

**FORWARD TOWNSHIP  
BOARD OF SUPERVISORS  
PUBLIC MEETING  
January 12, 2016  
7:00PM**

**PRESENT**

Mary L. McElhinny, Supervisor  
J. Rodger Lees, Supervisor  
Charles Behm, Road Master  
Donna Behm, Auditor  
Jeff Argyros, Engineer

Tom May, Solicitor  
Jay Rape, Supervisor  
Debra Rajchel, Secretary/Treasurer  
Jim Rape, Planning Commission

**VISITORS**

Matt Otto, ECFD  
Frank Shipley, Developer  
Dave Jones

**CALL MEETING TO ORDER**

Chairman McElhinny called the public meeting to order at 7:00 PM and 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**

Dave Jones requested permission for the closure of Old Route 68, Community Park Road, Needle Point Road and Dufford Road on April 23, 2016 from 9:00 AM until approximately 12:00 Noon, for a 5K Run to fund a Patty Nelson Memorial with the Evans City Library.

*Chairman McElhinny made a motion to preliminary approval for the usage of Old Route 68, Community Park Road, Needle Point Road and Dufford Road on April 23, 2016 from 9:00 AM until approximately 12:00 Noon, for a 5K Run contingent on receipt of Certificate of Liability Insurance, requirement of all roads posted with Road Closed Signs, Detour Signs, 911 Notification, Resident Notification, and someone to man the entrance/exits of all roads on day of race. Supervisor Lees seconded the motion, motion passed unanimously.*

**APPROVAL OF MINUTES**

*Chairman McElhinny made a motion to approve the December 8, 2015 Regular Meeting Minutes, contingent on changes to the wording of the Boot/Clothing allowance for Roadworkers. Supervisor Lees seconded the motion, motion passed unanimously.*

*Chairman McElhinny made a motion to approve the Pro-forma 2016 Budget Special Meeting Minutes. Supervisor Lees seconded the motion, motion passed unanimously.*

*The Reorganizational Meeting, January 4, 2016 Special Meeting Minutes were tabled for review.*

**FINANCIAL REPORT – Review of financial reports for December 2015**

The board accepted the Township’s account balances for December 2015:

- Nextier General Account (\$38,668.36)
- PLGIT General Account (\$37,861.16)
- PLGIT Plus-General Fund (\$173,811.52)
- Capital Reserve Fund (\$120,310.90)
- Act 13 Impact Fee Account (\$428,999.40)
- State Liquid Fuels Account (\$14,095.69)
- Escrow Accounts

Forward Township, Butler County, Pennsylvania											
Bank cash account and Quickbooks summary of activities											
For all bank accounts											
For the month ending: <b>December 31, 2015</b>											
Bank balances and activities						Reconciling items					
Bank Account	Beginning Balance	Earnings / Interest	Inflows	Outflows	Ending Balance	Description	Value	Adjusted bank balance	QuickBooks Balance	Variance	
Nextier Bank – General Fund	\$ 141,702.09	\$ 8.54	\$ 21,080.25	\$ 24,086.21	\$ 138,704.67	Uncleared Payments & Deposits	\$ (36.31)	\$ 138,668.36	\$ 138,668.36	\$ -	
<b>PLGIT Accounts</b>											
PLGIT – General Fund	\$ 145,070.85		\$ 47,775.28	\$ 53,032.48	\$ 139,813.65	Uncleared Payments & Deposits	\$ (1,952.49)	\$ 137,861.16	\$ 137,861.16	\$ -	
PLGIT Plus – General Fund	\$ 173,754.74	\$ 56.78			\$ 173,811.52			\$ 173,811.52	\$ 173,811.52	\$ -	
PLGIT Plus – Gas Lease – General Fund	\$ -				\$ -			\$ -	\$ -	\$ -	
PLGIT Plus – Capital Reserve Fund	\$ 120,300.40	\$ 10.50			\$ 120,310.90			\$ 120,310.90	\$ 120,310.90	\$ -	
PLGIT Plus - Act 13 Impact	\$ 428,961.96	\$ 37.44			\$ 428,999.40			\$ 428,999.40	\$ 428,999.40	\$ -	
State Fund – (Liquid Fuels)	\$ 108,711.44	\$ 3.22	\$ 1,486.62	\$ 96,105.59	\$ 14,095.69			\$ 14,095.69	\$ 14,095.69	\$ (0.00)	
<b>Escrow Accounts</b>											
Vista/Needle Point Rd. bond	\$ 5,084.80	\$ 0.44			\$ 5,085.24			\$ 5,085.24	\$ 5,085.24	\$ -	
Vista/Walsh Rd. bond	\$ 607.73	\$ 0.05			\$ 607.78			\$ 607.78	\$ 607.78	\$ -	
Reibold Associates escrow	\$ 5,688.88	\$ 0.50			\$ 5,689.38			\$ 5,689.38	\$ 5,689.38	\$ -	
America First escrow	\$ -				\$ -			\$ -	\$ -	\$ -	
Various SFTF Escrow accounts	\$ 10,631.42	\$ 0.93			\$ 10,632.35			\$ 10,632.35	\$ 10,632.35	\$ -	
Hidden Acres P 1&2	\$ 2,500.23	\$ 0.22			\$ 2,500.45			\$ 2,500.45	\$ 2,500.45	\$ -	
Peachmont Farms P 3&4	\$ 2,500.23	\$ 0.22			\$ 2,500.45			\$ 2,500.45	\$ 2,500.45	\$ -	
Royal Compressor Station Escrow	\$ 2,500.93	\$ 0.22			\$ 2,501.15			\$ 2,501.15	\$ 2,501.15	\$ -	
Peachmont Farms	\$ 39,881.56	\$ 3.48			\$ 39,885.04			\$ 39,885.04	\$ 39,885.04	\$ -	
Petty Cash – General Fund	\$ -				\$ -			\$ -	\$ -	\$ -	
<b>Total month end account balances</b>	<b>\$ 1,187,897.26</b>	<b>\$ 122.54</b>	<b>\$ 70,342.15</b>	<b>\$ 173,224.28</b>	<b>\$ 1,085,137.67</b>		<b>\$ (1,988.80)</b>	<b>\$ 1,083,148.87</b>	<b>\$ 1,083,148.87</b>	<b>\$ -</b>	
Prepared by: <u>Laura Scala</u> Date: <u>1/17/2016</u>											

