

**MINUTES OF THE  
REGULAR MEETING HELD  
April 6, 2015**

The regular meeting of the Butler Township Board of Commissioners was held on April 6, 2015 at 6:30 p.m. at the Butler Township Municipal Building, 290 S. Duffy Road, Butler, PA 16001. The following Commissioners were present: Pres. Joe Hasychak, Vice-Pres. Dave Zarnick, Commis. Joe Wiest, Commis. Sam Zurzolo and Commis. Charles M. Nedz. Pres. Hasychak 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 Larry Lutz, Chief of Police John Hays and Superintendent of Public Works Tom Knights.

Commis. Hasychak asked if there were any corrections or additions to the minutes of the March 16, 2015 meeting. There being none the minutes will stand as presented.

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

Commis. Zarnick reported that he, Commis. Zurzolo and Zoning Officer Jesse Hines attended the CDC breakfast on March 27<sup>th</sup>.

Commis. Zarnick reported that the Monday Morning Maintenance Crew held their Kick off Breakfast with around twenty people in attendance. April 13<sup>th</sup> will be the first day for their Monday maintenance at the township parks. At that time the prairie will be burned, weather permitting. A member of the Monday Morning Maintenance Crew is a Certified Prairie Burner.

Commis. Zarnick reported the Fire Officials meeting was held recently.

Commis. Zarnick reported that he attended the County Recreation meeting.

Commis. Zarnick reported that he and Commis. Hasychak attended the State Association of Township Commissioners meeting in Pittsburgh last weekend.

Commis. Zarnick asked the residents to use caution when burning their yard waste so as to prevent brush fires within the township.

Commis. Zarnick reported that the township emergency response crews were at the scene of a garage fire on Easter Sunday afternoon.

Commis. Nedz reported that he attended the County Commissioners candidate forum that was held last Wednesday at the Butler County Community College. He stated that all three county commissioner seats are up for election this year. He stated that there are ten Republican candidates and four Democratic candidates. He encouraged the township voting residents to learn as much as they can about the individual candidates before they vote in May.

Commis. Zurzolo reported that the police department has been hard at work over the weekend and hoped everyone had a happy Easter.

Commis. Hasychak reported that he attended the Monday Morning Maintenance Crew Kick off breakfast at the Township Park Building.

Commis. Hasychak reported that there is a scheduled meeting between Butler Township and the City of Butler Officials on Thursday, April 9<sup>th</sup>.

Solicitor Lutz stated that the Planning Commission meeting has nine items on the agenda, so the next Board of Commissioners meeting will be a busy one.

Chief Hays reported that the police department has completed their annual Taser training, as well as their CPR/ First Aid/ AED Training which is good for two years. They will be starting their annual qualifications for the duty weapons soon.

Chief Hays reported that with the weather getting nicer the department has been busy with DUIs and other traffic related offences.

Public Works Superintendent Knights reported the road department has been out doing some tree trimming.

Public Works Superintendent Knights reported that he has been in contact with a contractor to do street sweeping this year. Street sweeping should start the week of April 20<sup>th</sup>.

Manager Kirkwood reported that Cindy Peters has been hired as a part time administrative aid. She had been working for the township for the last year through the Senior Aid Program. The Senior Aid Program is a federally funded program that places senior citizens in job locations to perform a variety of tasks. He thanked Larry Garvin and Career Track for partnering with the township over the past five years. He has provided a valuable resource through many senior aids that have worked for the township through the Senior Aid Program. A new senior aid will be starting at the township once the new content management system is implemented.

Manager Kirkwood reported he has been meeting with the final two vendors in regards to the content management system. His final recommendation on the system should be ready within the next thirty days.

Manager Kirkwood reported that he has been in conversations with our proprietary financial software provider, Tyler Technologies, over changes to the payroll software that could create a substantial expense which was not foreseen and therefore not budgeted.

Manager Kirkwood reported that because of Commis. Hasychak's request at the previous meeting to set up a meeting with West Penn Power concerning the repair of street lights within the township, he has made a new contact with the local West Penn Power service center and has made arrangements for Chief Hays to report any street lights repair requests directly to the local service center contact instead of going through

the main call center. Since this arrangement has been established, seven out of the nineteen outstanding repair requests have been completed.

Commis. Hasychak asked for public comment on agenda items. There was none.

Dustin Starr, Lead Auditor with Maher-Duessel CPA, presented his findings on the 2014 Township Audit. A discussion followed.

Commis. Hasychak presented information that the Butler Transit Authority is in need of a used vehicle. Butler Township has two excess police vehicles available and Solicitor Lutz stated that the township is permitted to sell a vehicle to an authority. The transit authority has permission from the State to spend \$3,000.00 on a vehicle.

Motion by Commis. Hasychak to authorize selling an excess police car to the Butler Transit Authority in the amount of \$3,000.00, seconded by Commis. Zurzolo and carried unanimously.

