

This meeting called to order by Mr. Edward Sullivan, Chairman of the Board. Board members present were Mr. Larry Harrison, Mr. Jeffrey Shula, Mr. Timothy Gwynn and Mr. Charles Konkus. Also present were Mr. Alexander Graziani, Township Manager, Mrs. Mary Perez, Finance Director, Mr. Michael Korn, Solicitor, Mr. Dallas Leonard, Community Development, Mr. Scot Fodi, Public Works, and Chief John Otto.

Pledge of Allegiance.

No unlisted agenda items.

Special Announcement

Introduction and swearing in by District Justice Helen Kistler of Mingo Penn Township's new K9 Officer along with Patrolman Officer Joe Lewis.

Check Presentation by Mary Jo Cartwright. Donating \$950.00 to pay for a vest for K9 Officer Mingo.

Chief Otto spoke of the naming of the dog Mingo. Mason Cantola who is seven years old selected the name that was chosen and he is a student at McCullough Elementary School.

Chief Otto read a letter from Mason on how he gave Mingo his name.

Public Comment

Subject to provisions of Resolution 68/2013:

- a. Comments from Penn Township Residents/Taxpayers registered to speak.
- b. Comments from Penn Township Residents/Taxpayers at large.

Gene Meyers – 101 Davidson Lane, Jeannette, PA. Let it be noted on the record that I am looking in the eyes of these individuals. Thank you.

Stewart Marks – 1071 Red Oak Drive, Oak Farm Estates. It's said that a man is only as good as his word, this same belief extends to those who are our elected officials. Whether you are new to the board or a long-standing member the word of the township is served as the guideline to residents who look to invest in our community. You told us in your published Township Values that quote "People matter and local government exists to protect and serve". You gave us your word. You said quote, "All reasonable efforts are to be made to promote safe roads, neighborhoods and schools". You gave us your word. Quote, "Long-term decision making is the best way to steward the taxpayer's purse in the present and the future". You gave us your word. With limited resources local government seeks to do the most good for most people. You gave us your word. Meaningful and inclusive public participation is essential for good decision making. You gave us your word. All that the township does must be fair, equitable and just. You gave us your word. Actions taken by the township and individuals should seek to enhance the land, water and air of the township. You gave us your word. But, actions speak louder. We find that your WORD is worthless, nothing but an empty promise. A returned bounce check does not say insufficient funds, but instead, agreed for that which is offered now at the expense of that which is to come. We who bought the WORD believed the word, lived by the word, moved here on a promise of a better tomorrow. We became the goose that laid the golden egg as PT was able to enrich their coffers and become one of the wealthiest municipalities in the county. But in spite of your word you stealth-fully proceed to undermine the establishment of this beloved residential community by being seduced by the power and the money of the gas industry. Your irresponsible actions will smother our growth as PT will no longer be known for its great social development but instead be referred to as "The fracking center of Westmoreland County". You are slowly choking our residential growth and setting up those who believed in you for the eminent health, safety and financial disaster. When you've killed off the greatest asset the township has, the financial and social contributions that make PT so desirable, how will you replace that entity? Fracking will come and go, but the people of PT will still remain. Or will they? The slow and painful execution of the goose that laid the golden egg is a sad and disturbing twist of political irrationality. You have placed our township in jeopardy. The bottom line is that "YOU" the representatives of our Township have strayed from the values that we hold so dear. I hope that in your short-sided decision making you don't choke on your words while you feast on the cooked goose that will no longer be able to serve our needs. Think long and

hard on your decisions and know that your constituents are watching you closely. Represent US and live up to your word. May God bless PT.

Tracey Mason – 4015 Great Star Court, Jeannette. Before I actually start I wanted to thank Mr. Fodi for installing the snow fences along Walton Road that's always a help so it's been nice the last day or so. I am here to give the Township Commissioners this evening an update on the Quest mercaptan spill. Thanks to Mr. Shula's shrewd advice at the December 5th meeting to a township resident concerns about water contamination I located this information on the internet. According to the DEP the odorant mercaptan tank was not labeled at the time of inspection. PPCP plan does not appear to be site specific as mercaptan was not listed as a material being stored at this specific well site. ER plan did not include safety data sheets for the odorant or the deodorant. Violations are being issued under 25PA Code 78A. Operator failed to repair and develop a site specific PPC plan prior to storing, using or generating regulated substances on a well site from the drilling alteration production, plugging or other activity associated with a gas well or transporting those regulated substances to, on or from a well site. What I deem from this information is Apex just pulled together PPC and ER plans that were not specific to the Quest site. Are all of the other (7) seven applications just like this with just very general PPC and ER plans? They did not accurately disclose the kind of work that would be done on the Quest pad. This is the kind of deceitful company you have allowed to do business here in the township. A deceitful oil and gas company doing heavy industry close to residents. We would never have found ourselves, we would never have found out this information had there not been a mercaptan spill up at the Quest site. I will never understand how this township came to the conclusion that protecting one landowner's rights to perform activities on their land that are not compatible to residential communities is more important than protecting the landowners rights to clean, and actually it's ALL landowners rights to clean air and water. Last time I checked I am a landowner in this township as well. I have a reasonable expectation to my township to protect my rights to clean air and clean water. Clearly Apex is not concerned about the residents of this township.

