

**HEMPFIELD TOWNSHIP BOARD OF SUPERVISORS
MONTHLY MEETING
DECEMBER 17, 2018
7:00 PM**

Supervisors Present: Mr. George Reese Mr. John Silvis (Late Arrival)
 Mr. Rob Ritson Mr. Tom Logan
 Mr. R. Douglas Weimer

Staff Present: Mr. Jason Winters Mrs. Melanie Phillips
 Mr. Jamie Shaw Mr. Anthony Kovacic
 Mr. Doug Cisco Mr. Aaron Siko
 Mr. Dan Schmitt Mr. Patrick Karnash
 Mr. Scott Avolio Mrs. Callie Krueger

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The regularly scheduled Monthly Meeting of the Hempfield Township Board of Supervisors, held at the Hempfield Township Municipal Building, was called to order at 7:00 p.m. by Chairman, George Reese.

2. HEARINGS – NONE

4. CITIZENS COMMENTS (As Per Resolution #2012-24) – NONE

5. EXECUTIVE SESSIONS

- a. December 6, 2018 – Legal & Personnel
- b. December 12, 2018 – Legal & Personnel

Mr. Reese announced that Executive Sessions were held on December 6th and December 12th, 2018 for legal and personnel reasons.

6. APPROVAL OF MINUTES

- a. **Consideration to Approve the Minutes from the November 27, 2018 Hempfield Township Board of Supervisors Monthly Meeting** – Mr. Ritson made a motion, seconded by Mr. Logan to approve the minutes from the November 27, 2018 Board of Supervisors Monthly Meeting. Vote: 4-0. Motion carried.

7. STAFF REPORTS -- (Written reports distributed prior to meeting)

Jason Winters – Township Manager – Mr. Ritson requested to set up a new account through the Community Foundation that is similar to the Park Fund Account, possibly a Public Safety Fund, in which the money from the Fire Fund would be transferred. Mr. Winters stated that the Community Foundation still needs to verify with the Pittsburgh Foundation but they believe this will not be a problem. Documents will be ready for the January meeting for the Board. Mr. Winters also discussed concerns given at the Westmoreland County Township Supervisors Association at the meeting on Friday with the

county Commissioners. The overall concerns with the Comprehensive Plan have to deal with implementation of the plan and the Commissioners reiterated that the Comprehensive Plan is not mandatory for local municipalities to enforce.

***Mr. John Silvis entered the meeting.**

Melanie Phillips – Assistant Township Manager; Director of Finance – The financial report given on Wednesday was missing the revenues. The revenues have since been provided. In addition, revenues are in good condition at 97.46 percent collected to the budgeted numbers to the end of November. Mrs. Phillips also stated that the building permit revenue is the highest it has been in a long time.

James Shaw – Director of Code & Safety – A follow-up phone call with FEMA took place on Friday. Participants were Mr. Winters, Mrs. Phillips, Mr. Kovacic, Mr. Freeman, and Mr. Shaw. The SAFER Grant is beginning to get on track and FEMA was able to answer a lot of questions.

Anthony Kovacic – Director of Fire & EMS – Mr. Kovacic stated that all twelve companies hose testing and pump testing have been completed. The Township is in line with the requirements for ISO.

Doug Cisco – Director of Public Works – Highlights from the Public Works office include: 3 times out for snow removal operations; ice problems are being addressed throughout the township; stormwater project on S. Thompson & Second St. has begun; West Point Pond project update: 35 days working at the location and over the last 2 weeks 160 ft. of 36 inch pipe has been installed. Commodities bids were opened and those items are on the agenda. Mr. Weimer questioned Mr. Cisco regarding a stormwater ditch on the corner of Feightner Rd. and Slate Run Rd. Mr. Cisco noted that this is a PennDot issue and PennDot was addressing the issue on Friday. Mr. Weimer also questioned Mr. Cisco regarding a project on St. John's Church Rd. Mr. Cisco stated that there is a catch basin on the corner of St. John's Church Rd. and Baltzer Meyer Pike. The catch basin runs all the way to a stormwater pond which the Township took ownership of several years ago and the pipes that run to the pond. The corner property had a large sinkhole on their front yard which was close to 8 feet deep. The Public Works Department addressed this issue and replaced the crushed pipe. Mr. Weimer asked Mr. Cisco about an alley located near the old EatnPark entering Lowry Avenue because he received a phone call from a resident stating that there are no lines painted. Mr. Cisco mentioned he would take a look to make sure the lines are still painted.

