

**TOWNSHIP OF NORTH HUNTINGDON, BOARD OF COMMISSIONERS
SPECIAL MEETING, THURSDAY, DECEMBER 10, 2009, 7:00 P.M.
11279 Center Highway, North Huntingdon, PA 15642
Presiding Officer – Donald Austin, Vice-President, Board of Commissioners**

CALL TO ORDER

Mr. Austin called the meeting to order at 7:07 P.M.

ROLL CALL

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|----------------------|---------|-------------------|
| Commissioner Furlin | Present | Also Present: |
| Commissioner Patter | Absent | John M. Shepherd |
| Commissioner Gray | Present | Bruce E. Dice |
| Commissioner Martino | Present | Michael M. Turley |
| Commissioner Moffatt | Present | Andy Blenko |
| Commissioner Austin | Present | |
| Commissioner Herold | Absent | |

PLEDGE OF ALLEGIANCE

CITIZENS' INPUT

There was no Citizens' Input

- 1) Presentation of the Rotary Club.

Mr. Shepherd said the Rotary Club has put in a request to install some community identification signs along Route 30 on either end of Route 30 and near the new Walgreens on the west end.

Larry Anlauf, Norwin Rotary: They are requesting permission to put a "Welcome to North Huntingdon" sign on the eastbound and westbound of the Route 30 corridors. He presented samples of the signs to the Board. They used Knighthood to represent the Norwin Community and the Rotary Wheel to represent the Norwin Rotary. The signs will be paid for by the Rotary and there are two locations on Route 30, east and west. They showed the signs to the Board on a DVD.

Mr. Blenko said this is a great idea but he has some concerns with a sign at the new Walgreens site. When the developer went before the Planning Commission, there was talk about the sign the Township was using that was down the road. There was a sign put in at the Public Works, but you have to change the letters by hand. They discussed with Walnut Capital that their site was a good place for a sign and would they allow the Township to put a community event sign on their property which they agreed to. They agreed to do a monument sign that would not block their pylon sign. If we present this to them, they would want something that would not clash or block their sign.

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Mr. Gray thought they were talking about a single structure and the Township would get space on whatever they built.

Mr. Blenko said it isn't that way and they don't know who their other tenant will be.

Mr. Moffatt thought that Walnut Capital was paying for the sign.

Mr. Blenko said they will pay for the electricity and give the Township the hook-up to it.

Mr. Shepherd read the condition that was approved in September, 2007 which states that Walnut Capita Partners agree to provide a location for a North Huntingdon community bulletin board electronic sign on the site near the intersection of Route 30 and Lincoln Way and to provide electricity and landscaping around the sign.

Mr. Anlauf said the sign doesn't have to go there and can be elsewhere in the community. Another good location is the island by Dunkin' Donuts in Irwin.

Mr. Blenko asked about how the messages would get on the signs, whether it is through a laptop or a modem.

Mr. Anlauf said it is done through a modem.

Mr. Blenko said if they put up a Rotary sign, would they have organizations that want to put up signs also.

Mr. Anlauf said there are signs sponsored by the Rotary in every community. The large sign is \$75,000 and the Rotary would pay half of that.

Mr. Moffatt asked who would pay for the other half.

Mr. Anlauf said it won't be an advertising sign for a business, but for the Norwin community. He doesn't see an issue where it is located.

Mr. Moffatt said it will be an issue when two communities have an event going on at the same time.

Mr. Gray asked who would be the regulating authority.

Mr. Anlauf said the Township would assume all programming rights to the sign. There are issues that have to be worked out. This is a Norwin sign and possibly it could go somewhere on Jacktown Hill. They need a sign to know when things are going on.

Mr. Shepherd said the other signs that the Rotary is considering paying for, they are looking for Board approval. They would have to look at it if it is in a PennDOT right-of-way and discuss it. This is just to see if the Board is interested in moving forward with the plan.