Jim Lazar – I live on Red Oak Drive. Thank you for this opportunity I certainly didn't prepare anything. I understand that one of things we are doing here tonight is setting the agenda for items for 2017. I just want to give you my input as to the Poseidon which I understand is going to go in less than half a mile from my house. There has been a lot of talk about the real time issues with the dust and the drilling and the noise and what-not, but I really hope that this board considers and looks for data on the long-term effects to property values. The effects to what happens if something goes wrong? What if you end up with foundations cracking? Who is going to cover that? Mine subsidence insurance isn't. The gas company is all lawyered up and they'll say prove that it was up. We don't have the geological resources to do that. I'm going to ask all of you to please look out for all our interests. I see them come in here all lawyered up and they have their map as to where aerial pictures to where the well is going to go and their so-called expert that they interviewed was dreadful in his lack of information. It's kind of frightening. I'm all in favor of fracking but this is too close to residential neighborhoods. For instance, they pointed out the location of the well, and the expert was asked which direction would you go once you are underground once you hit the shale. They said well we'd either go northwest or we'd go southeast. Well if you look at where they are drilling if you go southeast in less than half a mile you are directly under Oak Farms under Red Oak Drive. That's terrible. Please look for information in terms of what that would do to our property values because we could well be stuck in that neighborhood. The home values there have been increasing by my rough calculations 30% over the past 15 years since I moved in. That's fantastic. What happens when that home is now worth 20-30-35% less? You not only have mines in the area now you've got horizontal fracking going on right under your street right under your home. So I'm just asking you to consider all that. I'm not a very fancy speaker but please take into consideration that neighborhood and how it's going to be impacted. Thank you.

Discuss proposed 2017 General Fund Budget

Revenue - \$8,310,060.00

Expenditures - \$8,530,884.00

The 2017 general fund budget avoids tax or fee increases by relying on a positive fund balance expected to be carried over from 2016. Revenues for 2017 are projected to be 8,310,060.00 and expenditures are 8,530,884.00 which are 2.0% above last year's expenditures. Revenue is slightly less than ½% of the 2016 budget.

Estimated that the Township will begin January 1, 2017 with \$1.72 million balance in the General Fund. At the end of the year will be down to approximately \$1.5 million.

Mr. Graziani noted a breakdown of total income and total expenses.

Mr. Shula asked about fees from drilling and what the township received.

Mr. Graziani – As many of you have seen in the news recently the Auditor General of Pennsylvania released a report where he felt that local governments had made questionable expenditures as relates to Act 13. If you remember how Act 13 works there was basically a break-down of the Impact Fees. There's being collected eight hundred fifty six million dollars for gas impact fees. One hundred sixty million have been distributed directly to counties where the impact fee or where the drilling is taking place, Westmoreland of course being one of those. Two hundred sixty eight million have been directed to municipalities including those who have drilling taking place in them and those who are impacted by drilling. Another four hundred twenty eight million goes to state agencies in conservation districts for them. What we have gotten since that time period is averaged about \$40,000 a year. I'm not sure we've only budgeted \$40,000 for 2017 that's being directly deposited in our capital reserve account. The capital reserve expenditures as I've mentioned before go to things like vehicles for emergency services, vehicles for public works and paving program and stormwater management. It certainly easily within the framework of what the state had sensed local governments could do. One of the things Michael and I have been talking about is one of the agenda items that we discussed was some communities when Act 13 came out passed a resolution that you might describe as Evergreen describing how they would spend their Act 13 monies. This community for the first couple years passed a resolution just saying we have Act 13 money we deposit in capital reserve here's what it is and move on. We realized we discussed this we didn't do that and we're going to do that Monday I think we'll have a resolution.

Mr. Korn – Basically I wrote a resolution in Ligonier years ago just establishing these are the categories of things that the money can be spent on from Act 13 and all the money should be spent that way. I didn't realize as I look back Les had just been doing them year by year. What I would suggest we do is both. We have one resolution that specifies just in perpetuity that we will be directing money into the categories as properly listed and then do another one more specifically each year on exactly how that money is being spent. I think that makes sense.

