

**TOWNSHIP OF NORTH HUNTINGDON, BOARD OF COMMISSIONERS
SPECIAL MEETING, THURSDAY, MARCH 12, 2009, 7:00 P.M.
11279 Center Highway, North Huntingdon, PA 15642
Presiding Officer – David E. Herold, President, Board of Commissioners**

CALL TO ORDER

Mr. Herold called the meeting to order at 7:03 P.M.

ROLL CALL

Commissioner Furlin	Absent
Commissioner Patter	Present
Commissioner Gray	Present
Commissioner Martino	Present
Commissioner Moffatt	Present
Commissioner Austin	Present
Commissioner Herold	Present

Also Present:
Michael M. Turley
Bruce Dice
Andy Blenko

PLEDGE OF ALLEGIANCE

CITIZENS' INPUT

There was no Citizens' Input.

- 1) Action to make an appointment to the Vacancy Board.

Motion: Mr. Martino I make a motion we appoint Tom Kerber to the Vacancy
Second: Mr. Austin Board.

Motion Carried 6 – 0 – 0

- 2) Action to approve Resolution No. 112 of 2009, authorizing Reflections of Grace Foundation to erect an overhead banner on Route 30 at Buttermilk Hollow Road from March 14 to March 30 to promote the "Race for Grace" event.

Motion: Mr. Moffatt I'll make a motion to approve.
Second: Mr. Austin

Motion Carried 6 – 0 – 0

- 3) Action to appoint a delegate or alternate for the annual meeting of the MRM Workers' Compensation Pooled Trust.

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Motion: Mr. Gray I make a motion we appoint Mike Turley.
Second: Mr. Moffatt

Motion Carried 6 – 0 – 0

4) Action to appoint a delegate or alternate for the annual meeting of the MRM Property & Liability Trust.

Motion: Mr. Gray I make a motion we appoint Mike Turley.
Second: Mr. Moffatt

Motion Carried 6 – 0 – 0

5) Authorization to enter into an agreement to permit sewage flow from Lincoln Hills Phase 5 to be treated by Hempfield Township Municipal Authority.

Motion: Mr. Gray Motion to approve.
Second: Mr. Austin

Motion Carried 6 – 0 – 0

6) Consulting Engineer for 2009 Road Program – discussion and potential action.

Mr. Turley said they requested proposals and received six proposals from consulting engineering firms. The Board received information outlining the cost estimates and hourly rates.

Mr. Moffatt asked if Lennon Smith was the lowest bidder.

Motion: Mr. Moffatt I'll make a motion that we accept Lennon Smith as the lowest
Second: Mr. Gray bidder for our paving program.

Remarks

Mr. Gray asked if this was sent to qualified bidders.

Mr. Blenko said that it was.

Mr. Herold asked if they had to go with the lowest bid.

Mr. Blenko said they didn't.

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ROLL CALL VOTE

Commissioner Furlin	Absent
Commissioner Patter	Yes
Commissioner Gray	Yes
Commissioner Martino	No
Commissioner Moffatt	Yes
Commissioner Austin	No
Commissioner Herold	No

Motion dies 3 – 3 – 0

Motion: Mr. Gray I make a motion we go with the second lowest bidder, Senate
Second: Mr. Moffatt Engineering.

Remarks

Mr. Moffatt said he would rather go with the lowest bidder.

Mr. Martino said they went over with the lowest bidder last year and because this is a service, they don't have to go with the lowest bid.

Mr. Moffatt said it would be prudent to go with the lowest bidder.

Mr. Herold said they were \$50,000 over last year. So Senate wasn't the lowest bidder because they ended up adding money. Engineering was \$25,000 over and paving was \$50,000.

Mr. Moffatt said engineering was \$2,500 over on \$20,000 and 10% is within reason when the other engineering firm was around \$27,000. Even when they went over, they spent \$21,000.

Mr. Herold said they bid in the prime of the season which cost another \$20,000 to \$30,000, so how are they being prudent with Township money.

Mr. Moffatt said he doesn't understand why they aren't taking the lowest bid.

Mr. Herold said he didn't feel that Senate Engineering did a good job last year.

Mr. Moffatt said he recommended Lennon Smith as the first choice, but they voted them down, so it is recommended to go with Senate. They could go back to Lennon Smith if they will approve them.

