

Connoquenessing Township's Supervisors Meeting was called to order by Chairman Terry Steinheiser at 6:00 p.m. on July 1, 2020 at the Connoquenessing Township Municipal Building. Present were Supervisors Terry Steinheiser, Ed Rupert and Ricky Kradel. Also attending was Solicitor Andrew Menchyk, Jr., Engineer Bill Braun, Treasurer/Asst. Secretary Lee Kradel and Secretary/Asst. Treasurer Brenda Davis to take the minutes. Eight people signed in on the public sign in record on file. The meeting opened with the Pledge of Allegiance and Prayer.

REVIEW MINUTES

Reviewed minutes of June 3, 2020. Rupert motioned to accept the minutes of June 3, 2020. Kradel seconded. Roll call, yes.

FINANCIAL REPORT

Lee Kradel reported the beginning balance in the General Fund is \$342,902.04 but after deposits of \$79,989.02 and checks in the amount of \$76,347.20 are approved tonight the ending balance will be \$346,543.86. Lee Kradel noted that last month's ending balance compared to this month's beginning balance is off by \$.30 because the \$.30 adjustment listed on last month's report did not add into the total properly. Lee Kradel stated the Escrow account beginning balance is \$54,107.15 but with deposits of \$1,465.00 and checks in the amount of \$500.50, the ending balance is \$55,071.65. Lee Kradel said the Highway Aide beginning balance was \$217,376.49 but with interest in the amount of \$9.53, the ending balance is \$217,386.02. Lee Kradel stated the Act 13 Impact Fee fund beginning balance is \$193,097.22 but with interest in the amount of \$42.32 and the annual Act 13 impact fee of \$209,511.48, the ending balance is \$402,651.02. Lee Kradel stated the Act 13 CD balance stayed the same at \$524,487.38 for a grand total of \$927,138.40. Kradel motioned to approve the financial report and pay the bills. Rupert seconded. Roll call, yes.

Rupert motioned Resolution # 3-20 for budget amendment to 2020 budget to recognize \$209,511.48 Act 13 fees. Kradel seconded. Roll call, yes.

COMMENT PERIOD - Three minute limit pertaining to agenda

NONE

AUDITOR

Beth Dittmer, senior manager from Maher Duessel, presented the Auditor's Report for year ending December 31, 2019. Mrs. Dittmer went over the Financial report. Mrs. Dittmer said the Township received an "unmodified opinion" which is a clean audit. Mrs. Dittmer said the DCED report which is due on March 31, 2020 was filed and the legal advertisement of the DCED financial information was advertised in the local paper. Mrs. Dittmer told the board they can feel assured that the financial reports they receive every month are accurate. Mrs. Dittmer stated Maher Duessel's auditors had no problems with Township personnel in acquiring information. Steinheiser questioned the "other findings" in the Management Letter. Mrs. Dittmer stated the "Segregation of Duties" and "Written Policy Manual" comments have been stated in there for as long as they have done the audit because of the small size of the office staff and tax collector office size. Mrs. Dittmer stated this is nothing new in the audit report and nothing to worry about. Rupert told Mrs. Dittmer that the board sat down with the employees at the beginning of the year and went over policies and procedures but still need to be put in writing. Steinheiser thanked Mrs. Dittmer for clarifying. All documents can be reviewed at the Township office. Rupert motioned to accept the Audit Report as presented. Kradel seconded. Roll call, yes.

REQUEST TO BE HEARD - three minute limit

Dennis Higgins was on the agenda but did not attend.

Sherry Makepeace was on the agenda but did not attend.