Aaron Siko – Director of Parks & Recreation – The US Soccer Grant was denied. The Township can reapply for the grant in the spring. The budget proposal was received for the Comprehensive Plan and two options are provided. Mr. Ritson and Mr. Logan agreed that a full Comprehensive Plan would take longer but it makes more sense to apply for grants to assist with the plan. A short discussion was held regarding a feasibility study to be done in 2019 on two properties in which the Township owns.

Dan Schmitt – Township Engineer – Redgrave Drive and Holly Drive are both paved but Redgrave Drive is not yet open until the guide rail is installed and the wall is fixed.

Patrick Karnash – Planning Coordinator – Mr. Karnash noted that the Perkins Plan, listed under Subdivisions, has met all of the outstanding conditions and is ready for signature if it is approved. Mr. Weimer asked if the GetGo Site Plan has been completed. Mr. Karnash mentioned that the right-of-way from the county and the state is still outstanding for the GetGo Site Plan.

Scott Avolio – Township Solicitor – Mr. Avolio mentioned that he met with Mr. Kovacic to discuss the Uniform Service Agreement. There will be another meeting to finalize the details. Mr. Avolio also

noted that he prepared a Resolution to change the title of Director of Fire & EMS to Director of Emergency Services. Mr. Avolio discussed a Zoning Hearing Status Conference held with Judge Smail on a pending ZHB Appeal known as the Fait Case – this case has been continued until February. Mr. Ritson asked Mr. Avolio how to handle Landlord/Tenant registration and privacy issues. Mr. Avolio noted that typically these issues are handled within the lease.

8. TREASURER’S REPORT

Mr. Logan stated he had nothing additional to add to his report given at the Work Session.

9. PAYMENT OF BILLS

- a. General Fund--\$86,423.37**
- b. Light District Account--\$565.27**
- c. Liquid Fuel--\$2,957.62**
- d. Recreation--\$615.29**
- e. Bond Issue--\$11,308.84**
- f. Carbon VFD--\$4,984.32**

Mr. Logan made a motion, seconded by Mr. Ritson to approve the payment of items “a” through “e”.
Vote: 5-0. Motion carried.

Mr. Logan made a motion, seconded by Mr. Ritson to approve the payment of item “f”. Vote: 4-0-1
abstain (Mr. Reese). Motion carried.

10. SCHEDULING OF HEARINGS – NONE

11. DECISIONS FROM HEARINGS – NONE

12. SUBDIVISION PLANS

- a. Consideration to Approve Resolution No. 2018-144; Granting Final Approval for the Amy Perkins Consolidation Subdivision – Plan No. 20180674**
 - **Location: Behind Mary’s Tasty Land near the intersection of SR 66 & Oakford Park Road**
 - **Purpose: Consolidate the 3 parcels above to create 1 single zoned parcel**
 - **Planning Commission Recommendation: 6-0**

Mr. Ritson made a motion, seconded by Mr. Logan to approve Resolution No. 2018-144. Vote: 5-0.
Motion carried.

13. SITE PLANS

- a. Consideration to Approve Resolution No. 2018-145; Granting Final Approval for the New Stanton Sewage Site Plan – Plan No. 20180632**
 - **Location: 157 Penn Valley Road, Hunker**
 - **Purpose: New equalization tank**
 - **Planning Commission Recommendation: 6-0**

Mr. Ritson made a motion, seconded by Mr. Logan to approve Resolution No. 2018-145. Vote: 5-0.
Motion carried.

- b. Consideration to Approve Resolution No. 2018-146; Granting the Withdraw of a Site Plan Approval for the Proposed Millcraft Hotel – Plan No. 20170788 – Mr. Weimer made a motion, seconded by Mr. Logan to approve Resolution No. 2018-146. Vote: 5-0. Motion carried.**

- c. **Consideration to Approve Resolution No. 2018-147; Granting an Extension of Time for ADESA Pennsylvania, LLC to Comply with Final Conditional Approval for the ADESA Auto Auction Site Plan – Plan No. 20170072 – 180-day extension** – Mr. Logan made a motion, seconded by Mr. Silvis to approve Resolution No. 2018-147. Vote: 5-0. Motion carried.
- d. **Consideration to Approve Resolution No. 2018-148; Granting an Extension of Time for Clover Development to Comply with Final Conditional Approval for the Clover Communities Hempfield LLC Senior Housing Site Plan – Plan No. 20180058 – 60-day extension** – Mr. Logan made a motion, seconded by Mr. Weimer to approve Resolution No. 2018-148. Vote: 5-0. Motion carried.

