

Connoquenessing Township's Supervisors "Close of Business" meeting was called to order by Chairman Terry Steinheiser at 6:00 p.m. on December 28, 2021 at the Connoquenessing Township Municipal Building. Present were Supervisors Terry Steinheiser, Edward Rupert and Ricky Kradel. Also attending was Solicitor Andrew Menchyk, Jr., Treasurer/Asst. Secretary Lee Kradel and Secretary/Asst. Treasurer Brenda Davis to take the minutes. Engineer Bill Braun did not attend. Thirteen people signed in on the public sign in record on file. The meeting opened with the Pledge of Allegiance and Prayer.

### **EXECUTIVE SESSION ANNOUNCEMENT**

Steinheiser stated the Connoquenessing Township Sewer Authority (CTSA) Board of Directors and Connoquenessing Township Board of Supervisors met in executive session December 20, 2021 at 6:30 p.m. to discuss real estate and legal matters.

### **REVIEW MINUTES**

Rupert motioned to accept the supervisors meeting minutes of December 1, 2021. Kradel seconded. Roll call, yes.

### **FINANCIAL REPORT**

Lee Kradel reported the beginning balance in the General Fund is \$187,017.26 but after total deposits of \$45,635.73 and checks in the amount of \$49,740.00 are approved tonight the ending balance will be \$182,912.99. The Escrow account beginning balance was \$58,301.50 but after deposits of \$380.00 and checks in the amount of \$1,010.00, the ending balance is \$57,671.50. Lee Kradel stated the Highway Aide balance remained at \$38,508.41. Lee Kradel stated the Act 13 Impact Fee remained the same at \$242,613.13. The Act 13 CD balance remained the same at \$729,392.97, leaving the total of \$972,006.10 in the Act 13 Impact Fee fund. Lee Kradel stated the American Relief Plan remained at \$203,305.47. Kradel motioned to accept the financial report and pay the bills. Rupert seconded. Roll call, yes.

Kradel motioned to adopt 2022 budget as resolution #1-22, in the total amount of \$1,108,399 which is the total of the General Fund and Liquid Fuels accounts. Rupert seconded. Roll call, yes.

### **COMMENT PERIOD** - Three minute limit pertaining to agenda

Brendan Linton mentioned the items of fire tax and road name change that was on the agenda. First, Mr. Linton stated he encourages the board to move forward with a fire tax increase. Mr. Linton stated the increase is fairly minimal to most taxpayers. Mr. Linton stated the Fire Company needs guaranteed income which the increased fire tax will provide. Secondly, he stated the road name change would be in relation to the PennDot Type-5 map which is our 2<sup>nd</sup> Class Township map and has not been updated since January 2018 and he supports the Township keeping the map current.

Angela Fleegeer asked if she could ask a general question not pertaining to the agenda. Mr. Menchyk, Jr. asked what the question is? Mrs. Fleegeer asked why the Sewer Authority Board approved to pay a \$28,000 invoice to Senate Engineering that was not paid last month until more detailed information was submitted by them. Mr. Menchyk, Jr. stated that is Sewer Authority business and not the Township business. Mrs. Fleegeer stated the Supervisors oversee the Sewer Authority and asked if they were aware of the Sewer Authority paying this bill. Kradel stated he feels the public seems to have issues with Senate currently but they have done what they were asked to do and the invoices have been the same type since the start and he feels it's a gentleman's handshake that if they did the work, the money should not be held back. Bill Long stated he had motioned not to pay this at last month's Sewer meeting but since then he received more detail and feels Senate should be paid. Bill Long stated future engineers will be required to have itemized invoices. Mrs. Fleegeer stated as a taxpayer she would like to see what they are paying for. Kradel stated that five board members have been appointed to the Sewer Board by the supervisors and they are overseeing the expenses. Kradel asked Brendan Linton if the board was looking

further into this \$28,000 invoice. Mr. Linton stated that the treasurer of the Authority reviewed the invoice and approved to pay it and the board agreed. Mr. Linton stated future engineers will be required to have an itemized invoice that will be outlined by the Sewer Authority. Kradel stated there may have been mistakes made but the sewer board, supervisors and residents are learning together. Lee Kradel stated the invoice in question was from September services before Senate was asked to put things on hold.

**REQUEST TO BE HEARD** - three minute limit

\*NONE\*

**OLD BUSINESS**

Kradel updated on the Act 537 Plan. Kradel stated at the Sewer Authority meeting last night the board has come to some agreement on downsizing the scope of work but are waiting on the RFP's to come in to see if this is even feasible.

