

**MINUTES
SUMMIT TOWNSHIP BOARD OF SUPERVISORS
PUBLIC MEETING
DECEMBER 21, 2016**

The regular meeting of the Summit Township Board of Supervisors was held on Wednesday, December 21, 2016 at the Summit Township Municipal Building, 502 Bonniebrook Road, Butler, PA.

CALL TO ORDER

Chairman, Willie Adams, called the meeting to order at 6:45 p.m.

PLEDGE OF ALLEGIANCE

All persons present stood to recite the Pledge of Allegiance.

ROLL CALL

All Supervisors were present. Also, in attendance for the meeting, Roxann Stickney, township secretary, Michael Gallagher, township solicitor, Michael Elisco representing Senate Engineering Company, township tax collector, Kathy Oesterling and Dave Barry.

OPEN TO FLOOR – QUESTIONS/COMMENTS ON THE AGENDA

There was no questions or comments on the agenda.

APPROVAL OF THE MINUTES OF THE NOVEMBER 16, 2016 PUBLIC MEETING MINUTES

Larry Osche motioned to approve the November 16, 2016 public meeting minutes as presented. Willie Adams seconded the motion. Rick Green abstained due to being absent. Motion Carried.

TREASURER’S REPORT

The Treasurer’s Report was read by the Secretary/Treasurer.

The transfer from the Capital Fund of \$300,000.00 into a 6- month CD and the transfer from the General Fund of \$200,000.00 into a 3- month CD was completed.

Larry Osche motioned to approve the treasurer’s report. Willie Adams seconded the motion. Motion Carried Unanimously.

The treasurer report will be updated to include the CD amounts as follows:

FUND BALANCE AS OF 12/21/16	
Capital Fund	\$155,511.06
CDBG	\$1.00
Fire Hydrant Fund	\$4,176.23
General Fund	\$396,314.02
Sewage Escrow Fund	\$12,251.77
Sewage Permit Fund	\$7,994.87
State Fund	\$102,592.57
Available Funds	\$678,841.52
Capital Fund CD	\$300,000.00
General Fund CD	\$200,000.00
Total Funds	\$1,178,841.52

ACTIVITY	
Available Funds as of 11/16/16	\$1,157,528.77
CD Total	\$500,000.00
Deposits	\$97,915.97
*Disbursements	\$576,603.22
Total Funds as of 12/21/16	\$1,178,841.52

*Disbursement includes \$500,000.00 fund transfer to CDs.

SOLICITOR’S REPORT

Solicitor, Michael Gallagher, presented the following report:

1. Solicitor Gallagher advertised an updated Holding Tank Ordinance.

Willie Adams motioned to pass the revised Holding Tank Ordinance that was presented and advertised. Rick Green seconded the motion. Motion Carried Unanimously.

2. Parking regulations during snow emergencies was discussed. It was determined that vehicles that are causing safety issues will be addressed.

Larry Osche motioned for the solicitor to write an ordinance for parking regulations for the next meeting. Rick Green seconded the motion. Motion Carried Unanimously.

INVOICE APPROVAL

Willie Adams motioned to approve for payment the 2017 membership to Butler County Association of Township Officials for \$35.00. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Brady's Bend Limestone invoice 5180 for stock pile stone for \$4,910.44. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Butler County Ford invoice 69541 for 2013 Ford truck repairs for \$1,812.21. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Good Year invoice 076-1085287 for tires for the 2009 Peterbilt truck for \$1,656.75. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Green Acres Contracting Co. Inc. invoice 58668 for Carbon Center Road guide rails for \$2,268.75. Rick Green seconded the motion. Motion Carried Unanimously.

Willie Adams motioned to approve for payment Jerich Insurance Agency invoice 63146 for the commercial insurance policy for \$3,669.00. Rick Green seconded the motion. Motion Carried Unanimously.

Willie Adams motioned to approve for payment the 2017 Manufacturer and Business Association membership for \$269.00. Rick Green seconded the motion. Motion Carried Unanimously.

Willie Adams motioned to approve for payment the 2017 PSATS membership invoice 14440-N2S4 for \$1,220.00. Rick Green seconded the motion. Motion Carried Unanimously.

