



FORWARD TOWNSHIP
BOARD OF SUPERVISORS
Monthly Meeting
August 8, 2017
7:00 PM

PRESENT:

Mary McElhinny, Vice Chairperson
Rodger Lees, Supervisor
Bette Spithaler, Secretary

Charles Behm, Roadmaster
Tom May, Solicitor
Donna Behm, Auditor

VISTORS:

Brian Miller- CEO
Steve Bicehouse- EC Fire Department
Jim Rape- Planning Commission

John Walchesky-Mars Bank
Mel Musulin

CALL MEETING TO ORDER:

Vice Chairperson McElhinny called the public meeting to order & welcomed everyone at 7:00 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

APPROVAL OF MINUTES:

- July 11, 2017 Board of Supervisors Minutes

Supervisor Lees made a motion to approve the July 11, 2017 Board of Supervisors Minutes. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

- August 4, 2017 Special Meeting

Supervisor Lees made a motion to approve the August 4, 2017 Special Meeting Minutes. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

APPROVAL OF BILLS:

Bills:

- The Board reviewed outstanding bills for the month of August 2017 in the amount of \$210,635.48 for payment from the PLGIT General Fund.

Supervisor Lees made a motion to approve the outstanding bills for the month of August 2017 in the amount of \$210,635.48. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

P-Card

- P-Card payment for July 2017 charges totaling \$316.89.

Supervisor Lees made a motion to approve the July 2017 P-Card charges in the amount of \$316.89. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

Payroll

- The Board reviewed the Township's July 2017 payroll expenditures within the NexTier General Fund in the amount of \$14,849.02.

Supervisor Lees made a motion to approve the July 2017 payroll expenditures in the amount of \$14,849.02. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

FINANCIAL REPORT:

The financial report for July 2017 was reviewed and accepted.

CODE ENFORCEMENT OFFICER:

Brian Miller CEO discussed the following:

- Kenneth Boben Property at 239 Brownsmill Road - Permits.

On May 3, 2017 Mr. Boben applied for both a building permit and driveway permit. Brian Miller, CEO stated that he *did not* receive the driveway permit application; therefore he was unable to inspect the driveway. As it turns out it was a secretarial error and Brian was given a copy of the driveway permit.

- Peachmont Farms Lot 215

Brian Miller CEO, stated that the owners of Lot 215 in Peachmont Farms would like to put concrete steps out the side of their home which would encroach on a on a 20' drainage easement. Solicitor Tom May stated that it is a private concern and the homeowner should contact the developer.

- Brian Miller, CEO stated that he will be on vacation the week of August 14, 2017.

EVANS CITY VOLUNTEER FIRE DEPARTMENT:

- Steve Bicehouse presented their monthly report to the supervisors.
 - July 2017 – 7 Calls in Forward Township

PLANNING COMMISSION:

- Bowman Plan – 122 Wonderland Park Road

Jim Rape explained that the Bowman's want to dedicate a portion of the private road to the Township that would include a cul-de-sac. After the discussion Solicitor Tom May stated that he needs to review the plan further.

A 90 day extension letter was received from the Bowman's which would extend the sub-division/planning process until October 11, 2017.

SOLICITOR:

Solicitor Tom May presented:

- Peachmont Farms Phase III Developer's Agreement

Solicitor Tom May stated that Jerry Oliver, Peachmont Farms, LLC had some questions on the amounts being too high and the reason may be that Phase IV was included. Solicitor Tom May will work with Mr. Oliver to resolve the matter.

Vice Chairperson McElhinny made a motion to approve the Peachmont Phase III Developer's Agreement subject to the amended amounts. Supervisor Lees seconded the motion. Motion passed unanimously.

- Road Resolutions (Naughton Circle, Williams Point)

Solicitor Tom May will record the Resolutions and then the roads need to be measured by PennDOT (Dick Knapko) in order for the township to receive Liquid Fuel Money.

Supervisor Lees made a motion to accept Resolutions for both Naughton Circle and Williams Point. Vice Chairperson McElhinny seconded the motion. Motion passed unanimously.

- TJ's Hideaway, Tom Baker- Spithaler School Road

Solicitor Tom May presented a letter that he prepared concerning the ongoing drainage issues at TJ's Hideaway on Spithaler School Road.

Supervisor Lees made a motion to approve and mail the certified letter to Tom Baker at TJ's Hideaway. Vice Chairperson McElhinny seconded the motion. Motion passed unanimously.

ENGINEER:

Not Present – Engineer's Report received and reviewed.

ROADMASTER:

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- Roadmaster Behm reported that a blinking light has been added to the stop signs at the intersection of Reibold and Spithaler School Road. He stated that the Township may need to purchase a road sign to explain that the right turn traffic from Reibold Road does not stop.
 - Roadmaster Behm reported that the Ball Park Grant updates were completed. It was suggested that the Township send a Thankyou letter to the Butler County Park and Recreation Department.
 - Roadmaster Behm reported that the township received a check in the amount of \$120.00 from Frank Shipley, Reibold Associates to cover the cost of the stop signs the township erected on Kruger Circle in the Wilson's Ridge Development.

OLD BUSINESS:

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- Solicitor Tom May stated that he's still in the process of reviewing the General Code proposal.
 - John Walchesky-Mars Bank presented information on Money Market and CD certificate accounts.
 - The first loan payment to Mars Bank is due September 1, 2017, which is to be paid from the PLGIT General account until a draft account is set up with Mars Bank.

Vice Chairperson McElhinny made a motion to pay the first Mars Bank loan payment by check from the PLGIT General account. Supervisor Lees seconded the motion, motion passed unanimously.

NEW BUSINESS:

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- Connoquenessing Township Act 537 Sewage Facilities Plan Update Letter

Connoquenessing Township is in the planning process of building a sewage facility somewhere along Route 68 and would like to know if Forward Township would be interested in tapping in the Meadow Ridge and Wilson's Ridge Developments. Solicitor Tom May suggested that the letter be discussed with Engineer Tom Hartwig, Arcadis and the Forward Township Sewer Authority Board.

- Butler Township Request for Letter of Support

Butler Township is preparing a grant application to be submitted to the Department of Conservation and Natural Resources under the Community Conservation Grant Program requesting grant funds for the 2018 grant cycle. The grant will be used to update Preston Park. A draft letter of support was presented and approved.

Vice Chairperson McElhinny made a motion to send the letter of support to Butler Township. Supervisor Lees seconded the motion, motion passed unanimously.

- New Building Furniture Quote

The quote from Tri-State Office Furniture was discussed and it was decided that the supervisors should go to Tri-State Office Furniture and pick out what furniture they need to fulfill the new office space.

- New Building Computers

A quote from Mobiletech Computers was received and discussed. After review it was decided to set a budget not to exceed \$5000.00 and Supervisor Lees will be handle the purchasing process.

Supervisor Lees made a motion to approve the purchase of new computers not to exceed \$5000.00. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

EXECUTIVE SESSION:

The Board broke at 8:05PM to discuss legal and contract matters.

Regular Meeting Reconvened at 8:33PM.

NEXT PUBLIC MEETING:

September 12, 2017 Supervisors Monthly Meeting

ADJOURNMENT:

Supervisor Lees made a motion to adjourn the meeting. Vice Chairperson McElhinny seconded the motion.

Vice Chairperson McElhinny declared the meeting adjourned at 8:35 PM with no objections.

Respectfully Submitted,

Bette Spithaler

Bette Spithaler
Township Secretary