



TOWNSHIP OF HOPEWELL
BOARD OF COMMISSIONERS
Beaver County, Pennsylvania
April 9th, 2018
WORKSHOP MEETING MINUTES

6:35 P.M. **Call to Order**
Workshop Meeting Called to Order by President Richard Bufalini. President Bufalini announced that the meeting is being recorded.

6:35 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/Manager
Barbara Swearingen, Controller
Michael B. Jones (McMillen, Urick, Tocci & Jones), Township Solicitor

6:35 P.M. **Engineer's Report**
Marie Stratakis Hartman, P.E., - Engineer's Report Submitted and on File.

- Meeting scheduled for April 10th, 2018 with Sheffler Engineering, Inc. concerning the Shadow Lakes development to discuss the wastewater collection system and process for moving forward with investigation thereof. The need for comprehensive planning was discussed with the Developer and will be discussed with Sheffler Engineering, Inc.
- The Annual Wasteload Management Reports for the Raccoon Creek WPCF, Wickham Village WPCF, and the sanitary sewer system tributary to Aliquippa were submitted and showed no hydraulic or organic overload. Engineer Hartman explained hydraulic overload and organic overload.
- Bids for hauling and disposal of dewatered sludge at the Raccoon Creek WPCF will be undertaken in the very near future.
- Preparation for bidding of the 2018 Road Improvement Program is ongoing. This project will be bid very soon. Base Bids will include Airport Road, Fairway Drive, and Golfway Drive. Alternate Bids will be Harding Avenue and Cleveland Avenue from Broadhead Road to Washington Street.
- Investigation of Beaver Lakes Boulevard has begun.
- The majority of the roadways paved in 2009 road program and financed using a Bond Issue are in poor condition.
- CDBG Applications were submitted for the installation of stormwater collection facilities and roadway repair/resurfacing along upper Glenn Street (off Monaca Road) and Manor Street/Fern Street (Woodlawn Park area). We intended to submit a CDBG Application for Jenny Street (off Monaca Road), but this area did not meet the low/moderate income guidelines so the CDBG Application could not be submitted.
- Martino, Inc. has completed the installation of the Village on the Green Homeowner's Association waterline replacement project along Golfway Drive and Fairway Drive. I am waiting on a date for a field meeting with the contractor (Martino, Inc.) and the VOGHOA to address drainage issues at the end of Fairway Drive in the cul-de-sac.

