

Connoquenessing Township's Supervisors Meeting was called to order by Chairman, Terry Steinheiser at 7:00 p.m. on March 5, 2014 at the Connoquenessing Township Municipal Building. Present were Supervisors Terry Steinheiser, Scott Longdon and Ray Kroll. Also attending was Solicitor Andrew Menchyk, Jr., Engineer Bill Braun, Treasurer Lee Kradel and Secretary Brenda Davis was present to take the minutes. Thirteen people signed in on the public sign in record on file. The meeting opened with the Pledge of Allegiance.

### **REVIEW MINUTES**

Reviewed minutes of February 5, 2014 "supervisors" and February 18, 2014 "special hearing" meetings. Steinheiser motioned to accept both minutes. Longdon, seconded. Roll call, yes.

### **FINANCIAL REPORT**

Lee Kradel reported the beginning balance in the General Fund is \$340,565.90 but after total deposits of \$63,226.19 and checks in the amount of \$105,771.43 are approved tonight the ending balance will be \$298,020.66. The Escrow account beginning balance was \$40,871.75 but after checks in the amount of \$447.50, the ending balance is \$40,424.25. Lee Kradel said the Highway Aide beginning balance was \$61,206.52 but with the annual allocation in the amount of \$153,884.92 received on March 3<sup>rd</sup> and interest of \$2.21, the ending balance is \$215,093.65. Lee Kradel stated the Act 13 Impact Fee fund beginning balance is \$259,001.40 but with interest of \$19.87, the ending balance is \$259,021.27. Steinheiser motioned to accept the financial report and pay the bills. Longdon, seconded. Roll call, yes.

### **AUDITOR REPORT**

Tim Morgus and Beth Dittmer from Maher Duessel, our independent auditor, presented the Auditor's Report for year ending 2013 which was finalized on February 28, 2014. Mr. Morgus stated Maher Duessel issues four documents which are the "Annual Audit and Financial Report", "Management" letter, "Communication with Those Charged with Governance" letter and the "Legal Advertisement". Mrs. Dittmer read the Financial Report and stated the Township had a positive increase. Mr. Morgus stated only one small journal entry needed made to balance which was immaterial. Mr. Morgus said there were only three recommendations which included, 1. the tax collector office only has one person, 2. the Township office only has 2 employees which is viewed as a limited size staff and 3. a manual of policies and procedures needs adopted. Mr. Morgus feels the tax collector and Township do a good job with the limited staff but he is required to mention. In addition, Mr. Morgus stated the Township needs to record the Annual Audit and Financial Report (DCED report) by April 1, 2014 at the Clerk of Courts and place legal advertisement in Butler Eagle by March 10<sup>th</sup>. Mr. Menchyk, Jr. questioned Mr. Morgus on what all needs included in a policy and procedure manual? Mr. Morgus gave some examples such as: investing, purchasing thresholds, employee expense reports (who's approving), cash receipts procedure, building permit process, cash disbursement process (2 signatures on checks?). Mr. Menchyk, Jr. thanked Mr. Morgus and said he can work on establishing policies and procedures. Mr. Steinheiser said the board voted a couple years ago allowing any supervisor to spend up to \$4,000.00 without the other supervisors approval. Mr. Steinheiser said the board and public appreciate Maher Duessel's presentation and said it looks like everyone, including them, is doing a fine job. Mr. Morgus told the board to contact them if any questions arise. All documents can be reviewed at the Township office.

### **COMMENT PERIOD**

\*NONE\*

### **OLD BUSINESS**

\*NONE\*

## **NEW BUSINESS**

Longdon mentioned the need for more file cabinets at the Township office. Steinheiser and Kroll agreed. Longdon asked Brenda and Lee to get some prices. Steinheiser stated they shouldn't be over our \$4,000 limit which any Township supervisor can approve without bringing it to a public meeting.

