

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

MINUTES OF THE MONTHLY MEETING OF NOVEMBER 12, 2019

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

In attendance were: Chairman Silveti; Supervisors Palmer Brown and Paul Amigh; Secretary/Treasurer Betty Robertson; BTPD, Chief Roger White; Building Code and Ordinance Enforcement Officer, Donald Ott; Highway Foreman, John Reed; Chris Dutrow, PE, of Stiffler, McGraw & Associates; and Solicitor Michael Rouch.

Eric Banks of Stiffler McGraw was introduced.

Chairman Silveti announced: "Public comment is both welcomed and invited in accordance with Township of Blair Policy and the Commonwealth of Pennsylvania's Right-To-Know provisions and the Sunshine Act. Any persons wishing to speak on an agenda item or during the public comment period may be limited to five minutes per person." Attendees were also asked to silence their cell phones.

Announcement: The Blair Township Planning Commission December 2019 meeting will be held on Monday, December 9th.

Supervisor Brown made a motion to approve the minutes of the Monthly Business Meeting of October 08, 2019. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote.

Disbursements for the month of October were reviewed. Secretary-Treasurer Robertson presented as follows: Payroll totaled \$28,762.08; General Fund disbursements and payroll liabilities for the month of October totaled \$155,229.24; and Local Services Tax disbursements, \$1,652.00.

Supervisor Brown made a motion to approve total October disbursements in the amount of \$185,643.32. Supervisor Amigh seconded the motion. The motion to approve the total October disbursements in the amount of \$185,643.32 passed with a unanimous vote.

Supervisor Brown made a motion to approve the Treasury Balance for October 2019 as \$981,526.23. 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 October 2019 as \$118,032.30. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote.

Chairman Silveti then announced that anyone wishing to address the Board of Supervisors on general Township issues may do so at this time. Additionally, prior to votes being taken on items shown on the agenda, public comment may also be offered following discussion by the Board of Supervisors. Public comment may be limited to five (5) minutes per Township resident or other individuals in attendance. For clarity of the record, each speaker is to stand and clearly state his/her name.

Chris Dutrow reviewed the **Don and Amy Rothrauff Subdivision Plan**, as submitted by Todd Beiswenger of Young and Associates. The Planning module was received and approved by DEP. Solicitor Rutch noted that the Shared Driveway Agreement was prepared by the developer's counsel. The Solicitor's review is not complete. The municipal review period will end on November 16, 2019. A 95-day extension is submitted by Todd Beiswenger on behalf of the Rothrauffs.

Supervisor Amigh made a motion to approve the **95-day review period extension**. Supervisor Brown seconded the motion. The motion passed with a unanimous vote.

Supervisor Brown made a motion to **table** the Rothrauff Subdivision Plan. The motion to **table** the **Rothrauff Subdivision Plan** was seconded by Supervisor Amigh and approved unanimously. The municipal review period will end on February 19, 2020.

The **O'Reilly Final Land Development Plan**, as prepared by Greg Hillard of Bollard Engineering, was discussed. There are outstanding review comments of October 7th to be addressed. A Security Bond in the amount of \$295,459.62 is in place to cover Probable Costs. The Stormwater Operations and Maintenance Agreement, being prepared by Solicitor Rutch, as well as the \$2,000 Stormwater Maintenance fee, remain outstanding. Lastly, the PA DOT Highway Occupancy Permit is also needed.

Supervisor Brown then made a motion to **table** the **O'Reilly Final Land Development Plan**. The motion to **table** the **O'Reilly Final Land Development Plan** was seconded by Supervisor Amigh and approved unanimously. The municipal review period will end on January 11, 2020.

A 95-day review period extension was received by Alberto Diaz of the GPD Group on behalf of the **J119-Frankstown Communications (AT&T) Tower Preliminary Land Development Plan**. The municipal review period will end on November 16, 2019.

Supervisor Brown made a motion to approve the **95-day review period extension**. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote.

Supervisor Amigh then made a motion to **table** the **J119-Frankstown Communications (AT&T) Tower Preliminary Land Development Plan**. The motion to **table** the **Preliminary Land Development Plan** was seconded by Supervisor Brown and approved unanimously. The municipal review period will end on February 19, 2020.

Adam Long of Keller Engineers presented the **Peterson Accounting Group proposed New Building Addition Plan**. The developer intends to convert an existing house located on North Juniata Street into an accounting office. Chris Dutrow stated that review comments are outlined in the November 7th review letter and have yet to be addressed; no response was received to date. The municipal review period will end on February 15, 2020.