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- A Development Improvement Agreement for Phase 3 has been executed between Hopewell Township and Maronda Homes, Inc. We met with Daniel Wolf (Maronda Homes) and his new contractor Subrick Construction to review the details of Phase 3. Shop drawing submittals have commenced.
- Concerning the Sweet Brier Plan of Lots, Solicitor Mike Jones will be sending a letter to True Line Corporation (Matt Dickun) concerning the roadways and stormwater detention facilities and the need for him to meet with Hopewell Township to discuss repair of these facilities and ultimate dedication to Hopewell Township.
- Construction is essentially complete. Testing of a portion of the sanitary sewer system remains to be completed and is scheduled for testing tomorrow afternoon. I will review the Developer's Agreement and confirm that all items have been addressed and punch-list all outstanding items. Meeting with the site superintendent is scheduled for Wednesday. Occupancy of the complex is unknown at this time. Occupancy permits have been issued for all buildings.
- The Fez Land Development Plan - This submission involves the resurfacing of the upper parking lot, installation of a stormwater collection system, and connection of same into the PennDOT stormwater system along Brodhead Road. I reviewed this submission and provided comments via correspondence dated June 20th, 2017. I met with Tom Valiknac, P.E. who has been retained by The Fez to finalize this project.
- The Fez/Duquesne Light Subdivision - This submission is forthcoming. I spoke to Surveyor David LaPearle last week and he is finalizing the submission now that the legal matters between the parties has been resolved.
- Senior Living – I have been speaking to a Developer concerning a possible Senior Living project on the Richard Roman property adjacent to Clairmont Manor.
- Dohanich Plan of Resubdivision - This submission involves the re-subdivision of four (4) existing lots into three (3) lots along Glenwood Avenue. This submission has been reviewed and recommended by the Hopewell Township Planning Commission on December 14th, 2017. This submission is not yet ready for consideration for the Board of Commissioners.
- Estate of Catherine Ketchel Plan of Reconfiguration and Lot Consolidation - Recorded on February 16th, 2018.
- Bet Tech Industrial Park Subdivision Revision No. 2 – Currently being reviewed.
- Bet Tech Intermodal Redevelopment Land Development Plan – Currently awaiting resubmission.
- Mossor Plan of Lot Consolidation - Awaiting recording.
- Wuttur Subdivision Plan - We are awaiting approval of the Sewage Facilities Planning Module Exemption Mailer by DEP prior to recording this Plan.
- Mark Rupnick proposed subdivision along New Bethlehem Church Road is being researched by Solicitor Mike Jones.
- DCNR Park Grant – Currently working on paperwork.
- Dog Park - Eagle Scout candidate Chandler Dameron is proceeding with his fundraising efforts, design, and permitting for his Dog Park project. Chandler is scheduled to attend the May 1st, 2018 Park Board Meeting (6:00 PM) and the May 14th, 2018 Board of Commissioners Workshop Meeting (6:30 PM) to provide an update on the Dog Park. I met with Chandler and Wendy on March 16th, 2016 to discuss the project. Commissioner Bufalini suggested that Chandler contact Mrs. Duncan who owns the adjoining vacant property to see if she would like to donate a portion of the property. The Road Department will begin clearing and grading the property and installing drainage when winter cleanup is complete.
- Job Descriptions - Revisions in progress.
- Employment Agreements – Revisions in progress.

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- Managerial Guidelines – Revisions in progress. Engineer Hartman recommended that this document be rescinded and replaced with an updated document. Engineer Hartman will send the original and proposed revision to all Commissioners.
- Employee Handbook – Solicitor Mike Jones will provide a template that we can review and modify as appropriate.
- MWAA Sewer Service Agreement – Awaiting text changes/clarifications from Ned Mitrovich. None of the figures or fundamental principles have changed. I will send the revisions to the Solicitor for final review as soon as I receive them. We are operating under the agreed-upon rates.
- Collective Bargaining MOU - I am working on a draft of the Memorandum of Understanding to instill a “temporary boss” when the non-union superintendents are on vacation for a period in excess of eight (8) hours. The Road Department Superintendent job description is needed in order to complete this effort.
- Muni-Link Sewer Billing Program - Barb Swearingen and I are currently looking at software programs to replace Muni-Link. At this point, we are looking at our options and will provide the Board of Commissioners with a summary of our investigation. This effort is on “hold” for now due to workload.

Citizen’s Forum-Discussion During Engineer’s Report

Janice Gibson – Hopewell Park Advisory Board. Janice Gibson was present as a representative of the Hopewell Park Advisory Board. Janice spoke concerning the Dog Park and the maintenance of this facility following construction. Engineer Hartman responded that maintenance would be performed by the Park Maintenance staff no differently than maintenance is performed on any other park facility. The intent is for patrons of the Dog Park to clean up after themselves and their dog. Engineer Hartman indicated that Hopewell Township would need to discuss liability insurance with the insurance carrier and provide proper rules of use for the dog park on a sign. The Park Advisory Board’s main concern is that maintenance is performed and liability is addressed. Janice Gibson is also concerned about dogs passing disease to each other. Janice Gibson also indicated that Chandler must actually do the project himself as an Eagle Scout. If the Dog Park is not going to move forward, Chandler must be given appropriate notice so that he can select another project and be mindful of his goals and objectives.

7:14 P.M. **Citizen Comments on Agenda Items**
None.

