

MINUTES OF MEETING OF TOWNSHIP OF PINE BOARD OF SUPERVISORS

Monday, October 19, 2015

Pine Community Center

ROLL CALL

Mr. Michael J. Dennehy, Chair, called this meeting of the Township of Pine Board of Supervisors to order at 5:15 p.m.

Members in attendance were: Michael J. Dennehy, Chair; Phil Henry, Vice-Chair; Pat D. Avolio, Edward J. Holdcroft, and Frank J. Spagnolo. Also in attendance were: Gary Gushard, Tucker Arensberg, P.C., Solicitor; Scott Anderson, Township Manager; Amy Pampiks, Administrative Operations & Human Resources Manager; Larry Kurpakus, Director of Code Administration and Land Development; Tony Barbarino, Director of Public Works; Joni Patsko, Director of Parks and Recreation; Tim Flaherty, Fire Marshal; Jan Kowalski, Financial Administrator & Business Tax Collector; David Kovac, Lennon Smith Souleret Engineering; Chief T. Robert Amann, Northern Regional Police Department; and John Gill, Parks and Recreation Commission.

2016 BUDGET REVIEW

Mr. Anderson provided budget highlights including funding for the Wexford Volunteer Fire Company (WVFC), Northern Regional Police Department, Northern Tier Regional Library, Capital Replacement Schedule for replacement of vehicles and equipment, planning for public works improvements and parks projects.

Mr. Dennehy observed the increase for police administrative services from \$26,400 - \$28,200 and asked what the current year to date figure is for this item. Jan Kowalski stated that \$23,188 is the year to date figure.

Mr. Dennehy questioned where the figure for fuel pricing came from. Ms. Pampiks replied that using current pricing for fuel and diesel combined with last year's usage and projecting 2016 usage. It is also estimated that more vehicles will be using diesel beginning in 2016.

Mr. Dennehy questioned the delinquent commissions paid to Jordan Tax. Ms. Kowalski stated that we pay Jordan a fee for the collection of delinquent tax.

Mr. Dennehy inquired about the line item "other operating supplies" on page 8. Ms. Kowalski stated that this falls under administrative and includes the copier lease and usage; it is higher due to the expense of printing the comprehensive plan.

Mr. Dennehy asked about service fees. Ms. Kowalski stated that when we obtain CD's the PFM Asset Management charges their fees upfront, therefore we budgeted for that.

Mr. Dennehy asked about telephone costs. Ms. Kowalski replied that the annual maintenance agreement with Kapp Communications is up next year; therefore we have added that expense into the budget.

Mr. Dennehy questioned the \$52,000 proposed for "Capital Construction-Municipal Building" on page 9. Ms. Kowalski stated that a new air conditioning unit was budgeted for in 2015 but project was not initiated, therefore, it is being budgeted again for 2016.

Mr. Dennehy inquired about the \$25,000 budgeted for a new code vehicle on page 11. Mr. Kurpakus replied that public works needs a truck so they are proposing to transfer one of the code vehicles to public works and budget a new vehicle for the code department.

Mr. Dennehy questioned the equipment rental for vac truck. Mr. Barbarino stated that these trucks are used to clean catch basins per MS4 requirements and cost approximately \$5,000 per week.

Mr. Dennehy inquired about engineering fees for Ms4. Mr. Barbarino stated that the engineer files the reports for the Township and reviews retentions ponds and other issues to make sure things meet MS4 requirements.

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Pat Avolio questioned if the money budgeted for the road program is enough. Mr. Anderson replied that for 2016 it should be adequate, however it will be reviewed

Mr. Dennehy inquired about the Pine Community Center increase in salaries on page 15. Ms. Kowalski stated that the Pine Community Center salaries have increased because we are now including 50% of Parks and Recreation Director's Salary in the Pine Community Center. You will see a corresponding decrease in Parks Department salaries.