Kradel stated Mr. Menchyk, Jr. has drafted a letter to send to Wayne Kaltenbaugh's neighbor concerning the stormwater runoff onto Mr. Kaltenbaugh's property. Kradel stated a few words need revised and stated Mr. Menchyk, Jr. will revise and mail next week. Mr. Kaltenbaugh asked to receive a copy of the letter which Mr. Menchyk, Jr. stated he would receive.

Mr. Menchyk, Jr. stated a new ordinance #98-21 has been advertised that replaces the old fire tax ordinance that stated the fire tax to be .5 mill. Mr. Menchyk, Jr. said by doing this the new fire millage rate can be adopted by resolution instead of having to re-write costly ordinances in the future. Rupert and Kradel agreed this new ordinance will be better so future boards can change the fire millage rate easily through resolution. Rupert motioned to adopt ordinance #98-21. Kradel seconded. Roll call, yes. Steinheiser asked the board what they would like to set the new millage rate at. Rupert stated the Fire Company receives .5 mill and approximately .5 mill in LST tax so that is 1 mill. Rupert stated the Borough gives them 2 mill which is \$13,000/yr. Rupert stated Matt McConnell stated they need \$4-\$6,000 guaranteed income per month which is \$72,000 a year so with a millage increase to 1.5 (\$67,000) plus the \$13,000 from the borough would be \$82,000 which would be over the amount of guaranteed income they need. Kradel would like to give them 2 mill but go back to giving them 25% of LST that Township is required to do from the 75% the Township currently gives. Mr. Menchyk, Jr. prepared a draft resolution #5-21 that states the current property tax rate of 1.75, the new fire tax millage rate (undecided) and the .95 mill charged for hydrant tax to residents that are within 780 ft. of a fire hydrant. Dan Cox asked the board if the intention of giving the Fire Company 2 mills is to cover enough money for the building and new engine or if they would have to request more later to buy the new engine. Steinheiser said they are needing the funds to get the building built first so they need this guaranteed income. Steinheiser told Mr. Zimmerman that the Township requests a report every 3-6 months showing their financials to see where the monies are going. Lou Zimmerman agreed to supply. Lee Kradel also noted that the supervisors gave \$100,000 to the Fire Company last year to use however they see fit. Kradel motioned to adopt resolution #5-21 and set the fire tax at 2 mill. Steinheiser seconded. Roll call, Kradel, yes. Steinheiser, yes. Rupert, no. Rupert stated he does appreciate the work the Fire Company does and the Township does need to support them. Kradel made a motion to reduce the LST tax allocation of 75% back to 25% and remain including the workers comp. expense in the calculation. Dan Cox asked how the Township pays the workers comp. Rupert stated it is based on Per Capita and paid by the Township and Borough. Rupert seconded. Roll call, yes. Lou Zimmerman thanked the board and said he appreciates their support. Mr. Menchyk, Jr. stated the Armstrong Franchise agreement is not yet finalized. Mr. Menchyk, Jr. said Armstrong has agreed to the term being changed to 5 years instead of the current 15 year term but stated they needed to put an amendment into the agreement. Mr. Menchyk, Jr. also stated they only pay franchise taxes on cable services not broadband. Mr. Menchyk, Jr. stated he will have to review the change and bring this back to the board for approval. Rupert asked if Mr. Menchyk, Jr. could see if they could also add to the agreement that if broadband is ever added in the franchise tax, it

will be included. Mr. Menchyk, Jr. stated he would discuss with Armstrong. Steinheiser tabled the discussion.

### **NEW BUSINESS**

Rupert motioned to approve the Bruce & Merrilees agreement for maintenance and repairs to our traffic signals with rate remaining the same and allow Chairman to sign the 12-month term agreement starting January 1, 2022. Kradel seconded. Roll call, yes.

### **PLANS**

\*NONE\*

### **ENGINEER**

\*NONE\*

### **SOLICITOR**

Mr. Menchyk, Jr. stated the board previously awarded the Comprehensive Plan bid to EADS Group for the amount of \$38,000 and they presented a proposed contract at a kickoff meeting between them and the supervisors for the Township to sign. Mr. Menchyk, Jr. stated after reviewing the contract, he made some observations/concerns to the language that needs to be addressed before signing. Mr. Menchyk, Jr. suggested tabling this until the January 3, 2022 meeting. Steinheiser tabled the discussion.

