



March 14, 2023
Board of Supervisors, Minutes

Present:

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

Visitors:

Donna Behm	Richard C Lipp	Matthew Watson
Pam Smith	Keith Walsh	Dave Jones
Susan Oliver-Stough	Aaron Walker	Amanda Peterson
Joe Scherer	Tom Baker	Kimberly Hall
Andrew Neese	Kirt Jones	

Call Meeting to Order:

Chairman Musulin 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.

Approval of Minutes:

- February 14, 2023 – Board of Supervisors Minutes

Chairman Musulin made a motion to approve the February 14, 2023, Board of Supervisors Minutes. Vice Chairman Wilson seconded the motion, motion passed unanimously. Supervisor Buehler was not present at the meeting, and therefore abstained.

Financial Reports:

- PLGIT

Chairman Musulin made a motion to approve the outstanding bills for the month of February 2023 in the amount of \$27,050.60. Vice Chairman Wilson seconded the motion, motion passed unanimously.

- NexTier

Chairman Musulin made a motion to approve the February 2023 payroll expenditures & outstanding bills in the amount of \$34,259.35. Vice Chairman Wilson seconded the motion, motion passed unanimously.

Visitors' Comments on Agenda Items:

No comments were made.

Old Business:

There was no Old Business to discuss.

New Business:

There was no New Business to discuss.

Evans City Volunteer Fire Department:

Aaron Walker of the Evans City Volunteer Fire Department informed the supervisors and those present that they will be holding a fundraising golf outing in June at Hartmann's Golf Course. There will also be a \$500 gift card raffle for Ace Hardware. He also indicated that the fire department

intends to apply for a DCNR Grant to purchase an all-terrain Utility Vehicle for use on fires and emergencies in locations where a fire or rescue vehicle cannot access. Vice Chairman Wilson indicated that he forwarded information regarding the Rural Development low interest loan and grant program for fire agencies to the fire departments serving the Township. Chairman Musulin thanked Mr. Walker for submitting the departments financial report and call reports for 2022.

Emergency Management:

Amy Marree spoke briefly about CodeRed and other local notification programs being offered at the by the County. Amy will be sending information to Secretary/Treasurer Lindsey to add to the website. Additionally, Ms. Marree spoke about promoting "individual preparedness" within the Township so residents can learn what they should do to prepared for isolated emergencies caused by weather or accidents.

Planning Commission:

Steve Longwell gave an overview of different plans that will be coming before the board in the next few months. Mr. Longwell did mention that the proposed Merten Farms Subdivision was again reviewed at the last Planning Commission meeting and is close to receiving preliminary approval subject to revisions to the stormwater management plan being made.

Township Manager:

Ag Security Update

The Township Manager reported the next Ag Security Meeting will be April 18 at 7pm. He also informed the Board that the township has received 24 responses totaling 1,700 acres to the Township's Ag Security Area. The Township has received positive renewal responses from 43% of those who were most recently members in the program, along with 17% of those "target" property owners asked specifically to consider joining the program.

Tom Hartwig also reported that through the use of a generous damage settlement received from the Township Insurance Carrier Selective Insurance, the Township was in a position to advertise for bids for the purchase of a used Maintainer, otherwise known as a small grader, for use by the Public Works Department on road and drainage projects in the Township. The estimated cost of this piece of equipment is between \$60,000 and \$75,000. The Township would be applying \$57,700 in extra claim payment funds towards this purchase. This was a planned purchase from the Capital Improvement Plan put together by the Roadmaster and Manager.

Maintainer/Grader

Vice Chairman Wilson made a motion to advertise for bids on a Maintainer/Grader, bids to be opened at the April BOS meeting. Supervisor Buehler seconded the motion, motion passed unanimously.

Finally, Mr. Hartwig reported that as of the end of last week the Township's budget for 2023 is in good shape, with revenues outpacing expenditures by about \$160,000.

Solicitor:

English Event Barn NOV

The Township Manager reported receiving an email from Aspen Weitzel at the DEP. The email explained that the venue is continuing to operate without a valid sewage permit and without a suitable sewage system in place. Ms. Weitzel's recommendation is that the Township issue a Notice of Violation and Cease and Desist letter, halting the hosting of any future events on the premise until the proper sewage permits are obtained.

Chairman Musulin made a motion instructing the Township Solicitor to send a cease-and-desist letter to the English's. Vice Chairman Wilson seconded the motion, motion passed unanimously.

□ MCA

Chairman Musulin reported on the request received by the Township from MCA for a pro-rata payment in the amount of \$9,336.45 to cover its share of operating losses suffered by MCA in 2022. The twelve other municipality members of MCA received similar requests for payment, but for lesser pro-rata amounts. Manager Tom Hartwig explained why the Township switched to Middle Department Inspection Agency in 2023, as well as the outstanding building permit matters that MCA still must resolve from permits issued to residents in 2021 and 2022.

