

RESOLUTION R-2011-06

RECORDS DISPOSAL

Hopewell Township, Beaver County, Pennsylvania

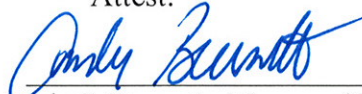
RESOLVED by the Board of Commissioners of the Township of Hopewell, Beaver County, Pennsylvania, that

WHEREAS, by virtue of Resolution No. 2011-06, adopted February 14, 2011, 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

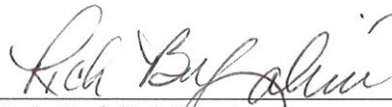
WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by Resolution of the governing body of the municipality.

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 listed in the attached appendix "A".

Attest:



Andy J. Brunette Manager/Controller



Rich Bufalini, President
Hopewell Township Board of Commissioners

(Seal)

APPENDIX A

2002 + 2003 RECORDS FOR DESTRUCTION

2002 JOURNAL ENTRIES					
2002 GENERAL CHECKS					
2002 SEWER CHECKS					
2002 ACCOUNTS PAYABLE Q-Z					
2003 PURCHASE ORDERS					
2003 ROUTING CORRESPONDENCES TO BOARD OF COMMISSIONERS					
2003 STATE FUND					
2003 SEWER FUND					
2003 LIQUID FUELS AND PLGIT					
2003 SEWER CONSTRUCTION					
2003 CLEARING FUND					
2003 FIRE HYDRANT					
2003 CORRECTED GL ACCOUNTS					
2003 ACCOUNTS PAYABLE STATEMENTS					
2003 ACCOUNTS PAYABLE GENERAL A-C					
2003 ACCOUNTS PAYABLE GENERAL D-H					
2003 ACCOUNTS PAYABLE GENERAL I-O					
2003 ACCOUNTS PAYABLE GENERAL P-V					
2003 ACCOUNTS PAYABLE GENERAL W-Z					
2003 ACCOUNTS PAYABLE SEWER A-C					
2003 ACCOUNTS PAYABLE SEWER D-I					
2003 ACCOUNTS PAYABLE SEWER J-P					
2003 ACCOUNTS PAYABLE SEWER Q-Z					
2003 GENERAL AND SEWER FUND CHECKS AND BANK STATEMENTS					
2003 GENERAL FUND JAN-MAY					
2003 GENERAL FUND JUNE-DEC					
2003 TREASURER'S REPORT					
2003 PARK REFUNDS					
2003 BEAVER COUNTY WASTE MANAGEMENT					
2003 BUDGET INFORMATION					
2003 WASHINGTON COUNTY					
2003 RECEIPT BOOKS					

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

February 14, 2011
Meeting in Session at 6:34 p.m.

6:34pm: Workshop Meeting Called to Order by Mr. Bufalini and that the meeting will be recorded

ROLL CALL

President

Richard Bufalini

Vice President

Norm Kraus

Commissioners

Nick DiPietro

Joe Kusnir

Brian Rohm

Others Present

Andy Brunette, Township Manager/Controller

Mike Jones, Solicitor

Marie Stratakis-Hartman, Township Engineer

Jeff Meehan Grant Writer

6:35pm ENGINEERS REPORT Marie Stratakis-Hartman (Report on File)

Carl Hughes Veasey Road:

Mr. Huges, a resident who lives on Veasey Road, made numerous comments on what he thinks should be done with Veasey Road. Mr. Huges was in disagreement with Mr. Years' comments on Veasey Road.

Bob Years 100 Grace Lane:

Mr. Years stated that he did not want to close his section of Veasey Road, he just does not want to maintain it especially if he does not need it. If someone wants to take responsibility for the Road he has no problem with it being open on his section of the property. Mr. Years also stated that he believes Veasey Road's current location is incorrect and does not line up with the surveys that he has.

Solicitor Mike Jones responded to both residents and advised them that the Board of Commissioners sole purpose of inviting them to the meeting was to let them know what occurred at the PennDot meeting and what the options would be for the residents that live on Veasey Road. What was confirmed at the meeting was that PennDot never abandoned the road, and neither do they nor does the Township have any intention of condemning any land in order to improve the road. PennDot gave the Township two options: 1) keep it in its current condition and improve the draining on the road or 2 to improve the road with a paved surface and improve the drainage system; however, the road has to stay in its current location in both scenarios. There is always the option of the road simply being abandoned by PennDot and letting the road just revert back to the property owners.