## **COMPLAINT**

Doug Johnston, resident of the Woodlands, requested an update on the progress of a swimming pool at 407 Fawn Drive that he had complained about back in June of 2012. He was told it would be removed. Mr. Johnston said the pool has not moved. Steinheiser reviewed the code enforcement officer's report and agreed with Mr. Johnston that the pool needs removed. Steinheiser asked if Darnell Martin had been previously cited and fined by the magistrate? Lee Kradel said "yes", and she did pay the fine. After discussing with Mr. Menchyk, Jr., the board requested him to write a letter giving her until the end of May 2014 to move the swimming pool and stating in the letter what legalities will take place if she does not abide.

## **REQUEST TO BE HEARD (Three minute limit)**

Evelyn Hockenberry asked the board if they had read her complaint filed back in January 2014 and were going to ask for Ray Kroll's resignation? Steinheiser said he had read the complaint but told her unless she would like to address the new supervisor formally, he did not see where Longdon or himself wants to ask for his resignation. Steinheiser said Mr. Kroll has been working well with them and feels this is a personal conflict Mrs. Hockenberry has with Mr. Kroll in the past. Mr. Steinheiser stated Mr. Kroll won the residents' election and until the board has a problem with him, no action will be taken. Mr. Longdon told Mrs. Hockenberry he does not feel old issues need brought up, they have been put to rest legally. Mr. Longdon also stated that Mr. Kroll was chosen by the residents and will remain in this position until he steps down or his term is fulfilled. Hockenberry thanked the board.

Mr. Bob Ivill stated he had talked to Mr. Kroll about the road weight limits on Eagle Mill Road and said Mr. Kroll is looking into. Mr. Ivill stated it is the Township's responsibility to do weight studies, permits issued and establish road restrictions. Mr. Steinheiser stated Bill Braun's company will be doing a weight study on all Township roads. Longdon asked Mr. Ivill how many trucks a day are on Eagle Mill Road and if they are everyday? Mr. Ivill said roughly 15-20 and every day of the week. Mr. Menchyk, Jr. stated Mr. Ivill is correct in stating the Township enforces and administers the road restrictions, however, he stated the Township can not do a traffic stop, that is a state police issue. Longdon stated the Township does set the guidelines for the roads but cannot enforce them. Steinheiser said more research needs done on this subject and will be discussed again next month.

Steinheiser stated Dennis Higgins was on the agenda but did not attend.

Steinheiser stated William Makepeace was on the agenda but did not attend.

## **PLANS**

Steinheiser moved on since no one was present to represent the Tim Spangler/Voelker plan.

Steinheiser moved on since no one was present to represent the Honda North plan.

Richard Craft from Olsen & Associates was present to request preliminary approval for the McDonald Plumbing plan. Mr. Craft stated the Planning Commission had recommended preliminary approval and he had also addressed Mr. Braun's comment letter and just submitted a revised plan to Mr. Braun this evening. Mr. Craft went over Bill Braun's comment letter dated February 27, 2014. Mr. Craft stated question # 4 relating to the buffer needed further discussion. Mr. Craft stated at last Planning Commission meeting they were asking not to have a buffer but since the Planning Commission

recommended one, he is now requesting a buffer in the center of the property at the back of the building instead of the ordinance requirement of the back property line. Mr. Craft stated Mr. McDonald has no plans to develop behind this suggested buffer because the only thing back there is a septic system. Mr. Craft showed the board where the 25 ft buffer would go across the center of the property and stated since this differs from the Township ordinance, they are requesting a modification. Mr. Craft stated the Planning Commission seemed to okay the placement of the buffer but felt the buffer yard should be a Type C instead of the previously presented Type A, which is now shown on the plan. Steinheiser stated the buffer placement actually gives the residence in the back more freedom. Steinheiser stated a motion could not be made to approve without a modification request. Mr. Craft continued on question #5 in reference to the Sanitary Sewage System. Mr. Craft stated the new building would not increase the sewage and or change the stormwater flow. Mr. Braun agreed. Mr. Craft stated Mr. Braun's comment #5 under the Stormwater section is requesting actual field test results for the infiltration testing. Mr. Craft stated weather conditions do not currently permit the testing. Mr. Craft stated a conservative 0.5 inches per hour was assumed which is acceptable in other counties but not Butler County. Mr. Craft requested a modification to accept the 0.5 inches per hour in place of a field test. After the board discussed with Bill Braun they did not feel the modification should be granted because this would set a precedence. Mr. Craft continued with answering questions 6 & 7 and closed by stating the proposed gravel area is at the south end of the building and is being placed for vehicle entry into the building. He stated a label will be added to the plan in order to make it clearer on the plan. Steinheiser said it is too premature to give preliminary approval and wants the plan reviewed again by the Planning Commission. Longdon told Mr. Craft to go to the next Planning meeting for final approval and then come back to supervisors next month for preliminary and final approval. Steinheiser motioned to table the plan until next month's meeting. Kroll, seconded. Roll call, yes.

