

**TOWNSHIP OF HOPEWELL**  
**BOARD OF COMMISSIONERS**  
**Beaver County, Pennsylvania**  
**January 8<sup>th</sup>, 2018**  
**WORKSHOP MEETING MINUTES**

6:15 P.M. PNC Institutional Advisory Solutions made a presentation to the Board of Commissioners concerning the Police Pension Plan.

6:55 P.M. **Call to Order**  
Workshop Meeting Called to Order by President Richard Bufalini. President Bufalini indicated that the meeting is being recorded.

6:55 P.M. **Roll Call**  
President Richard Bufalini – In Attendance  
Vice President Joe Kusnir – In Attendance  
Commissioner David Ciccone – In Attendance  
Commissioner Nick DiPietro – In Attendance  
Commissioner David Swihart – In Attendance

**Others Present**

Marie Stratakis Hartman, P.E., Engineer/Assistant Manager  
Michael B. Jones (McMillen, Urick, Tocci & Jones), Township Solicitor

6:56 P.M. **Engineer's Report**  
Marie Stratakis Hartman, P.E., - Engineer's Report Submitted and on File.

7:10 P.M. **Citizen Comments on Agenda Items**  
Ms. Linda Dickhart (122 Valley View Drive) and Ms. Lorra Burns (105 Valley View Drive) informed that they have had recurring issues with Waste Management concerning garbage and recycling collection. Both ladies indicated that their garbage and recyclables have not been picked-up recently and have been missed several times in past years. Often, the recyclable material is mixed with the garbage and collected in one vehicle. Ms. Burns has called the corporate office of Waste Management directly to address these issues. Commissioner Bufalini replied that Waste Management experienced issues throughout their entire service area due to the Christmas Holiday, New Year's Holiday, frigid temperatures, and equipment breakdown. Engineer Hartman discussed the bidding process for garbage and recyclable collection.

7:16 P.M. **Business Agenda**

*Commissioner Kusnir: Motion to approve the Workshop Meeting Minutes from the December 11<sup>th</sup>, 2017 Workshop Meeting.*

*Commissioner Swihart: Second the Motion.*

**Roll Call Vote:**

Commissioner Swihart	Yes
Commissioner Ciccone	Yes
Commissioner DiPietro	Yes
Commissioner Kusnir	Yes
Commissioner Bufalini	Yes
Motion Carried	

*Commissioner DiPietro: Motion to approve the list of bills dated January 8<sup>th</sup>, 2018, as presented: General Fund \$11,872.54.*

*Commissioner Ciccone: Second the Motion.*

**Roll Call Vote:**

Commissioner Swihart	Yes
Commissioner Ciccone	Yes
Commissioner DiPietro	Yes
Commissioner Kusnir	Yes
Commissioner Bufalini	Yes
Motion Carried	

**Items for Discussion**

The following items were discussed by the Board of Commissioners:

1. Proposal submitted by Pyrotechnico to provide fireworks at Hopewell Parkfest. The cost of the fireworks has increased by \$500.00, but if a signed agreement is received by January 15<sup>th</sup>, 2018, the increase will only be \$250.00. A pre-show deposit of \$2,750 is due by February 15<sup>th</sup>, 2018. Acceptance of the proposal is recommended by the Park Board and Recreation Director.
2. The Board of Commissioners discussed the selection of a Solicitor for the UCC Board of Appeals to fill the existing vacancy created by the resignation of long-time solicitor Mitchell P. Shahan. Candidates include Attorney Nicole M. Tesla, Attorney Michelle A. Ross, and Attorney George M. Patterson II. Attorney Patterson presently serves as the Solicitor for the Zoning Hearing Board, which is not viewed to be a conflict of interest since the responsibilities of the UCC Board of Appeals and Zoning Hearing Board do not overlap.
3. The Board of Commissioners reviewed the Revised Consulting Services Agreement provided by John Mueller of Benefits Network, the consultant that presently handles Hopewell Township's health benefits. The proposal reduces the consultant fee by 50% as compared to the same fee charged for 2017. Additionally, Benefits Network assists in the preparation and submission of several compliance reports as part of their fee.
4. Engineer Hartman informed that she will be attending the Park Board meeting on Tuesday, January 9<sup>th</sup>, 2018 to address, among other things, Resolution 2017-25 concerning the creation of the Park Advisory Board. Other items to be discussed will be communication between the Park Board and Board of Commissioners, the Dog Park, and the DCNR Amphitheater project. The Board of Commissioners indicated that the Park Board has the responsibility to attend the Board of Commissioners meetings to inform themselves, and the Manager has the responsibility to relay information discussed at the Workshop and Business Meetings to the Park Board. A better effort to communicate is needed. Engineer Hartman informs the Planning Commission, Sewer Authority and Sewer Department, Road Department, and Park Maintenance of items that affect them as discussed at the BOC meetings. No one is informing the Park Board and the part-time Recreation Director of items affecting the Recreation Department.

Resolution 2017-25 abolishes the "Recreation Board" and creates a Park Board as an advisory board to the Board of Commissioners. This is the way that the existing Park Board has functioned for many years; the Resolution simply was created to support the Park Board's current function and responsibilities. A new set of by-laws need to be established for the Park Board setting forth operating guidelines.