Supervisor Amigh made a motion to **table** the **Peterson Accounting Group proposed New Building Addition Plan**. The motion to **table** the **Building Addition Plan** was seconded by Supervisor Brown and approved unanimously. The municipal review period will end on February 15, 2020.

Chairman Silveti, recognizing that Blair Township is not competitive with other municipalities in recruitment and retention of Highway **Department personnel**, has drafted modified Job Descriptions and Wage Scale for consideration. The Job Description for Road Crew Member, as presented, reflects revisions relating to certain certification factors. A new position of “Senior Road Crew Member” reflects a higher level of certifications, including CDL B licensure. The Wage/Salary Alternatives allow for increases in wage rates, determined by time served and higher skill levels. A minimum of six months employment and the recommendation of the Highway Foreman regarding qualifications would be necessary in order to advance from Road Crew Member to Senior Road Crew Member status.

Supervisor Brown made a motion to approve both job descriptions, as presented. Supervisor Amigh seconded the motion. The motion to **approve** the **Road Crew Member Job Description** and the **Senior Road Crew Member Job Description** passed with a unanimous vote.

Supervisor Brown made a motion to approve the modified Wage/Salary Scale, as presented. Supervisor Amigh seconded the motion. The motion to **adopt** the modified **Wage/Salary Scale** passed with a unanimous vote.

Supervisor Brown commented that the Township had received nine applications for the open position of Road **Crew Member**. Three applicants were chosen for interview. Supervisor Brown made a motion to approve hiring **Todd M. Lynn** at an hourly rate of **\$12.00** with an increase to \$13 per hour following a successful six-month employment period and award of his CDL driver’s license. Supervisor Amigh seconded the motion. The motion to approve offering full time employment as a Road Crew Member to Todd Lynn passed with a unanimous vote.

John Reed requested promoting Dave Smith from the Road Crew Member to Senior Road Crew Member, this promotion initiating a pay raise. It was agreed that Mr. Smith does meet the requirements as outlined in the just-adopted Senior Road Crew Member Job Description. Supervisor Brown made a motion to **approve** the **promotion** of **Dave Smith** to a rate of **\$16.00** per hour **effective immediately**. Chairman Silveti seconded the motion. Supervisor Amigh suggested waiting until January 1st, 2020. The motion passed with two-yes votes. Supervisor Amigh voted no, opposing the effective date.

The **Fort Fetter Community Park Master Plan Proposal**, as prepared by **Stephen Parks & Associates** at an amount not exceeding \$6,000 was previously approved by the Supervisors at

the September Business Meeting. The original Grant Agreement presented by SAP&DC specified an hourly rate-based contract. Mr. Parks has amended his “lump sum” proposal, adding an “Exhibit B” and specifying the hourly rates for design, construction documents and construction administration. Although SAP&DC has now confirmed that the need for hourly rate invoicing may not be necessary, Supervisor Amigh made a motion to approve the contract, as presented, with Stephen Parks & Associates, including “Exhibit B”, for the Fort Fetter Park Master Plan. Chairman Silveti seconded the motion. Chairman Silveti then called for a vote. The motion to enter into the design proposal contract with Stephen Parks & Associates, as presented with “**Exhibit B**” for the **Fort Fetter Park Design Master Plan Project** passed with two yes votes. Supervisor Brown abstained, noting a Conflict of Interest.

The request by **S & A Homes for Harvest Glen Streets Dedication** was reviewed. Solicitor Rouch noted that he approved the request “as to form”. Chairman Silveti added that the legal description matches the street map; however, he expressed concern with specific wording in the Deed of Dedication. He brought attention to page two, assigning Blair Township responsibility for fire hydrants, etc. Stormwater facilities, as noted in the original Blair Township/Developer’s Agreement, place the onus on the Homeowner’s Association. The Township’s stormwater responsibility includes only stormwater conveyance, specifically in the streets’ Rights of Way. Following Solicitor Rouch’ review of the document, he commented that the Agreement does not make clear what the Township is acquiring. Solicitor Rouch will re-draft the Agreement for future consideration. Supervisor Amigh made a motion to table the request to assume Dedication of the Harvest Glen streets. Supervisor Brown seconded the motion. The motion to **table** the **S & A** request passed with a unanimous vote.

Trina Illig, Blair County Grants Coordinator, discussed the **2019 CDBG/DCED Cooperative Agreement**, as prepared by the County of Blair. The County will receive \$885,208 in CDBG funding, Blair Township is allocated \$95,240 less the Administrative allowance of 18% (\$17,143.00). Supervisor Amigh made a motion to accept the **2019 CDBG DCED Cooperative Agreement**. Supervisor Brown seconded the motion. The motion a **accept** the **Agreement** passed with a unanimous vote.

