

**FORWARD TOWNSHIP  
MANAGER'S REPORT  
REGULAR MEETING  
DECEMBER 12, 2023**

**NURSERY ROAD CULVERT PROJECT – COUNTY ARPA FUNDS**

I prepared and submitted to Butler County and the administrator of funds Delta Development the Township's Quarterly Report for Quarter 4 of 2023. I also requested our first grant reimbursement in the amount of \$3,139.07 for engineering services provided during Quarter No. 4. Our grant amount is \$66,420. As an update, the stone needed for the project has been advertised with bid opening tonight and our Roadmaster has ordered the culvert pipe. The work will be completed by our Public Works Department early next year.

**WINTER MAINTENANCE AGREEMENTS**

We have received an executed Winter Maintenance Agreement from Frank Shipley for Hidden Acres Phases 1 and 2 along with payment in full for the 2023-2024 winter season. We also received the Winter Maintenance Agreement from Jerry Oliver for Peachmont Farms, with payment in full also.

**MUNICIPAL BUILDING BANK NOTE**

The outstanding principal on the note is **\$248,674.93 per the payoff date of December 13<sup>th</sup>**. My forecast for 2023 shows we will end the year with about a \$250,000 surplus in the 2023 Operating Budget, with this surplus currently residing in the General Fund. As of the end of November, the Township has \$136,619.74 in our Nextier General Fund, and \$345,166.40 in the PLIGIT General Fund. As of December 8<sup>th</sup>, the Township had **\$13,655.01 left in our Mars Bank** account for note payments. With no big bills coming in during December that the staff is aware of, it appears we are able to pay the note off now. In the event we run into cash flow issues during the first quarter of 2024 before EIT revenue for the first quarter comes in (March/April), we can always transfer from Capital Reserve or Act 13 (borrow from ourselves) until revenue picks up. However, all things equal, we will use the PLIGIT General Fund to pay the note off. With the balance in the Mars Bank account being deducted from the principal payoff amount, the **final payoff figure due the bank will be \$235,019.92 as of the 13<sup>th</sup>**.

**PUBLIC WORKS GARAGE VENTILATION**

The contractor, Spurk HVAC, has ordered the intake louvres, exhaust fans, wiring and humidistat. When the materials are delivered, they will complete the installation. As of this date, installation is scheduled for the second week in January.

**FEMA/PEMA GRANT STATUS UPDATE**

I have been in frequent contact with the PEMA project manager assigned to close out our project (S.D.Orange). This has been an experience! He persists in asking for documents that we have sent them previously, but nonetheless, I have furnished him with separate copies of the documents requested. With the asphalt paving now removed, the area seeded and mulched, and photos sent to the PEMA project manager, I am told that they "think" they have everything they need now to close the project out. Many thanks to Charles Behm, Phil Chips, and Jonathan Heck for their efforts in the asphalt removal and restoration.

**ZONING COMMITTEE**

A random process was utilized on December 5<sup>th</sup> to select the 15-member Zoning Committee. Random selection was done by Donna Behm with Supervisor Elect Susan Oliver-Stough witnessing the process. Members selected are: Scott Marshall, Mary McElhinny, Scott Matz, Thomas Baker, Dr. Nora Rezzetano,

Erin Moore, LouAnn Brindle, Bob Perkins, Carie Robb, Karen Ferrari, Stuart Thompson, Charles Behm, Joan Palace, Heather Jones, and Julie Anderson.

Those not selected will become alternates and replace any member who opts to step away from the committee and process. The Zoning Committee will be chaired by Steve Longwell, Forward Township Planning Committee Chairman. The first meeting will be scheduled for January 16<sup>th</sup> at 7 PM at the Municipal Building. Letters will be sent out directly to the members and alternates.

**DCED LOCAL SHARE ACCOUNT GRANT APPLICATION**

I prepared and submitted a Local Share Account Grant Application to DCED in the amount of \$148,500 for a new mini excavator for the Public Works Department. This machine would effectively replace our current excavator which could be disposed of via Munici-Bid. The application is under review right now.

**DRIVING PA FORWARD ON ROAD REBATE PROGRAM**

DEP administration opted in November to eliminate the Driving Pa. Forward Truck and Bus Fleet Grant program and reallocate monies to other programs. Accordingly, I was instructed by Mike Trone and Charles Lowry of DEP to immediately apply for the Driving Pa. Forward Onroad Rebate Grant. The process opened up on November 24<sup>th</sup> and I spent most of November 27<sup>th</sup> working on the grant application and submitting it on Monday the 27<sup>th</sup>. This is a program administered on a first come and first serve basis. We were among the first 10 applications submitted. This was for a new Mack Truck that would replace the 2005 Peterbilt driven by our Roadmaster. The amount of the grant request was about \$141,460 or about 60% of the estimated cost of a new cab/chassis, bed, hydraulics, spreaders, etc. This is what the program dictates. The application is under review right now.

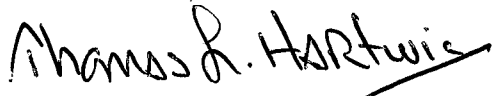
**BUDGET AND FINANCIAL UPDATE**

The 2024 Forward Township Operating budget was prepared and advertised during the past month. A balanced budget is projected for 2024 with revenues equaling expenses of \$1,899,147. The budget was revised per the Supervisors' request at the Budget Meeting of December 5, 2023 with a reallocation of monies from one line item to another. The budget is ready for adoption.

**STAFF APPRECIATION**

I would like to take this opportunity to thank the staff of Forward Township, Lindsey Everett, Bette Spithaler, Jonathan Heck, Philip Chips, and Charles Behm for their efforts and valuable contributions during 2023. They are indeed a joy to work with! Much was accomplished during the past year! What is done around here is a team effort. Nothing more and nothing less. All the employees including myself are grateful to be employees of Forward Township. On behalf of the employees, I would like to thank the Supervisors for their support and trust during the past year.

Yours in Service,



Thomas L. Hartwig, P.E.  
Township Manager