

**MINUTES OF THE
REGULAR MEETING HELD
August 20, 2018**

The regular meeting of the Butler Township Board of Commissioners was held on August 20, 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. Joseph A. Wiest, Commis. James Lokhaiser, Jr. and Commis. Fred M. Vero.

Also present were Manager Tom Knights, Asst. Manager Cheryl McNeill, Solicitor Rebecca Black, Zoning Officer Jesse Hines, Township Engineer Dan Deiseroth, and Fire Marshal Chris Switala.

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.

Pres. Zarnick asked if there were any corrections or additions to the minutes of the July 16, 2018 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 Department Reports.

Commis. Vero thanked the residents of Aspen Road in the Meadowood Area for the wonderful turn out for the National Night Out Event on August 7th. He also thanked the police department and fire department members that participated in the event.

Commis. Vero commended the Township staff, Manager Knights and Asst. Manager McNeill for working together to make a smooth transition in the manager position.

Commis. Lokhaiser reported that he, Commis. Zarnick and Commis. Zurzolo were invited by the Butler County American Legion Riders to attend the reenactment of the D-Day Invasion in Conneaut, Ohio on August 18th. He thanked the Legion Riders and Bill McNutts for the invitation.

Commis. Lokhaiser thanked South Butler Volunteer Fire Department for their participation in the National Night Out Event.

Commis. Lokhaiser reported that Butler Township Volunteer Fire District 3 received a thank you for their participation in the Relay for Life Event that was held in July.

Commis. Lokhaiser reported that the Fire Prevention Poster Contest will be held again this year. Students in grades Kindergarten thru fourth grade at Northwest, McQuiston and Connoquenessing Elementary Schools can participate. The flyers will be distributed at the schools by Fire Marshal Switala.

Commis. Lokhaiser reported that the annual Fireman's Raffle will take place on Saturday, September 8th. The next Fire Commission meeting will be held on Wednesday, September 19th at 6:30 PM.

Commis. Lokhaiser reported that Hobnob theatre and Don Orwald Production have both canceled their scheduled performances at Preston Park this year. They both plan on scheduling performances next year. A Wildflower Walk was held at Preston Park on July 21st with twenty-eight people in attendance. Mark Welchley gave the tour and stated that he would like to do another tour next year in September. The VNA will hold a Butterfly Release Event on September 9th at Preston Park. The next tour of Preston Park will be held on Wednesday, September 19th at 9:30 AM. Polly Shaw will be giving a presentation on Frank and Jane Preston on Wednesday, September 19th at 6:00 pm at the Park Recreation Building. The event is free but registration is required.

Commis. Lokhaiser reported on the work of the Monday Morning Maintenance Crew at Preston Park. The Week of Caring will be held October 1 – 5, 2018.

Commis. Lokhaiser reported that Rep. Brian Ellis will be holding his annual Community Night on Thursday, August 23rd at the Butler Farm Show Grounds from 5 to 9 PM.

Commis. Lokhaiser reminded everyone that school starts next week. Please be aware of children out near the roadways going to and from school.

Commis. Zarnick stated that due to scheduling conflicts with the school district the meeting will be redirected to item 1 on the agenda. He asked for any public comment on Agenda Item One only. There was none.

Commis. Zarnick presented information on Resolution 18-07 that was passed in January of this year, creating the position of Student Representative on the Township Board of Commissioners as a non-voting participant. Through the process laid out in the resolution, Joe Atkinson was selected as the candidate for Student Representative.

Motion by Commis. Zarnick to appoint Joe Atkinson as the Student Representative for Butler Township for the 2018-2019 school year. Seconded by Commis Lokhaiser. Mr. Atkinson introduced himself to the Board and answered questions from the Board. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Dr. Brian White, Jr., Butler Area School District Superintendent, commented on the program and thanked the Township for giving the students this opportunity.

The meeting returned to the regular agenda order with the continuation of Departmental Reports.

Commis. Wiest reported on the road paving progress. There will be one more day of milling, then the completion of the paving. He anticipates being completed before school starts.

Commis. Zurzolo commented on the National Night Out Event and his attendance at the D-Day Invasion Reenactment.

Commis. Zurzolo commented on the road paving that has been completed in the township.

Fire Marshal Switala reported that a fire safety training program for fast food employees and restaurants has been developed. He has delivered a presentation to a group of managers at one of the fast food establishments in the Township, who will in turn present it to their employees. He will offer the training to the other establishments in the Township as he performs the annual fire inspections.

Asst. Manager McNeill reported that the Municipal Intern, Jake Cribbs, completed his time with the Township last week. Commis. Zarnick and she attended a luncheon with Mr. Cribbs held by the Local Government Academy to acknowledge his internship. She commended Mr. Cribbs on a job well done.

Asst. Manager McNeill acknowledged donations that were received for Preston Park from Charles and Joyce Davies in honor of Charles Davies III and Michael and Cindy Schmidt in appreciation of their tour guide, Tony Stagno.

Solicitor Black requested that the Board adjourn to Executive Session immediately following tonight's meeting for purposes of legal discussion.

Township Engineer Deiseroth reported that the Aubrey Pipe Lining Project is complete.

