

**MINUTES OF THE
REGULAR MEETING HELD
January 2, 2018**

The regular meeting of the Butler Township Board of Commissioners was held on January 2, 2018 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. Joe Wiest, Commis. James Lokhaiser, Jr. and Commis. Fred Vero. 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, Assistant Manager Cheryl McNeill, Solicitor Larry Lutz, Chief of Police John Hays, and Engineer Bryan Flaugh.

Pres. Zarnick stated that anyone taping the meeting is required to state their name and address at the beginning of the meeting. Ryan Saeler, Butler Radio Network, recorded the meeting.

Pres. Zarnick asked if there were any corrections or additions to the minutes of the December 18, 2017 meeting, there being none the minutes will stand as presented.

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

Commis. Zarnick appointed Manager Kirkwood as the acting Chairman of the meeting.

Manager Kirkwood introduced the Honorable Thomas Doerr, President Judge to administer the Oaths of Office.

Judge Doerr took a moment to honor former Butler Township Police Officer Pat Evans who passed away in 2017.

Judge Doerr administered the Oaths of Office for Butler Township Commissioners Sam Zurzolo and Fred M. Vero and Butler Township Tax Collector William Helsel.

Manager Kirkwood thanked Judge Doerr for taking the time to administer the oaths of office to the elected officials.

Commis. Lokhaiser administered the Oaths of Office for Butler Township Volunteer Fire District Officers.

Manager Kirkwood asked for nominations for the position of Board President.

Motion by Commis. Zurzolo to nominate Dave Zarnick as President of the Board, second by Commis. Wiest. Manager Kirkwood asked for any additional nominations. There was none. The vote was: Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; Zarnick: Yes. Motion to nominate Commis. Dave Zarnick as President of the Board carried unanimously.

Manager Kirkwood turned the meeting over to Board President Dave Zarnick.

Motion by Commis. Lokhaiser to nominate Sam Zurzolo as Vice-President of the Board. Second by Commis. Vero. Commis. Zarnick asked for any additional nominations. There was none. The vote was: Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; Zarnick: Yes. Motion to nominate Sam Zurzolo as Vice-President of the board pass unanimously.

Commis. Zarnick recommended the following voting order: Fred Vero, James Lokhaiser, Jr., Joseph Wiest, Sam Zurzolo, and David Zarnick.

Commis. Zarnick stated that the departmental assignments will be announced at the next board meeting. The Commissioners are to forward any choices or changes to the assignments to him before the next meeting.

Motion by Commis. Zarnick to appoint Edward Kirkwood as Township Manager. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Cheryl McNeill as Township Assistant Manager. Second by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Theresa Giesler as Township Secretary. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Marsha A. Love as Township Treasurer. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Lutz & Pawk as Township Solicitor. Second by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Gateway Engineers as the Township Engineer. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Campbell, Durrant, Beatty, Palumbo and Miller as Special Counsel. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Senate Engineering as Alternate Engineer. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Gerald S. Patterson, Jr. as Vacancy Board Member. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Mike Ramirez of Professional Code Services as Sewage Enforcement Officer. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Zarnick to appoint Professional Code Services as the Alternate Sewage Enforcement Officer. Second by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Motion by Commis. Wiest to appoint Professional Code Services as Third Party Code Inspector and Plan Reviewer. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented Resolution 18-01, Designation of Depositories.

Motion by Commis. Lokhaiser to pass Resolution No. 18-01, Designation of Depositories, as presented. Second by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented Resolution 18-02, Authorized Check Signers.

Motion by Commis. Lokhaiser to pass Resolution No. 18-02, Authorized Check Signers, with the treasurer, township secretary, board president and board vice-president as authorized check signers, as presented. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented Resolution 18-03, Investment of Surplus Funds.

Motion by Commis. Vero to pass Resolution No. 18-03, Investment of Surplus Funds, as presented. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented Resolution 18-04, concerning comments at public meetings.

Motion by Commis. Zarnick to pass Resolution No. 18-04, Comments at Public Meetings, as presented. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented the request for any township commissioner, township manager, township assistant manager and/or police chief to attend the Public Employees Labor Relations Advisory Service (PELRAS) Conference held the third week of March at Penn State.

Motion by Commis. Vero to authorize any township commissioner, township manager, township assistant manager and/or chief of police to attend the PELRAS Conference. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented the request to authorize placing an advertisement in the Pennsylvania State Association of Township Commissioners (PSATC) Yearbook at a cost of \$250.00 for a full page advertisement.

Motion by Commis Lokhaiser to authorize placing an advertisement in the PSATC Yearbook at a cost of \$250.00. Second by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood presented the request for any township commissioner, the township manager and/or the assistant township manager to attend PSATC Conference held in June.

Motion by Commis. Zarnick to authorize any township commissioner, the township manager and/or the assistant township manager to attend the PSATC Conference. Second by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zamick: Yes. Motion carried.

Manager Kirkwood presented the request for Asst. Manager McNeill and himself to attend the annual Association of Pennsylvania Municipal Managers Conference and training seminar (APMM) held in May.

Motion by Commis. Zarnick to authorize the attendance of Manager Kirkwood and Asst. Manager McNeill to the annual APMM Conference. Second by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Commis. Zarnick opened the floor for Departmental Reports.

Commis. Lokhaiser reported that the Township has received a Hodge Fund grant that was used to purchase smoke and carbon monoxide detectors. These detectors are free to Butler Township residences in which a child lives or frequently visits. Residents can receive three smoke detectors or two smoke and one carbon monoxide detector per household. The detectors can be picked up at the Township Municipal Building during normal business hours. Proof of Residency is required.

Commis. Zarnick ask that in the event of heavy snowfall, that the residents help to keep the fire hydrants in front of their homes cleared of snow so that in the event of an emergency the fire departments would be able to quickly gain access to the hydrants.

Motion by Commis. Zarnick to appoint Asst. Manager McNeill as the alternate delegate to the Butler County Tax Collection Committee. Second by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Chief Hays presented the request to grant permanent status to Patrolman Jason Gueck, effective January 9, 2018.

Motion by Commis. Zurzolo to approve permanent status to Patrolman Jason Gueck effective January 9, 2018. Seconded by Commis. Wiest. The vote was Ver0: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes; and Zarnick: Yes. Motion carried.

Manager Kirkwood read the letter from Fire Marshal Larry Christy dated January 2, 2018 stating his retirement as Butler Township Fire Marshal and Emergency Operations Coordinator effective April 6, 2018. Advertisement for candidates to fill this position will begin this month.

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

There were no questions from the media.

Motion by Commis. Wiest to adjourn the meeting at 7:11 p.m., second by Commis. Lokhaiser and carried unanimously.

Theresa Giesler