 2017.

Minutes of Monthly Meeting of January 02, 2018
Blair Township Supervisors

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

The meeting adjourned at 7:43 p.m.

Respectfully Submitted by:

Betty Robertson
Secretary