Longdon said he would like to go back to the two plans that were skipped over because there was no representation. Longdon feels they are ready to be discussed and possibly approved. Longdon started by asking Bill Braun the status of the Tim Spangler/Voelker land development plan. Mr. Braun stated they could be approved with certain contingencies. He mentioned the below contingencies:

1. receiving a copy of the NPDES Permit and E&S Plan Approval
2. receiving a cost estimate and securing an improvement bond
3. placing an inlet and tying it to the ponds discharge pipe to eliminate Pond B discharging onto Fassinger Road.

Bill Braun showed the board the drawing of where Mr. Spangler verbally agreed to place the inlet but stated he did not want to change the drawing until the DEP approves in case the DEP required other changes. Longdon made a motion to approve the Tim Spangler/Voekler land development plan as preliminary and final contingent on receiving a copy of the NPDES Permit, E&S Plan Approval, receiving a cost estimate and securing an improvement bond and placing an inlet and tying it to the ponds discharge pipe to eliminate Pond B discharging onto Fassinger Road. Kroll, seconded. Roll call, yes.

Secondly, Longdon asked Mr. Braun to update the board on Honda North. Mr. Braun stated our Planning Commission has reviewed and recommended approval and the Butler County Planning Commission had no comments. Bill Braun stated the original Honda North plan was basically changed to eliminate the turning lanes on Kriess Road. Steinheiser made a motion to approve the Honda North plan as preliminary and final for the changes that needed made at the intersection of Kriess Road and Rt. 68. Longdon, seconded. Roll call, yes.

**ENGINEER REPORT**

Bill Braun said he should be able to complete the road weight limit study by the end of the month. Mr. Braun said a resolution will have to follow and emergency personnel will need to be notified before the weight limits take affect.

Secondly, Bill Braun stated the field work study at Rt. 68 and Kriess Road/Eagle Mill Road intersection is 99% complete.

Thirdly, Bill Braun mentioned the Act 537 plan is moving forward and requested a meeting with the supervisors to discuss funding alternatives. Steinheiser stated it is very hard to get funding and told the board he went to a Republican Committee meeting the other night to talk to all the representatives and let them know we need funding.

**SOLICITOR REPORT**

Andrew Menchyk, Jr. stated we are in the home stretch of completing the ordinance codification. Mr. Menchyk, Jr. said he had received a draft copy of the final codification which is about 400 pages. Mr. Menchyk, Jr. stated General Code is still requesting a few more answers and the draft needs reviewed as soon as possible. Mr. Menchyk, Jr. said he answered the questions but would leave the draft for the Township to review. Mr. Menchyk, Jr. stated General Code wants the final draft returned by April 14<sup>th</sup>. Steinheiser thanked Longdon and Menchyk, Jr. for all their work. Longdon stated Lee and Brenda were an instrumental part of the review and would meet with them to review and finalize the draft.

Secondly, Mr. Menchyk, Jr. mentioned the judgment that the Township has against Russell and Dianna Kelosky concerning their Small Flow Treatment Facility (SFTF). Mr. Menchyk, Jr. said the Keloskys have agreed to enter into a \$50/month payment plan until it is paid in full.