Township Engineer Deiseroth reported that the residents around the Evans Road landslide area have agreed to a grading and storm sewer easement so that the slide can be fixed by reinstalling the earth and cutting the slope back more to be a flatter grade.

Zoning Officer Hines had nothing to report.

Manager Knights had nothing to report.

Commis. Zarnick asked for public comment on agenda items.

Mark Krenitsky, 139 Winterwood Drive, commented on the Solid Waste Contract agenda item and asked that one large item per week be included in the contract.

Zoning Officer Hines presented information on the Baglier Land Development. The referenced Land Development Plan is located along Comfort Lane in the C-2 (Convenience Commercial) Zoned District. The plan proposes a new 13,125 SF automobile detailing building, parking, and stormwater management.

Jonathan Garczewski, Gateway Engineers, representing the Baglier Land Development, presented additional information on the plan. He explained that the property is in the C-2 Zoned District; therefore, they will have to go before the Butler Township Zoning Hearing Board. The hearing is scheduled for August 29, 2018.

Questions were taken from the Board.

Bill Braun, Senate Engineering, commented on the requirements that were noted in the letter dated August 16, 2018.

Motion by Commis. Vero to pass Resolution No. 18-17, granting final approval of the Baglier Land Development contingent upon:

- 1. Compliance with Senate Engineering Company's letter dated August 16, 2018,*
- 2. Executed Developer's Agreement approved by the Township Solicitor,*
- 3. Posting of Financial Security in the amount and form acceptable to the Township Solicitor, and*
- 4. Approval from the Butler Township Zoning Hearing Board.*

Seconded by Commis. Zurzolo. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented information on the Montgomery Subdivision. The referenced Subdivision Plan is located at the corner of New Castle Road and South Duffy Road in the C-2 (Convenience Commercial) Zoned District. The plan proposes to consolidate two lots into one lot. Everything is in order for approval of this subdivision.

Zoning Officer Hines presented information on the Mattress Warehouse Land Development. The referenced Land Development Plan is located at the corner of New Castle Road and South Duffy Road in the C-2 (Convenience Commercial) Zoned District. The plan proposes the construction of a 4,508 SF building and site improvements.

Anthony Cocca, Cocca Development, representing the Mattress Warehouse Land Development, presented additional information.

Questions were taken from the Board.

Motion by Commis. Vero to grant final approval of the Montgomery Subdivision. Seconded by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Motion by Commis. Vero to pass Resolution No. 18-18, granting final approval of the Mattress Warehouse Land Development contingent upon:

- 1. Executed Developer's Agreement approved by the Township Solicitor,*
- 2. Posting of Financial Security in the amount and form acceptable to the Township Solicitor, and*
- 3. Butler Area Sewer Authority Approval.*

Seconded by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented information on the Cammisa Subdivision. The referenced Subdivision Plan is located along Dutchtown Road in the R-1 (Single Family Residential) Zoned District. The plan proposes subdividing tax parcel 51-54-27 into three lots. The plan will need a modification for odd shaped lot. Zoning Officer Hines explained that they will need DEP approval of the Planning Module and approval from the Butler Area Sewer Authority.

Questions were taken from the Board.

Motion by Commis. Vero to grant a modification for odd shaped lots in the Cammisa Subdivision. Seconded by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Motion by Commis. Vero to grant final approval of the Cammisa Subdivision contingent upon:

1. Butler Area Sewer Authority Approval, and
2. DEP approval of Planning Module.

Seconded by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented the request by Thompson Greene for a release of their maintenance bond in the amount of \$15,598.00. He stated that everything is in order for release of the bond.

Questions were taken from the Board.

Motion by Commis. Vero to release the Thompson Greene 18-Month Maintenance Bond in the amount of \$15,598.00. Seconded by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights opened the bids for the Traffic Signal Maintenance Contract. There were two bids.

Specification	Bruce & Merrilees	Traffic Systems & Services, LLC
Bid Bond	Yes	Yes
Hourly Rate-Monday - Friday-One Man & Truck-Normal Business Hours	\$125.00	\$85.00
Hourly Rate-Monday - Friday-Extra Man -Normal Business Hours	\$75.00	\$80.00
Invoice for Travel Time?	Yes	No
Hourly Rate-Monday - Friday-One Man & Truck-After Normal Business Hours	\$125.00	\$90.00
Hourly Rate-Monday - Friday-Extra Man -After Normal Business Hours	\$75.00	\$85.00
Invoice for Travel Time?/ Minimum Call-out hours	Yes/ 2 hours	No/ 2 hours
Hourly Rate-Saturday-One Man & Truck	\$187.50	\$90.00
Hourly Rate-Saturday-Extra Man	\$112.50	\$85.00
Invoice for Travel Time?/ Minimum Call-out hours	Yes/ 2 Hours	No/ 2 hours
Hourly Rate-Sunday & Holidays-One Man & Truck	\$250.00	\$90.00
Hourly Rate-Sunday & Holidays-Extra Man	\$150.00	\$85.00