Mr. Dennehy questioned Transportation Impact Funds of \$282,000 projected for 2015. Mr. Anderson responded that the \$282,000 is for the Babcock Boulevard/Route 910 traffic light. The \$330,000 proposed for 2016 Impact Fund Expenditures are available for the Red Belt/Babcock Boulevard intersection near the 7-11 store or Red Belt/Franklin Road intersection.

Mr. Dennehy inquired about the fire company budget. Mr. Anderson stated that Tim Flaherty, Fire Chief, worked with Jan Kowalski and Amy Pampiks on establishing the fire company's budget. Ed Holdcroft stated that he was at the meeting in which the budget was discussed and he fully supports it.

Pat Avolio questioned the WVFC paying \$1,000 in taxes to Allegheny County. He stated that the fire company should be exempt. Mr. Flaherty stated that Dave Buttermore, President of the WVFC, filed an appeal with Allegheny County and was given a reduction but not an exemption. Mike Dennehy suggested the fire company may want to transfer the property to the Township to avoid paying a tax for property that should be exempt.

Frank Spagnolo stated that Allegheny County is raising the fee for license plates an additional \$5 if you own your vehicle. He continued that this will eventually affect the municipal vehicles as well.

Pat Avolio asked about insurance expenses. Jan Kowalski stated that the Township pays for the insurance on behalf of the WVFC.

Mr. Dennehy stated that the 2016 preliminary budget has been reviewed and asked if the Board was satisfied with the numbers and information provided; if so the staff will prepare the finalized budget for further review.

The Board replied they were.

Motion was made by Mr. Spagnolo and seconded by Mr. Henry to conduct an Executive Session at 5:55 p.m. for the purpose of discussing personnel issues. The aye vote on the motion was unanimous. Motion carried.

Board members in attendance were: Michael J. Dennehy, Chair; Phil Henry, Vice Chair; Pat Avolio, Ed Holdcroft, and Frank J. Spagnolo. Also in attendance was: Gary J. Gushard, Solicitor; Scott Anderson, Township Manager; Amy Pampiks, Administrative Operations and Human Resources Manager; and Jan Kowalski, Financial Administrator & Business Tax Collector.

Motion was made by Mr. Spagnolo and seconded by Mr. Avolio to terminate the Executive Session at 6:20 p.m. The aye vote on the motion was unanimous. Motion carried.

Public Meeting Resumed

Mr. Dennehy announced the continuation of the public meeting.

There were 31 visitors present.

PLEDGE OF ALLEGIANCE

CORRESPONDENCE

Mr. Anderson stated that a handout was received from John and Maryellen Harpur of 601 Trillium Court regarding the Whitetail Crossing Subdivision. The handout was distributed to each Board member.

PRESENTATION OF 2016 PRELIMINARY BUDGET

Mr. Anderson stated that he would like to thank Amy Pampiks and Jan Kowalski who spent long hours preparing and compiling the 2016 budget, and all Department Directors and staff for their timely and valued input.

Amy Pampiks stated that the 2015 Year in Review was grouped into three themes: Technology Enhancements, Financial Planning, and the Wexford Volunteer Fire Company (WVFC) Expanded Support.

Technology Enhancements include:

1. Human Capital Management that is an online applicant system and time clock system. These systems communicate which saves processing time and gives employees the opportunity to access time clock and payroll information online.
2. Springbrook Software is a cloud based system with capability of elaborate reporting. The staff can easily access and download information for the Board, as well as upload information that will assist auditors.
3. Laserfiche was upgraded with the installation of a new server. Laserfiche is one of the industries leaders in electronic secure documents. All meeting minutes and contracts are scanned to and saved in this system, as well as other critical documents and are easily retrievable saving time and money.

Financial Planning Include:

1. Financial Investment Policy and the placement of a financial committee.
2. Capital Replacement Schedules wherein the township manager asked department heads and staff to put together a 10 year needs list that can be implemented into the budget to assure funds are there when needs arise.

