

**SUMMIT TOWNSHIP BOARD OF SUPERVISORS
PUBLIC MEETING MINUTES
APRIL 18, 2018**

The Summit Township Board of Supervisors public meeting was held on Wednesday, April 18, 2018 at the Summit Township Municipal Building, 502 Bonniebrook Road, Butler, PA.

CALL TO ORDER

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, Township Secretary, Roxann Stickney, Timothy Sutton, Suan H. Hoffman, David Barry, Chuck Montag, Jeff Michel, Jenn Michael, Sherry Smith, Joe Green, Greg Kyle and Kelly Lynch.

OPEN TO FLOOR – QUESTIONS/COMMENTS ON THE AGENDA

There were no questions or comments on the agenda.

APPROVAL OF THE APRIL 4, 2018 PUBLIC MEETING MINUTES

Rick Green motioned to approve the April 4, 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 04/18/18	
Capital Fund	\$247,380.26
CDBG	\$1.00
Fire Hydrant Fund	\$3,352.29
General Fund	\$607,511.02
Sewage Escrow Fund	\$12,251.77
Sewage Permit Fund	\$9,773.44
State Fund	\$232,813.84
Available Funds	\$1,113,083.62
Capital Fund CD	\$302,604.92
General Fund CD	\$201,635.40
Total Funds	1,617,323.94

ACTIVITY	
Available Funds as of 04/04/18	\$1,136,170.00
CD Total	\$504,240.32
Deposits	\$41,550.64
Disbursements	\$64,637.02
Total Funds Available as of 04/18/18	\$1,617,323.94

The Treasurer announced that deposits include the Spring real estate taxes and disbursements included payment for rock salt.

The Township’s audit will be submitted to the Department of Community Economic Development (DCED) upon Pennsylvania Municipal Retirement System (PMRS) completion of their annual report.

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

INVOICE APPROVAL

The following invoices will be paid from the General Fund:

Larry Osche motioned to approve for payment Daniel Dellich Trucking invoice for Anti-Skid for \$4,229.77. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Hampton Concrete Products, Inc. invoice 11504 for angle grates for \$3,096.00. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment M & M Lime Company, Inc. invoice 599 for stone for \$8,180.38. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment Walsh Equipment invoice 18001824 for signs for \$217.30. Rick Green seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to pay from the State Fund American Rock Salt Company, LLC invoice 0559497 for road salt for \$1,292.77. Rick Green seconded the motion. Motion Carried Unanimously.

SOLICITOR'S REPORT

The Solicitor presented the following report:

The Solicitor recommended monthly transfers to the Summit Township Authority from the General Fund for the Authority's expenses instead of a lump sum transfer for the initial start-up the Authority. This is an efficient way for auditing purposes to track the transactions. Once the Authority's financial fund has been established, the authority will reimburse the Township of all funds transferred.

The Solicitor will process the paper work for the establishment of an Employer Identification Number (EIN) for the Summit Township Authority. The President of the Summit Township Authority signature is necessary before submission of the EIN request.

The address for the location of the sewage facility will be assigned.

The Solicitor reviewed the Engineering Agreement for the sewage plant facility and his recommendations were discussed.

SEAL COAT BID

The bids for the seal coat project was reviewed. Suit-Kote Corporation submitted the lowest bid for \$248,219.88. Larry Osche motioned for Suit-Kote Corporation to be awarded the seal coat project. Rick Green seconded the motion. Motion Carried Unanimously.

FLOODPLAIN ORDINANCE

The floodplain ordinance was reviewed by the Floodplain Independent Contractor and approved for PA DCED compliance.

Willie Adams motioned to advertise the adoption of the floodplain ordinance. Rick Green seconded the motion. Motion Carried Unanimously.

OLSEN CRAFT ASSOCIATES, LLC & CDBG ADMINISTRATION

Rick Green motioned that Olsen Craft Associates, LLC clarify that electronic and hard copy files of the Township's documentation for the Community Development Block Grant (CDBG) are identical. Upon the clarification, the sum of \$500.00 will be submitted to Olsen Craft Associates, LLC for the documentation and electronic file. Larry Osche seconded the motion. Motion Carried Unanimously.

Larry Osche motioned to approve for payment from the CDBG fund to Olsen Craft Associates, LLC invoice 15727 for CDBG administration of an environmental review. Rick Green seconded the motion. Motion Carried Unanimously.

SEWER AUTHORITY MEMBERSHIP

Information for membership to the PA Municipal Authorities Association was reviewed. It was determined that Summit Township Authority will make the determination to join.

HARVEST LANE

A water issue was discussed with the residents from Harvest Lane that is causing damage to Bonniebrook Road. The Supervisors will go Harvest Lane to look at the issue.

TAX COLLECTOR ACCOUNT

The Tax Collector is the only authorized person for the account. The tax collector has requested to have another person authorized in case of her absent so that the Township would have access to the account. The Solicitor recommended to contact the County for the procedure to follow.

ROLLER RENTAL

The Roadmaster presented information regarding the price to rent a roller versus purchasing one. If the Township would decide to purchase a roller that the Township has rented, the rental fee will be deducted from the purchase price.

ENGINEER'S REPORT

The Engineer's report was reviewed. The Nowakowski lot line revision is under review. It was determined that the Summit Township Authority information does not need to be presented at the meeting unless a Township decision is required.

CRACK SEALER

Larry Osche motioned to schedule the crack sealer for May 3, 2018 through May 11, 2018. Rick Green seconded the motion. Motion Carried Unanimously.

BERMING PROJECT

Larry Osche motioned to schedule the berming project. Rick Green seconded the motion. Motion Carried Unanimously.

ROADMASTER REPORT

Roadmaster, Larry Osche, presented the following road department report:

1. The pipe that is causing the water issue on Hinchberger Road has been located. A catch basin has been set in place.
2. A catch basin and cross pipe was installed on Portman Road.
3. A catch basin was installed on Geibel Road.
4. Walsh Equipment fixed the snow plow at no charge for labor only the cost of the part.
5. An accident occurred on Bonniebrook Road that damaged a sign post and guide rails. Once the accident report is available, the insurance company will be contacted to pay for these items and the fee for the accident report.
6. Pots holes were patched.
7. There is a possibility that the existing part-time summer time employee will not be available this year.

ADDITIONAL BUSINESS

If the Supervisors look at a road before a meeting and a decision must be made, this is considered Fact Finding. A Special Meeting does not have to be scheduled. The decision can be ratified at the next meeting.

Rick Green motioned for the Township to purchase a new mail box. Larry Osche seconded the motion. Motion Carried Unanimously.

OPEN TO THE FLOOR

A resident inquired about repairing Old East Butler Road. Joe Wiest from Wiest Asphalt Products and Paving, Inc. will be contacted to look at the road to determine the type of repair that is required.

Dave Barry is going to research the Earned Income Tax Credit for volunteer fire fighters.

Once a complaint is filed, the Sewage Enforcement Officer will look into a sewage situation at a garage on McGrady Hollow Road.

The Supervisors are not going to pursue the installation of a sign that prohibits trucks to use their engine retarder brakes (Jake brakes) down on the hill on Route 422 near Old Route 422.

ADJOURN

With there being no further business to come before the Board of Supervisors, Rick Green made the motion to adjourn. Willie Adams seconded the motion. Motion Carried Unanimously. Meeting adjourned at 8:55 p.m.

THE NEXT MEETING WILL BE HELD ON WEDNESDAY, MAY 2, 2018 AT 6:45 P.M.

Respectfully Submitted Roxann L. Stickney, Secretary