Mr. Gray said the preference is to go with the lowest bid and his motion to go with a company \$300 higher is to prove a point that there is an effort to steer the business in one direction and it won't be Senate.

Mr. Herold said when they went with Gateway that was the only bid they got, so they need to be truthful.

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Mr. Gray said Gateway didn't donate to his campaign.

Mr. Herold said he didn't say they did, but Gateway was \$35,000 and why did they go with that and only get one bid. He feels they should keep it in the Township.

Mr. Moffatt said for \$10,000 more. They are only voting on the engineering tonight.

Mr. Herold said it wasn't brought back to the Board when it was over. Mr. Martino asked it to be brought back to the Board for approval if it went over, but it was not brought back.

Mr. Moffatt said he is not sure why it wasn't brought back to the Board, but it was only \$2,500 over.

ROLL CALL VOTE

Commissioner Furlin	Absent
Commissioner Patter	Yes
Commissioner Gray	Yes
Commissioner Martino	No
Commissioner Moffatt	Yes
Commissioner Austin	No
Commissioner Herold	No

Motion Dies 3 – 3 – 0

Motion: Mr. Moffatt I'll make a motion to go with the third lowest bidder,
Second: Mr. Gray Gateway Engineers.

Remarks

Mr. Moffatt said he doesn't know who they want and they should give a reason why they don't want someone. He is just trying to get the lowest bidder who is qualified for the job.
Mr. Blenko only sent the bid specifications out to qualified engineering firms.

ROLL CALL VOTE

Commissioner Furlin	Absent
Commissioner Patter	Yes
Commissioner Gray	Yes
Commissioner Martino	No
Commissioner Moffatt	Yes
Commissioner Austin	No
Commissioner Herold	Yes

Mr. Gray said since they have voted on three engineers and the vote has been the same, he would like the people who voted no to propose a candidate.

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Motion: Mr. Martino
Second: Mr. Austin

I make a motion to table until next Wednesday's meeting.

ROLL CALL VOTE

Commissioner Furlin	Absent
Commissioner Patter	No
Commissioner Gray	No
Commissioner Martino	Yes
Commissioner Moffatt	No
Commissioner Austin	Yes
Commissioner Herold	No

Motion Failed to Table 3 – 3 – 0

Mr. Gray asked why they can't award the bid to the low bidder tonight as there are six there and they should be able to get four votes.

Mr. Herold said Mr. Furlin is not there and he should be able to have input as they did for the Towing Bid.

Mr. Blenko said they are under a very tight time frame to be able to open bids in May.

Mr. Herold said they can do it next week.

Mr. Moffatt said they should be able to make a decision tonight because he doesn't see what will change. It should go to the lowest responsible bidder.

Mr. Dice said you will have to go through all the bids and if it is still a tie vote, you should go on to the next agenda item.

Motion: Mr. Patter
Second: Mr. Gray

I'll make a motion for NIRA Consulting Engineers.

ROLL CALL VOTE

Commissioner Furlin	Absent
Commissioner Patter	Yes
Commissioner Gray	Yes
Commissioner Martino	No
Commissioner Moffatt	Yes
Commissioner Austin	No
Commissioner Herold	No

Motion Fails 3 – 3 – 0

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Motion: Mr. Austin I make a motion we award the bid to Glenn Engineering of
Second: Mr. Moffatt North Huntingdon, PA.

Motion Denied 1 – 5 – 0

Motion: Mr. Gray I make a motion we discard No. 6.
Second: Mr. Moffatt

Motion Carried 6 – 0 – 0

7) Climatech Maintenance Agreement – discussion and potential action.

Mr. Turley said this is the maintenance agreement that they would like to renew and they were satisfied with their performance last year.

Motion: Mr. Gray So move.
Second: Mr. Moffatt

Motion Carried 6 – 0 – 0

8) Distribution of prior year Fire Fund Tax money – discussion and potential action.

Motion: Mr. Martino I make that motion that we distribute the prior years Fire Tax
Second: Mr. Austin money to the Fire Departments, split equally between seven
 of them. The total amount is \$189,000 and distributed seven
 ways will be \$27,000 to each Fire Department.

Remarks

Mr. Gray asked how much will be left in the account.

Mr. Turley said the balance for December 31 was \$191, 043.