Supporting the Wexford Volunteer Fire Company (WVFC):

3. Financial and administration support were provided to the WVFC.

Jan Kowalski stated that the 2016 Budget was grouped into three themes: Community Support, Fiscal Prudence, and Planning for the Future. Total revenues for the 2016 budget are \$12,402,438 while total expenditures are \$12,379,627 with a net positive difference of \$22,811.

Community Support includes:

1. The Wexford Volunteer Fire Company. The Township budgeted \$398,705 in support that is distributed for general operating expenses, future equipment purchases, in-kind services, and worker's compensation coverage for the fire company.
2. The Northern Tier Region Library. The Township budgeted \$244,260 in support.
3. The Northern Regional Police Department. The Township budgeted \$1,582,354 in support.

Fiscal Prudence includes:

1. No New Taxes. The property tax rate remains .998 mills The Earned Income Tax rate remains at .50%.
2. No Debt. The key contributing factors are fiscal planning to meet future needs and careful monitoring of current expenditures.

The Township currently has no mortgages, no loans or bond issues. In a comparison from 2013 - 2016 Revenues are up and Expenditures are down due to good management decisions such as paying off the Pine Community Center and the Wexford Volunteer Fire Company building.

Planning for the future:

1. Public Works Improvement Project. Using a surplus of \$1,550,000 from the 2015 budget to make improvements to the current public works area, police garages, and salt storage facilities.

These improvements will benefit public works vehicle & equipment storage, salt storage, police vehicle parking, parks equipment storage and community programs such as Recycle Rama.

2. Pine Park Improvements include Multi-Purpose & Pony Field Irrigation, Multi-Purpose Field Restrooms, and the addition of a small pavilion at the pond for recreational programs. Other Pine Park updates include security cameras and mower replacements totaling \$383,000 which are funded through developer contributions. And lastly fitness equipment replacements and carpeting replacements in high use areas totaling \$57,700 which is funded through Pine Community Center Campaign Donations.

Mr. Dennehy thanked Jan Kowalski and Amy Pampiks for the presentation.

PUBLIC COMMENT

There were no requests to address the Board of Supervisors at this time.

WEXFORD VOLUNTEER FIRE COMPANY

Mr. Dennehy presented a check to the Wexford Volunteer Fire Company, in the amount of \$109,976.20 from the Pennsylvania Foreign Relief State Aid. Mr. Voll accepted the check on behalf of the WVFC and expressed their appreciation for the Township's continued support.

COMMITTEES

Parks and Recreation Commission

Mr. Gill expressed that the Parks and Recreation Commission would like to commemorate Don Keys, a volunteer of 25 years, by naming a pavilion for his contribution. A plaque commemorating the "Donald Keys Pavilion" will be paid for by the Friends of Pine Parks.

Motion was made by Phil Henry and seconded by Pat Avolio to grant approval to honor Don Keys, a volunteer of 25 years, by naming a pavilion in his honor with the contribution for the plaque being funded by the Friends of Pine Parks. The aye vote on the motion was unanimous. Motion Carried.

Mr. Gill reported that a group, including Don Keys and Joe Bullock, would like to form an historical committee for the Township of Pine.

The Board agreed that it would be nice to have a committee to capture and memorialize the Township's rich history.

Omni Stone ADA Walkway Bid Award

Ms. Patsko reviewed the bids received for the Omni Stone ADA Walkway. She stated that Omni-Pro is the low bidder with the bid amount of \$14,523.12.

Motion was made by Mr. Spagnolo and seconded by Mr. Holdcroft to award the Omni Stone ADA Walkway to Omni-Pro with the bid amount of \$14,523.12. The aye vote on the motion was unanimous. Motion Carried.

Friends of Pine Community Parks

Mr. Gill had nothing to report at this time.

INTERGOVERNMENTAL AGENCIES

Northern Tier Regional Library

Ms. Illis was not present therefore no report was given.

North Hills COG

Mr. Spagnolo had nothing to report on the North Hills Council of Governments.