Mr. Menchyk, Jr. stated resolution #5-19 which addresses decorum for public meetings needed updated because the time of meeting has changed from 7:00 p.m. to 6:00 p.m., time limit of 3 minutes is being clarified to the "Request to be Heard" section and the requirement of Agendas being posted 24 hours in advance of meeting. Kradel motioned to adopt resolution #6-21 to replace resolution #5-19. Rupert seconded. Roll call, yes.

Mr. Menchyk, Jr. stated there is a small portion of Constitution Ave. that runs between Reiber Rd. and Nursery Rd. that PennDot calls Reiber Rd. Mr. Menchyk, Jr. stated the residents on this section have addresses of Constitution Ave. and the Township calls it Constitution Ave. but it was recently discovered that PennDot had it listed as Reiber Rd. Mr. Menchyk, Jr. stated this needs corrected and the only way to correct a road name under 2<sup>nd</sup> Class Township Code is by ordinance. Steinheiser made a motion to have Mr. Menchyk, Jr. prepare an ordinance that will rename this section on the PennDot map to Constitution Ave. Kradel seconded. Roll call, yes. Mr. Menchyk, Jr. asked Brenda Davis to get a list of all residents abutting this section of road because they need a formal notice.

### **ROADMASTER**

Kradel stated they are waiting for it to snow. Kradel said the road crew continues to maintenance the equipment, painted plows, clean trucks and busy with general maintenance.

### **CODE ENFORCEMENT REPORT**

\*NONE\*

### **SEO REPORT**

\*NONE\*

### **TAX COLLECTOR**

Rupert motioned to approve our portion of 4-year bond for tax collector Ann Isaacs in the amount of \$89.06. Kradel seconded. Roll call, yes.

### **EMERGENCY MANAGEMENT COORDINATOR REPORT**

Rupert stated the CVREMA organizational meeting will be held on January 20, 2022 at Connoquenessing Borough building at 7:00 p.m. Rupert said the Township's Delegate and Alternate Delegate will be appointed at the supervisors organizational meeting on January 3, 2022 and they should attend the CVREMA meeting. Mr. Dan Cox asked to be notified with the names so he can formally invite them to the January 20, 2022 meeting.

Rupert stated the Butler County 2021 Hazard Mitigation Plan has been completed and once they finalize the Township will then finalize and adopt it by resolution. Rupert stated it is important because if this is not done the Township may not get federal or state funding in a disaster. Mr. Cox stated the Plan has been approved by FEMA but the Butler County Commissioners will need to formally adopt this then the municipalities will join. Rupert thanked Mr. Cox for his hard work and said he will miss working with him. Mr. Cox said, "you as well, we are going to miss you".

Lou Zimmerman from the Connoquenessing Volunteer Fire Company thanked the board for the tax increase and said that is a good start. Steinheiser stated this increase will help your guaranteed income but asked Mr. Zimmerman to keep having fundraisers. Mr. Zimmerman stated they would and they do a lot of public relations events. Mr. Zimmerman said the first two wishes are a new building and engine. Steinheiser stated that this increase came from residents support and not the Township just increasing taxes. Steinheiser said the Fire Company supports the whole Township. Kradel thanked Mr. Zimmerman for the Fire Company's Santa Claus run through the Township on December 18, 2021. Mr. Cox stated Matt McConnell has said it is the one community event each year that they don't worry about money or funding, just putting smiles on kids faces.

### **BUILDING PERMIT REPORT**

Steinheiser stated there were two building permits applied for this month.

They were:

56-21 - Daniel McGee - Cupps Rd. - shed - 12/1/21

57-21 - Nancy Lynn - Shannon Rd. - garage - 12/16/21

### **MOTIONS & GENERAL INFORMATION**

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

2022 Organizational meeting will be held Monday January 3, 2022 at 10:00 a.m. followed by the first Supervisors meeting of 2022.

Elected Auditors meeting will be held January 4, 2022 at 1:00 p.m.

Kradel noted that this is Ed Rupert's last meeting and said he has been a great asset to the Township and helped him immensely when starting as a new supervisor. Steinheiser agreed and said he will be missed. The audience applauded Mr. Rupert for his service. Kradel pointed at the new supervisor Larry Spangler that will be joining the board at the January 3, 2022 meeting.

### **MOTION TO ADJOURN**

Kradel motioned to adjourn the meeting at 6:58 p.m. Rupert seconded. Roll call, yes.