

**TOWNSHIP OF NORTH HUNTINGDON, BOARD OF COMMISSIONERS
REGULAR MEETING, WEDNESDAY, OCTOBER 21, 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 7:00 P.M.

ROLL CALL

Commissioner Furlin	Present	Also Present:
Commissioner Patter	Present	John M. Shepherd
Commissioner Gray	Present	Bruce E. Dice
Commissioner Martino	Present	Chief Daugherty
Commissioner Moffatt	Present	Richard G. Albert
Commissioner Austin	Present	Andy Blenko
Commissioner Herold	Present	Dan Miller

PLEDGE OF ALLEGIANCE

OPENING PRAYER

The opening prayer was given by Monsignor V. Paul Fitzmaurice of St. Agnes Church.

CITIZENS' INPUT

There was no Citizens' Input.

APPROVAL OF MINUTES

Motion: Mr. Furlin So move. (Regular Meeting – 7/15/09)
Second: Mr. Martino

Motion Carried 7 – 0 – 0

Motion: Mr. Martino I'll make that motion. (Special Meeting – 8/13/09)
Second: Mr. Furlin

Motion Carried 7 – 0 – 0

Motion: Mr. Austin So move. (Regular Meeting – 8/19/09)
Second: Mr. Furlin

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Remarks

Mr. Gray said these minutes seem to be out of order and he would like them verified before approving them.

Mr. Shepherd recommended bringing them back to the next meeting.

Motion: Mr. Gray I'll make a motion to table.
Second: Mr. Martino

Motion Carried 7 – 0 – 0

TREASURER'S REPORT

Motion: Mr. Moffatt I'll make a motion to accept the Treasurer's Report.
Second: Mr. Furlin

Motion Carried 7 – 0 – 0

PAYMENT OF BILLS

Motion: Mr. Moffatt I make a motion we pay Voucher No. 58583 through Voucher
Second: Mr. Martino No. 58696.

Motion Carried 7 – 0 – 0

PUBLIC WORKS REPORT

Mr. Gray said the report states that it was a broken water line on Terrie Drive.

Mr. Albert said that was at the end of Terrie Drive that was causing ponding on the road which is separate from the drainage issue at the top of the road.

PARKS AND RECREATION REPORT

Mr. Furlin thanked Mr. Miller for the good job at the Fishing Derby.

Mr. Herold and Mr. Martino also thanked Mr. Miller and staff and Recreation Board for the good job on the Halloween Trail.

Mr. Miller said you are only as good as your support staff and he wanted to recognize the Parks crew, the Recreation Board, Police Department and Fire Departments for all their work.

POLICE REPORT

There were no items for Board action.

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EMERGENCY MANAGEMENT REPORT

There were no Board comments.

FIRE OFFICIAL'S REPORT

There were no Board comments.

SUBDIVISION & LAND DEVELOPMENT APPLICATION REPORT

- 1) Action to adopt Resolution No. 143 of 2009, which approves S-18-2009, Pasquarelli-Voich Plan, Barnes Lake Road, R-2 Zoning.

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

Motion Carried 7 – 0 – 0

- 2) Action to adopt Resolution No. 144 of 2009, which approves S-19-2009, Forsythe Boundary Line Revision, Guffey Road/Clay Pike, R-2 Zoning.

Motion: Mr. Austin So move.
Second: Mr. Furlin

Motion Carried 7 – 0 – 0

- 3) Action to adopt Resolution No. 145 of 2009, which approves S-20-2009, O'Brien Farm Plat, Barnes Lake Road at Hahntown-Wendel Road, R-2 Zoning.

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

Motion Carried 7 – 0 – 0

SOLICITOR'S REPORT

There were no items for Board action.

TOWNSHIP MANAGER'S REPORT

- 1) Action to approve the September check register.

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

Motion Carried 7 – 0 – 0

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- 2) Quarterly Financial Report and Budget Report – September 2009.

Mr. Gray asked how they would make up the extra money in Capital Projects and was it all from the storm damage.

Mr. Albert said the majority is from storm damage.

Mr. Shepherd said they will not get anything back and the overtime budget is maximum for the Public Works Department which is related to the storms. Some of the other departments will be under budget, so they should still be in good shape at the end of the year.

Mr. Gray said they had received a memo that they would have the proposed budget by last week.

Mr. Shepherd said he just got the Health Insurance premiums on Monday which came in higher than anticipated and he will have to re-do some of the numbers. He hopes to have it to the Board by this Friday.

- 3) Action to approve the Norwin School District Municipal Distribution and Refund Reports for the month of August 2009 in the amount of \$2,135.34, for the month of September 2009 in the amount of \$2,987.22.

Motion: Mr. Martino I'll make that motion to approve.

Second: Mr. Furlin

Motion Carried 7 – 0 – 0

- 4) Action to approve the Norwin School District Occupation Resident and Per Capita Reports for the month of September 2009.

Motion: Mr. Moffatt So move.

Second: Mr. Furlin

Motion Carried 7 – 0 – 0

- 5) Action to approve a tax refund to Westmoreland Land LLC in the amount of \$32.83 due to a mapping error.

Motion: Mr. Martino I'll make that motion.