Invoice for Travel Time?/ Minimum Call-out hours	Yes/ 2 hours	No/ 2 hours
Hourly Rate-Monday - Friday-One Man & Truck-Econolite Controller & Aries Software-Normal Business Hours	\$125.00	\$90.00
Hourly Rate-Monday - Friday-Extra Man -Econolite Controller & Aries Software-Normal Business Hours	\$75.00	\$85.00
Invoice for Travel Time?	Yes	No
Hourly Rate-Monday - Friday-One Man & Truck-Econolite Controller & Aries Software-After Normal Business Hours	\$125.00	\$90.00
Hourly Rate-Monday - Friday-Extra Man -Econolite Controller & Aries Software-After Normal Business Hours	\$75.00	\$85.00
Invoice for Travel Time?/ Minimum Call-out hours	Yes/ 2 hours	No/ 2 hours
Hourly Rate-Saturday-One Man & Truck-Econolite Controller & Aries Software	\$187.50	\$90.00
Hourly Rate-Saturday-Extra Man-Econolite Controller & Aries Software	\$112.50	\$85.00
Invoice for Travel Time?/ Minimum Call-out hours	Yes/ 2 hours	No/ 2 hours

Motion by Commis. Zarnick to table the bids for review. Seconded by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented the Community Identified Flood Hazard Map and Ordinance for adoption.

Township Engineer Deiseroth presented additional information on the map.

Solicitor Black presented her comments on the process.

Motion by Commis. Vero to adopt Ordinance No. 904, amending Chapter 183 (Floodplain Management), the Community Identified Flood Hazard Map. Seconded by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented updated information on the Peer to Peer Grant. He presented a professional services contract with Pashek MTR.LTD for the Butler Youth League Feasibility Study for approval. He anticipates the study being completed in three to four months.

Motion by Commis. Vero to approve entering into a professional services contract with Pashek MTR.LTD for the Butler Youth League Feasibility Study, at a cost of \$11,000.00.

Seconded by Commis. Lokhaiser. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights presented the Volunteer Service Credit Program Ordinance for adoption. A public hearing was held in June on this ordinance. After adoption of the ordinance the township will need to pass a resolution to set the criteria that the fire department members will need to meet to participate in the program.

Motion by Commis. Lokhaiser to adopt Ordinance No. 905, Volunteer Service Credit Program. Seconded by Commis. Zurzolo. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Motion by Commis. Wiest to authorize advertising to fill the Road Superintendent vacancy. Seconded by Commis. Zurzolo. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights requested authorization to draft specifications and advertise for the Solid Waste and Recycling Contract. The current contract is set to expire at the end of 2018.

Motion by Commis. Vero to authorize the drafting of specifications and advertising for bids for the Solid Waste and Recycling Contract. Seconded by Commis. Zarnick. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Zoning Officer Hines presented the request for him and Regulations Inspector Jim Sproat to attend the International Residential Code 2015 Update to be held October 4, 2018 at the Holiday Inn Express in Meadville at a cost of \$125 per person.

Motion by Commis. Vero to authorize the attendance of Zoning Officer Jesse Hines and Regulations Inspector Jim Sproat at the International Residential Code 2015 Update to be held October 4, 2018 at the Holiday Inn Express in Meadville at a cost of \$125 per person. Seconded by Commis. Wiest. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights requested authorization to attend the Municipal Budget and Finance Seminar on September 13, 2018 at a cost of \$175.00.

Motion by Commis. Zarnick to authorize the Manager to attend the Municipal Budget and Finance Seminar on September 13, 2018 at a cost of \$175.00. Seconded by Commis. Zurzolo. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights requested authorization to attend the Human Resources and Labor Management Institute on September 20, 2018 at a cost of \$125.00. It was suggested that Asst. Manager McNeill attend as well.

Motion by Commis. Zarnick to authorize the Manager and Asst. Manager to attend the Human Resources and Labor Management Institute on September 20, 2018 at a cost of \$125.00 per person. Seconded by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights requested authorization to attend the Township Administration Seminar on October 11, 2018 at a cost of \$125.00.

Motion by Commis. Zarnick to authorize the Manager to attend the Township Administration Seminar on October 11, 2018 at a cost of \$125.00. Seconded by Commis. Zurzolo. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: Yes; Zurzolo: Yes and Zarnick: Yes. Motion carried.

Manager Knights read for the record that the Minimum Municipal Obligation for the Police Pension Plan for 2019 is \$172,277.00.

Manager Knights read for the record that the Minimum Municipal Obligation for the Non-Uniformed Employee Pension Plan for 2019 is \$646,646.00.

Manager Knights reviewed the bills report and the following totals were noted: General Fund - \$162,060.13; Highway Aid Fund - \$12,043.47; General Fund (added after July Bills Report) - \$33,095.42; Payroll Fund (prior month) - \$270,227.51.

Motion by Commis. Lokhaiser to pay the bills as per the bills report. Seconded by Commis. Vero. The vote was Vero: Yes; Lokhaiser: Yes; Wiest: 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.

There were no questions from the media.

Motion was made by Commis. Zarnick to adjourn the meeting to Executive Session at 7:56 p.m. Seconded by Commis. Vero and carried unanimously. The Board will not reconvene.