Rick Green motioned to approve for payment the annual Intuit QuickBooks payroll fee for \$427.22. Larry Osche seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment SWIF fire departments worker's compensation renewal for \$4,621.00. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Walsh Equipment invoice P84943 for salt spreader parts for \$385.06. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Walsh Equipment invoice W10147 for the 2009 Peterbilt truck hydraulics repair for \$1,028.54. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Walsh Equipment invoice P85414 for the 2009 Peterbilt truck hydraulic parts for \$207.55. Rick Green seconded the motion.

2016-18 RESOLUTION FOR 2017 BUDGETS

Rick Green motioned to adopt Resolution 2016-18 for the 2017 General Fund, Capital Fund, CDBG Fund, Fire Hydrant Fund, Sewage Escrow Fund, Sewage Permit Fund and State Fund budgets. Larry Osche seconded the motion. Motion Carried Unanimously.

2016-19 RECORDS RETENTION POLICY RESOLUTION

Willie Adams motioned to approve Resolution 2016-19 for records retention requirements. Rick Green seconded the motion. Motion Carried Unanimously.

2016-20 DISPOSITION OF TAX COLLECTOR'S RECORDS RESOLUTION

Willie Adams motioned to approve Resolution 2016-20 for the disposition of Tax Collector's records. Rick Green seconded the motion. Motion Carried Unanimously.

It was determined per the auditor's recommendation that the tax collector submit to the township the complete list of tax collections.

HOLDING TANK ORDINANCE

Holding Tank Ordinance was discussed in the Solicitor's report.

CELL PHONES

Cell phone options were discussed with upgrading to iPhones. It was determined the township will not upgrade at this time and stay with our current plan.

ROAD BONDING REQUIREMENT

The road bonding mileage was discussed to have the amount bonded per mile and not increments of mile. It was determined that increments of mile will be the requirement.

ANTI-SKID

Larry Osche motioned to order 250 tons of anti-skid. Rick Green seconded the motion. Motion Carried Unanimously.

ENGINEER'S REPORT

Michael Elisco representing Senate Engineering presented the following report:

- A. The Wolf and Deal minor subdivision review will be completed before the next Planning Commission meeting.
- B. There was nothing to report for stormwater.
- C. Act 537 Update:
 - 1. EDU count was completed.
 - 2. The Act 537 Plan was submitted to the Supervisors for review.
 - 3. The PHMC indicated that a Phase 1 Archaeological Study needs to be completed. Senate Engineering received a quote of \$34,780.00 for the study. The study can be completed during the design phase.

The following items are need for the Act 537 Plan:

- A. The DEP preliminary effluent limits.
- B. Floodplain maps.
- C. Projection of EDUs over the next 20 years.
- D. The township establishing a sewer authority.

Representative Mike Kelly's office was contacted for a meeting to discuss possible federal funding for the sewage plant and system. The township was informed that there is no need for a meeting at this time because there are no funds are available.

ROADMASTER REPORT

Roadmaster, Larry Osche, presented the following report:

- 1. Snow removal.
- 2. Fallen trees removed.
- 3. Equipment maintenance.
- 4. Building maintenance and the garage lighting was updated to LED lights.
- 5. The pressure washer motor broke and is being repaired.
- 6. Ordered 250 tons of anti-skid.

7. Stutz Road catch basin was clogged and was cleared. Catch basins are on a weekly maintenance schedule.

ADDITIONAL BUSINESS

PA American Water Company is in process of scheduling a meeting with Summit Academy to discuss public water service. Roxann Stickney will contact the water company to request that the Supervisors attend the meeting and that the meeting be held at the township building.

A few properties in disrepair were brought to the township's attention. At this time, the Township does not have a nuisance ordinance to address blight.

OPEN TO THE FLOOR

The Herman Volunteer Fire Company purchased a 2006 rescue truck from Evans City.

It was determined that Butler County did not update 49 tax cards for the Fire Hydrant Tax. Rick Green motioned that the Tax Collector send a letter to the property owners requesting payment for the back taxes. Larry Osche seconded the motion. Motion Carried Unanimously.

ADJOURN

With there being no further business to come before the Board of Supervisors, Rick Green made the motion to adjourn. Larry Osche seconded the motion. Motion Carried Unanimously. Meeting adjourned at 8:10 p.m.

THE NEXT MEETING WILL BE HELD ON TUESDAY, JANUARY 3, 2017
AFTER THE 6:45 P.M. ORGANIZATIONAL MEETING

Respectfully Submitted,
Roxann L. Stickney, Secretary