Mr. Martino said they left \$5,000 in the account so it wasn't completely emptied and that will be added after the collect the Tax money which will be distributed in June or July.

Mr. Turley said the fund has \$195,000 in it now because it was collected this year, but that won't be distributed until they finish the 2008 audits.

Mr. Patter said there was discussion about issues at Circleville with the drainage.

Mr. Martino said it is on a different line item in the budget which was \$50,000.

Mr. Moffatt said that expense was coming from that fund.

Mr. Martino said it wasn't anything to do with the \$191,000 in the fund. The \$50,000 will come from the tax money collected this year.

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Mr. Moffatt said the \$50,000 in the budget was coming from special projects in the Fire Fund.

Mr. Martino said they would take \$50,000 from the Fire Fund after the money is collected this year. The prior money that was in there should have been distributed two years ago. What is accumulated after they got the money and after the late taxes come in, the money should then be distributed the end of December and not accumulate.

Mr. Moffatt said he thought the money was to be held back to pay for the \$50,000 drainage problem.

Mr. Martino said the Township doesn't do special projects for the Fire Departments anymore and that money was put in there for that.

Mr. Moffatt said the budget that was passed that the \$50,000 will come from the Fire Fund.

Mr. Martino said that is not to do with the \$191,000 as that is prior year's tax money from 2007 and 2008. It doesn't have anything to do with the 2009 budget that they approved.

Mr. Moffatt asked how much is collected on the Fire Fund per year.

Mr. Herold said the Fire Tax is 1.25 mills for the Fire Departments in the Fire Fund. It is not for drainage but for the Fire Departments.

Mr. Turley said the \$191,000 is either all or mostly delinquent taxes that are collected that accumulated in that fund.

Mr. Moffatt said there was \$50,000 budgeted for a possible project at Circleville to help the runoff because there is no storm water management in the paved parking lot which is affecting Cedar Glenn.

Mr. Herold asked why Circleville would have Township Manager to pay for that.

Mr. Moffatt said Circleville paved 2 acres of land where there is no storm water management and the residents in Cedar Glenn are getting water from that and it is affecting their homes.

Mr. Herold said this was done properly through Westmoreland Conservation and D.E.P.

Mr. Moffatt said the Township had a study done.

Mr. Martino said this is just to distribute the money to the Fire Departments.

Mr. Moffatt said at the last meeting, they asked Mr. Blenko if \$50,000 would cover it and he didn't think it would. He was asked to come back with an estimate of what he thought it would cost and they would set that money aside.

Mr. Martino asked what that had to do with the prior year's tax money.

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Mr. Moffatt asked where they would get the \$50,000.

Mr. Martino said that money from the Fire Tax Fund should not be used for anything with sewage or drainage because it is Circleville Fire Department or any Fire Department to be used on equipment.

Mr. Moffatt said they are going to use it to fix their parking lot. And this shouldn't have been put in the budget like that.

Mr. Martino said the budget can be amended by an Ordinance or Resolution.

Mr. Moffatt said they can't distribute all the money right now. The money is in the Fire Fund and they had talked about putting \$50,000 towards fixing the problem in Cedar Glenn and now the money is gone. If they want to distribute \$100,000, he doesn't have a problem with that. He wants to know where the \$50,000 is coming from.

Mr. Martino said it will be \$27,000 per Fire Department and \$5,000 left in the fund. He asked if they could prove that paving the parking lot at Circleville is causing the water problem.

Mr. Dice said there is a question on the motion and they are going to vote whether they are going to continue discussing it and it will be a 3 – 3 vote and they will keep debating.

Mr. Moffatt asked Mr. Blenko if some of the problems in Cedar Glenn is caused by the paved parking lot of Circleville Fire Department.

Mr. Blenko said the parking lot is a large contributing factor. The Conservation District looked at the whole system.

Mr. Moffatt said it is hard to pave a large are without having storm water management and Cedar Glenn is being affected.

Mr. Martino said the parking lot was paved before but it got bad and they re-paved it.

Mr. Herold said the runoff was there before the homes were put in and the Westmoreland Conservation and D.E.P. told them they could pave it.

Mr. Moffatt asked if Mr. Blenko had come up with a cost to fix the problem.

