

**FORWARD TOWNSHIP
BOARD OF SUPERVISORS
REGULAR MONTHLY MEETING
MARCH 8, 2016
7:00PM**

PRESENT:

Mary L. McElhinny, Chairperson
J. Rodger Lees, Supervisor
Charles Behm, Roadmaster
Brian Miller, Code Enforcement
Tom Hartwig, Engineer
Donna Behm, Auditor
Donna Vogel, Auditor

Jay Rape, Vice Chairman
Tom May, Solicitor
Jim Rape, Planning Commission
Phillip Chips, Code Enforcement
Jeff Argyros, Engineer
Jan McElhinny, Auditor

VISITORS:

Matthew Otto, ECVF
Walt Weiman
John Schluichur, Shipley Engineer

Mrs. Delores Baron
Mel Musulin

MEETING CALLED 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, PA.

PUBLIC COMMENT:

Mel Musulin, resident reminded the Supervisors that Small Flow inspections are due in May. Vice Chairman Rape stated that he has communicated with Sewage Enforcement Officer, David Ice about the matter.

AUDITORS:

Jan McElhinny presented the Supervisors with the 2015 Audit Report. The 2015 Municipal Annual Audit and Financial Report was prepared and submitted to the Dept. of Community & Economic Development. One copy of the report was filed at the Butler County Courthouse. One copy is on file at the Forward Township Office. Jan also presented the Supervisors with a list of exceptions that were noted during the course of the audit and recommendations to help improve and strengthen the Township's internal controls and operating procedures. The Supervisors thanked the Auditors.

Supervisor Lees made a motion to accept the Audit Report. Vice Chairman Rape second the motion, motion passed unanimously.

APPROVAL OF MINUTES:

January 12, 2016 – Regular monthly meeting, February 4, 2016 – Special meeting and February 9, 2016 – Regular monthly meeting were all tabled for further review.

APPROVAL OF BILLS:

The Board reviewed the outstanding bills for the month of February 2016, in the amount of \$9,773.42 for the payment from the PLGIT General Fund. Supervisor Lees questioned Roadmaster Behm about the bill from Hei-Way. Roadmaster Behm replied it was for a tri-axle load of cold patch.

Supervisor Lees made the motion to approve the February 2016 payable in the amount of \$9,773.42. Vice Chairman Rape second the motion, motion passed unanimously.

The Board reviewed the February 2016 payroll expenditures within the NexTier General Fund for employee compensation in the amount of \$15,998.46 and payroll processing fees in the amount of \$222.80.

Vice Chairman Rape made a motion to approve the February 2016 payroll expenditures in the amount of \$16,221.26. Supervisor Lees seconded the motion, motion passed unanimously.

FINANCIAL REPORT: Chairman McElhinny presented cash account balances to the Board in relation to the various PLGIT accounts. No formal report was available from Cotrill Arbutina.

REPORTS:

EVANS CITY VOLUNTEER FIRE DEPARTMENT:

Matthew Otto presented the Supervisors with a report on the activities for the month. Supervisor Lees stated that in April the Township would consider making a quarterly donation as was discussed at the 2016 Budget Meetings.

PLANNING COMMISSION:

Jim Rape reported that Danny/Chad Hixon Stormwater Plan was complete and the Engineer has confirmed that it complies with the Township's ordinance.

Baron Lot Line revision: Mrs. Baron was present and stated that her husband Richard was out of town and she did not have the Mylar with her.

The Supervisors looked at the plan and after a discussion, *Supervisor Lees made the motion to accept the lot line revision plan with the contingent that the Mylar is signed and notarized within ninety days. Vice Chairman Rape seconded the motion, motion passed unanimously.*

The Planning Commission has approved the Hidden Acres Phase 1 Stormwater plan. Jeff Argyros, Engineer stated that it is in compliance with the ordinance and will send a letter stating such approval.

SOLICITOR:

Tom May discussed the Set-Aside Agreement for Manor Development Group II. The Supervisors and Engineer will review it.

ENGINEER:

Tom Hartwig & Jeff Argyros stated that Wilson Ridge Phase III & IV are in compliance with the Ordinance and that they have started to move ground and to implement necessary erosion controls.

CODE ENFORCEMENT OFFICER:

Philip Chips reported on two Driveway Permits for Wilson Ridge and one Building Permit for a garage on Old Route 68. He continues to work with Brian Miller to coordinate activities.