Second: Mr. Austin

Motion Carried 7 – 0 – 0

- 6) Action to adopt Resolution No. 142 of 2009, for the disposition of Township records as set forth in the municipal records manual approved on December 16, 2008.

Mr. Shepherd said this is for records to be destroyed based on the State Approved Records Retention Manual.

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Motion: Mr. Martino I'll make that motion.
Second: Mr. Furlin

Remarks

Mr. Gray asked when the last time records were destroyed. He has a concern with the date of the Daily Report and Dispatcher Logs. The other records go back to 1999 and these are newer. He feels they should retain some of those records.

Mr. Shepherd said it is the State Disposition Record on how long we need to keep anything, but we could keep them longer. It states the minimum amount of time to keep them and that is why some records are older because the State wants them kept longer.

Mr. Gray said he has an issue with purging last year's records in the daily activities and two years ago in the dispatcher logs.

Chief Daugherty said the Daily Reports are scanned in and they can't use the records that are being destroyed. When they get Court documents for expungements, they do it all electronically. The Daily Reports aren't of any use. When the dispatchers get an expungement report, they have to go through electronically and take out certain things in jacket files, in incident reports and in daily reports. The information is scanned in.

Mr. Gray asked when records are expunged electronically, was there an audit trail.

Chief Daugherty said there isn't supposed to be. It is sent to the State that it is deleted to comply with all State and Federal laws. The name is eliminated from all records.

Mr. Gray asked if something could be expunged and there still be a record of it.

Chief Daugherty said it wouldn't be found.

Mr. Dice said Mr. Gray was asking if you could go back to look at a daily activity log beyond the dates listed there and you could. All that is being eliminated is the paper part.

Chief Daugherty said if they get an expungement report on an arrest, they have to eliminate it from the daily reports and any other report on that arrest. The only way they would have a report on that arrest is if there is a second actor. There would still be the incident report because the second actor wasn't expunged, but the records of the first person would be gone.

Mr. Gray said he does understand the expungement process but why are they destroying records that are more than the expungement records. Electronically you eliminate one item on activity report and keep the rest and there is no record of something being expunged at that point.

Chief Daugherty said if you go to the daily report, you will see line items taken out in reference to that specific incident.

Motion Carried 6 – 1 – 0 (Mr. Gray)

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Mr. Moffatt said he spoke to the County this week on Monday and the last two surveys came in after that.

Mr. Blenko said they came in on Wednesday. Before the last two surveys came in they were 17 and 7 and with the last two surveys took it to 20 and 8.

Mr. Moffatt said there is 100% on the residents and 30% on the income.

Mr. Shepherd said the action tonight was to approve the filing, but they shouldn't even file now. They will look at other funding though.

- 10) Action to file a C.D.B.G. application for the continuation of a sanitary sewer lateral replacement program in conjunction with North Huntingdon Township Municipal Authority.

Mr. Shepherd said N.H.T.M.A. is going to be in the Country Hills area for the next three years. They will be filing a grant application for the lateral replacement for individuals who qualify, and then the Block Grant will pay for it. He also recommends submitting the application for the A.D.A. renovations to the Town House as there may be extra funds for this project. He recommends the lateral replacement be the first priority and the A.D.A. renovations second priority.

Motion: Mr. Gray I make a motion that we submit both applications with the
Second: Mr. Furlin sewer line laterals being a priority.

Motion Carried 7 – 0 – 0

FURTHER BOARD COMMENTS

There were no Board comments.

ANNOUNCEMENTS

- 1) The Fall Yard Waste Collection Program is scheduled for curbside pick-up by Waste Management on the regular day of trash service during the week of October 27, the week of November 10 and the week of December 8, 2009. Leaves and yard waste must be placed in special **Biodegradable Paper Bags** that are available at most retail stores such as Home Depot and Lowe's. Paper bags are preferred as they decompose quicker. Please have bags out at the curb by 6:00 A.M. during those weeks.
- 2) A Flu Shot Clinic will be held on Thursday, October 29, 2009 from 9:00 A.M. to 1:00 P.M. The Clinic is for residents of Westmoreland County. The charge for the shot is \$30.00. There is no charge for Senior Citizens who have a Medicare or Security Blue Card. Pre-registration is required as there is a registration limit.
- 3) Reminder that Halloween trick-or-treat for North Huntingdon Township will be held on Saturday, October 31, 2009 from 6:00 to 8:00 P.M.

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- 4) Department of Parks and Recreation will host a composting/recycling class that will be held on November 7, 2009 at Oak Hollow park from 9:00 A.M. to 11:00 A.M. For more information, please call 724-863-3806, Ext. 124.
- 5) A brief memorial ceremony for Sergeant David Weiger will be held on November 7, 2009 at Oak Hollow Park where a permanent dedication site has been constructed in his honor.

Mr. Albert said the ceremony will be held at 11:00 A.M., but there is a lot on the agenda so it will not be a brief ceremony.

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

- Legal
- Real Estate

ADJOURNMENT

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

Motion Carried 7 – 0 – 0

- Regular Meeting Minutes of October 21, 2009 were approved by the Board of Commissioners on _____.

David E. Herold, President

John M. Shepherd, Township Secretary

/mec