Mr. Blenko said an engineer, Bill Roth, did the storm water management plan for Cedar Glenn and has found the old files. He will call and set a meeting up with him to look at those files. With storm water management, the objective is to mimic pre-development conditions. They are trying to see what the six underground tanks were designed to handle.

Mr. Martino said no matter what it costs to fix the problem in Cedar Glenn, he will not take any of the Fire Departments money to fix it. The money is for the Fire Departments for their equipment and he will not use that money for that.

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Mr. Herold said there should have been a fund set up to fix that problem.

Mr. Gray said if Circleville has to make a correction to their parking lot, who would pay for it.

Mr. Dice said if Cedar Glenn feels Circleville is putting water on their property improperly, they would get an attorney and sue them. If it is determined that Circleville has created a problem that there is more water than what was going on to the property because of the paved parking lot, there may be an award against Circleville. If Cedar Glenn can't prove it, Circleville would win.

Mr. Gray said it is Fire Department money and it should go to them. If you take money from the fund to correct an issue that one Fire Department has created, all the departments are paying for it. The one department has a benefit and the other six are penalized. His concern is to get the problem fixed for Cedar Glenn and where will the funds come from to pay for it. It was stated last year by Mr. Morrison that perhaps they could set aside \$50,000 to fix that parking lot.

Mr. Moffatt said it should be \$50,000 of Circleville's money.

Mr. Herold asked why it should be Circleville's money.

Mr. Moffatt said it is their problem and if it isn't their problem, then they would get all of their money.

Mr. Martino said the engineer who did it is going to back through the archives to see what he could find. The parking lot was put in according to the Township. The problem did not happen since they paved the lot. They always had the problem even before it was paved.

Mr. Moffatt said he does not know when the problem started but he has been on the Board for three years and it has been a problem for that long.

Motion Carried 5 – 1 – 0 (Mr. Moffatt)

9) Planning Commission Agenda Items:

- a) S-2-2009, Minnick Lot Consolidation Plan, 14290 Route 30, C-1 Zoning.
SP-7-2008, Walter Minnick Site Plan.

Mr. Blenko said this is a lot consolidation related to the Walter Minnick Site Plan of 2008. This is a commercial building with a hair salon and insurance agency on the upper floor and Minnick Electric will use the two lower levels. The problem with the site plan is it was spread across two lots with most of the parking on one lot and the building on the other lot. The request is for the applicant to consolidate the lots to have adequate parking on a single lot and not have to be concerned about one lot being sold without the other. The Planning Commission recommended approval of the consolidation plan without any conditions. The Planning Commission recommended approval of the site plan contingent on resolving all outstanding engineering issues. There are three issues to resolve for the storm water management plan. There is a storm

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inlet at Katherine Drive that may be affected if the rock sump becomes clogged or fails and the overflow would go to the residents below. He would like the discharge from the detention bank to go down the hill.

Mr. Dice said there would be a site plan with these changes.

Mr. Blenko said he asked the applicant to do something but it could be approved with the two conditions. There should be two resolutions, one for the lot consolidation and one for the site plan. The idea for the parking is to tie the lots together so the parking can't be segregated from the building.

- b) S-3-2009, Lincoln Hills Phase 6, Revision #3, Delaware Avenue, R-1A Zoning.

Mr. Blenko said this is a revision to Phase 6 which was originally approved for 60 lots, 30 single-family and 30 multi-family. Lincoln Hills Investment would prefer to face like units on the opposite side of the street. There are a total of 23 multi-family lots proposed at the end of Delaware with 12 single family lots in the first part of the phase. All lots in Phase 6B, Ashton Court, will be single-family lots totaling 23. There will be a total of 58 lots in Phases 6A & 6B. The Planning Commission recommended approval of the plan without any conditions.

- c) SP-1-2009, Sheetz Store #229R Site Plan, 7821 Route 30 (at Thompson Lane), C-1 Zoning.

Mr. Blenko said this site plan is for two proposed additions to the Sheetz Store at Thompson Lane. A 375 sq. ft. addition is proposed to the west side of the building to provide for a larger kitchen area, larger bathrooms, additional cold food storage areas and some additional space in the retail sales area. The outside of the store will be replaced with brick and four tables will be added for outside. There are no setback issues with the proposed additions. There will be no storm water issues and the loading zone will not change. The only change will be to reroute a storm sewer and the reroute the sanitary sewer lateral and install a 1,000 gallon grease trap. He has concern with the 47 parking spaces but there is no classification in the Zoning Ordinance for convenience stores. The Sheetz representatives state the parking is enough for this store size and that the enlarged kitchen will get customers on their way quicker and reduce the parking demand. The proposed outside tables may keep some customers will remain on the premises longer. The Planning Commission recommended approval with two conditions: 1) To provide full cut-off wall pack light fixtures on the rear of the building and, 2) compliance with all requirements of the North Huntingdon Township Municipal Authority.

