

FORWARD TOWNSHIP  
BOARD OF SUPERVISORS  
APRIL 12, 2016  
7:00PM

**PRESENT:**

Mary L. McElhinny, Chairperson  
Jay Rape, Vice Chairman  
J. Rodger Lees, Supervisor  
Jim Rape, Planning Commission  
Brian Miller, CEO

Charles Behm, Roadmaster  
Donna Behm, Auditor  
Tom May, Solicitor  
Jeff Argyros, Engineer  
Philip Chips, Asst. CEO

**VISITORS:**

Matt Otto, ECVF  
Mel Muslin  
Jim Marburger  
Jim Robb

Brian Greenawalt, ECVF  
Jennifer Zinkham  
Carrie Robb  
Ed Senn

**Call to Order:**

Chairperson McElhinny called the public meeting to order and welcomed everyone at 7:00PM. 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:**

Jennifer Zinkham reported a sewage malfunction in her neighborhood. She asked who she needed to contact. Chairperson McElhinny told her to include the address on the sign-in sheet and that Brian Miller, CEO will check the area and report to the SEO.

Ed Senn asked when the Mars/Evans City Road area will be getting sewage from Evans City. The Board told him that the area was designated to get sewage according to the 537 plan. His question was referred to the Sewage Authority Board who will be discussing the area in the near future.

**Approval of Minutes:**

Vice Chairman Rape moved that the January 12, 2016, February 4, 2016, February 9, 2016, March 8, 2016 and April 4, 2016 meetings all be approved. J. Rodger Lees seconded the motion, motion passed.

**APPROVAL OF BILLS:**

Supervisor Lees moved to approve the PLGIT General Fund bills presented in the amount of \$13,907.71. Vice Chairman Rape seconded the motion, motion passed.

Supervisor Lees moved to approve additional payables, not yet received, but due before the next meeting to be paid from the PLGIT-General Fund, not to exceed, \$2,000.00. Vice Chairman Rape seconded the motion, motion passed.

Supervisor Lees and Vice Chairman Rape will calculate any transfers from the escrow accounts and report at the next month's meeting.

**REPORTS:**

**Evans City Volunteer Fire Dept:**

Matthew Otto presented the Supervisors with a report of the fire departments activities for the month. Brian Greenawalt asked for time at the end of the meeting for further discussion with the Board of Supervisors about upcoming matters.

**Auditors:**

Donna Behm reported to the Board of Supervisors that the Auditors convened on March 14, 2016 to conduct an audit of the 2016 books and financial records due to the resignation of the former Secretary/Treasurer, Debra Rajchel on February 2, 2016. The audit was performed for the period January 1, 2016 to February 2, 2016. All of the unused checks were accounted for on February 3, 2016. The disbursements, receipts, bank records and payroll transactions were reviewed and two exceptions were noted. The Auditors gave the Board of Supervisors a copy of the auditor's work paper – cash accounts showing January 1, 2016 beginning balance, interest, receipts and disbursements for month and January 31, 2016 ending balance; which reconciled with the January bank statements.

**Planning Commission:**

Jim Rape reported that on March 22, 2016 the Planning Commission and Engineer approved the Marburger Dairy subdivision and it was ready for final approval. After a discussion Supervisor Lees made a motion to accept the plan as presented. Vice Chairman Rape seconded the motion, motion passed. Vice chairman Rape made a motion to approve and for Chairperson McElhinny to sign the Evans City Sewage Planning Module waiver for Marburger Dairy. Supervisor Lees seconded the motion, motion passed.

The Hidden Acres Phase I plan was presented for final approval. Supervisor Lees made a motion to approve Hidden Acres Phase I and to sign the Mylar. Vice Chairman Rape seconded the motion, motion passed.

Jim Rape reported that the next Planning Commission meeting will be Wednesday April 27, 2016 due to voting at the Township Building on Tuesday April 26, 2016.

**Code Enforcement Officer:**

Philip Chips reported that he did 4 building permits in the past month and he had one more to do. Vice Chairman Rape asked Brian Miller if he is able to resume his duties as Code Enforcement Officer after his brief illness. Brian replied he is able to resume his duties as CEO. Philip Chips will still act as Assistant Code Enforcement Officer.

**Solicitor:**

Tom May has the set-aside-agreement for Manor Development Group 1 for the Board of Supervisors to approve. Supervisor Lees made a motion to approve the set-aside-agreement for Manor Development Group 1. Vice Chairman Rape seconded the motion, motion passed.

**Engineer:**

Jeff Argyros stated that Wilson's Ridge Phase III & IV are moving ground. Manor Development Group I will begin moving ground shortly since the Board of Supervisors approved the set-aside-agreement.

Meadow Ridge Phase II, Williams Point paving issue. After a discussion on the matter, Supervisor Lees made a motion for Solicitor May, Engineer Argyros and Roadmaster Behm to write a letter, stating that

the asphalt is failing and to send the letter to the Developer so that the problem can be corrected. Vice Chairman Rape second the motion, motion passed.

