

# RESOLUTION R-2013-02

## RECORDS DISPOSAL Hopewell Township, Beaver County, Pennsylvania

**RESOLVED** by the Board of Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, that

**WHEREAS**, by virtue of Resolution No. 2002-16, adopted November 4, 2002, the Township of Hopewell declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on July 16, 1993, and

**WHEREAS**, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorize the disposition of the following public records:

1. Sewer records from 2005 as listed and described in attachment "A"
2. General Fund, Sewer Fund, Sewer Construction Fund, Park Fund and Liquid Fuels Fund records from 2005 as listed and described in attachment "B"

Attest:



Andy Brunette, Manager



John Norman Kraus Jr., President  
Hopewell Township Board of Commissioners

(Seal)

**SEWER FILES TO SHRED**

- BOX 1** Sewer Authority Files 2005
- BOX 2** C/R Billing Journals 11/2005 – 12/2005  
School Sludge 1/2005 – 12/2005
- BOX 3** C/R Deposit Stubs – 8/24/2005 – 12/31/2005
- BOX 4** C/R Deposit Stubs – 6/3/2005 – 8/23/2005
- BOX 5** C/R Deposit Stubs – 1/1/05 – 3/18/05
- BOX 6** M/E Summary Reports – 1/2005 – 12/2005
- BOX 7** C/R Journals – 4/2005 – 6/2005
- BOX 8** Billing Journals – 7/2005 – 10/2005
- BOX 9** Sewer Asst'd/Misc Files 2005
- BOX 10** M/E Reports – 1/2005 – 12/2005
- BOX 11** Sewer bill copies - 2005
- BOX 12** C/R Journals – 7/2005 – 9/2005
- BOX 13** C/R Deposit Stubs 3/21/2005 – 6/2/2005
- BOX 14** Sewer Dye Test Information CERTS/LOGS 2000 - 2005
- BOX 15** C/R Journals 1/2005 – 3/2005
- BOX 16** 2005 Lien Files/Alpha – A - M
- BOX 17** Lien Files Current 2005 – Service app files

**BOX 18** 2005 Lien Files/Alpha – N – Z

**BOX 19** Billing Journals – 1/2005 – 6/2005

**BOX 20** C/R Journals – 10/2005 – 12/2005

## ATTACHEMENT "B"

1. 2005 Accounts Payable records from the General, Sewer, Sewer Construction, Park, and Liquid Fuels Fund
2. 2005 Journal Entry Books
3. 2005 Bank Statements
4. 2005 Financial Statements, Budget Reports, and List of Bills
5. 2005 Receipt Books

**TOWNSHIP OF HOPEWELL  
Beaver County, Pennsylvania  
BOARD OF COMMISSIONERS  
WORKSHOP MINUTES**

January 14, 2013  
Meeting in Session at 6:30 p.m.

**6:30pm: Workshop Meeting Called to Order by Mr. Kraus and that the meeting will be recorded**

**ROLL CALL**

**President**

Norm Kraus Jr.

**Vice President**

Rich Bufalini

**Commissioners**

Nick DiPietro

Joe Kusnir

Brian Rohm      Arrived 6:34pm

**Others Present**

Andy Brunette, Township Manager/Controller

Marie Stratakis-Hartman, Township Engineer

Mike Jones Township Solicitor

**6:32pm            ENGINEERS REPORT Marie Stratakis-Hartman (Report on File)**

**6:58pm            EXECUTIVE SESSION IN**

**7:30pm            EXECUTIVE SESSION OUT**

**7:32pm            CITIZEN COMMENTS PERTAINING TO THE BUSINESS AGENDA    NONE**

**7:32pm            BUSINESS AGENDA**

Mr. Bufalini      Motion to approve the Workshop Minutes of December 10, 2012

Mr. Rohm          Second the motion

**Roll Call Vote:**

Mr. DiPietro      Yes

Mr. Kusnir        Yes

Mr. Rohm         Yes

Mr. Bufalini     Yes

Mr. Kraus        Yes

Motion Carried

Mr. Kusnir        Motion to approve the list of bills dated January 14, 2013

Mr. DiPietro      Second the motion

**Roll Call Vote:**

Mr. DiPietro      Yes

Mr. Kusnir        Yes

Mr. Rohm         Yes

Mr. Bufalini     Yes

Mr. Kraus        Yes

Motion Carried

Mr. Kusnir Motion to approve Resolution R-2013-01 establishing a standard application fee for on-lot sewage disposal system permits  
Mr. Rohm Second the motion