**AUTHORIZATION OF EXPENDITURES**

Review revenue and expenditure reports from December 9, 2015 through January 12, 2016.

Review of the township payroll for the month of December 2015 was tabled due to QuickBooks shows a .07 cent difference to the Payroll Cost Analysis worksheets.

*Supervisor Lees made a motion to authorize payment of monthly expenditures in the amount of \$39,947.47 with \$26,498.24 from General Fund and \$13,449.23 for McClymond’s Supply from Liquid Fuels Fund. Supervisor Rape seconded the motion, motion passed unanimously.*

11:30 AM  
01/14/16  
Annual Back

Forward Township  
Bills for Supervisors' Approval  
As of January 12, 2016

Type	Date	Num	Name	Memo	Amount
<b>100 - Cash</b>					
<b>100.000 - PLGIT Checking - Gen'l</b>					
Check	12/10/2015	ACH	F-Card		-2,230.94
Bill Pmt-Check	1/12/2016	6497	Arcadis / Malcom Pirnie, Inc.	VOID:	0.00
Bill Pmt-Check	1/12/2016	6498	Armstrong	VOID:	0.00
Bill Pmt-Check	1/12/2016	6499	Baleri Ford	VOID: Antifreeze for Ford F-550	0.00
Bill Pmt-Check	1/12/2016	6500	Arcadis / Malcom Pirnie, Inc.		-3,047.54
Bill Pmt-Check	1/12/2016	6501	Armstrong		-106.20
Bill Pmt-Check	1/12/2016	6502	Baleri Ford	Antifreeze for Ford F-550	-19.98
Bill Pmt-Check	1/12/2016	6503	BCATO	2016 Butler County Assoc Dues	-35.00
Bill Pmt-Check	1/12/2016	6504	Brian D. Miller	11/13/14 through 11/18/2015 mileage; 470 miles @ per mile	-271.00
Bill Pmt-Check	1/12/2016	6505	Butler Eagle	40689	-212.00
Bill Pmt-Check	1/12/2016	6506	Cintas Corporation		-193.10
Bill Pmt-Check	1/12/2016	6507	Connie's Cleaning Services	Janitorial Services Dec 3 and Dec 17, 2015	-120.00
Bill Pmt-Check	1/12/2016	6508	Coltrill, Arbutina & Associates, PC	Accounting Services 12/3/15 - 12/10/15	-340.00
Bill Pmt-Check	1/12/2016	6509	David Ice	SEO Services (Flach, Ward, Marburger Inspections) 2015	-275.00
Bill Pmt-Check	1/12/2016	6510	Debra Rajchel		-13.23
Bill Pmt-Check	1/12/2016	6511	Dillon, McCandless King Coulter & Grah..		-1,935.00
Bill Pmt-Check	1/12/2016	6512	Glassmere Fuel Service	Fuel Oil #2 ULSD -884.1 gal @ 1.69570 and Heating Oil 200 gal @ 1.61120	-1,822.89
Bill Pmt-Check	1/12/2016	6513	H. P. Starr Lumber Company		-30.83
Bill Pmt-Check	1/12/2016	6514	H.A. Berkeimer, Inc.		-660.52
Bill Pmt-Check	1/12/2016	6515	HeWay, LLC	23.35 T @ \$77.94 - Bituminous Material	-1,936.65
Bill Pmt-Check	1/12/2016	6516	Hovis Auto Supply	Flourescent garage light	-34.99
Bill Pmt-Check	1/12/2016	6517	Hunter's Truck Sales and Service	30292	-160.14
Bill Pmt-Check	1/12/2016	6518	Joseph Scherer Electrical Contractor Inc.	Bucket Truck and Operator for LED dusk to dawn light installation	-145.00