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Mr. Gray asked if it could be addressed as two plans, such as the east and west side. He has always wanted to identify the Township on Route 30. He asked about long term maintenance and if it would be on the Township.

Mr. Anlauf said there is little maintenance, possibly pruning of shrubbery and the Rotary will go and clean it up.

Mr. Shepherd said if the Board likes the idea, they can work on the details. With the large sign, they can spend more time on it and there isn't any money in the budget for it now.

Mr. Martino said he would like them to move ahead on the eastbound and westbound signs.

Mr. Gray said there should be emphasis on the maintenance details.

Mr. Shepherd said PennDOT may want the Township to own them and they can work out an agreement for that.

2) Rescue 8 audit – discussion.

Mr. Shepherd said they have recently gone with another auditor and Maher Duessel, last year's auditor, asked if the Rescue 8 audit would be handled by the new auditor. Rescue 8 audit was not bid by handled by the current auditor. The Board can either use the new auditor, Mark Turnley or continue to use Maher Duessel or get quotes from the last bidders.

Mr. Moffatt said they should stay with the lowest bidder and have Mark Turnley do it.

Mr. Shepherd said they haven't gotten a price from Mark Turnley but can get one for the Board to approve.

Mr. Moffatt said it would be good to have one auditor.

The Board agreed to this.

3) Lincoln Hills Phase IV road and storm sewer dedication – discussion.

Mr. Shepherd said this request came in to Mr. Blenko to take over the roads in Phase IV. Mr. Blenko has reviewed everything and the bond is in place and ready to go.

Mr. Blenko said Phase IV is done and final asphalt was put down in October. There is some asphalt in the storm drains but that will be removed.

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4) Revision to the Police Pension Plan – discussion.

Mr. Shepherd said this is concerning a change that was made in May. The Board entered into an agreement modifying the Police Pension Plan and there was a technicality with the Ordinance that they didn't like. The Ordinance has been revised in accordance with the sample they sent. The agreement has been approved and won't change.

Mr. Moffatt asked what the changes were.

Mr. Shepherd said the old Ordinance wasn't detailed and very short. The new Ordinance is more detailed taken from the Ordinance they sent us.

Mr. Dice said the agreement has not changed, but the Ordinance is more detailed on the mechanics of how it will operate.

Mr. Shepherd said he could give the Board a copy of the old Ordinance so they can see the changes.

Mr. Gray asked if Mr. Moffatt was looking for the difference between the Ordinance adopted in May and this Ordinance or what the changes are that were adopted in May but not detailed.

Mr. Moffatt said he is looking for the difference in the wording on what was adopted in May and what they are adopting now.

Mr. Shepherd said he would give the Board the new Ordinance and if not satisfied, it can be adopted at another time.

5) Emergency Management Coordinator position – discussion.

Mr. Shepherd said there has been discussion about whether to have a paid part-time position or to use an outside independent contractor. He has pros and cons for both options. If the budget is approved, there is money in there for either a consultant or staff position.

Mr. Moffatt asked if it could be a paid volunteer position.

Mr. Dice said if it is a paid position with taxes taken out, it should be established by Ordinance and set a salary for the position.

Mr. Shepherd said then it would be for however many hours it is. If someone is on a Board making \$100.00 a month, it doesn't matter how many hours they put in.

Mr. Moffatt said there are some liability concerns as a contractor.

Mr. Dice said it could be a paid position with a fixed amount per month and not worry about the hours spent a month.

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Mr. Martino feels it shouldn't be paid at all as it is a volunteer position. All the Fire Departments are volunteers and they do a lot of work.

Mr. Moffatt questioned whether they can get everything done by a volunteer.

Mr. Martino asked if everything has been done to date.

Mr. Shepherd said he met with Mr. Komondor and he is not able to get everything done that needs to be done.

Mr. Martino said there are other members that can help him out and he should be able to delegate work to others.

Mr. Moffatt asked if they looked at other communities that have a coordinator or have a consultant and how did they come up with the \$75.00/hour.

