



September 13, 2022  
Board of Supervisors, Minutes

**Present:**

Mel Musulin, Chairman	Mark Wilson, Vice Chairman	Tom Thompson, Engineer
Steve Buehler, Supervisor	Charles Behm, Roadmaster	Tom May, Solicitor
Lindsey Everett, Secretary	Tom Hartwig, Manager	Amy Marree, EMC

**Visitors:**

Donna Behm, Resident	Kimberly Hall, Resident	Tom Baker, Resident
Conrad Pfeifer, Quality EMS	Mike Lamperski, Resident	Scott Marree, Deputy EMC

**Call Meeting to Order:**

Chairman Musulin called the public meeting to order & welcomed everyone at 7:01 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.

**Approval of Minutes:**

- August 9, 2022 – Board of Supervisor Minutes

*Vice Chairman Wilson made a motion to approve the August 9, 2022, Board of Supervisor Minutes. Supervisor Buehler seconded the motion, motion passed unanimously.*

**Financial Reports:**

- PLGIT

*Vice Chairman Wilson made a motion to approve the outstanding bills for the month of August 2022 in the amount of \$95,120.39. Supervisor Buehler seconded the motion, motion passed unanimously.*

- NexTier

*Supervisor Buehler made a motion to approve the August 2022 payroll expenditures & outstanding bills in the amount of \$38,801.73. Vice Chairman Wilson seconded the motion, motion passed unanimously.*

- Act 13

*Vice Chairman Wilson made a motion to transfer the total cost of the Spithaler School Rd. project of \$62,270.88 out of the Act 13 account and into the General Fund as previously discussed by the Board at the August 9, 2022, Supervisors' Meeting. Supervisor Buehler seconded the motion, motion passed unanimously.*

**Visitors' Comments on Agenda Items:**

- Chairman Musulin recognized visitor Conrad Pfeifer; Executive Director of Quality Ambulance Service based in Mars. Mr. Pfeifer reported that since Quality Ambulance serves the southern portion of the Township, he felt compelled to attend the Supervisors' Meeting, introduce himself, and present some statistical data on Quality's activity in Forward Township. Mr. Pfeifer reported that Quality handles about 10 calls per week in Forward Township and asked if the Board would like to see a regular monthly activity report or a regular report monthly at the Supervisors' Meeting. Chairman Musulin indicated that he is considering adding a "Public Safety Section" to the agenda where first responders could give reports if in attendance. In the meantime, a monthly report would be welcomed.

**Old Business:**

- Storage Building
  - Location Consideration

Discussion was held on the most appropriate location for the new pole building to be used for equipment storage by the Public Works Department. Locations to the south of the current Public Works Garage, adjacent to the rear of the salt storage facility, and just north of the salt storage facility. There were several advantages and disadvantages with each location, including impacts on future building expansion on Township property. After soliciting the opinions of most in attendance, it was consensus that the location just to the north of the existing salt storage facility may be the most optimal location for the immediate future.

*Chairman Musulin made a motion to build the new storage building across from the salt storage facility (see attached drawing). The board also wanted the minutes to reflect that they are not totally comfortable with any of the proposed locations. Supervisor Buehler seconded the motion, motion passed unanimously.*

- Award Contract

It should be noted that both the Manager and Solicitor reviewed the letter of credit, contract, and insurance certificate submitted by the contractor and found everything to be in order. The Manager will notify the Contractor of the award.

*Vice Chairman Wilson made a motion to award the storage building contract to E. Hostetler Builder LLC for lump sum cost of \$64,000.00. Supervisor Buehler seconded the motion, motion passed unanimously.*

- Change order

*Vice Chairman Wilson made a motion to approve a change order to the contract for the installation of a 6" concrete floor in the new storage building for lump sum price of \$19,800. Supervisor Buehler seconded the motion, motion passed unanimously.*

**New Business:**

- 2022 Safety Seminar

*Chairman Musulin made a motion to send the secretaries and road crew to the 2022 Safety Seminar held October 12, 2022. Vice Chairman Wilson seconded the motion, motion passed unanimously.*

- Ratification of Wage Adjustments

Chairman Musulin commented that the Board and Manager did research into pay scales for municipal employees and that it was felt that adjustments were needed to bring our staff up to current standards for municipal workers in this geographic area. This was discussed by the board previously. Chairman Musulin also commented that he felt our Emergency Management Coordinator was probably the best one in the County and deserved a stipend for the time and effort she puts forth on a regular basis in keeping the Township residents safe.