Bill Pmt-Check	1/12/2016	6519	Lou Negley's Bottled Water	Water Services - Cooler & delivery 12/11/2015	-20.25
Bill Pmt-Check	1/12/2016	6520	MD Hitch	replace shifter cable, install batteries F450 Dump	-453.07
Bill Pmt-Check	1/12/2016	6521	MBS Inc.	2015 Website Development, Web Hosting, Backup, Hack Alert, Support	-3,888.00
Bill Pmt-Check	1/12/2016	6522	Murphy Tractor and Equipment Co., Inc.	Oil / Air Filter for 2015 John Deere - 524K Wheel Loader	-120.44
Bill Pmt-Check	1/12/2016	6523	Penn Power	110 005 474 819	-136.01
Bill Pmt-Check	1/12/2016	6524	Pennsylvania American Water Co.	Water -Dec 2 - Dec 31, 2015 Services 3 x \$15.10 plus fees	-45.96
Bill Pmt-Check	1/12/2016	6525	Power Up Equipment, Inc.		-849.92
Bill Pmt-Check	1/12/2016	6526	Print King, Inc	Newsletter - 4 page - 2/color - 11x17 - Print Work	-400.00
Bill Pmt-Check	1/12/2016	6527	PSAT's UC Group Trust	34th Qtr 2015 - Unemployment Compensation	-102.21
Bill Pmt-Check	1/12/2016	6528	Quill	C3574751	-154.46
Bill Pmt-Check	1/12/2016	6529	Ronda Miller		-74.83
Bill Pmt-Check	1/12/2016	6530	Susan J. Kushnereit	Set Up Fee - Placing articles, formatting, proofing, editing and working w Print King for mailer...	-400.00
Bill Pmt-Check	1/12/2016	6531	Turner Tractor	Bottom Hose, Top Hose, Hose Clamp, 3 Hose Clamps	-63.62
Bill Pmt-Check	1/12/2016	6532	UPMC Health Plan	903314 AAD	-5,666.40
Bill Pmt-Check	1/12/2016	6533	Verizon Wireless	Wireless Services - Nov 08-Dec 07, 2015 - Behm & 2 flip Schuller + Miller	-137.53
Bill Pmt-Check	1/12/2016	6534	Walsh Equipment, Inc	VOID:	0.00
Bill Pmt-Check	1/12/2016	6535	Evans City Auto Parts		-49.94
Bill Pmt-Check	1/12/2016	6536	Walsh Equipment, Inc		-345.59
Total 100.000 - PLGIT Checking - Gen'l					-26,498.24
Total 100 - Cash					-26,498.24
<b>TOTAL</b>					<b>-26,498.24</b>

*Supervisor Lees made a motion to authorize payment of McClymond's Supply from Liquid Fuels Fund for invoice 185604 from Liquid Fuels Account, check #151. Supervisor Rape seconded the motion, motion passed unanimously.*

11:32 AM  
01/14/16  
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Forward Township  
Bills for Supervisors' Approval  
As of January 12, 2016

Type	Date	Num	Name	Memo	Amount
100 - Cash					
104.000 - PA Liquid Fuels Fund					
Bill Pmt -Check	1/12/2016	151	McClymonds Supply & Transit Co.	2016 Antl Skid 872.76 Tons / 15.41 per Ton	-13,449.23
Total 104.000 - PA Liquid Fuels Fund					-13,449.23
Total 100 - Cash					-13,449.23
TOTAL					-13,449.23

**REPORTS**

**AUDITORS REPORT** – Donna Behm, Secretary

Presented Minutes to the Board from the Auditors January 5, 2016 Reorganizational Meeting. 2016 wages for Supervisors set at \$16.00 per hour when performing work for the township.