Mr. Graziani – Just so you know from a budget standpoint we actually have shown Act 13 money as revenue in its own line item and as expenditure in its own line item code. It's gone directly to buying asphalt. I want to take exception to the Auditor's General commentary. Quite frankly he's out of bounds, in my opinion. He used the term questionable expenditures of local government. Quite frankly the law allows for local governments to spend it in a broad range of categories the are only questionable in his mind and not in law. No local government did anything out of the bounds of the law and quite frankly I see this as an attempt of the Auditor General to take back money that has been allocated to local governments or further restrict with strings how we use those funds. According to his report twenty million out of the two hundred and sixty either million dollars was quote unquote, Questionable. According to him questionable but not according to the law. I want to be clear that \$40,000 a year in an \$8.3 million dollar budget is not necessarily a lot of money. Derry Township I believe is the largest recipient of gas well funds and their most in any given year was about \$400,000.00. I think in total they were up over closer to two million dollars. That's over a 5-6 year period. Other counties Lawrence Township in Clearfield County is the state's leader in local government revenue of Marcellus shale it's hardly something a Board of Commissioners would be tempted to vote to violate principles or ruin their environment. It's not enough money to even be thinking along those lines, \$40,000 a year let alone \$400,000 a year does not pave nor is it worth compromising principles just to take it. I think it's a mischaracterization to see the Marcellus shale funds as tempting to this Board or for that matter other local government boards to comprise principles.

Transfer to capital reserve in 2016 was \$235,000. Mrs. Perez noted \$216,642.00.

Capital fund was established in 2010 stand-alone account funded in the beginning with money from cable and landfill host fees.

Mr. Konkus asked about the updated police pension actuary study. Mrs. Perez noted she will find out and report back. He asked about some long-term things to look into concerning the roads.

Mr. Graziani noted he would work with the board at an advertised meeting to do strategic planning. He noted the Marcellus shale is not going to go away and has consumed staff and commissioners time to be able to make long term decisions. He noted this issue cannot be solved in Penn Township it needs solved in Harrisburg.

Mr. Graziani passed out budgets that have been passed from 2003 to the board for revenues and expenditures. He noted the boards in the past have always spent less than was budgeted which is a very good reflection on being conservative with the taxpayers dollar.

Mr. Shula asked about line item concerning solicitor. He said there was a potential need at one time to spend a substantial amount he asked if that needed to remain that. Mr. Graziani noted it shows 100,000 in the past as recently as 2014-2015 less than 5,000 was spent. He noted in 2017 they will not likely have to incur those cost but the work is not completed with the Marcellus shale. Police contract will be completed but there are some outstanding labor issues related to personnel. He would like to keep that number just in case. Mr. Korn noted he felt to be on the safe side to keep it and it can be moved later if need be. Mr. Korn stated the goal is not to spend as much on outside attorneys in 2017.

Mr. Korn noted item 7 on the agenda is the advertised for adoption the Ordinance 913/2016 establishing the annual general fund budget for 2017. The ordinance included all the tax information and no changes are made to the tax rate from 2016 to 2017. Includes the general millage rate of 13.7, annual tax of 1 mill for the fire tax, and the various lighting districts in the Township which has not changed.

Discuss proposed resolution 105/2016 approving salary resolution for Penn Township non-union staff members, board members and for all enumerated union positions. Includes police chief, community development director, public works director, finance director, secretary/manager, and public works foreman, building inspectors, summer labor, interns, planning and zoning commission and zoning hearing board members. Basically it's the 2% pay raise rates for police (which the contract has not been settled) public works and clerical unions previously settled.

Mr. Harrison – I would like to make a comment. I'm not opposed to anyone getting an increase in their income. I would say for reference purposes the social security administration announced this past week that recipients get a big increase of 3/10th of 1% for the upcoming year. When you compare that to the 2% for those who rely heavily on social security you say hey who is getting the best deal here. Some folks I'm sure feel 2% is not a gigantic increase I'm not suggesting it is I'm just saying as a comparison. Those who get the 2% should feel like in my mind that they are getting a pretty good deal. Mr. Sullivan was in agreement.

Mr. Shula asked about the address technician and interns and what their rate would be. Mr. Graziani noted the rate will stay the same which is \$9.00. Mr. Graziani noted Mr. Anderson who has been doing the addressing for a very long time does not bill many hours for all the work he does. He is looking to retire and no longer do the addressing. Related to the new position under clerical which Mr. Graziani noted he is hoping the board will authorize and one of the job descriptions includes assistance on addressing working with Bill Roberts and Mr. Graziani.

Discuss a proposed ordinance 914/2016 clarified the Planning and Zoning Commission members abolishing the numeration of members and establish that membership can be established by resolution. Mr. Korn said he will make an additional change which is to change the name of the Planning Commission from Planning & Zoning Commission to the Penn Township Planning Commission. The name he feels has caused confusion over the years as the Township also has a Zoning Hearing Board. He said under the MPC it should be called Planning. He noted he will make the change and advertise it in January.