7:14 P.M. **Business Agenda**

Commissioner Kusnir: Motion to approve the Workshop Meeting Minutes of March 12th, 2018.

Commissioner Swihart: Second the Motion.

Roll Call Vote:

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

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Commissioner DiPietro: Motion to approve the list of bills dated April 9th, 2018, as presented: General Fund \$28,655.56; Sewer Fund \$8,546.71; and Liquid Fuels Fund \$2,271.96.

Commissioner Bufalini: 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 hire Frank Bertucci as a 2018 Seasonal Park Maintenance Employee at a rate of \$7.25 per hour.

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 | |

7:16 P.M.

Items for Discussion

The following items were discussed by the Board of Commissioners:

1. Solicitor Mike Jones – Payment was made to Ralich Trucking Company by Hopewell Township. Solicitor Mike Jones prepared and sent a certified letters to Fabco, the manufacturer of the transfer case, concerning their advertised five (5) year warranty.
2. Solicitor Mike Jones met with developer Larry Dorsch concerning the former Five-Points School that he has purchased and intends to transform into an Extended Care Facility in accordance with the Zoning Hearing Board decision rendered on January 18th, 2018 whereby they approved the operation of an Extended Care Facility at this location as a Special Exception. Drug and alcohol rehabilitation would be one treatment option offered at this location. No exterior modifications of the facility are being proposed. Interior renovations are being proposed and will be addressed as part of the Building Permit review process. Larry Dorsch and his attorney were questioning if any other permits and/or approvals are required for this project. The Hopewell Township Zoning Ordinance does not specifically address this type of establishment or provide requirements/regulations to be imposed thereon. Thus, the Hopewell Township Zoning Ordinance does not specifically allow for this type of use, and it does not specifically exclude it. Engineer Hartman indicated that because exterior modifications of the site are not being proposed, the project was not brought before the Hopewell Township Planning Commission for review and recommendation. At a minimum, the applicant should provide a written description of the project so that Engineer Hartman can confirm compliance with the Zoning Ordinance as applicable (i.e., parking). The Board of Commissioners concluded that this type of treatment is not excluded by the Zoning Ordinance. Licensing would be by the Commonwealth of Pennsylvania. Solicitor Mike Jones will request a description of how many patients and staff will be located at this site. No approval by the Board of Commissioners are needed.

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3. Solicitor Mike Jones informed that the residents of Robin Street received a tax bill from Beaver County for their respective portion of Robin Street. Robin Street was conveyed to the respective adjoining property owners by a Quit Claim deed filed by Maronda Homes without the property owners being informed in advance. Mrs. Formanik contacted Engineer Hartman and expressed her disappointment in not being informed by Maronda Homes in advance of filing the Quit Claim Deed. Approval of Clairmont Manor Phase 1 Revised included a letter from Gateway Engineers detailing Maronda Home's commitment to improve Robin Street following construction of the three (3) homes at the end of Robin Street. Solicitor Mike Jones indicated that the adjoining property owners will be receiving an improved roadway. Engineer Hartman indicated that several years ago, the residents of Robin Street executed a Private Roadway Maintenance Agreement with Hopewell Township, which will remain in effect.
4. Solicitor Mike Jones informed that the Recorder of Deeds office rejected both the Stormwater Best Management Practices Operation and Maintenance Agreement and the Stormwater Easement Agreement with Kelar Properties. Engineer Marie Hartman will address these deficiencies and return the corrected documents to Solicitor Mike Jones for recording.
5. Engineer Marie Hartman discussed the lack of guidelines for the Park Advisory Board after the abolishment of the Recreation Board, including the numbers of members, terms of members, officers, terms of office, and roles/responsibilities. Currently the Park Advisory Board has seven (7) members and no alternates. Janice Gibson indicated that all members typically attend the meetings. Solicitor Mike Jones informed that the former Recreation Board was comprised of two (2) members having a five-year term, one (1) member having a four-year term, one (1) member having a three-year term, one (1) member having a two-year term, and two (2) members having a one-year term. Engineer Hartman informed that three (3) members have terms that expire at the end of 2018 and four (4) members have terms that expire at the end of 2020. The Board of Commissioners will decide the length of the respective terms. Historically, two (2) alternates have been selected. Robert Steigerwald could be appointed as the first alternate. Commissioner Kusnir recommended no more than two (2) alternates be appointed. Janice Gibson also requested a delineation of roles and responsibilities for the Park Advisory Board. Vicky will begin drafting the Park Advisory Board Charter including roles and responsibilities and review with the Park Advisory Board for completeness and ultimately forward to the Board of Commissioners for approval.
6. Engineer Hartman informed that Basswood Initiatives, an organization under the Beaver County Rehabilitation Center contacted Nora concerning placing students in rehabilitation ranging in age from 15-21 looking for basic jobs to do free of charge. Vicky and Nora prepared a list of work tasks that these students could work on. The students are accompanied by supervisor. The Board of Commissioners have no objection to this. Solicitor Mike Jones indicated that the supervisor should provide an Act 34 clearance and the releases should be required for the students.
7. Controller Barbara Swearingen was requested by the Auditor to sign a three (3) or five (5) year engagement letter. Controller Swearingen is not comfortable signing a long-term contract but realizes that they should have an engagement letter for this year to conduct the 2017 audit and next year to conduct the 2018. Cottrill Arbutina was appointed as auditor for 2018. A two (2) year engagement letter is appropriate and will be requested by Controller Swearingen and executed. Audit is received in advance of the date required by the Bond Covenant – approximately the end of September.