A Blair Township map outlining designated emergency service/ambulance dispatch areas was requested of and subsequently prepared by the Blair County GIS Coordinator. The map, as presented, shows the Duncansville EMS and HALAS 911 dispatch areas as were in place prior to the adoption of the AMED/Blair Township Agreement in August. The map that was included in the AMED/Blair Township Agreement incorrectly placed 102 homes in the Duncansville EMS dispatch area that had been previously located in the HALAS dispatch area. Chairman Silveti, making note of the corrections, made a motion to **approve** the **dispatch map** as presented. Supervisor Brown seconded the motion. The motion to approve the Emergency Service Area map passed with a unanimous vote.

Jessica Sorge, HALAS executive director and present at this meeting and thanked the Supervisors, stating she appreciated being back to normal. Chairman Silveti stated that he had met with the President of the Duncansville EMS Board and confirmed that the action taken by Blair Township does not affect the agreement between AMED and Duncansville EMS.

Supervisor Amigh made a motion to approve the **Computer Maintenance Agreement Renewals** between **A.J. Delerme** and **Blair Township** for its **Municipal Office** and the **Blair Township Police Department**. Supervisor Brown seconded the motion. The monthly cost for the Municipal Office is \$160 and the monthly cost for the Police Department is \$150. There are no cost increases or services changes from the previous year. The motion to **approve** the **01/01/2020-12/31/2020 Computer Maintenance Agreement** passed with a unanimous vote.

Chairman Silvetti extended an invitation to the Supervisors to attend a meeting of full-time employees to meet with Laurie Wahl of Knepper Insurance on Thursday, November 21st at 1:30 p.m. He commented that the **renewal** for the **UPMC Health Plan**, as currently in place, would increase by 23.29 percent. Knepper Insurance has shopped plans and is prepared to present options to the Township. A spreadsheet presenting options will be discussed. Chairman Silvetti has already met with Roger Peacock, representing the Blair Township Police Department's Collective Bargaining Agreement; the Agreement requires a Meet and Discuss prior to implementing any significant changes to the health insurance coverages.

Bob Martellacci and his son, next-door neighbors on Harvest View Lane, addressed the Supervisors regarding a draft plan as prepared by Andy Ebersole of Keller Engineers. Following a brief explanation and discussion, Martellaccis were advised to prepare a lot line change and a variance request for formal presentation of the area that they intend to develop.

Draft **2020 Draft Budget(s)** and narratives, all of which are ready for advertising and public review were reviewed by Betty Robertson. Income categories have decreased, and expense categories have increased. Local business closings will likely affect revenue in 2020. Real Estate Tax continues to fluctuate due to ongoing reassessment hearings. As proposed, 2019 General Fund donations to the four Local Fire Departments will decrease from \$10,000 to \$5,000 each in 2020. Mandated MS-4 costs, just under \$90,000 annually, have placed a huge burden on the Township's reserve account. \$100,000 is thus being budgeted for transfer from the Capital Reserve to the General Fund in order to cover conventional expenses of conducting Township business in 2020. Plans to initiate a stormwater impact fee continue to be discussed and considered, with no firm decision being made to date. The Liquid Fuels budget generally allows for an annual paving project, but 2020 paving funds are being carried into 2021, pending completion of the Sunoco Pipeline project on Mill Road. Once completed, Mill Road would be paved. The Local Services Tax Account continues to support Police and Highway Department expenditures. The LST Account is projected as decreasing in 2020 due to the closing of NAC and Watco. The 2020 Budgets present a grim picture, but Blair Township will continue to carry a reserve, without necessarily increasing the millage rate.

Supervisor Brown made a motion to **approve advertising** the following **2020 Draft Budgets**: General Fund, Liquid Fuels, Capital Reserve, Local Services Tax, Act 32 of 2012 and the Stormwater Maintenance Budget. Supervisor Amigh seconded the motion. The motion to approve advertising passed with a unanimous vote.

Other Business:

Chairman Silvetti commented on the **Brentwood/Peachdale Lanes stormwater culvert pipe**. An introductory letter on this issue was forwarded to a new resident in the affected area, describing the need for an Easement Agreement between the Township and the property owners. This easement needs to be in place executed to correct the existing sink holes. To date, no response has been received.

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There being no further business, Supervisor Brown made a motion to adjourn the meeting. Supervisor Amigh seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 8:40 PM.

Respectfully Submitted by:

Betty Robertson
Secretary