

**TOWNSHIP OF HOPEWELL**  
**BOARD OF COMMISSIONERS**  
Beaver County, Pennsylvania  
March 12<sup>th</sup>, 2018  
**WORKSHOP MEETING MINUTES**

- 6:34 P.M.     **Call to Order**  
Workshop Meeting Called to Order by President Richard Bufalini. President Bufalini announced that the meeting is being recorded.
- 6:34 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
- 6:35 P.M.     **Citizen's Forum**  
*Mary Burdar – 5908 Victor Circle.* Mary Burdar described an issue that has been ongoing for twelve (12) years that involves five (5) large dogs that are owned by her neighbor across the street at 6001 McIntosh Drive. Ms. Burdar said that the five (5) dogs are kept outside the home in a fenced-in area. The dogs are able to enter and exit the home through a dog door at any time. The dogs are vicious and charge the fence in an attack-type manner with loud barking and aggressive behavior. Sometimes the dogs escape the 4' fence and roam the neighborhood. Ms. Burdar also indicated that three (3) cats from the same household frequently roam the neighborhood and have been seen on top of the neighbor's roof. Ms. Burdar's primary complaint is the loud barking and noise – especially when the dogs go into a rage when someone walks along the roadway or if another dog is nearby. She said that the dogs become enraged when she takes her two (2) small yorkies outside. The loud barking disturbs her when she is sitting on her front porch. Ms. Burdar has tried to speak to the resident, but they have not been receptive. Ms. Burdar has addressed this matter with Zoning Officer John Bates on several occasions, and has also contacted the Police. The Police Department will pursue this matter.
- Albert Vallese – 4202 Hillcrest Avenue.* Albert Vallese described an issue with B & B Auto Repair that is located on the corner of Park Avenue and Brodhead Road. Mr. Vallese indicated that numerous cars are stored on the property owned by B & B Auto Repair for in excess of 3½ years. The lower lot is not zoned for storage. The cars oftentimes block the line of sight for people exiting Park Avenue onto Brodhead Road and create a safety issue. Mr. Vallese submitted several pictures of the B & B Auto Repair property showing many used tires and miscellaneous junk (including a television set) that is stored on or dumped on the property. Mr. Vallese has addressed this matter with Zoning Officer John Bates on several occasions and has not been satisfied. Engineer Marie Hartman will discuss this matter further with Zoning Officer John Bates.
- 7:12 P.M.     **Engineer's Report**  
Marie Stratakis Hartman, P.E., - Engineer's Report Submitted and on File.
- 7:36 P.M.     **Citizen Comments on Agenda Items**  
None.

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7:36 P.M.

**Business Agenda**

*Commissioner Swihart: Motion to approve the Workshop Meeting Minutes of February 12<sup>th</sup>, 2018.*

*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	

*Commissioner Kusnir: Motion to approve the list of bills dated March 12<sup>th</sup>, 2018, as presented: General Fund \$110,823.28; Sewer Fund \$113,329.51; and Liquid Fuels Fund \$38,902.67.*

*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	

*Commissioner Kusnir: Motion to rehire Sarah Walker as a 2018 Part-Time Summer Intern working in the Administration Office at a rate of \$8.50 per hour, as approved in the 2018 Hopewell Township Budget. Sarah Walker will work during the month of May and possibly during mid-August.*

*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	

*Commissioner Bufalini: Motion to execute and record the Stormwater Easement Agreement with Kelar Properties, LLC in support of the Washington Street Apartments Land Development Plan.*

*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	

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*Commissioner Kusnir: Motion to execute and record the Stormwater Best Management Practices Operation and Maintenance Agreement with Kelar Properties, LLC in support of the Washington Street Apartments Land Development Plan.*

*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 Kusnir: Motion to accept and execute the Quotation submitted by Be Alert Security, LLC to perform security/fire system monitoring at the Raccoon Creek WPCF, Wickham Village WPCF, Ten (10) Wastewater Pumping Stations, Municipal Building, Police Station, Nature Center and Park, and Road Department. Services to be effective beginning March 15<sup>th</sup>, 2018.*

*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

*Commissioner Bufalini: Motion to approve and execute the Software Service Order Authorization with Lennon, Smith, Souleret Engineering, Inc. regarding the TRAISR software in accordance with their Proposal dated September 21<sup>st</sup>, 2017.*

*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

7:48 P.M.

**Items for Discussion**

The following items were discussed by the Board of Commissioners:

1. Solicitor Mike Jones informed that the notary clause on the Stormwater Best Management Practices Operation and Maintenance Agreement with Kelar Properties needs to be revised to be consistent with the notary clause in the Stormwater Easement Agreement. Engineer Marie Hartman will revise same.

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2. Solicitor Mike Jones informed that Attorney Bernie Rabik is researching the property tax parcel number for The Village At Beaver Lakes Condominium Association that is necessary to complete the Private Roadway Winter Maintenance Agreement for Abbie Lane.
3. Engineer Marie Hartman reminded the Board of Commissioners that Norm Kraus needs to be replaced as the Hopewell Township Delegate for the Beaver County Tax Collection Committee.
4. Controller Barbara Swearingen discussed the automatic payment of Utility Bills. Controller Swearingen discussed this matter with the Auditor and confirmed that this method of payment is acceptable. The Board of Commissioners agreed.
5. Controller Barbara Swearingen discussed the policy for Payroll Records retention. Presently, Hopewell Township has retained all payroll records indefinitely. The more stringent of Federal and State laws requires that Payroll Records be retained for seven (7) years. Consequently, all Payroll Records older than seven (7) years will be properly destroyed after approval by Resolution of the Board of Commissioners.
6. Commissioner Kusnir detailed the difference between "Passive" Investing and "Active" Investing with the Board of Commissioners as it relates to investments within the Police Pension Plan. "Passive" Investing mimics an index, such as the Dow Jones or the S&P 500, an "Active" investing involves investment managers selecting individual investments and buying/selling same. Both methodologies have pro's and con's and have different applications.

8:04 P.M.

**Citizen's Forum**

Moved to the beginning of the meeting. No Citizens were present at this time.

8:04 P.M.

**New Business**

No New Business to discuss.

8:04 P.M.

**Old Business**

No Old Business to discuss.

8:05 PM

**Executive Session In**

An Executive Session was held to discuss threatened litigation regarding Select Security, Unifirst, and Ralich Truck Center; and Personnel Matters (Road Department Superintendent).

9:39 PM

**Executive Session Out**

President Bufalini indicated that the following matter requires action by the Board of Commissioners.

9:39 P.M.

**Motions made following Items for Discussion**

*Commissioner Swihart: Motion to finalize Chas Srafin's Retirement in the amount of \$15,639.12. The amount of \$4,336.73 (partial vacation pay and sick pay subject to 4% employee contribution to PMRS) will be included on the first check, and the amount of \$11,302.40 (partial sick pay and severance pay not subject to 4% employee contribution to PMRS) will be included on the second check.*

*Commissioner Ciccone: Second the Motion.*

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Roll Call Vote:

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

9:40 P.M.

**Adjournment**

*Commissioner DiPietro: Motion to Adjourn.*

*Commissioner Kusnir: Second the Motion.*

Voice Vote:

All in Favor  
Motion Carried

Minutes Recorded By: Marie S. Hartman 03/12/2018  
Minutes Prepared By: Marie S. Hartman 03/15/2018