

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

**6:35pm** Meeting was called to order by Mr. Bufalini and the meeting was being recorded

**6:35pm**

**ROLL CALL**

President

Rich Bufalini- in attendance

Vice President

Joe Kusnir – in attendance

Commissioners

Dave Ciccone- in attendance

Nick DiPietro- in attendance

Gary Tranelli – in attendance

Others Present

Norm Kraus, Jr., Township Manager

Marie Stratakis-Hartman, Township Engineer

Michael Jones/McMillen,Urick,Tocci,Fouse&Jones, Township Solicitor

**6:36pm** ENGINEER’S REPORT Marie Stratakis Hartman **REPORT ON FILE**

**7:25 pm** CITIZEN’S COMMENTS PERTAINING TO THE AGENDA: NONE

**7:05pm** **BUSINESS AGENDA**

Mr. Kusnir Motion to approve the list of bills dated 5/11/2015 as presented; General Fund; \$29,391.93;  
Sewer Fund; \$7,482.97.

Mr. Ciccone Second the motion

Roll Call Vote:

Mr. Tranelli Yes

Mr. Ciccone Yes

Mr. DiPietro Yes

Mr. Kusnir Yes

Mr. Bufalini Yes (excused himself for voting on line item 53-01-410-373 Bufalini’s Plumbing Solutions)

Motion Carried

Mr. DiPietro Motion to approve paying Pyrotecnico \$10,000.00 (\$5,000.00 per night) for the fireworks displays that will take place on Friday, July 10<sup>th</sup>, 2015 and Saturday, July 11<sup>th</sup>, 2015, at Hopewell Park Fest.

Mr. Tranelli Second the motion

Roll Call Vote:

Mr. Tranelli Yes  
Mr. Ciccone Yes  
Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Bufalini Yes

Motion Carried

7:08pm

**ITEMS FOR DISCUSSION**

Manager Kraus updated the BOC on the Communities of Distinction documentary for Hopewell Township. The videographer for the company was here on May 5<sup>th</sup> to video all the various sites in the township that Manager Kraus had mapped out when working on the script with people at Communities of Distinction. Mr. Kraus pointed out that all of the shooting went very well and the script and filming interviews with Mr. Bufalini, Moderne Glass CEO Tom McKnight and Mr. Kraus himself, had gone very well. He said that a version of the final five minute documentary would be coming for him to edit and give final approval on within the next six to eight weeks. Mr. Kraus told the BOC the final version should be one that will serve the township well, look great on TV, and be able to be used as a marketing tool for the township in the future.

On another matter, Manager Kraus brought the BOC up to date with the hiring of new Administrative Assistant Cathy Zeiber, who began working in the main office as of Monday, May 11<sup>th</sup>. Erin Marcum, who had been in that same job for just over a month, had turned in her notice on Monday, May 4<sup>th</sup> and her last day of work with the township was Friday, May 8<sup>th</sup>. She had been offered a better paying part-time job and had taken it. Mr. Kraus pointed out that Cathy Zeiber has a degree in Graphics Arts Design from LaRoche College and has worked with many of the web-based and media-based programs that the township has been incorporating recently on the website and in graphics being produced for various park functions and township-related events. He pointed out that Ms. Zeiber should prove to be a very valuable asset for the inner office in her job as part-time Administrative Assistant.

7:36pm

**MOTIONS TO VOTE ON AFTER ITEMS FOR DISCUSSION**

Mr. Ciccone Motion to approve the Maintenance Agreement on Orchard Avenue, Smith Alley, the alley between West Main St. and West Irwin St. (2400 block) and Honeysuckle Lane.

Mr. Tranelli Second the Motion

Roll Call Vote:

Mr. Tranelli Yes  
Mr. Ciccone Yes  
Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Bufalini Yes

Motion Carried

Mr. Kusnir Motion to approve the submission of the Duquesne Light 2015 LED Municipal Cobra head street lighting conversion program (or the upgrading of ten (10) high pressure sodium street lights at a cost of \$1,090.00.

