

**-TOWNSHIP OF HOPEWELL
Beaver County, Pennsylvania
BOARD OF COMMISSIONERS
BUSINESS MEETING MINUTES**

7:10pm Business Meeting Called to Order by Mr. Bufalini and he announced that the meeting will be recorded

7:10pm PLEDGE OF ALLEGIANCE

ROLL CALL 7:10pm

President Rich Bufalini In Attendance
Vice President Joe Kusnir In Attendance
Commissioner David Ciccone Absent
Commissioner Nick DiPietro In Attendance
Commissioner Gary Tranelli Absent

OTHERS PRESENT

Norm Kraus, Jr./ Township Manager
Marie Stratakis Hartman/ P.E. , Engineer/Assistant Manager
Mike Jones (McMillen, Urick, Tocci and Jones) Township Solicitor

7:11 pm CITIZEN COMMENTS PERTAINING TO THE BUSINESS AGENDA None

7:11 pm BUSINESS AGENDA

Mr. Kusnir Motion to approve the Business Meeting Minutes of April 23rd, 2016
Mr. DiPietro Second the Motion

Roll Call Vote:

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

Motion Carried

Mr. Bufalini Motion to approve the list of bills dated May 23rd, 2016, as stated; General Fund;
\$62,048.73; Sewer Fund; \$17,832.15 and State Fund; \$14,081.42.

Mr. DiPietro Second the Motion

Roll Call Vote

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

Motion Carried

Mr. Kusnir Motion to hire Ed Cukrovany as a part-time/full-time maintenance man for Hopewell Park at a rate of \$11.00 per hour. He will follow the 29 hour a week guidelines set up for the position.
Mr. DiPietro Second the Motion

Roll Call Vote

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

Motion Carried

Mr. DiPietro Motion to raise Liana Muia's hourly wage from \$8.00 an hour to \$8.50 an hour, as her responsibilities with the Park Recreation program will include that of Senior Camp Counselor.
Mr. Kusnir Second the Motion

Roll Call Vote

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

Motion Carried

Mr. Kusnir Motion to raise Krista Kasunic's, Kari Steuer's and Emily Wright's hourly wage from \$7.75 per hour to \$8.25 per hour, as they will now have responsibilities with the Park Recreation Program as that of Senior Camp Counselors.
Mr. Bufalini Second the Motion

Roll Call Vote

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

Motion Carried

Mr. Kusnir Motion to execute a Stormwater Maintenance Easement Agreement with Morgan Kane Road Apartments, LLC, for the Kane Road Properties Apartment Complex in accordance with the Terms of the Development Improvement Agreement.
Mr. DiPietro Second the Motion

Roll Call Vote

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

Motion Carried

7:13 pm **COMMISSIONERS REPORTS** **NONE**

7:13pm **THE VARIOUS DEPARTMENT REPORTS WERE GIVEN AND ARE ON FILE**

7:26pm **OLD BUSINESS** NONE

7:26pm **NEW BUSINESS** NONE

7:27pm **PUBLIC FORUM**

Mr. Steve Simpson/ 2007 South Trillium Drive

Mr. Simpson inquired about possible road work that would be done on Airport Road this year. He lives in the Autumn Ridge Subdivision off Airport Rd. and the road has deteriorated greatly over the last couple years. Engineer Marie Hartman said that the township is looking to work on Airport Road a section at a time and start from Kane Rd. on back this year. She said cost estimates and bidding on the work to be done will be happening and repairs should start sometime this year.

Sandy Giordano/ Washington Street Apartments

Ms. Giordano wanted to thank the Hopewell Township Fire and Police Department for the help they provided when she got into a car accident a few months ago. She mentioned to Chief Uhrmacher about his police and Nicolette Jena by name and thanked him for their help.

Mr. Gregory Thomas/ 1809 Mercer Street

Mr. Thomas has had ongoing issues with two issues. One is a property boundary issue with his driveway and right of way problems. He has had several surveys done on his property, but has been told by Zoning Officer John Bates, that no fence permit can be issued for a property that has a right of way on it, as Mr. Thomas' property shows. Mr. Thomas said the township has denied him three times for the permit he's asked for, and this is on top of a real estate attorney also telling him that the property line was his line. He commented that he has eight acres of property and a 35 foot wide driveway and is looking to put in gas, water and sewage lines along his property lines. Mr. Bates commented that he had consulted with Solicitor Mike Jones on the issue and the recorded plan for that property does show a proposed roadway through that area of the property and no permit would be granted. President Bufalini asked Mr. Thomas to get all drawings and correspondence to Mike Jones so that Solicitor Jones could review all of this information again. The other issue Mr. Thomas had was the property on the corner of Sunset Avenue and Mercer Street, which has been left abandoned by the previous owners. The grass is overgrown, the garage is full of bags of garbage and the house is in disrepair. Manager Norm Kraus agreed with Mr. Thomas, as he lives two doors up from this property and said the property is a danger to neighbors. Mr. Thomas said the property will end up in a Sheriff's Sale in the next couple months, but that is way too late to get this property cleaned up. Mr. Bates said he would follow up on the property, since he had checked out the issues with the property the other day.