Pine-Richland School District

Mr. Henry had nothing to report on the Pine-Richland School District.

PUBLIC SAFETY

Joint Police Board

Chief Amman had nothing to add to his written report.

Fire Marshal

Mr. Flaherty had nothing to add to his written report.

Wexford Volunteer Fire Company

Mr. Voll highlighted the written report for the Wexford Volunteer Fire Company and stated that the department had 32 fire calls for the month of September and 338 calls since January 2015.

Mr. Voll noted that the check from the Pennsylvania Foreign Relief State Aid in the amount of \$109,976.20 will be used for safety equipment for the firefighters.

REPORT OF THE SOLICITOR

Mr. Gushard stated that he has nothing to report at this time.

COMMUNITY DEVELOPMENT UPDATE

Comprehensive Plan Update

Mr. Kurpakus gave a review of the revised Parks & Recreation section of the Comprehensive Plan and stated that the staff would like final comments so the plan can move forward to Allegheny County and DCNR for formal review.

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Mr. Spanolo questioned time for review of the comprehensive plan updates since the packet was received this evening.

Mr. Kurpakus stated that the Board can review the information and communicate questions and concerns to the staff prior to the November 2, 2015 Board meeting.

Developments before the Planning Commission

Alderwood Phase IV Final P.R.D.

Mr. Kurpakus reported that the Alderwood PRD received tentative approval on July 18, 2006. Phase 1 of the development was approved in 2007 and is currently developed. The developer is requesting final approval of 32 lots in Phase 4 as the next phase of development. Phases 2, 3 and 5 will be developed at a later date. There are minor outstanding items noted on the LSSE review letter dated October 5, 2015. The Planning Commission recommends final approval with conditions.

Pat Avolio stated that condition three (3) under the developer's agreement is too vague and needs the sight distance to be more specific. Condition three (3) should include a special requirement for a minimum 5-10 ft. clearing.

Mike Hogan of Gateway Engineers stated that this is a continuation of the master plan approved in 2005; Phase 4 will have 32 residential lots. They are working out of order because of earthmoving activities. In addition, the NPDES permit is current; and they have the LSSE comments and will resubmit this week.

Motion was made by Mr. Henry and seconded by Mr. Avolio to grant final approval of Alderwood Phase IV Final P.R.D. with the following conditions:

1. Compliance with the LSSE review letter dated October 5, 2015
2. Compliance with all conditions of the Tentative Approval dated July 18, 2006
3. Preparation of a Township Developer's Agreement.
4. Revisit and improve the sight lines at the intersection of Pearce Mill Road with site distance grading to be increased 5-10 ft. for the length of the required site distance along Pearce Mill Road.

The aye vote on the motion was unanimous. Motion carried.

Whitetail Crossing Subdivision

Mr. Kurpakus reported that the applicant, Dave Tessmer, has applied for a 13 lot residential standard subdivision on a 21.39 acres parcel located at 220 Pinkerton Road. Mr. Tessmer is proposing a new Township cul-de-sac street to serve 8 lots with an additional 5 lots fronting Pinkerton Road. The existing home and accessory structures will be removed during development. Single Family Residential is a permitted use in the R-1/S-1 Zoning districts. The project includes stormwater management, landscaping and pedestrian improvements. The application was tabled at the September Planning Commission meeting to allow the applicant to address outstanding comments. The Planning Commission recommends final approval with conditions.

The application includes one waiver request to allow 2:1 slopes on lots 9 & 10 to limit disturbance of the existing slope and woodland areas. The EAC recommended approval of the developer's mitigation plan with an additional payment in lieu of planting for 71 trees not accounted for in the landscaping plan. The Parks and Recreation recommendation includes a payment of \$13,000 in lieu of construction of the play structure and additional pedestrian improvements that have been shown on the revised drawings.

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Pat Avolio stated that the plan does not provide any access at the north border of the development which brings the question are those properties going to be landlocked. Mr. Avolio also inquired could the plan be reconfigured showing the positions of lots 1 & 2 flipped.