Roll Call Vote:

Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Rohm Yes  
Mr. Bufalini Yes  
Mr. Kraus Yes

Motion Carried

Mr. Rohm Motion to approve Resolution R-2013-02 authorizing the destruction of Township records from the year 2005  
Mr. Bufalini Second the motion

Roll Call Vote:

Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Rohm Yes  
Mr. Bufalini Yes  
Mr. Kraus Yes

Motion Carried

Mr. Kusnir Motion to approve payment No. 3 to Lone Pine Construction, Inc. in the amount of \$163,495.87 for the Raccoon Creek WPCS Aeration Systems Upgrade per budget line item 19-449-002  
Mr. Bufalini Second the motion

Roll Call Vote:

Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Rohm Yes  
Mr. Bufalini Yes  
Mr. Kraus Yes

Motion Carried

Mr. Bufalini Motion to approve a new 220 volt receptacle in the amount of \$995.00 from Weber Electric for the Raccoon Creek WPCS Aeration System per budget line item 19-449-002  
Mr. Kusnir Second the motion

Roll Call Vote:

Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Rohm Yes  
Mr. Bufalini Yes  
Mr. Kraus Yes

Motion Carried

Mr. DiPietro Motion to approve the electrical revisions to the VFDs and Blower Control Panel in the amount of \$5,970.57 as an addition to the Aeration Systems Upgrade Project. The work is to be completed by Lone Pine Construction as additional work  
Mr. Kusnir Second the motion

Roll Call Vote:

- Mr. DiPietro Yes
- Mr. Kusnir Yes
- Mr. Rohm Yes
- Mr. Bufalini Yes
- Mr. Kraus Yes

Motion Carried

- Mr. Bufalini Motion to approve a 5K run for the Margaret Ross P.T.A. The 5K route is on file at the municipal building. The 5K run is approved pending the P.T.A. organization providing volunteers for the necessary road closures and notification of all residents along the 5K route
- Mr. DiPietro Second the motion

Roll Call Vote:

- Mr. DiPietro Yes
- Mr. Kusnir Yes
- Mr. Rohm Yes
- Mr. Bufalini Yes
- Mr. Kraus Yes

Motion Carried

**7:37pm ITEMS FOR DISCUSSION**

Mike Jones updated the Board that the new grading ordinance is still in the process with the zoning officer and engineer in being complete. Mr. Jones advised the Board that the property maintenance ordinance and the water meters ordinances are still being worked on. Mike has not been contacted by Westfield Towers in regards to their maintenance bond. Township Engineer Marie Hartman has sent a letter to them. The Township engineer will inspect the catch basin at the end of Golf Course Road to see if it is stilled clogged-up; if it is still clogged Marie will photograph and send to Jeff Lancas at PennDot. The delegates for 2013 Beaver County C.O.G. were discussed. The Board discussed the idea of resident Steve Robinson in putting closing the Depository on a referendum vote. Solicitor Mike Jones stated that by law the basis for a referendum has to be tied to a statutes and he is not aware of any statute that would provide for closing the Depository. Because this decision can be made without a vote then there is no need for this. The Board decided that since the revamping in 2012 of the Depository process and procedures it has been operating better and more efficient and that Board has no plans to close it.

