

**SUMMIT TOWNSHIP BOARD OF SUPERVISORS
PUBLIC MEETING MINUTES
DECEMBER 19, 2018**

The Summit Township Board of Supervisors public meeting was held on Wednesday, December 19, 2018 at the Summit Township Municipal Building, 502 Bonniebrook Road, Butler, PA.

CALL TO ORDER

Willie Adams called the meeting to order at 653 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, Secretary, Roxann Stickney, David Barry and Tanner Cole.

OPEN TO THE FLOOR – QUESTIONS/COMMENTS ON THE AGENDA

There were no questions or comments on the agenda.

APPROVAL OF THE DECEMBER 5, 2018 PUBLIC MEETING MINUTES

Rick Green motioned to approve the December 5, 2018 public meeting minutes as presented. Larry Osche seconded the motion. Motion Carried Unanimously.

TREASURER’S REPORT

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

FUND BALANCE AS OF 12/19/18	
Capital Fund	\$338,309.61
CDBG	\$1.00
Fire Hydrant Fund	\$3,727.75
General Fund	\$587,962.89
Sewage Escrow Fund	\$17,551.77
Sewage Permit Fund	\$7,300.87
State Fund	\$13,492.19
Available Funds	\$968,346.08
Capital Fund CD	\$304,873.51
General Fund CD	\$203,151.20
Total Funds	1,476,370.79

ACTIVITY	
Available Funds as of 12/0518	\$997,985.62
CD Total	\$508,024.71
Deposits	\$26,872.18
Disbursements	\$56,511.72
Total Funds Available as of 12/19/18	\$1,476,370.79

Deposits included the Berkheimer Earned Income Tax and Local Service Tax.

Disbursements included the Act 537 project design phase and the tree trimming project.

Larry Osche motioned to approve the Treasurer’s Report. Rick Green seconded the motion. Motion Carried Unanimously.

INVOICE APPROVAL

Larry Osche motioned to approve for payment Hunter Truck Sales & Service, Inc. invoice R101009519 for the 2009 Peterbilt truck muffler replacement for \$1,266.62. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Hunter Truck Sales & Service, Inc. invoice R101009628 for the 2009 Peterbilt truck starter replacement for \$539.16. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Hunter Truck Sales & Service, Inc. invoice X101066933 for the 2003 Peterbilt fender kit for \$313.32. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Jamar Technologies, Inc. quote 85808 for a sign inventory kit for \$2,425.00. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Keystone Electrical Supply Co. invoice 078335 for generator parts for \$232.31. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to ratify the payment Knickerbocker Russell Co., Inc. invoice 119872 for a generator for \$1,754.00 for a generator. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Olar's Tree Service & Shaping the 2nd installment payment for the Beck Road tree trimming project for \$4,000.00. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Olar's Tree Service & Shaping the 3rd installment payment for the Beck Road tree trimming project for \$2,000.00. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment PA Association of Notary the notary renewal for the Secretary/Treasurer for \$374.35. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Stephenson Equipment, Inc. invoice 18010471 for 2016 Peterbilt truck salt auger repair for \$617.56. Rick Green seconded the motion. Motion Carried Unanimously.

SUMMIT AUTHORITY INVOICES

The Summit Authority submitted for payment the following invoices:

Rick Green motioned to approve for payment Jerich Insurance Agency invoice 1047 for the final installment payment for the Authority's liability insurance for \$583.00. Willie Adams seconded the minutes. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Murrin, Taylor & Gallagher for meeting attendance and the funding procedure for \$495.00. Rick Green seconded the motion. Motion Carried Unanimously.

Rick Green motioned to approve for payment Senate Engineering Company invoice 54257 for the design phase of the sewage project for \$9,854.75. Willie Adams seconded the motion. Motion Carried Unanimously.

The above referenced invoices for a total of \$10,932.75 will be reimbursed by the Summit Authority to the Township upon receiving funding.

SOLICITOR'S REPORT

The Solicitor recommended that the Township adopt a Personnel Identification Protection Policy.

The Solicitor is waiting for a response from Jefferson Township's Solicitor regarding the Intergovernmental Agreement for the Bonniebrook Road grant.

SUMMIT ELEMENTARY SCHOOL PLAYGROUND

Butler Area School District would like for the Township to lease the Summit Elementary School playground to enable funding opportunities for the playground. The Solicitor reviewed the Playground Agreement that Clearfield Township had with Butler Area School District regarding leasing the playground from the school district. The Solicitor found the Agreement to be acceptable and recommended a clause be added to the Agreement stating that if Summit Elementary School should close the playground reverts back to Butler Area School District upon the building and property being sold.

Willie Adams motioned for the Township to enter into an agreement with the Butler Area School District for the Township to lease Summit Elementary School Playground with the stipulation that if Summit Elementary School

should close the playground and playground equipment will revert back to the school district. Rick Green seconded the motion. Motion Carried Unanimously.