Mr. Shepherd said in one community he worked for, they couldn't find anyone so they paid a person \$200/month. In other community, the Police Chief was the coordinator. Other communities are strictly volunteers as is here. As far as the consultant fees, Mr. Komondor knows the numbers because of the field he works in.

Mr. Moffatt asked if Lt. Mahinske could do that position although it may not fit. Mr. Komondor could still delegate work to Lt. Mahinske and he could paid extra to do it. If Mr. Komondor says something needs done, than he knows it needs done.

Mr. Gray asked if Mr. Komondor could comment on any of the options presented tonight or does he still want it as a paid position.

Mr. Komondor said he would like to see happen whatever is best for the Township in getting the list of work done however it needs done. Administratively, giving work to Lt. Mahinske would work, but in an emergency, if he is on 12-hour shifts with the police and then is also the coordinator, it would be hard to do. He and Mr. Astalos are deputy coordinators with full-time jobs and they only have time to contribute on a volunteer basis. It does sound good to delegate work to the other volunteers, but when volunteering, it is usually the same few that do the work. He presented a list of the projects that need done to Mr. Shepherd and most are ongoing projects. Emergency Management is a cycle that doesn't stop. You don't want the position to go away but he doesn't feel it would go beyond one paid position. One community that has a paid coordinator position is Hempfield Township.

Mr. Moffatt said he would like to see a current Township employee head it up.

Mr. Komondor said Lt. Mahinske is the only employee. The Emergency Manager should not be the head of an emergency services department because that would be multiple hats. This does happen in small towns though.

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Mr. Gray said he is confused about the request. Is it about tasks done by someone who knows the organization in the Township or is it incidences where the Emergency Management Coordinator is out and involved on the scene.

Mr. Komondor said it is about the tasks done by someone in the Township.

Mr. Gray said he doesn't understand why there is a problem with Lt. Mahinske because it is not tasks happening at the same time as an incident.

Mr. Komondor said it is more administrative.

Mr. Gray said it would be routine and repetitive to be kept up but would be at their convenience within a certain time frame to work in their existing job hours.

Mr. Komondor said they did talk about if there is 15 hours designated for this position and by Tuesday, the hours are used up and he got called out. The thought was to make it all administrative and not call it Emergency Management Coordinator.

Mr. Gray said they could have the Chief of Police do it and asked if he could do it.

Mr. Komondor said it is a separate skill and that's where mistakes are made. You need a background in emergency management practices.

Mr. Moffatt said that is where the Emergency Management Board would have to help him out. The budget for emergency management used to be \$5,000, then it went up to \$15,000 and it keeps expanding. It is harder to get volunteers when one person is getting paid.

Mr. Komondor said he has talked to the rest of the members of Emergency Management about one person getting paid and no one had an issue. You could go years without an emergency management incident, but the work that needs done is not field related but administration. He has seen the budget growing over the last years but feels it is positive growth.

Mr. Gray said in looking at the budget, the Police budget has doubled. It is 41% of the General Fund and he asked if that budget could be trimmed or could you assign the duties to come out of that fund.

Mr. Moffatt said they should look at existing people such as the Chief or Lt. Mahinske to see if they can handle it.

Mr. Komondor said the position is required by statute and they are beyond the time of ignorance of not knowing that those things need done. They should have 16 people on the committee but there are only 10 right now.

Mr. Shepherd said they can look at some of these options discussed and bring it back to the Board.

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Mr. Moffatt asked if there was a consulting firm he knew about that liability was an issue.

Mr. Komondor said there are consultants out there but he doesn't have a name.

Mr. Moffatt said you need someone with multiple municipalities.

6) Pickford-Mickanin Project – discussion.

Mr. Shepherd said this project is to make improvements to that area because of concerns of not doing the Greer Street extension. The discussion was to make improvements in the area to help the residents out in that area. The project will improve the intersection of Mickanin Road and widen the turn near the intersection. The project is ready to go to bid and the Board needs to decide on whether to go forward with it.

