

**MINUTES OF THE
REGULAR MEETING HELD
February 1, 2016**

The regular meeting of the Butler Township Board of Commissioners was held on February 1, 2016 at 6:30 p.m. at the Butler Township Municipal Building, 290 S. Duffy Road, Butler, PA 16001. The following Commissioners were present: Pres. Dave Zarnick, Vice-Pres. Sam Zurzolo, Commis. Charles M. Nedz and Commis. James Lokhaiser, Jr. Commis. Joe Wiest was absent. Pres. Zarnick called the meeting to order followed by a moment of silence and the pledge of allegiance to the flag.

Also present were Manager Ed Kirkwood, Solicitor Rebecca Black, Chief John Hays and Public Works Superintendent Thomas Knights.

Pres. Zarnick asked if there were any corrections or additions to the minutes of the January 18, 2016 meeting, there being none the minutes will stand as presented.

Commis. Zarnick noted receipt of the monthly reports for the Treasurer, Police and Road Departments.

Commis. Zarnick noted receipt of the Police and Road Department Annual Reports.

Commis. Nedz had nothing to report.

Commis. Lokhaiser reported that Commis. Zarnick and he attended the Fire Commission meeting on January 20th.

Commis Lokhaiser reported that there will be a meeting on Wednesday, February 3rd with the fire departments to discuss the township fire department allocation distribution for the next two years.

Commis. Lokhaiser reported that South Butler Volunteer Fire Department will be holding their fish dinners on Fridays starting February 12th and running through March 25th.

Commis. Lokhaiser reported that Commis. Zarnick and he attended the Butler Library Board meeting. He stated that Commis. Zarnick offered the use of the Township Park Rental Building to the Library for events that are over their capacity if the date is available. He stated that the board thanked the township for the offer and the continued monetary support the township provided.

Commis. Lokhaiser reported that the library will be holding a Fun Run, a 5-K walk/run on April 2nd at Alameda Park. For more information, contact Butler Public Library or the township.

Commis. Zurzolo reported on the Citizens Police Academy. The next meeting will be held at the County 911 Center.

Commis. Zurzolo reported on the recent fatality that occurred within the township on Route 8.

Commis. Zurzolo reported that two police vehicles have received damage and will need to be repaired.

Commis. Zarnick reported that he attended a Penn State Extension meeting with the county commissioners. The extension presented information on what the extension does for Butler County and the programs available. Information on upcoming programs will be passed along to the township residents as we become aware of them.

Solicitor Black had nothing to report.

Public Works Superintendent Knights reported on the work of the road department for the month. Commis. Zarnick commended the road department on the work they do keeping the township roads cleared.

Chief Hays reported that the department was restructured at the beginning of the year. The police officers went to a twelve hour shift for the patrol units and a ten hour shift for the investigators. By going to the twelve hour shifts the department was able to move an officer into a third investigator position.

Chief Hays reported that as of December of 2015 the patrol officers have been carrying NARCAN in their vehicles to be used when necessary. There have been two occasions since then where the NARCAN has been used to help individuals.

Chief Hays reported that the department is in the process of updating the in-car video systems in the police vehicles. The new system will be three hundred percent better than the current system in helping the officers review traffic stops and vehicle accident reporting.

Manager Kirkwood reported that the auditors have commenced the auditing of the 2015 financials of the township.

Manager Kirkwood reported that he has reviewed all forty-eight applications received for the assistant manager position. There were nineteen applicants that will be offered an initial interview which will begin the third week of February. A second round of interviews will be conducted to further narrow down the potential applicants.

Manager Kirkwood reported on the payroll expenditures for snow removal. Regular wages paid for snow removal was \$6,354.31, which is 19% of the budgeted amount. Overtime wages paid was \$11,194.46, which is 18% of the budgeted amount. At this time we are on course with the projected budgeted amounts for these items.

Commis. Zarnick reported that he will be sitting in on the second round of interviews for the assistant manager position.

Commis. Zarnick asked for public comment on agenda items, there was none.

Manager Kirkwood presented the request to authorize the drafting of specifications and advertising for the 2016 Road Paving Projects and the 2016 Road Seal Projects, as he has found that a better price is received when the bids are submitted to the companies early in their scheduling process.

Motion by Commis. Lokhaiser to authorize the drafting of specifications and advertising for the 2016 Road Paving Projects. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Lokhaiser to authorize the drafting of specifications and advertising for the 2016 Road Seal Projects. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Public Works Superintendent Knights recommended awarding the Vibratory Asphalt Roller contract to Highway Equipment, the lowest responsible bidder meeting specifications, in the amount of \$39,595.00.

Motion by Commis. Zurzolo to award the Vibratory Asphalt Roller contract to Highway Equipment, the lowest responsible bidder meeting specifications, in the amount of \$39,595.00. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood requested permission to work with the Township Solicitor to draft of an ordinance defining the duties, responsibilities and authority for the assistant manager and amending §61.4 of the Codified Ordinances concerning the disability or absence of the Township Manager.

Motion by Commis. Zurzolo to authorize the drafting of an ordinance defining the duties, responsibilities and authority for the assistant manager and amending §61.4 of the Codified Ordinances. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Commis. Zurzolo presented the request by Chief Hays to have Detective James Sasse attend the Pennsylvania Homicide Investigators Spring Training Conference being held at the Ramada Inn and Conference Center in State College, PA. It is scheduled for April 11- 15, 2016. The cost is being paid by the Butler County District Attorney's office. Lodging and meals will be the responsibility of the department. The room rate is \$72.00 per night.

Chief Hays recommended having Det. Sasse attend of this training.

Motion by Commis. Zurzolo granting permission for Detective James Sasse to attend the Pennsylvania Homicide Investigators Spring Training Conference, as presented. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented a request to update the accident reporting policy to the board. He reviewed the current practices for accident reporting and workers compensation procedures. A discussion followed. At this time the current reporting policy will continue.

Manager Kirkwood presented information on a correspondence received from Melissa Anderson from the Butler County Veterans Services concerning a One Thousand Veteran March to be held June 14, 2016 at 6:30 PM along Main Street in Butler. They are asking the township to help promote the event, which will benefit the Butler County Veteran's in Need Fund.

Commis. Zamick asked for public comment on any item of concern.

Star Radigan and Shawn Nagy approached to board to ask permission to bring in a mobile ice cream truck into the township. Manager Kirkwood advised them to contact Zoning Officer Jesse Hines to discuss any ordinance issues and to discuss any permits that may pertain to this business.

Questions were taken from the media.

Motion by Commis. Lokhaiser to adjourn the meeting at 7:14 p.m., second by Commis. Nedz and carried unanimously.

Theresa Gustler