Larry Kurpakus stated that Mike Rahenkamp of Tait Engineering, Inc., the applicant engineer, is not present to elaborate.

Mr. Avolio stated that since the applicant is not present further discussion on the Whitetail Crossing Subdivision should be tabled.

Motion was made by Mr. Spagnolo and seconded by Mr. Avolio to table Whitetail Crossing Subdivision. The aye vote on the motion was unanimous. Motion carried.

Pine Creek Subdivision

Mr. Kurpakus reported that Cavalier Land Partners, L.P. is proposing the consolidation of two parcels and the creation of 2 new parcels and associated easements for the purpose of a future residential land development. There are only minor outstanding items from the LSSE review. The Planning Commission recommends preliminary and final approval with conditions.

Motion was made by Mr. Spagnolo and seconded by Mr. Holdcroft to grant approval of the Pine Creek Subdivision with the following condition:

1. Compliance with the LSSE review letter dated October 5, 2015.

The aye vote on the motion was unanimous. Motion carried.

Brookfield Estates Subdivision

Mr. Kurpakus reported that Eddy Land Company is proposing a 33 lot residential patio home development on two parcels totaling 11.63 acres located along Swinderman Road. The number of lots was reduced from 34 to 33 to address the planning commission's wetland buffer concerns. A new Township cul-de-sac street is proposed to serve 26 lots with an additional 7 lots fronting Swinderman Road and accessed from a private access alley. Patio Home development is a conditional use in the C-2 Zoning District. The Planning Commission recommended conditional use approval at the September 14th meeting and tabled the subdivision application. The project includes stormwater management, landscaping, and pedestrian improvements.

The developer is also proposing extension of the streetwalk to connect to the existing streetwalk at Wallace Road to meet the Parks and Recreation requirements.

The application includes three (3) modification requests. The first is a request to allow a 2:1 slope in specified areas to limit disturbance of the existing wetlands and preserve woodlands. The second request is to allow disturbance within 50' of an existing wetland for the construction of the stormwater management pond, utility line installation and road right-of-way and lot grading near lots 7 and 8. A new request to allow front entry facing garages on 11 units is also included.

The EAC recommends the developer mitigate 64 trees on site and denied the request to encroach the wetland setback on the former lots 6, 8, and 10. The Parks and Recreation Commission have recommended approval of the parks and recreation plan. The Planning Commission recommends denial of Brookfield Estates Subdivision.

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John Schleicher of Gibson-Thomas Engineering, the applicant engineer stated the new proposal is for 33 patio homes with side entry garages on 11 acres, less than half of the permitted density; the wetland setback of 50' will be recorded, the width of the driveway will be increased to 24', and off-street parking areas at each end of the plan and three interior parking areas having a total of 12 parking spaces have been added.

Frank Spagnolo stated that he is concerned with the lack of visibility due to placement of the entrance on Swinderman Road.

John Schleicher stated that information will be provided and that is an item that can be further discussed.

Mr. Henry stated that there is a desire in Pine for patio homes but the entrance is not feasible.

Pat Avolio questioned if the Board can approve a modification to the front entry garages. He stated that his understanding is that these items would need a variance granted by the Zoning Hearing Board before the Board of Supervisors can act on it.

Gary Gushard, Solicitor, stated that he would look into that.

Troy Baer of 207 Briar Hill Court asked to speak on behalf of Tanglewood Estates in regards to the Brookfield Estates Subdivision. He stated that residents should be given proper notification about projects that will affect them so homeowners have time to prepare. Mr. Baer stated that the lots are into the 50' wetland setbacks, and it is important not to develop the wetlands as they stop flooding. The developer knows that the land is undevelopable if he cannot encroach on the wetlands. Mr. Baer added that developing this land will affect the value of his home. Mr. Baer stated that he filed a formal complaint with the DEP and that no permits have been issued for the site. He added that before land is developed; including grubbing and mulching, neighbors should be notified. He believes that this is a deliberate plan to blight the property. The wetlands have been encroached severely, and an investigation is being done by Allegheny County Conservation District.