- Mr. Rohm Motion to appoint Commissioner Nick DiPietro as the 2013 primary C.O.G. delegate and Commissioner Rich Bufalini as the 2013 alternate delegate to the C.O.G.
- Mr. Kusnir Second the motion

Roll Call Vote:

- Mr. DiPietro Abstain
- Mr. Kusnir Yes
- Mr. Rohm Yes
- Mr. Bufalini Abstain
- Mr. Kraus Yes

Motion Carried

**7:48pm CITIZENS FORUM**

**Tom Rohm 225 Sharon Grange Road**

Mr. Rohm discussed the stop-sign placement on Chestnut and Cedar as well as why the stop signs on the corner of Yale and Harvard were not removed during last year's road paving program. Township Engineer explained the ruling on that stop signs request and the safety committee position on that location. The Board also explained their position on stop sign issues of placement and removals. It was decided that in the spring the speed trailer will be positioned on Chestnut and Cedar in order to get speeding data. Mr. Rohm relayed a request from Mr. Babinsack

located at 5219 Webb Street that he has requested a speed limit sign to be installed on his property. The manager advised Mr. Rohm that this would be taken care of and the sign would be installed.

**Bob Years 100 Grace Lane**

Mr. Years was there to discuss the PennDot Veasey Road right-of-way. Mr. Years expressed concerns that residents are speeding hazardously on the portion of the PennDot right-of-way. Mr. Years stated that he has called the Police and reported the situation but to no avail. Mr. Years asked the Board to consider backing him if he closed the right-of-way and was able to receive an excavation permit for excavating that area. The Township's position was that it is strictly a private property issue between him, PennDot's right-of-way and the other residents on that right-of-way and that the Township has no authority to do anything at this location and will not support any action on Veasey Road. This is a PennDot right-of-way and strictly a State issue and that he must wait until PennDot makes a determination.

**8:35pm            NEW BUSINESS**

**Commissioner Rohm**

Mr. Rohm advised the Manager that there are two street lights on Kane Road that are out, and that they are located on the corner of Steuyer and Kane and the corner of Bradbury and Kane Road. The Manager said that he would report it to Duquesne Light.

**8:36pm            OLD BUSINESS            None**

Solicitor Mr. Jones updated the Board on the seismic testing that is being solicited within the Township. Mr. Jones presented the Board with a resolution and application for review for permission to conduct seismic testing within Hopewell Township. This was an extensive discussion and will be continued at the next meeting.

**9:02pm            EXECUTIVE SESSION IN**

**10:00pm            EXECUTIVE SESSION OUT**

Mr. Bufalini        Motion to approve the disability retirement of Assistant Police Chief Gary Tranelli effective January 14, 2013 contingent on certification from his doctor  
Mr. Rohm            Second the motion

Roll Call Vote:

Mr. DiPietro        Yes  
Mr. Kusnir          Yes  
Mr. Rohm            Yes  
Mr. Bufalini        Yes  
Mr. Kraus            Yes

Motion Carried

Mr. Kusnir        Motion to eliminate the position of Assistant Police Chief due to financial and operational considerations  
Mr. DiPietro        Second the motion

Roll Call Vote:

Mr. DiPietro        Yes  
Mr. Kusnir          Yes  
Mr. Rohm            Yes  
Mr. Bufalini        Yes  
Mr. Kraus            Yes

Motion Carried

Mr. Bufalini Motion to approve the marketing contract with BrandMill marketing firm at a cost of \$60,000.00 and approving payment of the first draw in the amount of \$20,708.00 per budget line items 1-405-465 and 1-405-480

Mr. Kusnir Second the motion

Roll Call Vote:

Mr. DiPietro Yes

Mr. Kusnir Yes

Mr. Rohm Yes

Mr. Bufalini Yes

Mr. Kraus Yes

Motion Carried

**10:05pm**

**ADJOURNMENT**

Mr. Kusnir Motion to adjourn

Mr. Bufalini Second the motion

Voice Vote: All in favor

Motion Carried

Minutes Recorded by: Andy J. Brunette 01/14/13

Minutes Prepared by: Andy J. Brunette 01/16/13