

**TOWNSHIP OF NORTH HUNTINGDON, BOARD OF COMMISSIONERS
SPECIAL MEETING, THURSDAY, DECEMBER 15, 2016, 7:00 P.M.
11279 Center Highway, North Huntingdon, PA 15642
Presiding Officer – Tony Martino, President, Board of Commissioners**

CALL TO ORDER

Commissioner Martino called the meeting to order at 7:02 P.M.

ROLL CALL

Commissioner Herold	Absent	Also Present:
Commissioner Haigis	Present	John Shepherd
Commissioner Bertani	Present	Michael Turley
Commissioner Gray	Present	Solicitor Craig Alexander
Commissioner Faccenda	Present	Andrew Blenko
Commissioner Kucera	Present	
Commissioner Martino	Present	

PLEDGE OF ALLEGIANCE

CITIZENS' INPUT

There was no citizen's input.

RESPONSE TO CITIZENS' INPUT

Work Sessions Discussion Topics

1) Proposed addendum to Waste Management Solid Waste & Recycling Contract

Manager Shepherd states the addendum is related to overages at commercial accounts for overfilled dumpsters. The addendum has been reviewed by Mike Turley as well as legal council in what Waste Management is requesting. Manager Shepherd states the addendum addresses the concern. The language states that the Township reserves the right to recind the addendum if for any reason we feel it is not being properly administered by Waste Management. If the Board is in agreement, it will be put on the agenda for next week's meeting for approval. The Board agrees to move forward.

2) Proposed Revisions to Personnel Policies

Manager Shepherd states there are three policies in place for the Township. The last revisions were made three years ago. The current three policies have been in effect since 2005, eleven years.

- a) Disciplinary Action ó the recommended change is the requirement that a written reprimand be issued within a fifteen day period of the alleged violation. Mr. Shepherd states in his

December 15, 2016

- b) opinion is an oversight in the policy and none of the disciplinary reprimands have that restriction. His recommendation is to remove that provision and have the written reprimand consistent with every other form of reprimand that is available to the Township including an oral reprimand, a suspension, or termination.
- c) Life Insurance ó Manager Shepherd states they are very close to finalizing the labor agreement with AFSCME and if approved, the life insurance policy for the police department will be identical to AFSCME and his goal is to also to make the same for non-union employees. Manager Shepherd states his recommendation is to decrease life insurance for active employees from seventy five thousand to fifty thousand and increase of retired life insurance from five thousand to fifty thousand dollars. If adopted, those policies will be in conjunction with the contract the police currently have and all employees will have the same benefit.
- d) Short Term and Long Term Disability ó Manager Shepherd states the maximum amounts have changed and reduces the long term benefit period to five years. That would be the maximum time permitted for someone on long term disability. This will make all policies consistent.
- e) Travel Reimbursement ó Manager Shepherd recommends an increase of travel and meal allowance.

Manager Shepherd states he would like the policy changes adopted and asks if the Board has any questions or concerns.

Commissioner Faccenda asks if the fifteen day is not for union employees.

Manager Shepherd states it depends on which contract applies.

Commissioner Bertani asks if it would make sense to take the written reprimand be moved under Procedures so it applies to all disciplinary actions so that way it puts a time limit on if someone is going to be disciplined, it has to be done within a certain period.

Manager Shepherd states it could be done and feels it's good to be fair to employees but he does not like to restrict the Township in their actions based on a procedure or time limit.

Commissioner Bertani asks if it could be increase to thirty days.

Manager Shepherd states he likes his recommendation and doesn't want to limit the Township any more than already are. He states if the Board is in agreement with the revisions, he will bring to next week's meeting for approval.

- 3) Police Chief Search** ó Manager Shepherd states at last month's meeting, it was Commissioner Martino stating it was his desire to discuss more this month and try to move forward. Manager Shepherd prepared background information because ultimately if the

December 15, 2016

Board is going to select a new Chief, there has to be a procedure to do it. He provides the Chief of Police Job Description was approved by the Board of Commissioners the last time a Police Chief was hired and done in conjunction with Bill Gamble and the Board at that time. The current description provides the minimum requirements that they may or may not agree with what is in place. The salary range was adopted at that time based on inflation. He states the other item provided was the Township's current policy from the Personnel Manual adopted back in 2005 entitled Hiring Process that was adopted to provide a uniform structure for hiring employees in the Township. He suggests following a format to make a determination on internal and / or external candidates.