Frank Spagnolo stated that the Board takes pride in the developments within Pine Township. He added that Allegheny County Conservation will walk the property. Mr. Spagnolo also stated that if the plans meet code, the Board cannot prevent a property owner from developing the property.

Mr. Baer stated that in his opinion that is why he pays taxes. He continued that the Board are public servants that should go to bat for the homeowners as well as the developers.

Mr. Spagnolo stated that the Board is fiscally responsible and is not going to waste tax payer money and the courts time because we didn't do our job in the first place.

Mr. Avolio stated that subjectivity does not mean a lot, and if the developer meets the conditional use requirements and codes the Board will have to pass it. Mr. Avolio encouraged Mr. Baer to come to the meeting next month if he wants his comments on public record for the conditional use hearing.

John Baun introduced himself as a long-time commercial developer in Pine and stated that after listening to comments about the property on Swinderman Road he felt compelled to speak. He wanted to inform residents that instead of neighboring with patio homes the property could easily have accommodated a three story commercial structure or a Best Tile Warehouse which was previously approved for that space. He continued that in his opinion the Township has developed the nicest Town Center of any municipality. He also stated that other municipalities have a 25' setback for wetlands where Pine has 50' setbacks in place.

Mr. Avoilo questioned if Mr. Baun has any financial interest in this project. Mr. Baun replied he does not.

Sunset Ridge P.R.D.

Mr. Kurpakus stated that the Planning Commission tabled the application and it will be presented at a later date.

ENGINEER'S REPORT

David Kovac highlighted his written report.

PUBLIC WORKS REPORT

Mr. Barbarino had nothing to add to his written report.

ADMINISTRATIVE MATTERS

MINUTES

Motion was made by Mr. Spagnolo and seconded by Mr. Holdcroft to approve the Board of Supervisors minutes of September 21, 2015. The aye vote on the motion was unanimous. Motion carried.

FINANCIAL STATEMENTS

Motion was made by Mr. Spagnolo and seconded by Mr. Avolio to approve the Financial Statements and the payment of bills thereon. The aye vote on the motion was unanimous. Motion carried.

2016 NORTHERN REGIONAL POLICE BUDGET

Motion was made by Mr. Spagnolo and seconded by Mr. Holdcroft to table the 2016 Northern Regional Police Department final budget. The aye vote was unanimous. Motion carried.

CHIEF ADMINISTRATIVE OFFICER MMO

Motion was made by Mr. Henry and seconded by Mr. Avolio to give authorization for the Chief Administrative Officer to sign the non-uniform Minimum Municipal Obligation Financial Requirement for the 2016 Budget. The aye vote on the motion was unanimous. Motion carried.

APPOINTMENT TO ENVIRONMENTAL ADVISORY COUNCIL

Motion was made by Mr. Henry and seconded by Mr. Holdcroft to appoint Gabriel C. Keller to the EAC to fill the current vacancy with term expiration of December 31, 2016. The aye vote on the motion was unanimous. Motion carried.

ADVERTISE THE SALE OF EQUIPMENT ON MUNICIBID

Motion was made by Mr. Avolio and seconded by Mr. Holdcroft to advertise the sale of a 2002 Chevy 3500 4x4 one ton dump truck with v-box spreader and plow, and a stainless v-box salt spreader. The aye vote on the motion was unanimous. Motion carried.

NOVEMBER 2, 2015 BOARD MEETING

The Board reviewed and approved the agenda proposed for the November 2, 2015 meeting and added the following: Executive Session at 6:00 p.m.

ADJOURNMENT

Motion was made by Mr. Henry and seconded by Mr. Spagnolo to adjourn. The aye vote on the motion was unanimous. Motion carried.

The meeting adjourned at 7:55 p.m.



Recording Secretary



Township Manager