



**FORWARD TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL WORK SESSION MEETING
September 6, 2016
6:00 PM**

PRESENT:

Mary McElhinny, Chairperson
Jay Rape, Vice Chairman
J. Rodger Lees, Supervisor

Charles Behm, Roadmaster
Donna Behm, Auditor

Visitors:

Mel Muslin

Chairperson Mary McElhinny called the public meeting to order and welcomed everyone at 6:08 PM. All stood for the Pledge of Allegiance to the Flag at the Forward Township Municipal building located at 207 Ash Stop Road, Evans City, Pennsylvania.

Public Comment: None

Financial:

Chairperson McElhinny reported when talking with Dick Knapko recently, Dick advised the Board of Supervisors to immediately transfer The State Police Fines in the amount of \$1,486.62 from the State Fund Account to the PLIGT General Fund Account. Also when paying Wiest Paving take \$70,000.00 from State Fund Account and the remainder amount from the Impact Fee Account. The Board of Supervisors all agreed. Supervisor Lees and Vice Chairman Rape will take care of the transfer after the meeting.

Jackson Township returned the bond check (number 6634) for Schar Road in the amount of \$3,750.00 Supervisor Lees and Vice Chairman Rape will make the necessary corrections in QuickBooks. Chairperson McElhinny reminded The Board to ask Solicitor Tom May about the correct process to collect from Peachmont Farms for the Fire Hydrants.

Personnel:

Administrative Assistants Lindsey and Bette left a note asking if they are to be paid holiday pay for Labor Day. After discussion The Board of Supervisors said no holiday pay until after their 90 day probation is over.

Other Business:

The Township has received phone calls about cars being parked on Cashdollar Road. After discussion, The Board of Supervisors decided the Code Enforcement Officer, Brian Miller, needs to notify the property owner about the situation and if there is more than ten unlicensed vehicles on the property they need to apply for a Salvage Yard Permit.

Nathan Book has contacted The Township about using the Baseball Field for his Youth Team to practice. Nathan stated they will get the Baseball Field ready and maintain the field while they are using it. After discussion, The Board of Supervisors decided that Nathan can use it as long as he signs the agreement and has proof of insurance.

Evans City Water and Sewer Authority requested a copy of Forward Township's Act 537 Report. Vice Chairman Rape volunteered to take the report to them and wait while they make a copy, and then bring the report back to The Township Building.

Chairperson McElhinny has contacted Mark Wilson about training Lindsey to take care of the Forward Township Website. Mark Wilson replied he will be glad to in the next couple of weeks.

Administrative Assistants are requesting getting a Network set up. Mel Muslin asked about the Server that he donated to The Township and suggested to contact Armstrong about getting it connected. Vice Chairman Rape stated he would look into it.

Safety Seminar is October 12, 2016 at Tanglewood/Coleman Hall. All employees are required to attend.

Fall Convention is October 25, 2016. Anyone wanting to attend is to notify The Township.

Mel Muslin asked if a Storm Water Management Plan has been approved for the parking lot at TJ'S Hideaway Restaurant. The Board of Supervisors stated they will have to ask the Code Enforcement Officer Brian Miller.

Supervisor Lees reported Bette and Lindsey observed, while he processed the last payroll to Paychex.

Next pay cycle Supervisor Lees will observe while Bette and Lindsey process the payroll to Paychex.

Supervisor Lees asked if Bette has started the bonding process. Chairperson McElhinny replied yes.

Supervisor Lees asked if the Auditors received the sample QuickBooks report he e-mailed to them.

Donna Behm replied yes, but has not had time to review it.

Supervisor Lees asked Roadmaster Behm if they have converted the 300 gallon gas tank to a fuel tank.

Roadmaster Behm replied yes.

Supervisor Lees asked how Needle Point Road was coming. Roadmaster Behm replied they were putting 2A modified and # 10 dust on it, grading and rolling in the stone on Wednesday (9/7/16). They are getting oil for chipping on Thursday (9/8/16).

Roadmaster Behm stated The Township received a check from Ms. George, 129 Hillvue Lane, Bette was going to contact David Ice and let him know so he can proceed with the sanitation inspection.

Building:

Vice Chairman Rape stated he talked with a Modular Home Company about building an office building for The Township. They need dimensions of the building, floor plan, on a foundation, cement slab, or a basement.

Supervisor Lees reported he contacted Nickolette Goodemote and she would be willing to discuss the building by conference call. After discussion, Supervisor Lees called Nickolette and her husband Wes, who is an engineer, to see if they are available. Nickolette asked if the floor plan that she had done before was still what The Board of Supervisors were interested in and if they still had the information packet she left with them at their last meeting. Supervisor Lees replied yes, they are considering the floor plan she had done, but was not sure where the information packet was at this time. Wes suggested that they put the office building on a cement slab. Nickolette will send the Board of Supervisors an updated fee schedule. She is willing to contact different vendors to get prices for a building and help with the process, if The Board of Supervisors approve. Supervisor Lees thanked Nickolette and Wes for their time and stated The Board will be in contact.

Roadmaster:

Roadmaster Behm asked the Supervisors for permission to purchase four catch basins @ \$524.00 each for Needle Point Road. The Board of Supervisors gave him permission.

Roadmaster Behm reported it will cost between \$950.00 - \$1,150.00 to have the new 2016 Ford F-550 rust proofed at Rick Fennell Rustproofing. The truck is currently at Walsh Equipment.

Roadmaster Behm reported he contacted Vickie Forbes at Connoquenessing Borough. Vickie will send a letter to S&A Homes about the erosion problem and let The Borough Council Board be aware of the problem.

Roadmaster Behm asked permission to purchase a solenoid for the 2001 Ford F-450.

The Board of Supervisors gave him permission.

John Haine from Lancaster Township contacted Roadmaster Behm about a Flagger Training class.

Roadmaster Behm stated all road workers currently have a certificate for completing a Flagger Training Course.

Chairperson McElhinny stated she has been asked several times about having road line markings put on the Township Roads. Roadmaster Behm and Chairperson McElhinny both stated it is illegal to have one line painted on Township Roads and The Township Roads are not wide enough for two painted lines. So no line painting can be done.

Next Public Meeting – Board of Supervisors – September 13, 2016 @ 7:00 PM

Adjournment:

Vice Chairman Rape made a motion to adjourn at 8:15PM. Supervisor Lees seconded the motion, motion passed unanimously.

Respectfully submitted,

Board of Supervisors and Donna M. Behm