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- 8. Controller Barbara Swearingen was informed by the Auditor that she is making too many journal entries without them being approved. Controller Swearingen discussed this matter with Commissioner Kusnir. Commissioner Kusnir indicated that it is Controller Swearingen’s job to make the journal entries as she is the qualified employee to do so. Controller Swearingen can print the adjusting journal entries out at the end of the month or quarter and have Engineer/Manager Marie Hartman sign-off on them at the end of the month or quarter. Commissioner Kusnir would like to accept bids from other Auditors as our due diligence. Controller Barbara Swearingen would like to include a stipulation that the audit be received by the end of September so that it can be submitted for compliance with our Bond Covenants.
- 9. Controller Barbara Swearingen would like the Board of Commissioners to define her job description.
- 10. Park Advisory Board President Janice Gibson questioned the process of approval of Park Advisory Board members when their terms are expiring. Engineer Marie Hartman informed that the Park Advisory Board should notify her in October/November regarding which member’s terms are expiring and their desire or be reappointed to the Park Advisor Board or not.

8:00 P.M.

Citizen’s Forum

No Citizens are present.

8:02 P.M.

New Business

No New Business to discuss.

8:02 P.M.

Old Business

No Old Business to discuss.

8:02 PM

Executive Session In

An Executive Session was held to discuss the Police Contract and Police FMLA issues.

9:34 PM

Executive Session Out

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

9:34 P.M.

Motions made following Items for Discussion

Commissioner Kusnir: Motion to approve Family Medical Leave Act (FMLA) for Officer David L. Bibbee, II for the time period encompassing May 2nd, 2018 through August 2nd, 2018.

Commissioner Bufalini: Second the Motion.

Roll Call Vote:

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|-----------------------|-----|
| Commissioner Swihart | Yes |
| Commissioner Ciccone | Yes |
| Commissioner DiPietro | Yes |
| Commissioner Kusnir | Yes |
| Commissioner Bufalini | Yes |

Motion Carried

9:35 P.M.

Adjournment

Commissioner Swihart: Motion to Adjourn.

Commissioner DiPietro: Second the Motion.

Voice Vote:

All in Favor

Motion Carried

Minutes Recorded By: Marie S. Hartman 04/09/2018

Minutes Prepared By: Marie S. Hartman 04/12/2018