7:27pm CITIZEN COMMENTS PERTAINING TO THE AGENDA None

7:28pm BUSINESS AGENDA

Mr. Kusnir Motion to approve the Workshop Minutes of January 10, 2011

Mr. Kraus Second the motion

Roll Call Vote:

Mr. DiPietro Abstain
Mr. Kusnir Yes
Mr. Rohm Yes
Mr. Kraus Yes
Mr. Bufalini Yes
Motion Carried

Mr. Kusnir Motion to approve the list of bills dated for February 14, 2011
Mr. Rohm Second the motion

Mr. Kusnir did comment on following three invoices for clarification that he emailed to the Manager earlier in the day: Swiftreach the Township's call system, Mr. Kusnir did not know that we are on a "pay-as- you- go" system in regards to the snow removal ordinance January phone call. The second question was in regards to Triangle Pet's January invoice; Mr. Kusnir wanted to know why it was so high for the month? The reason was because the Township experienced a higher number of dogs that needed to be removed Township streets for the month of January. The third question was on the additional flood insurance for the Raccoon Plant. The Manager advised Mr. Kusnir that this is an annual invoice for additional blanket coverage that is below the main floor of the plant that our current liability insurance will not cover.

Roll Call Vote:

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

Mr. Rohm Motion to approve Resolution R-2011-06 authorizing the disposal of 2002 and 2003 accounting and general records
Mr. DiPietro Second the motion

Roll Call Vote:

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

Mr. Kraus Motion to approve Resolution R-2011-07 establishing a standard permit and daily fees for peddling and soliciting activities in Hopewell Township in accordance with Ordinance No. 2011-07
Mr. Rohm Second the motion

Roll Call Vote:

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

Mr. Bufalini Motion to approve the Nira settlement of unallocated funds in the amount of \$225,000
Mr. Kraus Second the motion

Roll Call Vote:

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

Motion Carried

Mr. Kraus Motion to approve the 2011 concerts in the park series in the amount of \$2,000.00 per budget line item 1-454-473. Recommended by the Park Board unanimously

Mr. Bufalini Second the motion

Mr. Bufalini recommended to the Board and to the residents in attendance that they visit one of the concerts in the park this year. The concerts have been very successful, popular and have been growing every year.

Roll Call Vote:

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

Motion Carried

Mr. Kraus Motion to approve the purchase of a flat screen T.V. in amount of \$500.00 to be raffled off at Park Fest 2011. This would be in lieu of running a 50/50 drawing per budget line item 1-454-470.

Recommended by the Park Board unanimously

Mr. DiPietro Second the motion

Roll Call Vote:

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

Motion Carried

Motion to remove Gary Hickman from the Park Board was tabled and agreed by the Board of Commissioners that the Manager send Mr. Hickman a letter advising him of his attendance issue in regards to attending Park Board meetings.

Mr. Rohm Motion to appoint Brad Batchelor to the Park Board as an alternate member

Mr. Bufalini Second the motion

Roll Call Vote:

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

Motion Carried

7:52pm GRANT WRITER REPORT. (Report on file)

8:08pm **ITEMS FOR DISCUSSION**

All items for discussion in regards to engineering were addressed in the engineers report and are on file at the Township Building. Marie also addressed the issue of the Webb Street sink hole and updated the Board that Chas will take care of it on his own in the spring. The Manager conferred that he will issue a work order in the spring for this repair as well as the repair for the Robinson property.

Mr. Rohm informed the Manager that he had a complaint from Dean Felgar about another sink hole on Durr drive. The Manager informed Mr. Rohm that he would investigate the complaint.

The Manager advised the Board that the Sweet Brier development that is currently in construction does not have a performance bond with the Township. There is no record of any performance bond with the engineer. Mr. Dickum has been contacted about this issue, but as of today has not contacted the Township nor has provided a performance bond to the Township. Mr. Jones will research his file and contact Mr. Dickum.

The request by a resident for a stop sign on the corner of Harvest and Airport Road will be evaluated by the Safety Committee, and they will recommend to the Board their decision on the placement of the stop sign.

The Board discussed the option of restricting parking during school hours along the streets that border the High School Area, because of the continuous residential complaints of school kids parking on their properties and causing damage. The Chief of Police will contact Mike Jones and inform him which streets are in question and Mike will create a resolution to solve this problem.

Mr. Jones discussed with the Board the proposed ordinance to regulate parking and the types of vehicles that are allowed to park within the Township, as well as restricting residents from parking vehicles in their front yards.