Commissioner Martino states he would let an internal candidate to apply for the position. He states the job description is good even if hiring outside the department, but for internal candidates he wants all the police officers that are in the Township to be able to apply if they are interested and give them a chance to interview with their hiring process. He states the concern he has is the educational experience and would like to change just for internal candidates only. Even if there are two job descriptions for internal candidates vs external candidates.

Commissioner Gray asks Solicitor Alexander if that would be appropriate to have two separate job descriptions for internal and external candidates or would that be construed as discrimination.

Solicitor Alexander states there are occasions where separate job descriptions could be used but advises to be very cautious when creating a specification where waiving everything for the internal candidate and keeping everything in for the external candidate.

Commissioner Faccenda states he would like them stay with internal candidates. The police corporal eliminates some people and police command training school required within six months. He states he is fine with the degree requirements and ten years of police experience. He states it should be offered to every officer.

Manager Shepherd states it could not be offered to every officer with those requirements. If a degree and ten years of experience are required, there are some officers that do not have that so it could not be offered to everyone. Manager Shepherd states to be cautious with the requirements.

Commissioner Kucera states during the last hiring process, there were some changes made which took a lot of people out of the mix. One of the changes were Business Management or Related Field, then ten years of police experience. He states he is not always in favor of having a degree and feels on the road experience is very valuable. He states he would like it stated as Bachelor Degree and / or so much experience. He also states that the police department does not have a Corporal. He states candidates have to have some type of administrative experience.

December 15, 2016

Commissioner Bertani states he agrees with Commissioner Kucera regarding the years of experience. He feels command training should not be limited and give a certain amount of time to complete the training and to remove the corporal.

Commissioner Kucera states the only other thing he wants to caution the Board on is the problems that Monroeville recently had and the pending litigation for the Township.

Manager Shepherd states that is an important concern and to possibly get this into some order so the Board can move forward.

Commissioner Kucera states there is a chain of command in the police department and feels to not look for appointments at this time.

Solicitor Alexander states he has not read the case for the Township yet and has to see the case through. He states an interim Chief could be put in that position until the Board decides to move forward.

Commissioner Gray asks Solicitor Alexander if the Board received anything about the litigation.

Solicitor Alexander states the Board has not received anything about the case.

Commissioner Gray states he feels the Board shouldn't do anything until they are able to review the case. He asks if the Board finalized what pertains to internal or external candidates and are they going to develop two separate criteria.

Manager Shepherd recommends that if the Board is going to look for internal candidates, only, to move forward with finalizing the qualifications that the Board wants to see in the candidate. It's possible that no internal candidate is the right candidate for this Board. At that point, if the Board decides to go outside for a candidate, the criteria should stay the same.

Commissioner Haigis states he feels Bill Gamble did a good job before and recommends utilizing him again. He states he is in favor of a Bachelors Degree but the Board agreed on an Associates Degree but as far as the experience, he is ok with the ten years of experience but he definitely thinks there has to be supervisor experience.

Commissioner Gray asks if Bill Gamble would get involved in internal hiring.

Manager Shepherd states Bill Gamble could be helpful and provide an independent review and level of service. This is an important position and difficult to fill.

Commissioner Haigis states he recalls Mr. Gamble being helpful in interview questions and guidelines for the interviews.

December 15, 2016

Commissioner Kucera states the dispatchers go through situations, answer calls, filter calls as well as Emergency Management.

Manager Shepherd states they can put this together for the Board and bring back for both internal and external candidates.

Commissioner Gray states there has been discussion about the experience level and he feels it should be emphasized that they should have significant management experience. He also states that budgeting is a huge part of the position. This is an important position.

Manager Shepherd states this department has the biggest budget in the Township.