**CODE ENFORCEMENT REPORT**

Steinheiser motioned to approve invoice in the amount of \$207.72. Kroll, seconded. Roll call, yes. Report in the packets.

**ROAD MASTERS REPORT**

Kroll stated the road superintendent's report for the month of February is in the packets.

Secondly, Kroll said he would like to increase our Salt Contract order to 800 tons instead of the past 600 ton order for the 2014-2015 season. Kroll mentioned the difficulty getting salt this year and feels we should keep more on stock. Kroll motioned to increase the salt order to 800 tons for 2014-2015. Steinheiser, seconded. Roll call, yes.

Thirdly, Kroll wanted to discuss a purchase of a new truck through CoStars. He stated the truck will take 6 months to build and wanted a motion allowing him to proceed with the purchase. Steinheiser told the public that the old 97' has cost over \$43,000 in repairs over the last seven years and agrees that it needs replaced. Mr. Menchyk, Jr. asked how much the new truck costs? Kroll stated the truck is \$87,000 plus \$50,000 for the new truck bed, plow and spreader. Kroll said he'd like to finance the truck and pay for the equipment. Mr. Menchyk, Jr. explained there are procedures you need to go through, for example a sales order with all the specifics, financing options, a resolution needs drafted to authorize the purchase, etc. Mr. Menchyk, Jr. suggests the board get all the documents together for next meeting in order to make a motion. Steinheiser motioned to authorize Kroll to move forward with negotiations with Walsh Equipment and Hunter Truck Sales in regards to the truck purchase contingent on review and acceptance of all the documents at next month's meeting. Longdon, seconded. Roll call, yes.

**BUILDING INSPECTOR'S REPORT**

Steinheiser stated there were six building permits applied for in the month of February.  
They were:

Michael Ragan - East Ragan Rd. - storage building (ag security)  
Sonoma Valley - Silver Oak Dr. - quad  
Sonoma Valley - Silver Oak Dr. - quad  
Sonoma Valley - Silver Oak Dr. - quad  
Sonoma Valley - Silver Oak Dr. - quad  
Vineyards at Brandywine - house

**TAX COLLECTOR REPORT**

\*NONE\*

**SEO REPORT**

\*NONE\*

**MOTIONS & GENERAL INFORMATION****Steinheiser said the below, which was on the agenda, is for information:**

Received "notification of surface landowner/water purveyor of well drilling operation or alteration" from DEP for 7 wells in Connoquenessing Township. The well pads are Guiher Units 1H, 2H, 3H, 4H, and Lutherlyn Units 5H and 6H. Information for both are on file at Township office.

Received letter dated February 18, 2014 from Rex Energy to notify Permit Applications for Drilling or Altering a Well are being submitted to the PA DEP for the Flinner Unit's 2H and 4H natural gas wells located in Muddy Creek Township. Information is on file at Township office.

Received letter dated February 19, 2014 from Rex Energy to notify Permit Applications for Drilling or Altering a Well are being submitted to the PA DEP for the Flinner Unit's 2H and 4H natural gas wells located in Muddy Creek Township. Information is on file at Township office.

Received letter dated February 20, 2014 from Butler County Conservation District authorizing the notice of intent for the ESCGP permit for Stormwater Discharges Associated with Oil and Gas Activities (ESCGP Permit) from XTO to Bluestone Pipeline, Evans City, Nixon to Little Connoquenessing Creek (CWF) & Connoquenessing Creek (WWF).

Received letter dated February 26, 2014 from Rex Energy to notify Permit Applications for Drilling or Altering a Well are being submitted to the PA DEP for the Burr Unit's 1H and 2H natural gas wells in Connoquenessing Township. Information is on file at Township office.

**MOTION TO ADJOURN**

Steinheiser motioned to adjourn at 8:26 p.m. to an executive session to discuss personnel issues. Kroll, seconded. Roll call, yes.