Engineer Jeff Argyros stated that the GP7 for the Needle Point Road grant has been turned over to Ian Harrell.

**Roadmaster:**

Charles Behm stated that he met with Dick Knapko on April 5, 2016. They went over the proposed roads to be paved and seal coated. The paving project estimated cost \$229,259.00 and the seal coating projects estimated cost \$96,851.00. Visitor Mel Muslin disapproved of the paving of Community Park Road and thinks the money spent on that road should go toward Tunnel Road. After a discussion, Vice Chairman Rape made a motion to advertise for the paving and seal coating of roads in the original project. The bids will be opened at the regular monthly Supervisors meeting on May 10, 2016. Supervisor Lees seconded the motion, motion passed unanimously.

Roadmaster Behm stated that the Township's annual Clean-up Day is May 7, 2016 from 8:00AM to 1:00PM. There will be a small fee for disposal of tires and appliances. ECS&R 129 Ash Stop Road, Evans City, PA (across State Route 68 from the Township Building) will be accepting electronics for a fee. The Board of Supervisors stated the Road Workers need to collect garbage along the Township road right-of-way and dispose of properly. Vice Chairman Rape made a motion for Roadmaster Behm to work on May 7, 2016 to operate the Township's front end loader between the hours of 8:00AM and 1:00PM. Supervisor Lees seconded the motion, motion passed unanimously.

Update on uniforms for Roadworker Randy Schuller. Cintas delivered 11 shirts on April 4, 2016, but on 1 of the shirt the decals were sewn on upside down, they were going to send that shirt back to be corrected. On April 11, 2016, Cintas delivered 10 pair of work jeans instead of 11. It was stated that there was no response for the letter that Chairperson McElhinny had written and sent to Cintas regarding their services.

Roadmaster Behm contacted Vogel Disposal Service and Joseph J. Brunner for prices of two-yard dumpster as requested by Supervisor Lees. Vogel Disposal Service is \$60.00 a month, pick-up bi-weekly, one time set-up and delivery fee of \$75.00 with a 5 year signed contract. Joseph J. Brunner is \$63.00 a month, pick-up bi-weekly; one time set-up and delivery fee \$85.00 with a 1 year contract. The Board needs to research this matter further.

Allegheny Aquatic Association would like permission to anchor a picnic table by the Ash Stop Road canoe launch. Vice Chairman Rape made a motion for the Allegheny Aquatic Association to anchor a picnic table at the Ash Stop Road canoe launch with the understanding the picnic table will be the property of Forward Township.

**8:30PM – Adjournment for an executive meeting: Meeting reconvened at 8:42PM**

**Evans City volunteer Fire Department, cont.**

Brian Greenawalt and Matthew Otto started with thanking the Board of Supervisors for their time and would like to have a better working relationship between the Board of Supervisors and the ECVFD. Brian Greenawalt stated that ECVFD and Connoquenessing VFD are negotiating a merger between the two departments. If they would merge, they would operate a one department with two stations. They are planning an informational meeting on May 19, 2016 to explain the details to the residents of Evans

City Borough, Connoquenessing Borough, Connoquenessing Township and Forward Township; time and place to be announced at a later date. Also Brian Greenawalt and Matthew Otto suggested to the Board of Supervisors that they could add a \$50.00 to \$100.00 fee to new homes being built in the Township and to the Subdivision Ordinance; for the Fire Department. The Board of Supervisors thanked Brian and Matthew. They told them to keep the Board of Supervisors informed and they will consider their suggestions.

**Old Business:**

Chairman McElhinny stated that Roadmaster Charles Behm and her will be attending the Act 167 Storm Water meeting at Court House on Thursday April 14, 2016.

Chairperson McElhinny will be unable to attend the COG meeting, Thursday evening April 14, 2016. She asked if anyone would like to go in her place.

It was stated the Mark Wilson will be working on updating the Township's Website.

**New Business:**

Chairperson McElhinny asked if Tunnel Road could be considered for a "Low Volume" road study and grant. Roadmaster Behm said he will contact Ian Harrell and get his opinion.

Vice Chairman Rape stated he had received a resume for the secretarial position. He was going to contact that person for an interview.

Chairperson McElhinny stated that May 19, 2016 will be the Butler County Association of Township Officials spring convention. Supervisors, Auditors and Tax Collectors are invited to attend, please let Vice Chairman Rape know if you plan to attend.

Chairperson McElhinny stated future considerations for next meeting: red light at State route 68 and Lloydmont Blvd., update Personnel Manual and review the 7 year Agriculture Security Area. Supervisor Lees added plans for new building.

**Next Public Meetings – Planning Commission April 27, 2016, Board of Supervisors May 10, 2016 all 7:00PM.**

**Adjournment:**

Vice Chairman Rape made a motion to adjourn. Supervisor Lees seconded the motion, motion passed. Meeting adjourned at 9:16PM

Respectfully submitted,

Board of Supervisors and Donna M. Behm