Discuss proposed resolution 106/2016 agreement between FTMSA-Blackthorn for the construction of sewage facilities. This agreement is for the pipes.

Discuss resolution 107/2016 to approve a Release of Securities as required by the Developers Agreement Sterling Oaks Plan development. This agreement is for the draw-down of money. The amount is \$148,802.41.

Mr. Harrison asked about future extension of Penn Township Sewage Authority out to the Harrison City/Export Roads. If they are extended out to Blackthorne Estates what would happen with any language or agreement of the ability to switch from FTMSA to PTSA?

Mr. Leonard noted there is not. He noted the way Blackthorne Estates is laid out there is one main watershed that could drain in Western Westmoreland lines which is where the pump station exists on School Road. The rest drains naturally to FTMSA. They would then have to be pumped over to the WWMA watershed which wouldn't make good sense. Lines proposed would never service that area. Mr. Leonard noted the Sewage Authority is currently in design for extension for that area.

Mr. Harrison noted at one time a developer was willing to extend those lines and was denied. Mr. Leonard stated yes but that developer could have accessed them by gravity and that current property has been sold and they are not expressing any desire to develop that area, however, there is a standing approval of a PRD for that property.

Discuss proposed resolution 108/2016 for preliminary land development approval for Draftina Central Pad-31. Property is located at emergency site address 1051 Dutch Hollow Road. Property is zoned RR.

Discuss proposed resolution 109/2016 for preliminary land development approval for the Beattie Central Pad-37. Property is located at emergency address 1122 Dutch Hollow Road. Property is zoned RR.

Mr. Korn – Mr. Chairman item 12 and item 13 we are going to pull off of Monday's agenda for the time being until the settlement is formerly accepted by the judge.

Discuss appointments for various Township Boards and Commission who have terms expiring.

Mr. Graziani noted the Planning Commission two terms are expiring both individuals expressed interest in being reappointed. There was an additional individual asking to be appointed. Zoning Hearing Board a member Mr. Ron Veyo's term expires and does not wish to be reappointed. One of the alternates will be moved into that position. An additional alternate will need to be appointed. Recreation Commission there is one position expiring and the individual has expressed interest in being reappointed. PTARC one position expires he assumes that person may be interested in reappointment. Library Board one position expires and that person wished not to be reappointed. Sewage Authority has one position expiring being Mr. Falta who has been on the Board for over thirty years. Two individuals have expressed interest in appointment. Civil Service Commission no position is expired as is the WWMA no terms expiring. Police Pension Board which is one year appointments. Mr. Marks who is a citizen member and a great addition to the Board is interested in being reappointed. Vacancy Board which Mr. Horvat has served in and would like to continue as so. Ag Security Advisory Committee no terms expire until 2019.

Mr. Harrison asked about the Economic Development Committee. Mr. Graziani stated he does not want to do anything with this committee until the Commissioners meet and do strategic planning meeting.

Mr. Graziani noted the Commissioners may want to think about appointment presently prior to the beginning of the year, however, those already on the Boards will serve until a new appointment or their term expires.

Mr. Sullivan noted if any Commissioners are interested in serving or continuing to serve that should be noted and completed soon. Mr. Harrison has expressed interest in remaining on the Recreation Commission and also on the PTARC Board. Mr. Sullivan noted he is willing to continue on the Police Pension Board. He noted the Board will need to decide whether or not they wish to re-interview candidates or new candidates.

Mr. Shula asked about appointing another alternate and the need. Mr. Graziani and Mr. Leonard explained the possible position some members could be in concerning voting particularly because of well site special exception requests. Mr. Leonard felt a need to appoint a second alternate as soon as possible. He also noted that Zoning Hearing Board, Planning & Zoning Commission and Sewage Authority positions be staffed prior to January 1, 2017. He felt it was great urgency particularly with these Boards.

Mr. Kornis noted he would be prepared on Monday to name an alternate for the Planning Commission.

Mr. Konkus asked if it was possible before the end of the year to interview and call a special meeting to appoint or re-appoint members to each Board. He noted he doesn't know anything about those wishing to serve. Mr. Sullivan isn't opposed.

Mr. Graziani asked Mr. Konkus what he is suggesting concerning the Planning Commission. He noted two terms expire and those two have expressed interest in being re-appointed. He asked if he was expressing an interest in interviewing those who are currently serving and wish to be re-appointed. He noted on the Zoning Hearing Board those interested have already been interviewed. Mr. Graziani stated he wouldn't recommend doing extra work that has already been completed.

