

**TOWNSHIP OF NORTH HUNTINGDON, BOARD OF COMMISSIONERS
SPECIAL MEETING, THURSDAY, NOVEMBER 10, 2016, 7:00 P.M.
11279 Center Highway, North Huntingdon, PA 15642
Presiding Officer – Tony Martino, President, Board of Commissioners**

CALL TO ORDER

Commissioner Martino called the meeting to order at 7:00 P.M.

ROLL CALL

Commissioner Herold	Absent	Also Present:
Commissioner Haigis	Present	John Shepherd
Commissioner Bertani	Present	Michael Turley
Commissioner Gray	Present	Solicitor Bruce Dice
Commissioner Faccenda	Present	Andrew Blenko
Commissioner Kucera	Present	Richard Albert
Commissioner Martino	Present	Dan Miller
		Lieutenant Mahinske

PLEDGE OF ALLEGIANCE

CITIZENS' INPUT

Carla Sapp ó 8970 Oak Street, Westmoreland City ó states she is asking for help that since last March when the Oak Street and Altman Street were milled and resurfaced. She states when going up Altman Street towards First Street, she got half way up when she was approached by two workers who were working on the street told her to turn around and go the other way in which she did. However, when she did that, there was a big drop off that pulled off the front guard on her car. She didn't do anything at that time but eventually got the car looked at. At that time, workers told her to speak to Bob from the engineering firm. She states she told him what happened and he asked how much is it going to cost. She stated approximately two to three hundred dollars. She states she took her car to the garage the next day and was told there was further damage underneath which came to nine hundred sixty dollars. She states this information was passed on to Mr. Shepherd, Mr. Albert and Liberoni Construction and she received an email stating there was a notice on the road stating No Thru Traffic but there was no other way for her to get to or from her house. She feels like she is being pushed around and has no support from the Township except for Bob Robinson from the engineering firm who always gets back to her and is trying to help her.

RESPONSE TO CITIZENS' INPUT

Manager Shepherd states he has spoken with Ms. Sapp two or three times and what she said are accurate statements. Libertoni is the sub-contractor for the paving program and they are required to have insurance to handle claims. The Township does not pay any claims for Liberoni. He states Mr. Robinson told him he was having difficulty dealing with the contracting company. Manager Shepherd states himself, and Mr. Robinson met with the owner of Liberoni along with Solicitor

November 10, 2016

Dice's legal perspective. He states it is difficult for the Township to mandate that a contractor pay a claim and when Mr. Robinson spoke with Mr. Dice about this, the question was can the Township withhold payment. Mr. Dice suggested that it is not the Township's place to withhold a payment. The contractor stated they don't believe they are responsible. Manager Shepherd states the Township cannot force them to pay a claim and recommended Ms. Sapp turn it into her insurance. Mr. Shepherd states the Township still has a final payment to make to Liberoni that is in excess to nine hundred dollars unless the Solicitor advises that is not the way to handle the claim by not making the final payment.

Solicitor Dice states this is not the legitimate reason to deny Ms. Sapp the payment. The remedy is if Ms. Sapp is dissatisfied with Liberoni's position, she can go to the Magistrate and file a complaint. If she wins, she will get her money back plus whatever the award is. But there is a dispute to who is at fault and the Township has immunity to pay the claim. Mr. Dice suggests she go to the Magistrate.

Mr. Robinson suggests any claims be put in writing and he will forward to the contractor. He states he will be the witness and states there were No Thru Traffic signs.

Work Sessions Discussion Topics

1) Proposed 2017 Budget

Manager Shepherd states all the Department Directors are present except for Gene Komondor for Emergency Management. He states he will highlight each department and the goal is to have the budget adopted at the regular meeting in December.

Manager Shepherd states the Strategic Plan for North Huntingdon was adopted recently and some of the items were cost items such as:

- Technology Analysis ó in 2017 the goal is for all the departments to look at improving technology and how it can provide better service. The goal is to do the analysis in 2017 and to implement in 2018 and future years.
- Customer Service Training Program ó a key component in the Administration Department and also expanding to other Township departments.
- Parks Department Planning Projects ó update to Parks Department plan which is about ten years old and update to what people want. The other two pieces is a master plan for Oak Hollow Park and Markvue Manor Park.
- Exterior Renovations ó tentatively budgeted two hundred fifty five thousand dollars in 2017.
- Ardara Road ó Phase II of reconstruction for two hundred sixty eight thousand dollars.
- Township website ó upgrade and replace Township website.
- Reduction in Workers Compensation premiums ó deduction of approximately one hundred thousand dollars but does not include fire departments, only Township employees.