14. ITEMS FOR ACTION TO BE TAKEN

- a. **Consideration to Approve Resolution No. 2018-149; Naming a Private Roadway as 1019 Rippling Springs Lane** – Mr. Ritson made a motion, seconded by Mr. Logan to approve Resolution No. 2018-149. Vote: 5-0. Motion carried.
- b. **Consideration to Approve Resolution No. 2018-150; Adopting the 2019 General Fund Budget; 2019 Capital Budget and the 2019 Liquid Fuels Fund Budget** – Mr. Logan made a motion, seconded by Mr. Ritson to approve Resolution No. 2018-150. Vote: 5-0. Motion carried.
- c. **Consideration to Approve Resolution No. 2018-151; Establishing Tax Millage Rates for the Year 2019** – Mr. Logan made a motion to establish the tax millage rates for the year 2019 at 3 mils, seconded by Mr. Ritson. Vote: 5-0. Motion carried.
- d. **Consideration to Approve Resolution No. 2018-152; Changing the Name of the Director of Fire & EMS to the Director of Emergency Services for the Township of Hempfield** – Mr. Ritson made a motion, seconded by Mr. Logan to approve Resolution No. 2018-152. Vote: 5-0. Motion carried.
- e. **Consideration to Approve Resolution No. 2018-153; Awarding Contracts for 2019 Type “M” and Bicycle-Safe Frames and Grates, Polyethylene Type Pipes, Ultra-Low Diesel Fuel and Unleaded Regular Gasoline, Stone Course Aggregate and Wash Stone as Detailed on Exhibit “A”** – Mr. Logan made a motion, seconded by Mr. Ritson to approve Resolution No. 2018-153 to award the above listed contracts for 2019 to the lowest bidders as listed on Exhibit “A” on the Resolution. Vote: 5-0. Motion carried.
- f. **Consideration to Approve Resolution No. 2018-154; Appointing a Liaison Between It and Berkheimer, the Duly Appointed Collector of Local Taxes for the Township, for the Express Purpose of Sharing Confidential Tax Information with the Township for Official Purposes** – Mr. Logan made a motion to approve Resolution No. 2018-154, seconded by Mr. Ritson, appointing Melanie Phillips as the liaison between Hempfield Township and Berkheimer. Vote: 5-0. Motion carried.
- g. **Consideration to Approve Ordinance No. 2018-09; Adopting the 2015 Edition of the International Fire Code and Amending Chapter 47 in the Code of the Township of Hempfield** – Mr. Weimer made a motion, seconded by Mr. Logan to approve Ordinance No. 2018-09. Vote: 5-0. Motion carried.

- h. Consideration of a Motion to Acknowledge the Proposal of Donald E. Andree (RJA Farm, LLC) to be Included in the Agricultural Security Area of Hempfield Township for Tax Map No. 50-19-00-0-069 and Direct that the Appropriate Public Notice be Published as Required by the Agricultural Security Area Law** – Mr. Logan made a motion, seconded by Mr. Ritson to acknowledge the proposal of Donald E. Andree (RJA Farm, LLC) to be included in the Agricultural Security Area of Hempfield Township for the above listed property. Mr. Avolio stated that there will be a scheduling of the hearing after the 15 Day Notice and then the 45 Day Comment Period by the Planning Commission. Vote: 5-0. Motion carried
- i. Consideration to Authorize the Township Manager to Enter into an Agreement with McDowell Associates to Provide Township Insurance via MRM Trust for Year 2019 at a Cost of \$133,495.00** – Mr. Logan made a motion, seconded by Mr. Ritson to authorize the Township Manager to enter into an agreement with McDowell Associates to provide Township insurance via MRM Trust for Year 2019 at a cost of \$133,495.00. Vote: 5-0. Motion carried.
- j. Consideration to Approve Amendment to the Community Development Block Grant (CDBG) Agreement for ADA Restrooms at Hempfield Township Municipal Building and Hempfield Park** – Mr. Ritson made a motion, seconded by Mr. Weimer to approve amendment to the CDBG Agreement for ADA Restrooms at Hempfield Township Municipal Building and Hempfield Park. Vote: 5-0. Motion carried.
- k. Consideration of a Motion to Approve Financing for Acquisition of Two (2) Sutphen Heavy Duty 75 Mid-Mount Aerial Ladder Quints from Key Bank at a Rate of 3.34% for Seven (7) Years** – Mr. Logan made a motion to appoint Key Bank to be the financier of the two firetrucks as listed above which were approved last month requesting the Township does a 1.5 million dollar borrowing and pay the balance out of the Capital Fund which is to be determined depending on the discount rate, seconded by Mr. Ritson. Vote: 5-0. Motion carried.
- l. Consideration to Approve Pay Estimate #7 in the Amount of \$7,769.31 to JT Masonry Construction for the Hempfield Park Amphitheater Construction – Contract 2/2018** – Mr. Logan made a motion, seconded by Mr. Weimer to approve Pay Estimate #7 in the amount of \$7,769.31 to JT Masonry Construction for the Hempfield Park Amphitheater Construction – Contract 2/2018. Vote: 5-0. Motion carried.
- m. Consideration to Approve Change Order #1 in the Amount of \$28,800.00 to Ligonier Construction Company for the Holly Drive/Redgrave Drive Culvert Replacement Project – Contract 1/2018** – Mr. Logan made a motion, seconded by Mr. Weimer to approve Change Order #1 in the amount of \$28,800.00 to Ligonier Construction Company for the Holly Drive/Redgrave Drive Culvert Replacement Project – Contract 1/2018. Vote: 5-0. Motion carried.
- n. Consideration to Approve Pay Estimate #2 in the Amount of \$231,586.76 to Ligonier Construction Company for the Holly Drive/Redgrave Drive Culvert Replacement Project – Contract 1/2018** – Mr. Logan made a motion, seconded by Mr. Weimer to approve Pay Estimate #2 in the amount of \$231,586.76 to Ligonier Construction Company for the Holly Drive/Redgrave Drive Culvert Replacement Project – Contract 1/2018. Vote: 5-0. Motion carried.
- o. Consideration to Approve the Hiring of the Following Seasonal HTAC Facility Assistants at the Rate of \$8.00 Per Hour**
- 1. Alyssa Mapes**