*Vice Chairman Wilson made a motion to approve the pay increases for the full-time employees retroactive to August 7, 2022. The increase is to also include a yearly stipend of \$2,500.00 for the Emergency Management Coordination, Amy Marree. Supervisor Buehler seconded the motion, motion passed unanimously.*

- Incident Communications

Chairman Musulin reported that during the bad road slip on Spithaler School Road on August 5<sup>th</sup>, it was noted that the Township Public Works Department and Manager had difficulty in assessing the site and damage due to an inability to effectively communicate with one another while in different locations. In many spots throughout the Township, cell phone service is either non-existent or sporadic at best. Township employees need the equipment to be able to communicate effectively and quickly during times of severe weather events or emergency situations. Chairman Musulin felt

that portable radios with repeaters as well as possibly Ham operated radios should be in the possession of the Township forces for use in emergency situations.

The Board members agreed that the Township needed to vastly improve its communications system to be effective during times of emergencies and/or severe weather events effecting residents or Township infrastructure.

*Vice Chairman Wilson made a motion to purchase up to 12 radios for a cost not to exceed \$2,500.00 as communication devices to be used in the township vehicles and by staff during times of need. Supervisor Buehler seconded the motion, motion passed unanimously.*

*Chairman Musulin made a motion authorizing himself to contact Amateur Operators of Butler County to have a ham radio set up as part of the incident communication project to supplement the radios authorized for purchase in the previous motion. Supervisor Buehler seconded the motion, motion passed unanimously.*

Community Emergency Response Team (CERT)

Chairman Musulin reported that helping our residents in time of emergencies is of paramount importance to the Supervisors. Accordingly, Chairman Musulin felt that active participation in a CERT program would be most beneficial to Township residents and wanted to give residents that opportunity. This training would be coordinated by Amy Marree, Township EMC and be held at the Township building.

*Chairman Musulin made a motion to set a budget of \$2,500.00 for the CERT project that Amy Marree will lead. Supervisor Buehler seconded the motion, motion passed unanimously.*

Ag Information Committee

Chairman Musulin commented that as a supplement to the Agricultural Security Board that will be appointed in January and will work to get more farms to participate in the County Ag Security Program, specialized expertise in the agricultural field is desired not only as a supplement to the Ag Security Board to be appointed but also for emergency management purposes and dealing with emergencies and incidents at farms.

*Vice Chairman Wilson made a motion start an Agriculture Information Committee. Supervisor Buehler seconded the motion, motion passed unanimously.*

### Evans City Volunteer Fire Department

Not Present

### Emergency Management

Wright update

Forward Township Emergency Management Coordinator Amy Marree explained she has not had any contact Mrs. Wright since explaining that she had to have a certified appraisal completed. Manager Tom Hartwig is going to send a follow up letter to Mrs. Wright reminding her of the need to have the appraisal done by a State Certified Appraiser and to impress upon her the urgency of moving forward with this process.

Emergency Management Deputy

*Vice Chairman Wilson made a motion, at the recommendation of Amy Marree to appoint Tom Hartwig as another emergency management deputy along with Scott Marree in anticipation of new PEMA requirements. Supervisor Buehler seconded the motion, motion passed unanimously.*

### Planning Commission:

Comprehensive Plan

Planning Commission Steve Longwell commented that the Planning Commission held its Public Hearing on the Comprehensive Plan as revised by Gannett Fleming on August 24, 2022. The comments received from those in attendance were minor in nature and did not necessitate revisions

to the Plan in the opinion of the Planning Commission. Therefore, the Planning Commission advanced the document to the Board of Supervisors to consider adopting in its present form.

*Chairman Musulin made a motion that the Supervisors' Public Hearing on the Comprehensive Plan will be held at 6:00 PM on November 15, preceding the Board of Supervisors' Meeting at 7:00 PM. Vice Chairman Wilson seconded the motion, motion passed unanimously.*

□ Mike Lamperski

Planning Commission Chairman Steve Longwell had Mike Lamperski introduce himself to the Supervisors as being interested in filling the vacant position on the Planning Commission due to the resignation of Mr. Burr. Mr. Lamperski is recommended by Planning Commission member Stuart Thompson and has attended a Planning Commission Meeting to introduce himself to the Board.