Don Eckels and Larry Leroy representing Brandywine are seeking an opinion on the removal of the island at the intersection of Brandywine Blvd. and Silver Oak Drive. Kradel stated he is in favor of removing but not at any Township expense. Mr. Eckels stated the Township owns the roads now and the HOA could not absorb the expense of removing the island. Calvin Wonderly and Brendan Linton recalled the Township stating after the bushes were taken out of the island the Township would fill the area in with concrete or pavers. Mr. Menchyk, Jr. feels the island must stay because it is on the approved plan. Mr. Menchyk, Jr. did say it could be altered. Mr. Leroy said the island is over 100 ft. long and causes many issues with the Township snow plows and big moving trucks coming in and out of the development. Bill Braun didn't understand the rationale of it in the first place but said it would be the decision of the solicitor and board whether it could be removed. Mr. Menchyk, Jr. stated it is part of the recorded plan and he would have to look into it further to see if it can be removed. Kradel said the island hinders traffic. Rupert said he would like it removed because it causes costly damage to our Township plows. Steinheiser asked if the HOA would absorb the cost of removing the island if our solicitor says it can be? Mr. Leroy said the HOA would not have the funds for that. Steinheiser asked Mr. Eckels to get a cost on removing the island. Larry Leroy asked Mr. Menchyk, Jr. if the island that is in the plan can be amended in any way? Mr. Leroy said if the island was moved back twenty feet it would resolve the problem. Mr. Leroy suggests a 50-75 ft. island. Kradel feels it should be completely taken out or left the way it is because it will cost just as much. Brendan Linton stated if there is a rule somewhere that you must have an island, he suggested painting double yellow hash marks in the spot. Rupert asked if anything more is being done with moving the trees? Mr. Leroy said he was just trying to get this island problem taken care of first. Kradel said the trees will need removed as part of any deal made with the island project. Kradel suggested if they want to keep the trees to call some nursery and they should have hydraulic spade big enough to remove and replant the trees. Steinheiser tabled the discussion until next month's meeting.

OLD BUSINESS

NONE

NEW BUSINESS

The board discussed United Concordia Dental insurance renewal time for Union employees. Rupert motioned to renew the above dental insurance with the rates remaining the same through August 31, 2021. Kradel seconded. Roll call, yes.

Steinheiser stated the board needs to appoint a new Sewer Authority Board member to fill a vacancy. Rupert stated the Township had advertised previously for Sewer Authority members and from the initial resumes' received there was only one at that time that did not get selected but may still be interested. Steinheiser asked Calvin Wonderly who is the Chairman of the Sewer Board if he feels the position should be advertised? Mr. Wonderly said, "yes". Mr. Menchyk, Jr. stated it's the supervisors who appoint so it is ultimately their decision on whether to advertise or appoint someone. Kradel feels the previous applicant is qualified and deserves to be on the Sewer Board. Steinheiser told Mr. Wonderly that the person is highly qualified and if he is still interested in accepting the position he would like to move forward. Brendan Linton spoke up and said he was still interested. Steinheiser told Mr. Wonderly that his own term is up at the end of the year and the Township will be advertising then. Steinheiser made a motion to appoint Brendan Linton to the Sewer Authority Board. Mr. Wonderly asked why Brendan wasn't put on in the first place? Steinheiser said the board was already filled by the other applicants. Kradel seconded. Roll call, yes.

PLANS

Brenda Vesel and Connie Gregor were present to present the "Connie F. Gregor and Brenda K. Vesel as Co-Executors of the Estate of Peggy Irene Double, deceased". Subdivision Plan. Lee Kradel asked if

they had their new drawing with the required changes? Lee Kradel stated she emailed Connie Gregor and Doug Sedwick, their engineer what was needed earlier in the week. They stated all they thought was needed was a letter from the Butler County Planning Commission which they had with them. Mr. Menchyk, Jr. stated a separate Easement and Maintenance Agreement needed submitted. Ms. Gregor stated it is on the Plan and that should be good enough. Mr. Menchyk, Jr. said, per our ordinance, a separate agreement is required. Mr. Menchyk, Jr. also stated that the name on the plan needed changed to show Ms. Vesel & Ms. Gregor as owners. Ms. Gregor said she does not own it, she is just a co-executor. Mr. Menchyk, Jr. told her it needed changed on the plan and to discuss with her attorney and was not going to argue with her. Rupert explained that at the last Planning meeting it was stated that it was approved contingent on receiving the Butler County Planning letter and our solicitor reviewing the plan and that is when Mr. Menchyk, Jr. said a separate agreement needed made and the name of the Plan needed changed. Ms. Vesel got frustrated and said the Township is not helping with this process. The board said they have tried to help but her engineer and solicitor should be doing this. Ms. Vesel also wanted to see the Planning Meeting minutes since her Plan was discussed there but the board said the June meeting minutes wouldn't be approved until their July meeting and then she could get a copy. Steinheiser said to get a hold of her attorney and engineer and get this rectified. Rupert told Ms. Vesel that their engineer would usually present the plan. Lee Kradel said she would email Brenda Vesel the information she previously sent to Connie and Doug in the morning. Rupert motioned to table the Plan until next month. Kradel seconded. Roll call, yes.