November 10, 2016

- Spend down ó in 2017, budget plans to spend down approximately 2.7 million dollars. Of that amount, four hundred eight thousand will be transferred to Capital Reserve Fund to fund capital projects. The fund balance is healthy.
- 2017-2020 ó Capital improvement plan.

ADMINISTRATION DEPARTMENT

Town House renovation is included in this department.

Commissioner Haigis asks about the increase in consulting services.

Manager Shepherd states there are a few new items for 2017 which are the technology reviews, architectural services are for the Town House renovations and general consulting.

Commissioner Gray states he and Commissioner Martino have discussed the live streaming of the meetings and wiring the Town House to make the meetings available online to be included in the technology review. This program could be implemented for less than one hundred thousand dollars

Manager Shepherd states the new web site could be used to utilize videos of the meetings plus paperless agendas.

Commissioner Gray states he is in favor of whatever system the Board decides on and a live broadcast in addition to being able to retrieve later.

Mr. Turley states he will bring recommendations back to the Board.

No further Board comments.

PLANNING AND ZONING DEPARTMENT

Manager Shepherd states 2017 budget is very similar to this year and will not see much change. A staff vehicle was delayed one year in order to make it work financially and the only other item was some carpeting.

Commissioner Faccenda asks if it will include WiFi in the cars.

Manager Shepherd states it will include everything.

PUBLIC WORKS DEPARTMENT

Manager Shepherd states this department has multiple capital projects and equipment purchases. In addition to public works, Manager Shepherd references the 2017 proposed Road Paving Program. With Bob Robinson's assistance, they are able to present a base program which includes the traditional milling and paving program and also the fiber mat program. They also included

November 10, 2016

alternate roads in the event of a good bid. The crack sealing program is also for next year with Russell Standard.

Commissioner Faccenda states the capital projects increased 55.4% which he is fine with because it encompasses road work.

Manager Shepherd states if the Board feels confident about the 2017 Road Paving Program, Mr. Robinson will start working on bid documents.

Mr. Robinson states he would like to shoot for February to get the bid documents ready.

PARKS AND RECREATION

Manager Shepherd states some of the projects were discussed earlier that came from the Strategic Plan. There are two master plans for Oak Hollow Park and Markvue Manor Park and also update to the Township's comprehensive parks & recreation plan. Staffing is stable but Mr. Miller had a few requests for additional staff. Manager Shepherd states he has some concerns about adding additional staff and expanding too much because there is a cost.

Commissioner Haigis asks if the professional services will include the comprehensive plan for both parks.

Manager Shepherd states it will include both parks, two master plans and an update to the comprehensive recreation plan. He states there is also money in professional services for projects such as repairing the bridge abutments at Indian Lake or engineering services.

Commissioner Faccenda states playground equipment is up one hundred fifty percent and asks what are the plans for the equipment.

Mr. Miller states that is for new equipment, not replacing equipment, at Indian Lake Park and also fitness equipment as well.

Commissioner Faccenda asks about the lot paving.

Mr. Miller states he has discussed the rear lot paving with Manager Shepherd.

Manager Shepherd states they have discussed options for the rear lot and what would have the most longevity. At some point, possibly fiber mat the rear lot.

Commissioner Faccenda asks if the signage is for all the parks.

Mr. Miller states that is correct with the new logo.

No further Board comments.

November 10, 2016

EMERGENCY MANAGEMENT

Manager Shepherd states Mr. Komondor is not present at the meeting but their budget stays consistent year to year. Training is their biggest line item.

POLICE DEPARTMENT

Manager Shepherd expresses his thanks to Lieutenant Mahinske, who is Acting Chief, to finalize the budget and did a good job. The Police Department budget has not changed much. Capital projects, some vehicles and replacements of portable radios.

Commissioner Faccenda asks about the plans for turning in the old K9 vehicles and purchasing two motorcycles and one new vehicle. He asks if it would be in the best interest to have a back-up motorcycle.