Mr. Harrison stated he would like to look at the Planning Commission. He felt some attend but outside of attending there isn't much done outside of that and he has concerns with this. He thought if there was a person of interest who seriously wants to serve and work on behalf of the Township to give them an opportunity. He stated he was fine with the appointments of Mr. Huber and Mr. McCabe.

Mr. Sullivan asked about the ZHB and if individuals sent resumes in or what has been submitted. He stated he would like to know their background prior to appointing. Mr. Graziani noted he will forward all that has been submitted.

Discuss the idea of paying other members who serve on various boards. Currently members of the ZHB and Planning and Zoning Commission and the PTSA are paid and receive expenses for serving. Mr. Graziani noted ZHB are paid what is called an expense and members of P&Z are paid a stipend. PTSA is also paid. Members serving on WWMA, Civil Service and other boards receive nothing for volunteering. He suggested the possibility of paying other board members for their services. Mr. Kornis noted he will look into and it would probably have to be an ordinance. Mr. Sullivan noted the Planning Commission is a un-voucher expense for when they drive around to look at developments and properties which is an expense for millage. They are not paid for meetings only for expenses incurred. Zoning Hearing Board is paid when they vote on a decision. Mrs. Perez asked why ZHB is set up as a payroll and Mr. Kornis stated he didn't know the reasoning behind it. WWMA could be more problematic as it is intergovernmental. Mr. Konkus noted he serves on that Board and he isn't aware of receiving any stipend and he isn't interested in receiving anything for serving. He stated at times it is difficult to have a quorum and if they need to be paid in order to serve it may be a good idea. Mr. Graziani noted PTSA members receive \$200 to serve and is paid by the Sewage Authority. Mr. Kornis stated he will look into who can create or raise rates being an Authority or Board of Commissioners.

Discuss the creation and addition of an Administrative Assistant II position. The new proposed position to perform office secretarial and clerical support tasks for Township Administration at the Municipal Building benefiting all departments. Mr. Graziani noted he has created a job description and it is included in the budgeting. Position may be filled if Commissioners chose to do so possibly February 2017.

Mr. Shula asked who this position would be supporting. Community Development and Finance Departments. He asked what the job description means concerning finance, and noted there is nothing listed that speaks directly to community development. He felt the main reason for hiring this position was to support community development department and finance only. He asked that Mr. Leonard look at the list and see if there is anything that pertains to his department.

Mr. Leonard noted he reviewed the job description and specifically he doesn't feel a lot of the description pertains directly to Community Development Department. If stated if it is carried out

properly it may help some of the responsibilities that people in his department maybe should not be doing. He noted some of the responsibilities are shared. He stated he liked the job-essential duties-responsibilities. He noted he liked the way they are laid out with a lot of flexibility in the position. He wants to make sure when someone is in need it is communicated and that person will be available to do so. He doesn't want the person that is hired for this position to be confused as to who and how they are getting their direction. He noted it is difficult to have more than one boss which makes it very confusing. He wants to make sure there is focus and the person hired fully understands what their duties are and who is directing their duties.

Mr. Shula – That makes sense and I see here it says they are reporting to Alex. Obviously, if they are assisting Mary in finance Alex isn't going to be over there telling that person how to do it or what to do that would be Mary's decision. That's my thoughts to make sure if this person whoever they hire if they come in here and are assisting Bill or Mike or yourself on something that you are working on obviously you guys would be telling them what to do and it works out well for everyone. That was my concern. I was looking at qualifications. You are looking for someone that has a degree and a proven track record? Are we going to list anything that someone should have some kind of designated amount of time employed in this position or a like-kind position? Do we need to say so many years of experience? I think its good someone have experience verses someone who comes in fresh with no experience.

Mr. Sullivan – Well obviously it's up to us to decide who hire. We will be the ones reviewing that along with the staff I would assume we would take the most qualified candidate. If you are talking about eliminating people I guess that's the thing. I would assume we don't want anybody right out of high school. Hopefully someone who has a little bit of background and could provide somebody that has municipal experience. I would assume this job description could apply to any of our administrative people. I mean they have no set responsibility or contract to be given any; I mean they all have pretty much the same responsibility per the contract. The collective bargaining agreement and it's up to the administration to determine what they do and what they don't do. I would imagine that's true with the police station and the administrative people we have over there even though they are appointed there, there is nothing stopping us from bringing them back and putting them in the municipal building here and having them do administrative tasks or what have you. I think the description should be fairly general as to what it would be but at least in the advertisement I guess we want to make sure we get somebody that does have some administrative, bookkeeping might be one of the better things to have from at least an experience standpoint. Some of the other clerical functions can be handled by some one that may have general secretarial experience.