John Lopatta Platt Street Woodlawn Park:

Mr. Lopatta commented on the proposed ordinance that the Township cannot restrict a man's right to make a living and that it was illegal for the Township to pass this ordinance on restricting certain types of vehicles in the Township. President Bufalini and solicitor Mike Jones told Mr. Lopatta that he will be able to address all of his concerns at the public hearing for the ordinance and that no discussion on the ordinance will be discussed with the public at this time. Mr. Lopatta did not listen and continued to discuss the ordinance and argue with the Board. The Board then authorized Mr. Jones to advertise the ordinance for the public hearing after minor changes were made by the Board and Manager.

Mike Jones advised the Board that he is continuing to work on the oil and gas ordinance, the timber and harvesting ordinance. The main concern from the engineer and commissioner was to protect the Township's roads and water supply.

Mr. Bufalini commented on a discussion that he had with a commissioner from South Heights and his concern over the gas drilling and how it would affect the Creswell water tanks and water supply in his area. Mr. Bufalini told him that he would keep him updated on the progress of our oil and gas drilling ordinance when it is complete.

Mike and the engineer are currently working to revise and update the Township's grading permit.

The Manager discussed the request from the Chief of Police for the Township to develop a reciprocal police agreement with the neighboring communities. Because of the short staff or no staffing of the neighboring communities, Hopewell Township Police Department has to answer calls from 911 in these areas. This causes a lack of resources for our own community as well as an expense in which the Township of Hopewell needs to be reimbursed. Mike Jones will contact the Chief of Police to answer questions that he has on the agreement, and then develop an agreement for the Board to review in regards to this issue.

Mike Jones updated the Board on the Crown Communication assessment appeal and advised that the case was settled and he informed the Board that the two towers in Hopewell had a significant increase in assessment value and that the total recovery for the Township will be \$3, 745.00.

Mr. Rohm asked Mike Jones about the Lamar advertising billboard tax issue; Mr. Jones told the Board that there has been no progress on this issue. Mr. Jones did advise the Board that Lamar Advertising is currently paying Potter Township the tax for their billboards.

Mr. Jones advised the Board that in regards to the Napa land development plan; most of the issues have been resolved except for the issue with the sanitary sewer service. The Manager recommended that the land development plan not be approved until the sewer department has signed off on the proper paper work. The Board agreed not to pass the Napa land development plan until the sewer department has signed off.

Jim McClaren 1089 Croxall Ave:

Mr. McClaren asked a question of solicitor Mike Jones in regards to parking in the Township, concerning the residents who have gravel driveways next to established driveways, and if that was ok, or will that be considered parking in the front yard? Mr. Jones advised Mr. McClaren that any gravel driveway should be first approved by the Township, but if existing for a long time, then it should be ok

Mr. Bufalini asked the Board if they had a chance to review the Planning applications for the open position of the unexpired term ending 12/31/2011. Mr. Bufalini was happy to see that the Township received four good applicants for the positions. The Board decided to bring in three out of the four candidates for a 10 minute interview before the workshop meeting on March 14, 2011.

Mr. Kraus Motion to reappoint Resident Mario Leone as the Hopewell Township's delegate for the Earned Income Tax Collector Committee and Andy Brunette as alternate
Mr. Kusnir Second the motion

Roll Call Vote:

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

9:02pm CITIZENS FORUM None

9:02pm NEW BUSINESS

Commissioner Kusnir asked the manager if the Township had a program in place that solicited volunteer organizations to clean up Township streets. The Manager advised Mr. Kusnir that the Township currently does not have a program, but will send out a letter to volunteer organizations for assistance in cleaning up Township streets.

Mr. Kusnir asked the Board to see if there were any thoughts to have the zoning board complete a comprehensive review of the Township Zoning Board in order to have the Township rezoned. Mr. Kusnir directed the Manager to contact Mr. Bates so that he can start this process.

Mr. Kusnir wanted to know how the Township's winter expenses have been compared to the budget for the year. The manager advised Mr. Kusnir that he will be able to give him the winter expenses in April of 2011 after the winter season is over.