\*See Attached Report

**EVANS CITY VOL. FIRE DEPARTMENT**

Matt Otto, ECFD reported that the department had a total of 183 calls in 2015 and a total of 9 calls for the month of December which included (5) for the township.

**PLANNING COMMISSION** - Jim Rape, Chairman of the Planning Commission

Presented plans for final approval for the subdivision of Vic Nor Farms.

*Supervisor Lees made a motion to approve the Sub-Division for Vic Nor Farms, Supervisor Rape seconded the motion, motion passed unanimously. Mylar was signed with copy for township files.*

Jim Rape, PC advised the board that Rodger Boff - 465 Brownsdale Road - wants to move building back and pull drains different direction to avoid the Drainage Agreement Permit – PADOT – Requesting permission to install a catch basin at his driveway due to Stormwater runoff. This has been approved by Planning Commission.

SOLICITOR – Tom May

Updated the board in regard to the billing concerns of the Evans City Water and Sewer Authority and stated there has been no response to the correspondences to date. Supervisor Lees asked that the solicitor pursue this with additional follow-up.

Wilson Ridge Phase 3&4, Frank Shipley in attendance asked the board to prepare for approval the Developers Agreement as all E&S permits, Butler and DEP as well as the Covenants are forth coming. Mr. May reviewed various items of concern to correct errors in the preparation of the agreement and board tabled motion upon receipt of permits and covenants.

ENGINEER – Jeff Argyros

No formal report. Assistance was offered in the evaluations for the Wilson Ridge 3&4 Agreement.

CODE ENFORCEMENT OFFICER - Absent

ROAD MASTER

Road Bonds – Request for release:

Dufford – Mark West

Needle Point – Columbia Midstream (open cut) with a 2 year Maintenance Agreement

Main Street Connoquenessing – Columbia Midstream (bore)

Smith Road – Columbia Midstream

*Supervisor Lees made a motion to approve release of Dufford, Needle Point and Main Street Connoquenessing and Smith Road Bonds. Supervisor Rape seconded the motion, motion passed unanimously.*

2-Way Radios – Staley Communication quote \$400 per unit. Roadmaster will follow-up with Mel Musulin for information on other vendors.

PA One Calls – Reporting system has changed for 2016. Roadmaster will have Phil Chips begin to upload programs for lap-top to maintain the requests.

Roadmast Behm requested permission to have the Garage Door remotes repaired and approval for purchase of locks for the township gas tanks. Board granted permission.

TOWNSHIP SECRETARY - Debra Rajchel

McClymond's Supply deliveries of 3B Anti-Skid totaled 1678 tons for \$25,859.53. The bid was for 1400 tons.

*Supervisor Lees made a motion to approve the additional 278 tonnage of 3B Anti-Skid at a cost of \$4285.53. Supervisor Rape seconded the motion, motion passed unanimously.*

11/27/15	\$5284.25	342.91	<b>Original Bid 1400 Tons</b>
12/4/15	\$7126.05	462.43	
12/11/15	\$13449.23	872.76	
<b>TOTAL</b>	<b>\$25859.53</b>	<b>1678/ TONS</b>	

**NEW BUSINESS**

- Renewal of UPMC and Concordia Employee Group Benefits for 2016

*Supervisor Lees made a motion to approve the renewal of UPMC Health Benefits and Concordia Dental Benefits. Supervisor Rape seconded the motion, motion passed unanimously.*

- Meadow Ridge – Maintenance Bond – Request letter from Board accepting this bond. Requested at Nov 10, 2015 Minutes.

*Supervisor Rape made a motion to accept the Maintenance Bond as received from Meadow Ridge Partners for 18 months and will follow up with a letter of acceptance and approval from the Chairman of the Board. Supervisor Rape seconded the motion, motion passed unanimously.*

- Jerry Oliver – Peachmont – Letter of Credit on Performance Bond request to be reduced.

Board Discussion with Engineer Argyros and Roadmaster Behm regarding work site issues. Decision to Table changes at this time.