Mr. Harrison – I think that's one of the things you want to clarify is computer savvy and being able to use Word and different programs we would basically utilize within the municipal building or in the township. They should at least have some experience with some of those programs or being able to adapt quickly to them.

Mr. Graziani – We talk about the necessary knowledge and skills listed in there are computer skills that you want to see in this person. Jeff I guess specifically, for example, five years' experience and anything less probably by having that in the ad nobody is really going to be applying with less.

Mr. Shula – Should we put anything in there Mary do you think it would be of value for someone who would be assisting you to have some type of finance background?

Mrs. Perez – No you don't need someone with a finance background that's what you have me for. I really think I need somebody to pay attention to detail. You have attention to detail I can teach you to prepare a deposit or do those kinds of things. I need someone to do that so I can concentrate on the finance end of things.

Mr. Graziani – Mary and I have talked about this a lot the character of the person the attention to detail. We are trying to figure out how you get beyond the paper and through the interview with knowing that person isn't prone to make mistakes. We both have been around long enough to have hired and been frustrated that people look really good on paper and interview well but don't seem to learn from mistakes and continue to make them. We have had experience of not being satisfactory thing. We talk about how do we get a person who is teachable that has great character and good attitude but is really attention to detail and spot on at catching and

eliminating errors and not making them. The other things we'll figure out how to get you there if you got that.

Mr. Shula – Is there any way that you can once you seem to have a list of people and get it down to a few, is there any way to have them fill out some paperwork or forms or a test that you can see how much they are relevant to detail. You know beyond asking the questions and their experience. I don't know what that would be but maybe it's proofreading or something.

Mr. Konkus – What do you mean like operating a spreadsheet or something to that affect.

Mr. Sullivan – Years ago you only had to take a typing test before you could be a secretary.

Mrs. Perez – I'm glad you didn't give me one of those.

Mr. Leonard – From my perspective I haven't had to hire for ten years and every time that I was faced with having to put a new staff member in my department I hated it first of all, I hate hiring, but I always made a test and it was relevant to what they did. I still have those saved on my computer. I always gave them a skill test that equated to what I expected of them because that is the important part about these interviews not only do you want to find out what they are doing you want to make sure they understand what you expect them to do. I've always given exams and then ask lots of questions. I probably don't understand every aspect of this job as much as Mary does but it's an ability to understand basic accounting concepts. If I was to beef anything up I would say beef that up. If she feels she can do that then that is fine. If you aren't financially successful you aren't successful. It's important we make sure we are doing that because my department whenever we have people come in and run credit cards a lot of people want to do electronically I want to make sure that I always want to get my department out of that I want that to go directly from whoever this is to that so Bill isn't up there with a gizmo collecting money electronically I don't want my department doing that. It's not that I don't think they have the ability I just want somebody else doing it.

Mr. Graziani – That's a great question Jeff and believe it or not there is an app for that. Aptitude test for attention to detail and I was looking at it and it's kind of hard.

Mr. Shula – Especially when you're talking about someone who is attentive to detail.

Mrs. Perez – That's huge. I can't have them entering checks and you are running 80 checks and ten of them you have numbers transposed. You have to do them again. If you are doing 80 checks I need 80 of them to be correct. Everybody makes mistakes occasionally but...

Mr. Shula – You'd rather see 80 correct rather than like you said 70 and 10.

Mr. Sullivan – Did you ever get a check scanner? Why do we even do that manually? Regardless the bank does them.

Mrs. Perez – The bank they never even offered that to us I don't know if we don't deposit enough. I don't know.

Mr. Sullivan – I'm I wonder if even Larry does it I would assume he does it.

Mrs. Perez – No he does not have a check scanner either.

Mr. Graziani – Mary is really serious about this. Every bill that's she has paid and every invoice that she has prepared every check that she has prepared I have yet to find one and it's my goal to find pennies transposed and other things and she knows it a game for me I can't wait to find one. I haven't found one yet. She gets them spot-on all the time.

Mr. Sullivan – I guess we can decide Monday or now if we want to have Alex authorize him to advertise I don't know if everyone is in agreement or not but we can if you want prep an ad up. If you want to change anything any of that and send it out.

Mr. Graziani – I think based on the recommendation I think some of that is the process we made mention the five years' experience but looking down through central duties 4,5,7,11 and basically

13 are off-loading work from community development. I surveyed community development and staff members in that department spent anywhere from 50% of their time to 10% of their time answering calls, selling garbage stickers, greeting people, handling people and that's where this person will be. There is nobody here. Jeanann will be less extracted to finish Zoning Hearing Board minutes. Bill who is the next in line spends 30% of his time dealing with issues and he will be more effective looking at codes when he does need bothers by garbage stickers. It's an exchange thing getting someone at the front to alleviate pressure throughout the system as well as directly do things. The 911 addressing is in there also. I don't want to mislead this is a person who really functions to help all of the building with some of these things. If the phone rings and doesn't go into a voicemail extension this person will pick-up all the calls which we all do now depending on times of day and who is around. We would all be doing it less when that person is in the position. Workloads will be kept out of community development we will be shielded like a firewall.