ORDINANCE #76 INTERGOVERNMENTAL AGREEMENT WITH JEFFERSON TOWNSHIP

Willie Adams motioned to Adopt Ordinance #76 the Intergovernmental Agreement with Jefferson Township contingent upon the finalization of the Agreement. Rick Green seconded the motion. Motion Carried Unanimously.

VFC EARNED INCOME TAX CREDIT APPROVAL

Herman Volunteer Fire Company presented a list of members that qualify for the Earned Income Tax Credit. The Township Secretary/Treasurer verified their eligibility with the notarized list that was submitted to the Township from the fire company. Willie Adams motioned to approve for the individuals to receive the Earned Income Tax Credit Application. Rick Green seconded the motion. Willie Adams voted "yes". Rick Green voted "yes". Larry Osche abstained from the vote. Motion Carried.

Lick Hill Volunteer Fire Company presented a list of members that qualify for the Earned Income Tax Credit. The Township Secretary/Treasurer verified their eligibility with the notarized list that was submitted to the Township from the fire company. Willie Adams motioned to approve for the individuals to receive the Earned Income Tax Credit Application. Rick Green seconded the motion. Motion Carried Unanimous.

2018 -2019 AUDITOR'S CONTRACT

Rick Green motioned to award Caruso & Spencer Certified Public Accounts the Township's contract for auditing services for fiscal years 2018 - 2020. Willie Adams seconded the motion. Motion Carried Unanimously.

2019 WORKER'S COMPENSATION RENEWAL

Willie Adams motioned to approve the 2019 worker's compensation renewal with AmTrust America. Rick Green seconded the motion. Motion Carried Unanimously.

2019 DENTAL RENEWAL

Willie Adams motioned to approve the 2019 dental coverage renewal with Guardian Life Insurance Company of America. Larry Osche seconded the motion. Motion Carried Unanimously.

2019 PSATS MEMBERSHIP

Willie Adams motioned to approve if available for the Supervisors and the Township's Secretary/Treasurer attend the PSATS Annual Convention. Larry Osche seconded the motion. Motion Carried Unanimously.

MUNICIPAL CODE ASSOCIATION PROCEDURE

A resident is placing complaints at Municipal Code Association regarding building permits. The Board of Supervisors have determined that Municipal Code Association is to inform individuals that the Township will address their concerns.

The procedure will be established at the Organizational Meeting on January 7, 2019.

ENGINEER'S REPORT

The engineer did not have anything to report.

GENERATOR

The Township needed a generator. Knickerbocker Russell Co., Inc. had generators on sale and a generator was purchased.

RUSTIC RIDGE MOBILE HOME PARK WINTER MAINTENANCE

Rustic Ridge Mobile Home Park contacted the Township inquiring if the Township will provide winter road maintenance of the mobile home park. The mobile home park owner will pay for the service.

The Board of Supervisors determined not to pursue the winter maintenance of the mobile home park.

ROADMASTER REPORT

The Roadmaster, Larry Osche, presented the Roadmaster report:

1. Brush was removed due to the storm.
2. Olar's Tree Service and Shaping will be contacted to remove branches from a tree that is causing a safety issue on Brinker Road.
3. A property owner on Portman Road is having a water issue and inquired if the Township would purchase pipe for him to install. The Board of Supervisors determined that the Township cannot purchase the pipe because it is for private property
4. The Dirt, Gravel and Low Volume Grant for Old East Butler Road is being reviewed.
5. Larry Osche is working on Phase II of Binsey Road drainage for the Dirt, Gravel and Low Volume Grant application.

ADDITIONAL BUSINESS

Willie Adams motioned to ratify the decision to purchase protective cases for the cell phones. Rick Green seconded the motion. Rick Green voted "yes". Larry Osche voted "yes". Willie Adams voted "no". Motion Carried.

The septic system inspection for the Shuler Hardship Agreement has been completed. The medical documentation is due by January 7, 2019.

Willie Adams announced that an informational meeting was held on December 13, 2018 with Jefferson Township pertaining to the Bonniebrook Road Grant.

Willie Adams announced an informational meeting was held regarding a personnel issue at 6:40 p.m. on December 19, 2018.

OPEN TO THE FLOOR – PUBLIC PARTICIPATION

David Barry inquired if the Township would be able to assist with the purchase of a new brush truck for the Herman Volunteer Fire Company. The 1989 brush truck caught on fire due to wire short circuit. The estimated cost is \$90,000.00 for the new truck.

Joe Saeler will be contacted to see if funding is available through the Butler County Infrastructure Bank. Wendy Leslie will be contacted to see if funding is available through the Community Development Block Grant (CDBG).

ADJOURN

With there being no further business to come before the Board of Supervisors Larry Osche made the motion to adjourn Rick Green seconded the motion. Motion Carried Unanimously. Meeting adjourned at 8:02 p.m.

THE NEXT MEETING WILL BE HELD ON MONDAY, JANUARY 7, 2019 AT 6:45 P.M.

Respectfully Submitted,
Roxann L. Stickney, Secretary