- d) SP-2-2009, Shorkey Kia Dealership Site Plan, 13230 Route 30, C-1 Zoning.

Mr. Blenko said Kia is pushing dealers to provide a uniform look to their dealerships and the proposed site will be more pleasing visually than what exists now. There is a concern with the entrance drive from Route 30. When turning in from Route 30 a driver must decide immediately whether to turn right or left. There are three parking spaces at the corner of the lot and the Police Department is concerned that vehicles might back out into the path of cars coming from Route 30. They will need a Highway Occupancy permit from PennDOT. It was agreed at the

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Planning Commission that the three spaces could be reserved for display cars. They will not be able to bring car carriers in there but will have to do that from Crown Road. The Westmoreland County Planning Department reviewed the plan and asked that the Westmoreland Conservation District sign off on the Erosion Control Plan. The Planning Commission recommended approval contingent upon resolving all engineering issues.

Mr. Dice asked if the approval was needed by next Wednesday's meeting.

Mr. Blenko said this is not in the 90-day time crunch yet.

Greg Kourniotis, R. F. Mitall & Associates: There are three exhibits prepared to get three separate easements from the adjacent owner. One is for a sanitary sewer lateral to exit on the eastern side of the property, the second is a grading easement to put the detention basin on the property and the third is the drainage easement. They are working with owner next door on these.

Mr. Blenko said they have merged the GIS data with the North Huntingdon Township Municipal Authority and have the sanitary sewer lines on the GIS.

10) Lighting Ordinance – discussion.

Mr. Blenko said the Outdoor Lighting Ordinance he is presenting is from the Pennsylvania Outdoor Lighting Council. It has provisions related to the design, intensity and use of outdoor lighting for public and private. The most controversial provisions are to require a business to turn off a majority of their lights ½ hour after closing, restricting the design and usage of outdoor residential lighting and how late lighting for recreational purposes should be allowed. Many calls have come in both pro and con. Some are in agreement while others feel it is none of the Township's business. The Norwin Star did an article on this issue and the articles are attached to the Ordinance. He is looking for feedback from the Board for light regulation. He proceeded to show a power point from the Pennsylvania Outdoor Lighting Council.

Mr. Gray asked who comprises the Council because he is not sure how objective the presentation will be.

Mr. Blenko said the topics of the slide show are Outdoor Lighting, the Importance of Good Lighting and How Municipalities Can Plan For and Enforce an Effective Lighting Ordinance. One slide showed the world from outer space showing the concentration of outdoor lighting and also there was a shot of Pennsylvania. An example at the conference referred to a bowling alley with lights in the parking lot and that there was \$3,000 wasted on energy costs on the lighting that didn't light up the parking lot. The Council helped that Township do a better Lighting Ordinance. The point made is that good lighting starts with using the right amount of light, using fixtures that place the light on the ground and shield the light source from people's view and having lights on only when needed. The new fixtures at the bowling alley place light on the ground and shield the light. Good lighting means using the right amount of light, using fixtures that put the light on the ground and shield the light from people's view and having lights on only when needed. It means using cut-off, full cut-off or fully shielded fixtures. Our Lighting Ordinance requires a 90° cut-off fixture and that commercial property doesn't direct light onto

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adjoining residential properties. Allegheny Power can offer a full cut-off light that will fit within the standard pricing. It is better to aim floodlights down to light up only the driveway. The Council feels the lighting trend is going in the wrong direction, that there is too much light and it is the wrong kind of light. The Planning Commission is looking for direction on whether you want regulation and if you want to regulate businesses or both businesses and residential.

Mr. Moffatt said he agrees with some of the controversial points. If something is properly lit, that person should be allowed to burn his lights as much as he wants. Also, with the businesses to turn off the lights after hours, it is not our decision to say that as long as it is only affecting their property.