ENGINEER REPORT

Bill Braun stated Shannon Mills is requesting their letter of credit in the amount of \$15,000 for completion of the Shannon Mills Duplex Plan. Bill Braun stated there were outstanding issues which were the stormwater pond which is complete and the silt sock still needs removed. Bill Braun suggests releasing the \$15,000 contingent on the silt sock being totally removed. Brenda Davis said they also owe money to the Township for invoices from Senate Engineering for inspection fees that won't be able to get from the letter of credit. Steinheiser motioned to release the \$15,000 remaining on their letter of credit contingent on the removal of the silt sock and outstanding balance owed to the Township for Senate Engineering review fees. Bill Braun also said their \$15,000 letter of credit will expire on July 9, 2020. Steinheiser added to the motion that the bond company will be notified that they can not cancel the letter of credit if the above items are not done by July 9, 2020. Rupert seconded. Roll call, yes.

Bill Braun stated one of the pedestrian cards in the controller at the signal at Rt. 68/Kriess Rd./Eagle Mill Rd. intersection needs replaced. Bill Braun also said when the traffic pole is replaced and ready to test Bronder would like the Township to supply a generator to make sure it will work if power is lost. The board said they would comply. Bill Braun stated the old poles will be delivered to the Township. Calvin Wonderly questioned the pedestrian buttons stating they are too high for someone in a wheelchair to reach. Bill Braun said those are temporary buttons and when PennDOT comes through they will make them ADA compliant.

SOLICITOR REPORT

NONE

CODE ENFORCEMENT REPORT

Kradel motioned to approve invoice for June 2020 in the amount of \$399.33. Rupert seconded. Roll call, yes. Report in packets.

ROAD MASTERS REPORT

Road superintendent report was in supervisor packets.

BUILDING PERMIT REPORT

Steinheiser stated there were four building permits applied for this month. They were:

- 21-20 - Douglas Erdley - Shannon Mills Dr. - new home - 6/8/20
- 22-20 - Larry Colsten - Whitestown Rd. Ext. - shed - 6/8/20
- 23-20 - Thomas Norris - Mirage Ct. - shed - 6/12/20
- 24-20 - Lee Bartolocius - Reiber Rd. - mobile home - 6/16/20

TAX COLLECTOR REPORT

NONE

SEO REPORT

NONE

EMERGENCY MANAGEMENT COORDINATOR REPORT

NONE

MOTIONS & GENERAL INFORMATION

Rupert motioned to release sign escrow to Ryan Covert in the amount of \$50.00. Kradel seconded. Roll call, yes.

Steinheiser said the below, which was on the agenda, is for information:

Received letter dated June 9, 2020 from XTO Energy to inform they are requesting Well Permit Renewals for the four (4) Coretsky well pads in Prospect Borough. Information is on file at Township building.

Received letter dated June 9, 2020 from XTO Energy to inform they are requesting Well Permit Renewals for the four (4) Patton well pads in Prospect Borough. Information is on file at Township building.

Larry Colsten, who owns property on Whitestown Rd. Ext. stated he was called by Sandi Cox, our code enforcement officer, because he was building a shed too close to the road and would need to attend this meeting to get a modification approved. Brenda Davis stated there was a misunderstanding between him and Sandi and he should have requested to be at the meeting and had the modification request form already filled out. After discussing further, Steinheiser told him he needs to present this to our Planning Commission and stated the meeting would be on July 15, 2020.

MOTION TO ADJOURN

Steinheiser motioned to adjourn at 7:00 p.m. to an executive session to discuss litigation issues and stated the board would not return. Rupert seconded. Roll call, yes.