Mr. Bufalini Second the Motion

Roll Call Vote:

Mr. Tranelli Yes  
Mr. Ciccone Yes  
Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Bufalini Yes

Motion Carried

Mr. Ciccone Motion to hire Cathy Zeiber as a part-time administrative assistant at \$12.50 an hour, effective May 11<sup>th</sup>, 2015.  
Mr. Kusnir Second the Motion

Roll Call Vote:

Mr. Tranelli Yes  
Mr. Ciccone Yes  
Mr. DiPietro Yes  
Mr. Kusnir Yes  
Mr. Bufalini Yes  
Motion Carried

**7:39pm Request for Variance from ISCSA**

**The Board of Commissioners heard a request from the Independence Square Homeowner's Association and their attorney, Mark Ciccarelli, with regards to granting the ISCSA a variance for the township to accept roadways in the subdivision that are currently private roadways. Randy Heranic, of 805 Lexington Drive, represented the homeowners of Independence Square, as he is President of the Homeowner's Association.**

Mr. Ciccarelli, speaking on behalf of the Homeowner's Group of Independence Square, told the Board of Commissioners he was requesting a variance for 2 of the roadways, so that Hopewell Township would take over the maintenance of these roadways. The roads Mr. Ciccarelli asked to be considered are Lafayette Square and Hamilton Drive. Currently, the township specifies 50 foot right of ways in their ordinance and the ISCSA is asking for a variance to 30 feet for the right of way. Mr. Ciccarelli mentioned there is no Developer's Agreement in place, as none could be located at the township building or courthouse. The roads of Lexington Drive, Hancock and Colony have already been accepted as township roads. Mr. Ciccarelli said if the BOC would grant a variance to the ordinance, the homeowner's association would bring the roads up to township specs and then the township would accept the roads.

Mr. Heranic addressed the BOC and pointed out the residents are not getting the full benefit of the township with their tax dollars they are paying. The Homeowner's Association cannot raise association fees more than 5%. He feels that the Association may have enough put away to bring the roads up to township code. Mr. Heranic pointed out there are 367 units in Independence Square, 100 single family homes, 160 townhouses and 107 condominiums. Mr. Heranic asked the BOC to give serious thought to letting the right-of-way be 30 feet instead of 50 feet. Engineer Marie Hartman pointed out that the cul-de-sac at the end of Hamilton would also have to be brought up to code and Mr. Ciccarelli and Heranic agreed.

Mr. Bufalini asked if any of the commissioners had any further questions. There being none, he said the BOC would take their request under consideration and get back to Mr. Ciccarelli and Mr. Heranic at a later date. The commissioners commented in general, that they would look at all the facts, drawings and details and make a ruling once they had discussed the matter as a Board.

**7:53pm CITIZEN'S COMMENTS NONE**

**7:54pm NEW BUSINESS**

President Bufalini asked Township Manager Mr. Kraus about the just recently published Hopewell Township newsletter. He wondered why the articles/features from Mrs.

Hartman, the Township Engineer involving stormwater management, and Mr. Bates, involving zoning rules and regulations, were missing from the newsletter. Mr. Kraus pointed out that when he proofread the second vetting of the newsletter, the articles were there, but for some reason, had been dropped after the third vetting was done. He accepted responsibility for the missing articles and stated that Mr. Bate's zoning article had been posted on the Township Facebook site as well as the township website. He told the BOC there would be further changes to next year's newsletter., possibly with no advertising, as well as some other changes he had in mind. Commissioner Bufalini, as well as Commissioner Ciccone, asked Mr. Kraus why the newsletter could not be made available electronically for our citizens from our website. Mr. Kraus commented he was sure that could be made possible and would look into it.

**7:56pm**      **OLD BUSINESS NONE**

**8:01pm**      **EXECUTIVE SESSION/IN**  
An executive session was held to discuss contract negotiations in the police department, as well as personnel issues and possible litigation with a township resident.

**9:15pm**      **EXECUTIVE SESSION/ OUT**  
There was no action taken on any issues discussed in executive session

**9:16pm**      **ADJOURNMENT**  
Commissioner Kusnir                      Motion to adjourn  
Commissioner DiPietro                      Second the Motion

Voice Vote  
All in favor  
Motion Carried