5. The Board of Commissioners discussed the Conditional Use Application submitted by Blake Meehan for property at 220 Service Creek Road. The Conditional Use Hearing was closed by the BOC after the BOC received the Recommendation from the Planning Commission. Commissioner Kusnir questioned the requirement for a restroom to be provided at this location. The BOC is asking that Zoning Officer John Bates investigate whether a restroom is required at this location, if a porta-john is sufficient, or if no restroom facilities are required by the UCC. Engineer Hartman informed that this area of Hopewell Township is served by private on-lot sewage disposal systems, and public wastewater collection facilities are not available.

Solicitor Mike Jones informed that Blake Meehan can apply for the Conditional Use with permission from the Owner. As the sale of the property by the Owner to Blake Meehan is conditioned upon granting the Conditional Use Application, the owner is presumably aware of and in agreement with the submission of the Conditional Use Application. The Board of Commissioners will need to authorize Solicitor Mike Jones to prepare the written decision concerning the Conditional Use.

**Motions made following Items for Discussion**

*Commissioner Swihart: Motion to approve the Proposal submitted by Pyrotechnico to provide fireworks at Hopewell Parkfest as recommended by the Park Board and the Recreation Director. The executed Proposal is due to be submitted by January 15<sup>th</sup>, 2018, and the down-payment of \$2,750 is due by February 15<sup>th</sup>, 2018.*

*Commissioner Kusnir: Second the Motion.*

Roll Call Vote:

Commissioner Swihart Yes  
Commissioner Ciccone Yes  
Commissioner DiPietro Yes  
Commissioner Kusnir Yes  
Commissioner Bufalini Yes  
Motion Carried

*Commissioner Bufalini: Motion to approve the Revised Consulting Services Proposal submitted by Benefits Network for 2018 concerning the medical benefits for an annual fee of \$7,500 (\$675 per Month for 12 Months).*

*Commissioner Kusnir: Second the Motion.*

Roll Call Vote:

Commissioner Swihart Yes  
Commissioner Ciccone Yes  
Commissioner DiPietro Yes  
Commissioner Kusnir Yes  
Commissioner Bufalini Yes  
Motion Carried

*Commissioner Bufalini: Motion to appoint Attorney Nicole M. Tesla as Solicitor for the Hopewell Township UCC Building Code Appeals Board.*

*Commissioner Swihart: Second the Motion.*

Roll Call Vote:

Commissioner Swihart Yes  
Commissioner Ciccone Yes  
Commissioner DiPietro Yes  
Commissioner Kusnir Yes  
Commissioner Bufalini Yes  
Motion Carried

*Commissioner Swihart: Motion to authorize Solicitor Mike Jones to prepare a written decision concerning the Conditional Use Application submitted by Blake Meehan for property at 220 Service Creek Road.*

*Commissioner DiPietro: Second the Motion.*

Roll Call Vote:

Commissioner Swihart Yes  
Commissioner Ciccone Yes  
Commissioner DiPietro Yes  
Commissioner Kusnir Yes  
Commissioner Bufalini Yes  
Motion Carried

7:51 P.M. **Citizen's Forum**  
No Citizens were present at this time.

7:51 P.M. **New Business**  
No New Business to discuss.

7:51 P.M. **Old Business**  
Commissioner Swihart questioned when Hopewell Township (specifically the Police Department) will begin using other service providers for automobile body work and tires. The BOC would like to use Fred's Auto for the majority of the body and mechanical work, as they are a Hopewell Township business, and purchase tires from Aliquippa Tire as they are one of the few business that are able to provide the appropriate tires for Police vehicles. Commissioner Kusnir would like to have a service fee list (or fee menu) and hourly rate schedule for several local establishments so that a comparison can be made as to the most cost-effective alternative. The Commissioners have asked for this information previously and have not yet received it. They will now solicit this information themselves. The BOC reiterated that they should be making all decisions concerning which service providers are selected, and changes should not be made without their approval.

Commissioner Kusnir requested that Engineer Hartman prepare estimated costs to improve Golfway Drive, Fairway Drive, and the remainder of Airport Road. This estimated construction cost should be compared to the budgeted \$350,000 for road improvements during 2018. Additional roadways will be investigated if funding is available.

Commissioner Kusnir also requested that Engineer Hartman track the cost of the MS4 program in order to get a sense of how much Hopewell Township is spending on this effort. Engineer Hartman indicated that all hard-costs have been separated in the 2018 budget and are located under Road Department. However, personnel and equipment time will not be separated as it is a considerable effort to do so. After reviewing these costs throughout 2018, the BOC will discuss the need to charge a stormwater management fee as many other communities have done and are beginning to do. Engineer Hartman will gather information as to which municipalities are charging a Stormwater Management Fee and what this fee is. The MS4 program is mandated by the DEP, however, no grant funding is available for this effort. Thus, creation of a stormwater fee is becoming necessary. Residents are typically charged a flat fee, and commercial and industrial establishments are charged on a per-square-foot if impervious area basis which varies between businesses based upon the amount of impervious area.

Commissioner Swihart indicated that the street light on the bend of Sharon Grange Road is not working. He will send the pole number to Engineer Hartman to report to Duquesne Light.

8:10 PM **Executive Session In**  
An Executive Session was held to discuss the Beaver County Reassessment Case.

8:20 PM **Executive Session Out**  
President Bufalini indicated that there are no matters to take action on as a result of the Executive Session.

8:20 P.M. **Adjournment**  
*Commissioner Swihart: Motion to Adjourn.*  
*Commissioner Ciccone: Second the Motion.*

Voice Vote:  
All in Favor  
Motion Carried