Chairman Musulin made a motion directing the Solicitor to send a follow up letter to MCA regarding the request from the township for financial information. Vice Chairman Wilson seconded the motion, motion passed unanimously.

Engineer:

□ The Township Engineer informed the supervisors that he had met with Roadmaster Charles to review the pipe information for the Nursery Road Project and is currently preparing the necessary permit applications for submittal to the regulatory agencies.

Roadmaster:

□ Seal Coat & Paving Advertisement Roadmaster Charles Behm reported that the 2023 Township paving program approved by our PennDOT field representative Cory Shaffer would include 8,173 square yards of paving and 100,300 square yards of seal coating, also known as tar and chip. The amount of this work is estimated at about \$280,000. Mr. Hartwig mentioned that about \$250,000 in Liquid Fuels funds and \$30,000 in Act 13 funds would be used to pay for these projects.

Chairman Musulin made a motion to advertise the 2023 Seal Coat & Paving bids. Vice Chairman Wilson seconded the motion, motion passed unanimously.

□ Rotary Street Sweeper Brush

Mr. Behm further reported that the Township street sweeper brush is well beyond its useful life and it is unfeasible to make further repairs on it. Roadmaster Charles Behm received two written quotes from Costars vendors for a replacement brush. Stevenson Equipment total: \$15,600.00 US
Municipal: \$17,921.00

Chairman Musulin made a motion to purchase a Rotary Street Sweeper Brush from Stevenson Equipment in the amount of \$15,600.00. Vice Chairman Wilson seconded the motion, motion passed unanimously.

Supervisors' Discussion:

□ Intergovernmental

Chairman Musulin reported that he continues to monitor proposed legislation in Harrisburg and is hopeful that revisions can be made to the guideline's municipalities have to follow on public advertisements.

□ Administrative

Vice Chairman Wilson commented on the recent passing of local community leaders and mainstays Mr. Gifford, Mr. Barkley, and Mr Marburger. Mr Wilson expressed the condolences of the Board to the family members of these community servants.

□ Infrastructure

Mr. Buhler reported that the Township would again be applying to the Conservation District for low volume road grants and for dirt and gravel road grants with specific roads in mind for improvements under these programs.

Visitors' Comments on Non-Agenda Items:

□ Pam Smith asked the board why there are elected auditors and a hired CPA firm. She also inquired about the Board of Supervisors role in day-to-day operations of the Township versus the

Manager's and staff's roles. Chairman Musulin explained why the Township hired an independent CPA firm to do its annual financial audit and the role that elected auditors now play at the Township level today. Vice Chairman Wilson further explained that the complexity of governmental accounting and recordkeeping through the use of specific DCED codes and the use of QuickBooks software necessitated the switch to a professional CPA firm for audits. This need was further amplified by the receipt of federal ARPA grant money over the past two years. Chairman Musulin explained the role of the Supervisors, Manager, and staff in the day-to-day operations of Township government.

□ Susan Oliver-Stough informed the room she was running for Township Supervisor and had some questions regarding the recent donation to the Evans City Library. Mrs. Oliver-Stough sought an explanation as to why Forward Township donated funds to pay for the roof replacement at the library without any consideration of funds already raised by the library for that purpose nor what other municipalities were giving. Vice Chairman Wilson explained why the Township gave the amount of funds it did to the library based upon information received from a library board member. The Township believes that the library is a great asset to the local area and plays an important role in being a safe place for local children to go to learn. Mr. Wilson believes that Forward Township and Evans City Borough probably have the most members and must take the lead in supporting the library when it comes to things like repairs or possible enhancements.

□ Patty Nelson 5K

Dave Jones presented the 2023 Patti J. Nelson Foundation 5K.

Chairman Musulin made a motion to approve the closing of Old Route 68, Community Park Road, Needle Point Road, & Dufford Road for the Patti J. Nelson 5K on May 20, 2023 from 9:00 AM to 1:00 PM. Supervisor Buehler seconded the motion, motion passed unanimously.

□ Kirt Jones

Kirt had some questions about getting information out to the public using social media. Township Secretary Lindsey Everett informed him the Township does have a Facebook page and uses both our website, Facebook page, and printed material to inform folks of important information, meetings, or programs.

Executive Session:

The board went to executive session to discuss legal and contractual information. No action was taken.

Adjournment:

Vice Chairman Wilson made a motion at 8:42PM to adjourn the March 14, 2023 meeting. Supervisor Buehler seconded the motion, motion passed unanimously.

Next Public Meetings:

March 28, 2023 – Planning Commission Meeting

April 11 2023 – BOS Monthly Meeting

April 18, 2023 – Ag Security Board Meeting

Respectfully Submitted,



Lindsey Everett
Secretary/Treasurer