**OLD BUSINESS**

**TABLED ITEMS:**

1. Blanket and Workman's Compensation Insurance package.

*Supervisor Lees made a motion to approve the 2016 Matson Insurance Blanket, Workman's Compensation package quote in an amount not to exceed \$18,000.00. Supervisor Rape seconded the motion, motion passed unanimously.*

2. Approval of 2016 vacation pay (January 1-December 31, 2016)
  - Debra Rajchel, Secretary Treasurer 5 days
  - Phil Chips, Roadcrew 5 days
  - Randy Schuller, Roadcrew 1.44 days (11.5 hours)

New Employee vacation determined by – the number of days worked (75) divided by 52 = 1.44

*Supervisor Lees made a motion to approve the Employee - 2016 vacation schedule Debra Rajchel, Secretary/Treasurer - 5 days, Phil Chips, Roadcrew - 5 days, Randy Schuller, Roadcrew - 1.44 days (11.5 hours). Supervisor Rape seconded the motion, motion passed unanimously.*

3. Approval of Charles's meeting pay for 2016

*Supervisor Lees made a motion to approve Charles Behm, Roadmaster meeting pay \$30.00 per meeting. Supervisor Rape seconded the motion, motion passed unanimously.*

4. Custodian Services

*Supervisor Rape made a motion to continue the cleaning services of Connie's Cleaning Company with two visits per month @ \$120.00 per month. Supervisor Rape seconded the motion, motion passed unanimously.*

5. Delegates to State Convention and expenses covered

Township will cover the following expenses: Wages for Charles Behm (Monday, Tuesday, Wednesday) Rental Car and travel Expenses to and from Convention, Hotel and meals for 3 attendees.

*Supervisor Lees made a motion to approve Charles Behm, Roadmaster, Jay Rape, Supervisor and Mary McElhinny, Supervisor and Debra Rajchel, Secretary Treasurer permission to attend the 2016 PSATS Convention. Supervisor Rape seconded the motion, motion passed unanimously. Debra Rajchel declined offer.*

6. Township Fee Schedule 2016 – Changes – Tabled

7. BCATO Representative will continue to be Mary McElhinny

8. SEO appointment

*Supervisor Lees made a motion to reappoint David Ice, Sewage Enforcement Officer for 2016 and accepted terms of his fee schedule. Supervisor Rape seconded the motion, motion passed unanimously.*

9. Dave Lamperski and Mark Wilson will continue to serve on the XTO Community Advisory Board representing the Township. No Change

10. Approval to purchase Safety Clothing/Safety Boots – this discussion effected in the change of the December 2015 minutes.

December 12, 2015 minutes noted: Approval for Safety Clothing Purchase – Safety Boots/Safety Jacket

*Chairman McElhinny made a motion to approve the purchase of Safety Clothing and Outerwear up to \$175.00 and with the reimbursement of \$100.00 for Safety Boots and \$75.00 for Outwear, not to exceed \$175 per employee. Karl Kellar to receive Outerwear only. Supervisor Lees seconded the motion, motion passed unanimously.*

11. Discussion on the status of 2015 Cotrill Arbutina services and board decision to continue in 2016 with Laura Scala handling township reconciliations on a monthly basis.
12. Employee Handbook- Feedback from Tom May in regard to possible additional language or items for consideration of Board for inclusion in proposed revision to Township Employee Handbook. Tabled for further review.
13. Board discussion to resume on plans for a new Township Building. Board will schedule a work session for Jan 26, 2016 @ 7:45.

*Supervisor Lees made a motion to schedule Workshop Meeting for the Board of Supervisors to discuss the future development plans of a new township building. Supervisor Rape seconded the motion, motion passed unanimously.*

14. Supervisor Lees asked the board to consider the discussion to look into bringing Zoning into the township. He feels that this is to protect the township and would be a pro-active stance to avoid disasters in the township plans. To start this possibility the township will need a New Comprehensive Plan (renewed every 7 years). Solicitor May will direct the board with this endeavor.

ADJOURNMENT for Executive Session to discuss Personnel Matters.

The regular meeting recessed at 8:25pm for an executive meeting. The regular meeting reconvened at 9:05pm.

*Supervisor Lees moved to authorize the payment of straight time for Debra Rajchel for Board approved meetings at a time from fifteen (15) minutes before the start of the meeting and fifteen (15) minutes after adjournment of meeting. Supervisor Rape second the motion, motion passed unanimously.*

*Supervisor McElhinny moved to adjourn the meeting. Supervisor Lees second the motion, motion passed unanimously. Meeting adjourned at 9:15PM*

Respectfully submitted Board of Supervisors and Debra Rajchel, Secretary