Mr. Leonard – It wouldn't only be 4,5,7,11 it would be 10-12 if we handle this properly we are going to be lifting that too and some other pieces of the other ones to make sure we carry it out properly. No question in my mind.

Mr. Sullivan – Do we want to authorize Alex to do that today instead of Monday if everyone is in agreement with that. Is there a motion?

Mr. Konkus – I'll make a motion to advertise.

Mr. Gwynn – Second. Call Vote. All in favor. Motion carried.

Item 17 is to discuss the draft donated benefit day policy.

Mr. Graziani – So after the last meeting I got my hands on the County's policy for donated benefit day and I've drafted a policy based on that as well as the temp plates that were used for policy development in this township and then submitted it to the Laborer Attorney for review and comment. That policy was developed with an hour or so discussion of Department heads of how we could see this working and what our experience of doing it in the past. Now we are waiting for this Attorney to see where he sees it fit in.

Mr. Sullivan – So we're not ready.

Discuss the status of contract talks with Penn Township Police Wage and Policy Committee. Mr. Graziani noted they are really close in negotiations the police have not taken a vote but they are tentatively agreeing to what is on paper. The FOP Attorney will review it and we will do a final review. He feels it's a good contract for both sides.

Comments/reports from Commissioners and staff

Mr. Black noted EADS continues reviewing subdivision and the GIS Programs. Other than that there are no new items. Mr. Leonard asked about Sleepy Hollow Road repair and noted he may have located a borrow site not far from that project. He noted it's been used prior and was acceptable from PennDOT.

Mr. Fodi noted winter maintenance has begun. There is an Ordinance of 1998 concerning residents parking on the street during winter season to please not park on the street if possible. He noted the public works' department does put a flyer in a plastic bag placed on car windshields reminding residents who park on the streets to please try and park off-street during winter seasons. He noted there is a fine attached to it if it would come to that. Mr. Fodi alerted the Commissioners if they are stopped by a resident to be aware of such and Ordinance. He also noted the public works is having issues with radio's and the antenna where there is little or no feed-back in certain locations with certain radios. He noted they have contracted Staley's Communications coming in to check the system. Leaf collection is complete. It was completed over a 33 work day period. Over 252 tons of leaves were collected and 1,500 hours of personnel time to pick-up. They also used 800 hours of vehicles time. At peak two trucks were run with two vacuums with four man crews each. He stated he has a report he will send via email.

Mr. Konkus stated he was on Red Oak Drive over the weekend and was surprised with the amount of vehicles parked on both sides of the street. He said in some areas it was difficult to pass through. He asked about emergency vehicles what could happen. He noted there are no No Parking signs.

Chief Otto stated a lot of people park on the streets instead of driveway. No Parking signs would help. He said in several housing developments the No Parking signs disappear. When no signs are posted properly his officers cannot enforce. In the event of a fire officers would be on the scene and re-direct fire trucks until they could get residents to move their vehicles. He said people are not real happy when they are asked move their vehicles from an area which is not posted with No Parking.

Discussion of Mr. Graziani, Mr. Harrison, and Mr. Leonard concerning the cars parked on streets verses local government enforcement verses common sense talking with residents concerning emergency vehicles being able to get to your house if it is on fire. Mr. Leonard noted some residents park vehicles purposely to slow down traffic on the streets particularly in subdivisions.

Mr. Leonard spoke to interviewing candidates for specific boards. He noted they should understand what that position entails so they understand if they take the position it could involve a lot of research and work. He noted the Planning Commission does take time to do things correctly.

Chief Otto thanked the board for receiving Mingo and stated good things are happening within the Police Department. He thanked the Board for receiving what he feels is needed within his department to progress into the next five years. Chief noted he is very appreciative of his 2% pay raise if that is what he will receive. He said everyday he comes to work to develop a strategy to meet the needs of the police within Penn Township for the residents of Penn Township. He stated this year he will add community interaction such as the Fall Festival to the Canine naming into the public schools and now Stuff the Truck to campaign for kids through the Ministerium and Community Action Programs.

Mr. Kornis updated the Board concerning the update to the Zoning Ordinance and SALDO. They are looking to have changes brought back to the Planning Commission in January and move forward with adoption in February. Most seems to be moving forward nicely well.

Mr. Graziani made reference to his report. He spoke about helping people in Penn Township with water testing. He noted lots are concerned about their wells concerning fracking that is happening within the Township. He feels the Township could be part of helping residents who have concern and use third party water testing before drilling occurs. He would like to find funds and develop a program where the Township offers residents with well systems assistance with third party testing. He said the Township could even consider using Act 13 monies.