Lieutenant Mahinske states the amount of use of the motorcycles would be good with two.

Manager Shepherd states he agrees with Lt. Mahinske in keeping two motorcycles.

Commissioner Faccenda asks about the increase of overtime and states he is fine with it.

Commissioner Haigis states he feels the dispatchers are a duplication of service.

Manager Shepherd states the department like the local dispatcher but understands Commissioner Haigis's opinion.

No further Board comments.

Manager Shepherd states the Liquid Fuels fund has been going up the last four years because of the increase from the State, getting an additional twenty percent per year. For next year, will be over a million dollars which has help the road program and the purchase of salt through this fund.

The Water Fund is utilized for fire hydrant service. One additional project will be to mark the hydrants in the Township to be able to better locate them with a reflective marker system.

The Parks Fund is money received from Fee In Lieu. One project will be fitness equipment at Indian Lake Park.

The Street Light Fund may need to increase for street light assessments to insure all costs are covered.

Manager Shepherd recommends after the proposed budget is agreed is to advertise it. He states he will include the on the agenda for next meeting

No further Board comments.

November 10, 2016

F. Planning/Engineering Topics:

1) SP-9-2016: Virtus Institute Site Plan, 11065 Parker Drive, PEDD2 Zoning

**Site plan application for a construction of a fitness training center.*

Mr. Blenko states this is a site plan application in the industrial park on Parker Drive. The applicant wants to construct a fifteen thousand square foot fitness training center which will be open 24/7 but will not be staffed 24/7. The applicant went to the Zoning Hearing Board and got a use variance to permit that use in a PEDD zone. They also got a reduction in the required parking. The lot is against the Episcopal Church in Penns Woods and proposing a pre-engineered metal building. The Planning Commission has concerns regarding the lighting plan and are requesting a waiver on perimeter landscaping, a modification to allow parking within eight feet of the edge of the building instead of ten feet. The Planning Commission recommends approval with the modifications.

2) S-20-2016: Tuscan Hills Phase II, Barnes Lake Road, R-2 Zoning

**Application for the next phase of the Tuscan Hills subdivision.*

Mr. Blenko states the plan needs sewage planning, erosion control and stormwater approval from the Conservation District but have the approval from PADot in terms of accessing the plan from Barnes Lake Road. Mr. Blenko states he and the developer agreed they would not construct more than sixty two homes until they got the traffic signal erected and operating at the corner of Barnes Lake Road and Hahntown Wendel Road. With Phase II, will bring them to sixty four lots. They expect construction to begin in the Spring and the infrastructure should be in by Fall 2017. He states six building permits have already been issued. The Planning Commission recommends approval with the resolution of remaining technical items.

3) S-23-2016: Mt. Ridge Estates Revision 5, Forest Oaks Trail & Wisperwood Ct, PRD

**Minor subdivision involving multiple lots in the Mt. Ridge Estates Plan.*

Mr. Blenko states Mt. Ridge Estates has been under construction since the early 1990s. The developer found as they got into a foreclosure on an adjoining property that an existing home on Backwoods Lane infringed onto the property and so they decided the best way to resolve it was to sell the foreclosed home owner a wedge of land so they have the set-back they need for the zoning ordinance. The developer has reconfigured the lots and eliminated the townhouses. The Planning Commission recommends approval and no outside agency approvals are needed.

4) S-24-2016: Gene Rayman Plan, Northview Drive, R-3 Zoning

**Boundary line revision involving three adjacent lots on Northview Drive.*

Mr. Blenko states as it is now, there are two dwellings on one lot. Mr. Rayman is selling the home and wants to divide off a piece of ground for one of his children. This is a boundary line

November 10, 2016

configuration not creating new lots. The Planning Commission recommends approval with no conditions.

G. FURTHER BOARD COMMENTS

Commissioner Gray asks for an Executive Session to discuss a legal matter.

H. ADJOURNMENT

Motion: Commissioner Haigis
Second: Commissioner Gray

Motion to adjourn.

Motion carried 7 6 0 6 0 (8:05 P.M.)

- Special Meeting minutes of November 10, 2016 were approved by the Board of Commissioners on _____.

Tony Martino, President

John M. Shepherd, Township Secretary
/jjm