Mr. Blenko said Wal-Mart agreed in 2003 that they would dim the lights at the store on Barnes Lake Road to 50% at 11:00 P.M. They also asked Mr. Shorkey when he remodeled the dealership to cut the lights after dark, but he hasn't committed to it yet. That was a condition of approval for Wal-Mart.

Mr. Herold said many car dealers leave their lights on all night for security and safety. He asked where the complaints are coming from as he hasn't gotten any.

Mr. Blenko said at the Planning Commission meeting someone talked about a small town that had municipal tennis courts and they had a coin box in to turn the lights off after a player was done, but that was vandalized. They then went to using tokens but you had to go to the municipal building to buy the tokens. It was discussed that there should be a cut-off for recreational activities, but Mr. McManus from the School District said there is a guy who walks late at night because he just got off work.

Mr. Moffatt said his concern is someone's light coming onto someone else's property. He likes the full cut-off light that won't affect someone else. There is a resident on North Street with dusk-to-dawn light that shines across the road into someone else's house.

Mr. Blenko said Kenny Ross has a lot of light that doesn't come on Route 30 but there is a lot of light that reflects off the building. The only way to regulate that would be to say you can only have so many foot candles from the property line.

Mr. Moffatt said if heading east on Route 30 and look at the Suzuki dealership where he has done something and then look across the street at the Kia dealership where he hasn't done anything, you know which one you want in the Township.

Mr. Herold said Kenny Ross has lots on both sides and that is why there is so much lighting. He has friends on McMahan Drive that have never complained about the lights at Kenny Ross.

Mr. Gray asked if anyone had adopted the Ordinance in the form it is in as he feels it is very restrictive.

Mr. Blenko said there are three or four municipalities that have adopted it, but he hasn't reviewed them to see if they are the same. He feels they haven't because there are three or four different versions posted.

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Mr. Gray said he feels it is good to control new developments with full cut-off fixtures, but thought that the Subdivision Ordinance addressed it now.

Mr. Blenko said the Ordinance doesn't address it for residential. The only plan with fixtures that put the light straight down is Woodridge Estates and the developer did it on his own. There is a problem if the light is damaged, Allegheny Power will charge for the updated fixture. When the developer is finished with the plan, the Township will have to pay. This was addressed in the lighting fund, but in 10 years, if the light gets damaged, the manufacturer may not be in business. They may want the developer to use the light that Allegheny Power has.

Mr. Gray said in 11 years, he has only gotten two complaints and one was at the Sewage Authority Plant.

Mr. Moffatt said he had a complaint from the PAL Ball field.

Mr. Blenko said they have received calls from people who said it is about time the Township did this and then they got calls from a developer saying it is none of our business. The comments have been of varying degrees.

Mr. Gray said he would like to have it incorporated in full cut-off fixtures for residential development.

Mr. Moffatt said he would like to see it for businesses as he doesn't feel the light from someone's property should go onto someone else's property.

Mr. Blenko asked if they would like the Planning Commission to come up with a brightness standard that could be measured at the property line.

Mr. Dice said they will not be able to enforce it retroactive. They could do it for a new business but can't ask an existing business to change their light fixtures.

Mr. Moffatt said they should put in they can do what they want with their lights as long as it is on their property.

Mr. Blenko said there is a provision in the model Ordinance that says the illumination projected from any property to a non-residential use at no time shall exceed 1.0 initial foot candle measured line of sight from any property. He asked if the Board was interested in that.

Mr. Dice said they would have a hard time enforcing that for existing property. There are provisions in the Ordinance that deal with light pollution onto other people's property. He should put something together and take it before the Planning Commission.

Mr. Blenko asked the Board if he should ask Allegheny Power when they replace a light fixture to replace it with the full cut-off fixture. Allegheny Power will try two things when a light goes out. They try the bulb and then the photo cell and if that doesn't work, they replace the whole fixture.

The Board agreed to that as long as there is no additional charge.

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

- Personnel
- Legal
- Real Estate

ADJOURNMENT

Motion: Mr. Moffatt I'll make a motion to adjourn.
Second: Mr. Gray

Motion Carried 6 – 0 – 0

- Special Meeting Minutes of March 12, 2009 were approved by the Board of Commissioners on _____.

David E. Herold, President

Michael M. Turley, Assistant Township Secretary

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