Commissioner Gray states he was on the Board when the policies were adopted and is still fully supportive of them. He states he likes the idea of going both external and internal for candidates. He states he will resist efforts to "dumb down" the requirements.

Commissioner Haigis states public speaking is an important capability.

Manager Shepherd states it is in the current job description but too feels is an important piece. He states he is willing to take the job description and try to put into a format and bring back for approval.

Commissioner Gray states he thinks that is a good idea and asks if Bill Gamble would be involved at this point or would Manager Shepherd bring to the Board his recommendations first and then bring Bill Gamble in later.

Manager Shepherd states he would not bring Bill Gamble in on the description, but when the Board gets into the hiring process, testing and analysis, then he would bring Bill Gamble in at that point. He states the police department is operating with a rank structure, but certainly missing a Chief.

Commissioner Gray states he is ok to proceed to put it together, but also states there are some unknowns at this moment and may be beneficial to slow-walk this a bit.

Manager Shepherd states he will clean up the format and bring to the Board.

The Board agrees.

PLANNING / ENGINEERING TOPICS:

1) S-19-2016: Hollybrook Plan, Clay Pike, R-2 Zoning

**Subdivision plan to create 28 single-family lots.*

Mr. Blenko states this is a 28 lot, single family home subdivision to be located in the triangle between Clay Pike, Barnes Lake Road and Farview Drive. He states what has

December 15, 2016

changed since the earlier plan is that the lots have been extended to meet the rear of the lots on Farview so most of the land is part of a lot and not open space for people to dump on. The lots are quarter acre lots and the developer will develop the property for Maronda Homes. Mr. Blenko states they have since learned that the school district will not send buses into a plan where a cul de sac is the only way to turn around which created a lot of concern of kids waiting for the bus on the side of Clay Pike. The developer has agreed to do a concrete pad area at the end of the street for the kids to stand. The other one are the cluster mailboxes. The developer is proposing a pull off area that will allow residents to pull into the plan to get their mail without blocking access into the plan. Mr. Blenko also talks about the drainage pattern and states everything from the detention pond will be discharged over towards the stream channel that parallels Clay Pike. The developer needs to obtain a drainage easement across the property owned by Vaughn and Margaret Gongaware for the emergency spillway which is a recommended condition of approval that has to be negotiated. The Planning Commission is also concerned about a fifteen inch culvert that flows underneath a shared driveway downstream to the entrance to the plan. It has been reported that the culvert is not adequate in a serious storm. The developer countered stating this is an off sight problem and why is it his responsibility, but by taking so much of the watershed and pushing it over to the stream, you are changing the watershed boundaries. The developer agreed to willingly come in and either add a second pipe or replace the existing pipe with a pipe of the appropriate size to match the pipe on the entrance road. The property would need to allow them to do the work across their driveway. Mr. Blenko states the sanitary sewers for this plan need to cross Clay Pike and connect into the manhole which is not in the right of way for Clay Pike. The need to obtain a right of way to connect to the manhole.

Manager Shepherd verifies that all the proper permits would need to be obtained before approval.

Mr. Blenko states that is correct that all proper permits need to be obtained and states the Planning Commission recommended denial of this plan because there was a lot of discussion of traffic conditions on Clay Pike, the speed and the fact of a chance of someone getting injured pulling into and out of the plan. Mr. Blenko states that while all of that is true, there is one spot of Clay Pike where they are proposing the entrance drive with six hundred feet visual sight distance in each direction. Mr. Blenko states Clay Pike is a County road and the County already issued a highway occupancy permit based on sight distance. He states despite the Planning Commission's denial, Mr. Blenko believes this plan should be approved and his recommendation is the plan being approved subject to the sewage planning approval from NHTMA and DEP, approval of stormwater and E&SC plans, the needed easements for drainage and sanitary sewers, a stream crossing permit for the access drive and possibly culvert downstream, installation of a replacement or additional culvert pipe, review and approval of Homeowners Association documents by Township Solicitor, developers agreement and to address any remaining engineering comments.

Jonathan Garczewski from Gateway Engineers as well as the developer are present.