ROADMASTER:

Charles Behm asked the Supervisors for permission to contact Cintas for uniforms for Randy Schuller. Randy was hired September 16, 2015 and has not received uniforms. After a discussion on the Cintas contract, *Supervisor Lees made a motion for Charles to contact Cintas and purchase new uniforms for Randy and for Chairperson McElhinny and Vice Chairman Rape to write a letter to Cintas informing Cintas that the Board and employees are not satisfied with the cleaning of the uniforms.* Solicitor May asked to review the letter before mailing. *Vice Chairman Rape seconded the motion, motion passed unanimously.*

Allegheny Aquatic Association has contacted Roadmaster Behm for permission to use the Ball Field, picnic shelter and folding chairs on Saturday June 4, 2016 between the hours of 3:00PM – 5:00PM for the purpose of Dedication of the canoe launching ramp, weather permitting.

After a discussion *Vice Chairman Rape made a motion that Allegheny Aquatic Association may use ball field and picnic shelter but no folding chairs. The Allegheny Aquatic Association will have to provide the Township with a Certificate of Liability Insurance. Supervisor Lees seconded the motion, motion passed unanimously.*

Roadmaster Behm asked the Supervisors for permission to order 360 ton of salt to fill the salt building from Costars for 2016-2017 winter season. Supervisor Lees asked the price per ton? Charles replied that the price from 2015 -2016 season was \$76.52 a ton and that they will not know this year's price until August. Delivery will be made after November 1, 2016.

Supervisor Lees made a motion to order 360 tons of salt from Costars before March 15, 2016 deadline. Vice Chairman Rape seconded the motion, motion passed unanimously.

Charles reported on an update on the replacement of Washington Street Culvert, Mars-Evans City Road is now planned for July 2017.

Roadmaster Behm asked for Mark Wilson to be added to the Road Advisory Committee and a date to be set for the Spring Road Inspection. After discussion, *Supervisor Lees made a motion to set April 2, 2016 at 7:00AM, to meet at the Township Building and then to proceed to the various roads for inspection. Vice Chairman Rape second the motion, motion passed unanimously.*

Roadmaster Behm asked permission from the Supervisors to attend PA One Call locator program, April 6, 2016 from 8:00AM to 11:00 AM at Tanglewood Event Center, Lyndora, PA. *Chairperson McElhinny made the motion for Charles to attend. There is no registration fee. Vice Chairman Rape seconded the motion, motion passed unanimously.*

OLD BUSINESS: None

NEW BUSINESS:

It was noted the Township was getting billed for work on the Red light at Rt.68 and Lloydmont. The Township is not to take over maintenance on the Red light until August 2016. Chairperson McElhinny is to contact Jason at Bronder Technical Service and Gigliotto, the Developer for Leslie Farms, to rectify the problem. Roadmaster Behm stated that he had called Bronder for repairs on the Red light twice in the last three weeks, February 20, 2016 and March 7, 2016.

Chairperson McElhinny stated that the Township received a letter from Evans City Borough asking for Forward Township to pay a percentage of the Workman's Compensation for the Evans City Volunteer Fire Department. Under Act 601, the Township's share is \$8,776.00 for 2015 and \$7,826.00 for 2016. Solicitor May is to research and advise the Supervisors.

Seven Fields/Evans City Police Department contacted the Township asking for a meeting with the Supervisors concerning police protection for the Township. The Supervisors declined the meeting.

Word was received from Print Map that eleven advertisement spaces are open yet before they can print the map for the Township. Chairperson McElhinny stated that Print Map will be at the PSATS convention, she will contact them there. Supervisor Lees asked if the Township would consider PDF map on the Web site.

Derek Thompson, Adult Softball team contacted Chairperson McElhinny about using the Township's ball field for the 2016 season. The Supervisors agreed Chairperson McElhinny can contact Derek Thompson and Ken Hall, Evans City Baseball Boosters. Both teams can use the ball field for the 2016 season if dates are open. They will have to provide the Township with a certificate of Liability Insurance, a written agreement, no alcoholic beverages and coordinate with each other on schedules. Also, inform them that Allegheny Aquatic Association has permission to use the ball field on June 4, 2016.

Supervisor Lees made a motion to advertise for the Township's vacant position in the Butler Eagle, Forward Township's web site and Craig's list after Chairperson McElhinny approves the various and collective job descriptions. Vice Chairman Rape second the motion, motion passed unanimously.

Roadmaster Behm stated that he does the PA ONE CALLS at home on the computer, he will note the number of calls he does and the dates, for the Supervisors to verify for billing purposes.

The Board of Supervisors adjourned at 8:25PM for an Executive Session to discuss personnel matters. The Board reconvened at 8:40PM

ADJOURNMENT:

Supervisor Lees made a motion to adjourn. Vice Chairman Rape seconded the motion, motion passed unanimously. Meeting adjourned at 8:41PM.

Respectfully submitted
Forward Township Supervisors
Assisted by Donna Behm