2. **Maggie Oblak**
3. **Sabrina Pettinato**
4. **Leo Radziwon**

Mr. Weimer made a motion, seconded by Mr. Ritson to approve the hiring of the above listed Seasonal HTAC Facility assistants at the rate of \$8.00 per hour. Vote: 5-0. Motion carried.

p. Consideration to Approve the Following Emergency Service Applications as Members of the Hempfield Township Bureau of Fire, to be Effective Upon the Township Receiving a Physical Report from the Township Physician Stating that the Individual is Capable of Performing Activities Related to the Appointed Position and Successful Criminal History and Act 153 Clearance Requirements

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|------------------------------|------------------------|-------------------------|
| 1. David T. Allshouse | Sr. Firefighter | Grapeville VFD |
| 2. Joshua W. May | Jr. Firefighter | Hannastown VFD |
| 3. Noah J. Mull | Sr. Firefighter | Hempfield #2 VFD |
| 4. Travis R. Newkirk | Sr. Firefighter | Grapeville VFD |

Mr. Ritson made a motion, seconded by Mr. Weimer to approve the listed Emergency Service applicants as members of the Hempfield Township Bureau of Fire, effective upon the Township receiving a physical report from the Township Physician stating that the individual is capable of performing activities related to the appointed position and successful Criminal History and Act 153 Clearance Requirements. Vote: 5-0. Motion carried.

15. OLD BUSINESS

a. Consideration to Authorize the Township Manager to Send a Letter of Request to the Community Foundation of Westmoreland County to Change the Board of Trustees for the Hempfield Fire Fund to Include all Members of the Hempfield Township Board of Supervisors

Mr. Ritson made a motion, seconded by Mr. Logan to remove item “a” from the agenda. Vote: 5-0. Motion carried.

16. NEW BUSINESS

a. Mr. Weimer mentioned a discussion held at a work session in February regarding the Highland Avenue stormwater project. He asked what the Township’s responsibilities are in regards to the flooding through yards, driveways, and retaining walls. Mr. Winters stated that staff has reviewed this issue and a report and plans are being prepared for January’s meeting for repair to the area. Mr. Avolio recommended this discussion be held in Executive Session because of potential litigation ramifications or real estate negotiations.

b. Mr. Weimer also inquired about the end of the year reviews. Mr. Winters stated that staff is working on reviews within the departments but it is ultimately up to the board on how they’d like to handle his review.

17. PROCLAMATIONS – NONE

18. SUPERVISORS’ COMMENTS

Mr. Logan wished everyone a safe and happy Holiday Season.
Mr. Silvis wished everyone a Happy Holiday. Mr. Silvis also welcomed Sheetz to Hempfield Township.
Mr. Weimer wished everyone a Merry Christmas and thanked Adamsburg VFD for inviting he and his family to the Christmas Party.

Mr. Ritson mentioned that he hoped Mr. Cisco and the Public Works Department would not have to be called out for snow removal on Christmas.

Mr. Reese wished everyone a Merry Christmas.

19. ADJOURNMENT

The Regularly Scheduled Monthly Meeting of the Hempfield Township Board of Supervisors, held at the Hempfield Township Municipal Building, was adjourned at 7:41 p.m. by Chairman George Reese.

SECRETARY

CHAIRMAN