Mr. Konkus noticed a lot of stop signs that hardly say STOP they have minimal reflection. Street signs are in the same condition. He noted the lack of good house numbering. He asked if there is a plan in place to replace any of these signs. Mr. Fodi stated in November alone public works used 44 man hours replacing signs. Street signs are replaced once damaged or new development takes place. Mr. Konkus asked about brush clearing along the sides of the road. Mr. Fodi noted they will be adding stop bars and reflective paints in the spring. Mr. Leonard noted some of the Fire Departments offered as a fund raiser house numbers. He noted there are several laws that pertain to house numbers.

Mr. Harrison asked about recycling and being offered for electronics to residents of Penn Township. He noted there are different recycling companies in the area and beyond who will take everything for a fee. He feels the Township should include such a program in 2017. He noted the Recreation Commission had asked the Board about erecting a memorial sign recognizing Sam DeNillo for his donation to the Youth of Penn Township. He noted he has met with Todd and Sam DeNillo Jr. who are very appreciative. He noted they spoke to and ordered a sign to be placed at the corner of the parking lot of Field #6 and Municipal Court.

Mr. Konkus asked Westmoreland Cleanways. Mr. Harrison noted they take E-Waste and tires. Mr. Konkus stated they also do household chemicals and hazard wastes twice a year collections. Mr. Graziani noted they do and in the past Penn Township has participated in this program based

on tonnage. If they get a contractor to come in and charges people to remove this waste whom they contract with different manufactures. He hoped the Township could host such a program but the contractor would be doing all the work. The charge is .65 cents a pound.

Mr. Shula – I'd like to thank all those who come to meetings and are very concerned about living here in Penn Township because they like and love living here. I've lived here 53 years and Mr. Leonard has lived here longer than I and a few other people that are here have. I've seen a lot of changes that have made it even different than what you even see it is now. All those changes have not always been received well, not all those zoning decisions or Zoning Hearing Board decisions or Commissioners decisions were received well by everybody, I know that because I've lived here and heard it. Please do not think that we as a Board trying to make decisions about the concern of the Township also in mind it may not be agreeable to some people because you're never going to satisfy everybody when you make decisions. I do feel that the other Board members and I do care immensely for the Township and do want what's best for the Township as a whole. You may not agree as I said with us in that in part but I hope that you believe that is what we have in mind. Thank you.

Mr. Sullivan – Scott the issues with the antenna that we are having, so the police and public works aren't sharing.

Mr. Fodi – We don't share they have their own frequency in their vehicles we don't have their frequencies but if we need to talk to them we go to that channel they can switch over to that channel, right. You have a separate radio right?

Chief Otto – The police, fire and EMS every vehicle in the Township has a township ban radio so it doesn't matter if you're an elected official, code enforcement, road department, fire, EMS on our day we can talk to one another. That's not where we get our 911 calls from we have the 900 megahertz system that police, fire, EMS get their radio calls from and we can break down on separate channels for a critical incident but our road department doesn't have the radio or capability to get onto the 911 system. We have a high and I will tell you that it hasn't been maintained it hasn't been kept up for a variety of reasons mostly financial and we're about to pay the price for that to be honest with you.

Mr. Sullivan – Since the buildings are right next door to each other I wasn't sure. For the Township ban that we are using is...

Mr. Fodi – That ban is actually over on a tower over by the Turnpike Commission over on Harvison Road.

Mr. Sullivan – So for the 911 that is separate.

Chief Otto – We have a County radio and a Township radio and this is the township radio that....

Mr. Fodi – It's impacting us 100% it's impacting them about 10% because they (?) (Can't hear) frequency unless they need to.

Mr. Konkus – So what is the problem?

Mr. Fodi – The assessment was originally that the MT2000 repeater probably needs to be scrubbed the base of the building box. There is possibly corrosion the antenna that goes up to the antenna itself the wiring.

Talking among several people.

Mr. Sullivan – Is that a substantial cost and is there money in the budget?

Mr. Fodi – Maybe 10. Turnpike Commission says whatever you replace is fine if we deviate in anyway of design from what's there one wire or two wires we have to amend the Agreement and because there is a lease agreement and then we have to get into the structural analysis of what we're doing on the load of the antenna itself. We are hoping replacement is all we have to do.

Mr. Sullivan asked for a motion to adjourn.

Motion to adjourn by Mr. Shula.

Second by Mr. Gwynn. Call vote. All in favor. Motion carried.

Respectfully submitted,

Mr. Alexander Graziani, Township Secretary

Transcribed: Jeanann Greer, Administrative Assistant Community Development Department