Earl Fluharty/ 158 New Bethlehem Church Road

Mr. Fluharty was back again questioning Mr. Bates on the oil drums near his property and what Mr. Bates had found in these drums. Mr. Bates commented that the oil drums were self contained, therefore they were not leaking any oil anywhere and posed no issue. Mr. Fluharty also questioned the slag and telephone poles along the road and what was going to be done with them. Mr. Bates answered that he had spoken to the owner about the poles and slag and would have to further investigate the issue.

Cindy Murphy B. F. Jones Library/Aliquippa

Cindy was there to promote the adult reading programs the library had to offer, as well as get the latest June 2016 Activity calendar at the library passed out to everyone. Cindy also mentioned that the library would be represented at Camp Lakewood this summer.

7:44pm **ANNOUNCEMENTS** : Our Rec-on-the-Run youth recreation program begins June th
and our Camp Lakewood youth recreation program at Hopewell park begins June

13th, 2016. Registration for these camps can be done at the main office at the Township Municipal Building.

Please check our website at www.hopewelltp.com, our Facebook page, and Twitter, for updates on Township news and events.

7:45pm President Bufalini announces that the Board of Commissioners are going to go into a working session in the back conference room to have a general discussion on job positions open in the Township presently. People are invited to stay for that portion of the meeting.

7:48pm **Board of Commissioners discussion with Manager Norm Kraus and Assistant Manager Marie Hartman on township job openings.**

Manager Norm Kraus reviewed the situation with the Recreation Director job opening. The ad for the position has run three days in the Beaver County Times, as well as the township Facebook page and website. The cutoff is Friday, May 27th for resumes/applications. Mr. Kraus commented that the ad did stipulate the part-time status of the position, as the Board of Commissioners asked. To date, only six resumes had been received and none of the candidates had experience in recreation or parks management. Mr. Kraus told the BOC that he had assumed Recreation Director duties and gotten the Senior Camp Counselors selected and met with them to start getting things going in preparation for Camp Lakewood and Rec-on-the-Run. He also added he is starting to work on the July 9th Park Fest event with the two summer interns in the office. Mr. Kraus asked the commissioners to possibly re-visit the Recreation Director/ Administrative Assistant position again, as a combined full-time position. This was the arrangement in place when the previous Rec Director, Pam Fiejdasz, resigned. He said that if exact position was laid out in an agreement with the new hire, this position could serve two purposes, to fill the Rec Director job, and at the same time, fill in the part-time administrative assistant job that Mr. Kraus was going to discuss with the Board. That position would need consideration once the two summer interns would leave in August. Commissioners Bufalini and Kusnir said they were open to the possibility of filling the position as full-time. They want to see what other resumes come in by this Friday and then discuss the candidates and possibly opening up the advertising again for the position after the workshop meeting on June 13th. This time the advertising would specify the position as full-time, with 50% of the position dedicated to Rec Director and 50% to the Administrative Assistant part of the job.

Assistant Manager and Engineer Marie Hartman addressed the BOC about the Collections job opening. She said since the job had been vacated, late payment notices had gone out, but account shutoffs had not occurred and the sewer department was falling behind in this area. Ms. Hartman laid out the possible scenarios for filling this position, which involves a possible new collections person, the township turning over the collection of late sewer bills to Sharp Collections, or a possible third scenario if the first two possibilities are not the direction the Board chooses to go in. The Board discussed the various scenarios and also the amount of paperwork and administrative work Finance/Accounting Administrator Barb Swearingen had taken on with regards to the late payments. Also, she has taken on all the phone calls from late payment people that our past collections person had worked with, and that is a very time-consuming part of this collections process. The Board asked Assistant Manager Hartman to look into the Sharp Collections possibility on a month-by-month arrangement, while pursuing another individual to serve the shut-off notices on a regular basis. They want to find the best possible scenario to address the collections position, and make sure that the township does not fall behind in serving late notices, as well as shut-off arrangements between Creswell Water and the Aliquippa Water Authority, the two sources of water from which the township residents are served. In addition, there was further discussion as to spreading out the administrative workload tied in with the late payments and how to alleviate Barb Swearingen of some of these added responsibilities. Action on the Collections position will be looked into and also addressed at the June 13th Workshop meeting. In the meantime, Ms. Hartman will gather information for the Board to consider.

8:44pm

ADJOURNMENT

Mr. Kusnir Motion to adjourn
Mr. DiPietro Second the motion
Voice Vote: All in favor
Motion Carried

Minutes Recorded by: Norm Kraus 5/23/2016
Minutes Prepared by: Norm Kraus 5/24/2016/2016