Motion by Commis. Zurzolo to authorize the advertising for the sale of an excess police car contingent upon none of the volunteer fire departments being interested in the vehicle, seconded by Commis. Nedz and carried unanimously.

Commis. Hasychak presented information on the one day conference being held by the Butler County Association of Township Officials on Thursday, May 21, 2015 at a cost of \$28.00 per person.

Motion by Commis. Zarnick to authorize the attendance of any commissioner, Manager Kirkwood and Public Works Superintendent Knights to the Butler County Association of Township Officials Conference as presented, seconded by Commis. Nedz and carried unanimously.

Manager Kirkwood presented information on the Allegheny County and Western Pennsylvania Association of Township Commissioners Spring Convention on Thursday, May 14, 2015 at a cost of \$55.00 per person.

Motion by Commis. Zarnick to authorize the attendance at the Allegheny County and Western Pennsylvania Association of Township Commissioners Spring Convention as presented, seconded by Commis. Nedz and carried unanimously.

Manager Kirkwood presented information on a grant writing seminar being held in Pittsburgh on April 30, 2015. He intends on attending this seminar as a refresher course and then returning to train other staff members. He also noted that the State has changed their process for when you make application for grants. A section has been added with a requirement asking if you have recently attended a seminar on grant writing.

Motion by Commis Zarnick to authorize Manager Kirkwood to attend a Grant Writing Seminar on Thursday, April 30, 2015 at a cost of \$299.00, seconded by Commis. Zurzolo and carried unanimously.

Manager Kirkwood presented information on the Royal Oak Recycling Program with the option of the township participating in the program. A discussion followed. No motion was made for lack of interest.

Commis. Zurzolo presented the request for permission to have Det. Sgt. David Fish and Det. Thomas Vensel attend the Interview and Interrogation Techniques in Sexual Assault Cases training being held at the Debence Antique Music World in Franklin, PA on April 27, 2015 from 8:30 AM to 12:00 Noon. The training is free. A department vehicle will be available. The township will cover any food expenses.

Motion by Commis. Zurzolo to authorize the attendance of Det. Sgt. David Fish and Det. Thomas Vensel at the Interview and Interrogation Techniques in Sexual Assault Cases training as presented, seconded by Commis. Nedz and carried unanimously.

Commis. Hasychak presented a recommendation on establishing a professional services contract with a human resource company to conduct specific job classification studies with the intent to determine if the township is staffed efficiently. Manager Kirkwood stated that he has been in contact with two companies that perform this service. Before a quote can be given the companies would need to come in and perform some preliminary analysis. A discussion followed.

Motion by Commis. Zarnick to authorize the manager to contact human resource companies to come and conduct a preliminary analysis of the township staffing condition so as to prepare a quote to be presented to the board to complete a full analysis of the township staffing requirements, seconded by Commis Nedz. The vote was as follows: Nedz – Yes; Zurzolo – No; Wiest – Yes; Zarnick – Yes; Hasychak – Yes. Motion carried.

Commis. Hasychak presented the request from Chief Hays to increase the hours for temporary Senior Office Assistant Emily Crist from six hours a day to eight hours a day. Chief Hays explained that he anticipates Ms. Crist transitioning from temporary employee to a permanent employee and needs this additional time to learn the remaining job duties so that she will be able to perform these duties when the current Senior Office Assistant is off during vacation times. A discussion followed.

Motion by Commis. Hasychak authorizing an eight hour work day for the temporary Senior Office Assistant effective May 1, 2015, seconded by Commis. Nedz. A discussion followed. The motion carried unanimously.

Commis. Hasychak presented information on the appointment of Adam Timothy Timko as Deputy Municipal Emergency Management Coordinator. Manager Kirkwood commented on Mr. Timko's credentials and recommended the appointment.

Motion by Commis. Zarnick to approve the appointment of Adam Timothy Timko as Deputy Municipal Emergency Management Coordinator, seconded by Commis. Nedz and carried unanimously.

Chief Hays requested an amendment to the motion made concerning the effective date of the change in hours for the temporary Senior Office Assistant. He stated that May 1<sup>st</sup> is a Friday. He asked if the effective date could be changed to Monday of that week.

Commis. Hasychak rescinded the motion made authorizing an eight hour work day for the temporary Senior Office Assistant effective May 1, 2015, seconded by Commis. Nedz, and carried unanimously.

Motion by Commis. Hasychak authorizing an eight hour work day for the temporary Senior Office Assistant effective Monday, April 27, 2015, seconded by Commis. Nedz, and carried unanimously.

There was no correspondence.

Commis. Hasychak asked for public comment by township residents and taxpayers on any item of concern.

Mark Krenitsky, 139 Winterwood Drive, commented on the number of items coming in front of the Planning commission.

Questions were taken from the media.

Motion by Commis. Zarnick to adjourn the meeting at 7:57 p.m., seconded by Commis. Nedz and carried unanimously.

Theresa Giesler