

Board of Supervisors

MINUTES

December 13, 2016

Supervisors Present: Karen Bedics, David Long, Volker Oakey and John Oehler.

Also present: Scott MacNair (solicitor), Michael Brown (Township Manager), Debbie Godshall (Treasurer) and Mike McDonald (police chief).

Chairperson Long called the meeting to order at 7:30 p.m. and opened with the Pledge of Allegiance. He announced the Board met in executive session regarding a real estate matter.

Chairperson Long administered the oath of office to Theresa Cianci for her appointment to the Fire Police.

Approval of Minutes

Motion by Mr. Long, seconded by Mr. Oehler, to approve the November 15th minutes. All in favor Motion carries.

Bills for November 11th to December 7th, 2016

General Fund	\$91,341.85	Open Space Fund	\$271,217.64
Cap Reserve Fund	\$1,955.00	Escrow Fund	\$4,447.79

Motion by Mr. Oehler, seconded by Mr. Oakey, to approve the bills list. All in favor. Motion carries.

Reports

Road Department reported 146 hours for road maintenance, 142 hours for equipment maintenance, 11 hours of building maintenance, 10 hours of sign maintenance, 24 hours of winter maintenance, 2 hours of park maintenance and 19 hours of administrative time.

Police Department reported 228 calls for service between the STPD and PSP.

Business

2016 Financial Report and 2017 Budget—Mr. Brown gave a presentation on the status of the Township’s finances. The General Fund is projected to outperform budgeted revenue by \$147,000 and outperform budgeted expenses by -\$45,500. The projected \$80,000 deficit will instead be \$112,000 surplus. The Liquid Fuels Fund is projected to outperformed budgeted revenue by \$7,400 and outperform budgeted expenses by \$34,600. The projected \$19,700 deficit will instead be \$22,000 surplus. The Capital Reserve Fund is projected to outperform budgeted revenue by \$83,800 due to General Fund surplus in 2015 and outperform budgeted expenses by \$31,900 due to early replacement of a police vehicle.

Motion by Mr. Oehler, seconded by Ms. Bedics, to adopt the 2017 budget as advertised, with the real estate tax rate the same at 12 mills. All in favor. Motion carries.

Heritage Conservancy Agreements—The Board considered new agreements with Heritage Conservancy that split the current single agreement into two functions. One function is the Professional Services Agreement that outlines the role Heritage plays in indentifying and bringing preservation projects to a close. The other function is the ongoing role Heritage plays in monitoring and enforcing easements co-held with the Township.

The Professional Services Agreement continues the practice of time and material billing for projects with a \$20,000/year cap on spending unless the Board approves otherwise. The Easement co-holding Agreement raises the stewardship fee from \$12,500 to \$15,000. The Open Space Committee recommended adoption of both agreements.

Motion by Mr. Oehler, seconded by Mr. Oakey to approve both agreements as presented. All in favor. Motion carries.

Building Code Services Agreement—The Township currently contracts with Codemaster Inspection Services to perform Building Code Official and Building Inspector services for the Township. The relationship began in 2009. There are 196 open permits from the start date to the present and the Township owes Codemaster 50% of the permit cost once they're completed. The current estimate is \$29,774.60 accrued liability. The plan is to send out letters each week to get people to close their permits, and Mr. Brown informed the Board the inspections costs over the next 2 years will be higher than normal as these permits close.

The Board also endorsed the idea of collecting 50% of the anticipated fee for a permit with the application. This practice will reduce the Township's financial exposure when billed for contracted services.

The Board also discussed a new services agreement with Codemaster that would prevent another accrued liability from forming. In the future, the Township will pay the full cost of a permit at time of issue. The fee rates for Codemaster will remain the same as 2016.

Motion by John Oehler, seconded by Karen Bedics, to accept the services agreement with Codemaster Inspection Service per the letter dated December 7, 2016. All in favor. Motion carries.

Resolution 2016-12; Act 115 allocation of Open Space funds for Recreational Purposes—The Board annually allocates some portion of Open Space money for the purposes outlined in the Act. Mr. Long suggested the Board should make a larger commitment than normal to allow the Park and Rec Board to spend on capital improvements over multiple years at the various locations contemplated by the Park and Rec Plan. The Board agreed it was advisable to use Open Space money for this purpose, delaying the need for General Fund money as long as possible. Motion by Mr. Long, seconded by Ms. Bedics, to adopt Resolution 2016-12, certifying \$150,000 to be allocated from the Open Space Fund for uses allowed under Act 115 of 2013. All in favor. Motion carries.

Resale Certificate of Occupancy program—Mr. Brown reviewed with the Board the current program's inspection checklist and the proposed changes. The current checklist has several items on it that are applicable to building codes that can't be retroactively applied, plus they are duplicative of the home inspection performed by most buyers. The new inspection checklist confines itself to matters that are important to public health, safety and welfare and compliance with existing ordinances. The Board offered no changes to the new checklist.

Chapter 32 of draft code; Open Space Committee—Mr. Brown informed the Board it would be seeing several items associated with the codification of the Township's ordinances as the review continued. The major revision to this chapter decreases the number of OSC members from 9 to 5. The other revisions are related to syntax and don't substantially alter the section.

Motion by Karen Bedics, seconded by John Oehler, to incorporate the proposed changes to Sections 32.60-32.66 of the draft code during the adoption process as presented. All in favor. Motion carries.

Revisions to other codification items:

- The Board declared the Township Manager's bond was sufficient at \$50,000.
- The Board opted to repeal Section 31.04 which imposes a gate tax on amusements in the Township.
- The Board opted to repeal Section 31.01 which requires landlords to provide the names of all tenants.

- The Board left the cap on Supervisor pay at \$1875/year rather than the \$2500/year allowed by the 2nd Class Township Code.
- The Board endorsed the changes to Chapter 113, Peddlers, Solicitors and Transient Retail Businesses:
 - Requires someone to register with the Police Department prior to going door-to-door.
 - Exempts accessory ag sales stands.
 - The Board directed an exemption for “house party” type events as well.

Supervisor Comment

- The annual reorganization meeting is on January 3rd at 7:30 pm.
- The EAC is changing its standard monthly meeting time to 7:00 pm.

Meeting adjourned at 9:08 pm.

Respectfully submitted,

Michael J. Brown
Township Manager

Approved: