

**MINUTES OF THE
REGULAR MEETING HELD
August 21, 2017**

The regular meeting of the Butler Township Board of Commissioners was held on August 21, 2017 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. Jim Lokhaiser, Jr. Commis. Joe Wiest was absent.

Also present were Manager Edward Kirkwood, Asst. Manager Cheryl McNeill, Solicitor Rebecca Black, Zoning Officer Jesse Hines, Superintendent of Public Works Thomas Knights, Police Chief John Hays and Township Engineer Dan Deiseroth.

Pres. Zarnick called the meeting to order followed by a moment of silence and the pledge of allegiance to the flag.

Pres. Zarnick stated that anyone taping the meeting is required to state their name and address at the beginning of the meeting. There was none.

Pres. Zarnick asked if there were any corrections or additions to the minutes of the July 17, 2017 meeting. There being none, the minutes will stand as presented.

Pres. Zarnick noted receipt of the monthly Treasurer, Police Department, Road Department and Fire/Zoning reports.

Commis. Nedz had nothing to report.

Commis. Zurzolo reported that the Traveling Wall is coming to the Butler VA Medical Center on Wednesday, August 23rd. He thanked the American Legion Riders for all of their help in organizing this event. The traveling wall is a replica of the Vietnam Veterans Memorial and will be on display through August 27th.

Commis. Lokhaiser reported that the township will be holding a Poster Contest in conjunction with Fire Prevention Week, October 8th – 14th.

Commis. Lokhaiser reported on the increased number of emergency responses by the volunteer fire departments during the month of July.

Commis. Lokhaiser reported that the Fireman's Association Sportsman's Raffle is scheduled for September 9th.

Commis. Lokhaiser reported on the work of the Monday Morning Maintenance Crew and reported that the Week of Caring is scheduled for October 2nd – 6th. A list has been created of jobs at the township parks that can be completed by volunteer groups during this week.

Commis. Lokhaiser reported on the theatrical presentations by Don Orwald and Hobnob Theatre Co. that were held at Preston Park during the month of August. Both events were well attended.

Commis. Lokhaiser reported that the VNA will be holding a Butterfly Release on Sunday, September 10th at Preston Park at 12:30 p.m.

Commis. Lokhaiser reported that there is a walking tour of Preston Park scheduled for Wednesday, September 20th at 10:00 a.m. and Saturday, October 7th at 10:00 a.m.

Commis. Lokhaiser reported that Rep. Brian Ellis will be holding a Community Night on Thursday, August 24th from 5:00 to 9:00 p.m. at the Farm Show Grounds.

Commis. Zarnick reported that he attended the Butler Transit meeting.

Commis. Zarnick reported that he participated in the National Night Out Event on August 1st in the township. It was very well attended.

Commis. Zarnick reported that he and Asst. manager McNeill have had two meetings with a forester at Preston Park.

Commis. Zarnick reported that he and Fire Marshal Larry Christy attended a two-day Emergency Preparedness class at the 911 Center.

Commis. Zarnick reported that he attended an Eagle Scout Court of Honor Celebration and presented a proclamation from Butler Township.

Commis. Zarnick reported that he participated in the picnic shelter dedication at Preston Park.

Commis Zarnick reported that he, Manager Kirkwood, Asst. Manager McNeill and Zoning Officer Hines attended a Penn Dot meeting that was held at the Butler Township Municipal Building.

Commis. Zarnick reported that a DCED meeting was held at the Butler Township Municipal Building with eight state representatives in attendance.

Commis. Zarnick reported that he attended two State Association of Township Commissioner meetings during the month of August.

Asst. Manager McNeill presented a letter that she received from an individual thanking the township for providing requested information for a project she was working on.

Asst. Manager McNeill presented a letter from Don Orwald thanking the Township for permitting his company to perform at Preston Park.

Asst. Manager McNeill presented a letter from the Bantam Jeep Heritage Festival thanking the Township for their assistance during the Jeep Invasion.

Asst. Manager McNeill recognized Nancy Carroll for her donation of a lilac bush and white rhododendron bush to Preston Park in memory of her husband, Bill Carroll, who was very active with the Monday Morning Maintenance Crew. The bushes have been purchased and planted at the park.

Chief Hays gave additional information on the Traveling Wall, concerning the procession on Wednesday. He stated that there will be traffic delays, but the department will do what it can to keep the delays at a minimum. They will also have the assistance of the volunteer fire departments to control traffic at the intersections.

Zoning Officer Hines had nothing to report.

Township Engineer Deiseroth reported that they received Stormwater permits for Greenwood Drive and Delwood Road.

Solicitor Black reported that the easement for the Osche property has been finalized and is ready to be executed by the Township.

Public Works Superintendent Knights reported that all of the stormwater preparation for the paving projects has been completed. Guide rail and right of way weed spraying has also been completed. The current paving projects are underway. Fifty percent of the roadways have been milled, with thirty percent of the roads paved. A discussion followed.

Manager Kirkwood reported on the progress of the document scanning process. He reported that the new senior aid that is working on the scanning project is doing an exceptional job.