Mr. Moffatt asked what it would accomplish.

Mr. Turley said it includes a slight widening of Pickford near the intersection. A utility pole will be moved and there will be improved turning radius at the intersection. It also includes the overlay of Pickford Street between Quarterhorse Drive and just beyond Mickanin Road. The intersection will be reconstructed and drainage inlets and piping replaced. The project is bid up to Thoroughbred Drive but they could also include in the bid up to Dartmoor Drive. The additional work would be \$13,000 extra. The project will be about \$85,000 and with the extra work, it would be about \$100,000. It is not budgeted, but the project is ready to go in the spring.

Mr. Gray said this project meets the cost benefit analysis.

Mr. Turley said the project helps with the curve and intersection.

Mr. Moffatt asked what is going on from Thoroughbred Drive to Dartmoor Drive.

Mr. Turley said it is mostly overlay and another one to two feet of widening. It is \$100,000 project that they would like budgeted. If the bids come in high, then they don't do the extra piece.

Mr. Gray and Mr. Martino feel they should move forward with the bid process.

Mr. Shepherd said the next step is to put a bid package together to get an idea of the costs.

Mr. Turley said they have been working on it and have a design and a rough bid package together. They will need the utility to move their pole and then do the bidding to be ready to go by the spring.

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7) Planning/Engineering Topics.

a) Planning Commission Agenda Items:

- 1) S-21/2009, Lincoln Hills Lot 6269 Lot Line Revision, Delaware Avenue, R-1A Zoning.

Mr. Blenko said this involves four lots. Lot 6269A & B are giving up ground to Lot 6291/6292. The new land on 6291 & 6292 will have 20 ft. storm sewer easement near the rear property lines. The Planning Commission recommended approval.

Mr. Moffatt asked what the status is on the Signal Lights and turning lanes for Lincoln Hills.

Mr. Blenko said they are still trying to get PennDOT approval. The intersection at Norwin Avenue and Barnes Lake Road needs a traffic signal there. It is proposed to widen Norwin Avenue and put a dedicated turn lane there. The problem is that PennDOT has increased the setbacks. Lincoln Hills Realty asked what was needed at that intersection for pedestrian access. There is no way to predict the amount of pedestrian traffic for that area. PennDOT wants a dedicated turning lane so a tractor trailer does not have to leave the lane of travel to turn. There have been many meetings and there is trouble with the permits. They want to do all the improvements under one Highway Occupancy Permit.

- 2) S-22-2009, Classic Kars Lot Consolidation, Butler Street, C-1 Zoning.

Mr. Blenko said this is a lot consolidation of two lots. Lot 5 of the previous subdivision is owned by Austin Investment and Lot 6 is owned by Classic Kars. Austin wants to consolidate the two lots into one to comply with the Township Zoning Ordinance. This will allow the sign to be on one lot.

The Board of Commissioners held an Executive Session this evening to discuss the following:

- Personnel
- Real Estate

FURTHER BOARD COMMENTS

Mr. Gray said they received a revised budget showing the insurance costs by department which shows a truer cost by department. He feels the Police budget is too high at 41% of the budget and it should be about 30% of the budget. It needs to be reviewed and have it cut. There was discussion about the fire radio system that was to be paid out of the Fire Service Fund. He asked if they received a letter from the Fire Departments approving that yet.

Mr. Martino said Circleville Fire Department brought it up at their meeting telling them if they agreed to this, they would be getting \$3,000 less from what they would get.

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Mr. Shepherd said he is waiting to hear from Art Bilesimo who is trying to coordinate a meeting of all the Chiefs. He would go to the meeting along with Mr. Komondor and he will get something to the Board after the meeting.

ADJOURNMENT

Motion: Mr. Furlin So move.
Second: Mr. Martino

Motion Carried 5 – 0 – 0

- Special Meeting Minutes of December 10, 2009 were approved by the Board of Commissioners on _____.

Donald Austin, Vice-President

John M. Shepherd, Township Secretary

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