Mr. Kusnir asked the question to the Manager, on behalf of the Sewer Authority, regarding Rich Boguszewski telling members on the sewer authority board that the dye testing is consuming too much time. Mr. Kusnir's concern was, what was the protocol of how Rich's complaints are addressed, because it is not included on any of his reports that the dye testing is becoming a time issue, but he has been addressing this problem to other people who are not in the chain of command. The Manager advised Mr. Kusnir that the proper chain of command would be to bring the complaint to Chas first, then follow up with the Manager and then the Board of Commissioners. Mr. Kusnir was concerned that the proper chain of command be followed. The Manager did advise the Board that have this winter

there have been more homes sold than in previous winters, which has caused more stress on the Sewer Department to complete the dye testing, and that Rich has mentioned to him how time consuming the new test has become.

The Manager updated the Board on a meeting that would take place between the Township and Vue Pointe Hospitality on February 15, 2011 in regards to the possible development of a hotel in the Hopewell Township Business Park and development along Interstate 376.

Mr. Bufalini reorganized the Commissioners in the following order: Mr. DiPietro, Parks and Recreation, Mr. Kusnir Sewer Department, Mr. Rohm Administration and Finance, Mr. Kraus Planning and Zoning and Mr. Bufalini Police and Road Departments.

Mr. Kusnir went to the last C.O.G. meeting and updated the Board on the discussion that C.O.G. had in regards to on-site sewer systems

9:24pm **OLD BUSINESS**

Mr. Rohm asked the Manager what progress Jeff Meehan has made, if any, in acquiring a grant for an exit for Hopewell Township's Industrial Park. The exit would be between the Hopewell Township and Aliquippa interchanges. The Manager advised Mr. Rohm that it is still on Mr. Meehan's list, and that it was also discussed with the Airport Corridor Chamber of Commerce.

Mr. Rohm also asked about the removal of dirt that will come from the Laird Road repair and asked if the engineer could see if that dirt could be deposited on Steuer Lane to help with leveling the lane.

9:26pm **EXECUTIVE SESSION IN**

10:24pm **EXECUTIVE SESSION OUT**

Mr. Kraus Motion to approve Greg Gozur as an Independent Contractor as the Assistant D.U.I. Coordinator
Mr. Kusnir Second the motion

Roll Call Vote:

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

Motion Carried

Mr. Kraus Motion to approve Chief Ungarean and Officer Gozur to attend the 2011 D.U.I. conference on March 23, and March 24 in the amount of \$268.00 plus fuel expenses per budget line item 1-410-530. All conference expenses to be reimbursed through the 2011 D.U.I. Grant
Mr. Rohm Second the motion

Roll Call Vote:

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

Motion Carried

Mr. Kraus Motion to approve the retirement payout to Officer Greg Gozur retiring April 1, 2011 in the amount of \$19,127.60 per budget line item 1-410-131
Mr. Rohm Second the motion

Roll Call Vote:

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

Mr. Bufalini Motion to approve the hiring of a full-time police officer effective April 1, 2011 to replace retiring full-time officer Greg Gozur
Mr. DiPietro Second the motion

Roll Call Vote:

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

Mr. Rohm Motion to approve Officer Dave Bibbee to be removed from the Township Health Insurance Plan effective March 31, 2011 and to be placed on the Township buyback program as a onetime offer. Officer Bibbee will not be permitted to join the insurance program until open enrollment for the 2012 year. Officer Bibbee will be eligible for the buyback program effective in the second quarter of 2011.
Mr. Kusnir Second the motion

Roll Call Vote:

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

Mr. Kraus Motion to terminate the employment of part-time Park Maintenance worker Michael Parrish.
Mr. Kusnir Second the motion

Roll Call Vote:

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

Mr. Rohm Motion to authorize the advertisement and hiring of a part-time Park Maintenance year round worker at a rate of \$9.25 per hour

Mr. DiPietro Second the motion

Roll Call Vote:

Mr. DiPietro Yes

Mr. Kusnir Yes

Mr. Rohm Yes

Mr. Kraus Yes

Mr. Bufalini Yes

Motion Carried

Mr. Kraus Motion to authorize the hiring of a part-time Public Works Employee at an hourly rate of \$14.00 per hour

Mr. Kusnir Second the motion

Roll Call Vote:

Mr. DiPietro Yes

Mr. Kusnir Yes

Mr. Rohm Yes

Mr. Kraus Yes

Mr. Bufalini Yes

Motion Carried

10:34pm **ADJOURNMENT**

Mr. Kraus Motion to adjourn

Mr. Kusnir Second the motion

Voice Vote: All in favor

Motion Carried

Minutes Recorded by: Andy J. Brunette 02/14/11

Minutes Prepared by: Andy J. Brunette 02/18/11