Manager Kirkwood reported on the Green Light Go Grant Program which will be an eighty/twenty matching grant fund and requested authorization to make application to this program. The board gave the manager authorization to make application for the grant.

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

Manager Kirkwood presented information that he received from Bronder Technical Services, the current traffic signal maintenance provider, expressing their decision to no longer provide traffic signal repair or maintenance, but to focus on new construction only. Manager Kirkwood stated that Penn Dot has provided the Township with a listing of a few vendors who are certified to do traffic signal maintenance in Pennsylvania. He has contacted a few of these vendors, who have expressed interest in submitting a bid for the contract but did not have sufficient time to prepare a bid. They would need time to come out and look at the equipment before preparing the bid. The Township has received one bid for the contract. The Board can accept the bid or the board has the option to reject all bids, redo the specifications and go back out for renewal. He notes that there is a company who is available to do any repairs in the interim between the current contract period and the next contract period without violating the bidding threshold. A discussion followed.

Motion by Commis. Zarnick to reject all bids unopened for the Traffic Signal Maintenance Contract. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick authorizing the drafting of specifications and advertising for the Traffic Signal Maintenance Contract. Seconded by Commis. Zurzolo. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Chief Hays presented the request for Detective Sergeant Dave Fish and Detective Justin Welton to attend the Gathering Intelligence for Tactical Investigations Through Online

Sources training being held at the Westin Hotel & Convention Center in Pittsburgh on October 19, 2017 from 8:00 a.m. to 4:00 p.m. The training is free and breakfast and lunch are included.

Motion by Commis. Zurzolo to authorize the attendance of Det. Sgt. Dave Fish and Det. Justin Welton to the Gathering Intelligence for Tactical Investigations through Online Sources training, as presented. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Superintendent of Public Works Knights presented his request to attend the PA Procurement Expo & Forum in Harrisburg on September 6 – 7, 2017.

Motion by Commis. Zarnick to authorize the attendance of Superintendent of Public Works Knights to the PA Procurement Expo & Forum, as presented. Seconded by Commis. Lokhaiser. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented the request for Zoning Secretary Theresa Giesler, Regulations Inspector Jim Sproat and himself to attend the Floodplain Administrator Best Practices Course to be held on October 5, 2017 at the Butler County Courthouse at a cost of \$25.00 each.

Motion by Commis. Nedz to authorize the attendance of Zoning Officer Jesse Hines, Regulations Inspector Jim Sproat and Secretary Theresa Giesler to the Floodplain Administrator Best Practices Course to be held on October 5, 2017 at the Butler County Courthouse at a cost of \$25.00 each. Seconded by Commis. Lokhaiser. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Asst. Manager McNeill presented the appeal by Benbrook Medical Holdings concerning the denial of the waiver of penalty and interest on their Business Privilege Tax made at the July 17, 2017 Board of Commissioner meeting. Benbrook Medical Holdings presented additional information to support their claim that the return was filed in a timely manner and that they have a record of filing in a timely manner. A discussion followed.

Motion by Commis. Zarnick to authorize the waiver of penalties and interest for the 2016 Business Privilege Tax payment by Benbrook Medical Holdings due to the additional information provided. This motion is made with the understanding that this decision is not precedent setting and any future requests will be handled on a case by case basis. Seconded by Commis. Lokhaiser. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood requested authorization for the drafting of specifications and advertising for the Dek Hockey Management for a one year contract period. A discussion followed.

Motion by Commis. Zarnick to authorize the drafting of specifications and advertising for the Dek Hockey Management. Seconded by Commis. Zurzolo. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented the proposed resolution with a list of records that can legally be destroyed according to the Municipal Records Manual.

Motion by Commis. Zarnick to pass Resolution 17-17, authorizing the destruction of the specified records in accordance with the Municipal Records Manual, as presented. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented information in the refinancing of the 2011 debt. He recommended the board authorize the staff to administer to the refinancing of the 2011 debt.

Motion by Commis. Zurzolo to authorize the Administration to work with PFM Financial Advisors, as Financial Advisor, Obermayer, Rebmann, Maxwell & Hippel LLP, as Bond Counsel, and their Solicitor in conjunction with the issuance of General Obligation Note, Series of 2017 via a competitive bank loan RFP process for the purpose of current refunding of the Series of 2011 Note. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood reviewed the bills report and the following totals were noted: General Fund - \$143,037.38; Stormwater Capital Fund - \$708.42; Highway Aid Fund - \$34,893.21; Park Development Fund - \$609.22; General Fund (added after July Bills Report) - \$16,892.91; Highway Aid Fund (added after July Bills Report) - \$8,095.14; Park Development Fund (added after July Bills Report) - \$526.00; Payroll Fund (prior month) - \$248,526.81.

Motion by Commis. Lokhaiser to pay the bills as per the bills report. Seconded by Commis. Nedz. The vote was Lokhaiser: Yes; Nedz: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

There was no correspondence.

Commis. Zarnick asked for public comment on any item of concern. There was none.

Questions were taken from the media.

Motion was made by Commis. Zurzolo to adjourn the meeting at 7:21 p.m., and carried unanimously.

Theresa Giesler