December 15, 2016

Jonathan Garczewski of Gateway Engineers at 201 South Main Street, Butler PA states he is the project manager coordinating the approval of this project. He states the County engineer was at the property prior to putting together the plan and he measured the sight distance and agreed the access point met the requirements.

Mr. Blenko states the only other access would be on Farview Drive through a paper street.

Manager Shepherd states the County would not issue a permit without proper review.

Commissioner Kucera states he understands but feels the Township will be put into a position and would like to see another exit. He also asks about the concrete slab.

Mr. Blenko states the concrete slab is for the kids to stand somewhere other than the sidewalk. He feels it is a nice idea to provide.

Commissioner Kucera asks if the kids will have to cross the street to get on or off the bus.

Mr. Blenko states he is not familiar with the bus routes.

Manager Shepherd states when the criteria is met, it's hard to deny it.

Solicitor Alexander agrees and states if the criteria is met, you are required to approve.

Commissioner Bertani states he understands if the County approved, but agrees with the Planning Commission in denying this plan. He has concerns on a bus picking up kids on Clay Pike and has major reservations about this plan and the access to it. He feels more research needs to be done before approving.

Commissioner Haigis states he agrees with Manager Shepherd in going to the school district and seeing why a school bus is not permitted to turn around in a cul de sac.

Commissioner Gray states he feels reason the school district won't allow the bus to turn around is because they cannot control the residents that live there and will park on the street.

Commissioner Kucera asks if the Homeowners Association could pay the bill for crossing guards.

Manager Shepherd states that would be a difficult condition of approval. He states Mr. Blenko will develop a Resolution with the conditions and the Board can vote next week. If it is denied, he believes there would need to be the rationale for the denial.

Solicitor Alexander states if the Board denies the plan, then a letter needs to be sent to the applicant within fourteen days and the letter must cite a specific provision under the Ordinance that was not met.

December 15, 2016

Commissioner Bertani states the daycare located below is prone to flooding and asks if that has been addressed.

Mr. Blenko states the resident claimed it was PADot's culvert was collapsed and not allowing to drain. PADot came out with a camera, cleaned and inspected the pipe and found all the pipe underneath the right of way was in good condition. PADot addressed a slight slide at the edge of Barnes Lake Road and built the hillside up to make stable. Mr. Blenko states he looked at the area in September and could not find the end of the pipe but thinks it must go under the parking lot. He did find a large void underneath a slab in the parking lot. He believes the present owner or prior owner extended PADot's culvert to allow them to fill it in and in doing so either used the wrong size pipe, wrong material pipe or didn't do a good connection to PADot's pipe. Now there is a place where soil is coming into through the pipe joint and is only a matter of time before the driveway collapses into the hole. The property owner has been made aware of this situation.

Commissioner Kucera asks if there is a mine opening in that area.

Mr. Blenko states there is an entrance to an old railroad tunnel. He states he will look at it again.

2) S-25-2016: Gebrosky Plan, Rose Street, R-1 Zoning

**Boundary line revision involving two adjacent lots on Rose Street.*

Mr. Blenko states this is a boundary line change on two parcels which are two related families. The Planning Commission recommends approval.

3) SP-11-2016: La Bellezza Spa Site Plan, 12300 Route 30, C-1 Zoning

**Application to build out the lower level of the existing building.*

Mr. Blenko states this building has a basement that could be rented out and Glenn Mowry would like to put in a hair salon in the basement to compliment the spa and nail salon on the upper level. Mr. Blenko states he would need to provide additional parking in the back of the building. Additional parking is available, but the biggest issue is stormwater management because all the additional pavement will generate a lot more runoff. Planning Commission recommended for approval with the approval of stormwater and erosion control plans, approval by PADot to connect to stormwater system, and resolution of any remaining engineering reviews.

FURTHER BOARD COMMENTS

There are not further Board comments.

December 15, 2016

ADJOURNMENT

Motion: Commissioner Haigis
Second: Commissioner Bertani

Motion to adjourn.

Motion carried 6 ó 0 ó 0 (8:17 P.M.)

- Special Meeting minutes of December 15, 2016 were approved by the Board of Commissioners on _____.

Tony Martino, President

John M. Shepherd, Township Secretary
/jjm