*Vice Chairman Wilson made a motion to appoint Mike Lamperski to the Planning Commission Board, completed the term of Chad Burr in 2024. Supervisor Buehler seconded the motion, motion passed unanimously.*

**Township Manager:**

□ Monthly report

Township Manager Tom Hartwig wanted to publicly acknowledge Road Master Charles Behm and Public Works employees Phil Chips and Jonathan Heck for their expert efforts on the repair of Spithaler School Road. Their efforts in supplementing the work of contractor Phil Hay were instrumental in completing the repair at a total cost significantly less than was originally thought. Their precision workmanship should be a model for all Townships in the County to follow.

Mr. Hartwig also wanted to publicly acknowledge the efforts of Lindsey Everett, with an assist from Bette Spithaler, in navigating the DCED and Sam.gov websites and renewing our registrations with these entities which, in turn, enabled the Township to receive their 2022 ARPA Grant allocation of \$149,730.22. This was a long process successfully completed!

Mr. Hartwig also indicated that he has started work on the first draft of the 2023 Budget.

**Solicitor:**

□ Nuisance, Noise, & Sign Ordinances

Chairman Musulin reported that the Board of Supervisors has been working with the Manager and Solicitor in preparing suitable Ordinances aimed at addressing issues within the Township that come up more and more frequently than they did in the past. These issues are nuisance abatement, noise control, and sign monitoring.

*Vice Chairman Wilson made a motion to have Solicitor May advertise the Nuisance Ordinance, Noise Ordinance, and Sign Ordinance as prepared by the Manager and Solicitor and revised by the Board of Supervisors. Chairman Musulin seconded the motion, motion passed unanimously. The Solicitor will number the Ordinances at the time of Advertisement.*

**Engineer:**

□ Resolution No. 2022-6 Butler County Infrastructure Program

*Vice Chairman Wilson made a motion to accept Resolution No. 2022-6 Butler County Infrastructure Program. Supervisor Buehler seconded the motion, motion passed unanimously.*

Township Engineer Tom Thompson of Gannett Fleming also reported on the status of the Dollar General Plan submitted to the Planning Commission last month. The representative presenting the Dollar General Plan requested a variance in the number of parking spaces, a reduction from 53 required by the Township SALDO, down to 29 justified by patron activity at similarly sized and stocked stores. Planning Commission Chairman Steve Longwell indicated that the Dollar General representatives were to present to the Planning Commission data from other nearby Dollar General Stores justifying the parking space reduction. Manager Tom Hartwig also reported that the tractor-trailer delivery vehicles and their ability to safely maneuver in the parking lot was linked to the number

of spaces required and would be a consideration in granting any variance. Chairman Musulin asked the Planning Commission to look at the current SALDO Ordinance and determine if requirements for parking spaces are adequate as presented. Vice Chairman Wilson questioned whether a Variance of this type stays with the property OR just remains with the user to whom it is granted. Engineer Thompson and Solicitor May indicated is only applies to the user that applied for and was granted the variance.

**Roadmaster:**

- Unadopted Roadways

*Chairman Musulin made a motion to offer winter maintenance to unadopted roadways in the township. The cost will remain \$2.50 per foot. Vice Chairman Wilson seconded the motion, motion passed unanimously. Chairman Musulin directed the Township Manager to prepare letters to be sent to the appropriate developers on this matter.*

Roadmaster Charles Behm reported that Stuckey Road is now open to traffic, having been damaged by the storms on August 5, 2022. Mr. Behm also reported that the Public Works crew will be crack sealing during the week of September 19, 2022. Additionally, the 2014 International 10-ton dump is in the shop for the replacement of the starter. Replacing the starter has led to some other hydraulic line repairs/replacements that had to be done.

**Supervisor Discussion**

- Intergovernmental

Chairman Musulin commented to the Board and audience that municipalities are having a difficult time finding volunteers to fill positions on boards and commissions created and filled by Township Supervisors for the purpose of township governance. Therefore, as a modest acknowledgement of the time and expenses incurred by volunteers on Boards and Commissions, Chairman Musulin thought it appropriate to compensate those volunteer members for at least their expenses in attending scheduled meetings.

*Vice Chairman Wilson made a motion pay the Planning Commission Board \$50.00 per meeting. Supervisor Buehler seconded the motion, motion passed unanimously.*

**Visitors' Comments on Non-Agenda Items****Adjournment:**

*Supervisor Buehler made a motion at 8:41 PM to adjourn the September 13, 2022, meeting. Vice Chairman Wilson seconded the motion, motion passed unanimously.*

**Next Public Meeting:**

September 27, 2022 – Planning Commission Meeting

October 11, 2022 – Board of Supervisors Monthly Meeting

Respectfully Submitted,



Lindsey Everett  
Secretary/Treasurer