

## TOWNSHIP OF UPPER CHICHESTER

March 12, 2015

### I. CALL TO ORDER

*The regular meeting of the Board of Commissioners was called to order by Mr. Michael Gaudio, President, in the Meeting Room of the Municipal Building, Furey Road, Delaware County, Pennsylvania. Mr. Gaudio conducted the Pledge of Allegiance.*

### II. ROLL CALL

*Roll was conducted by Mr. Michael Gaudio, President. Mr. Gaudio, Mr. Raikowski, Ms. Whitaker, Mr. Baiocco, Mr. Neary, Mr. Viscuso, Mr. Catania and Mr. McMullan. All present unless otherwise noted.*

### III. MEETING MINUTES

*Moved by Mr. Neary; seconded by Mr. Raikowski, the Board approved the meeting minutes from February 5<sup>th</sup>, 2015 Special Advertised Caucus meeting. Questions? Motion carried without dissent.*

*Moved by Mr. Neary; seconded by Mr. Baiocco, the Board approved the meeting minutes from the February 12, 2015 regularly scheduled Board of Commissioners Meeting.*

*Mr. Gaudio noted that the Board held an Executive Session on February 12, 2015 to discuss various legal and personnel issues.*

### IV. COMMENTS OF CITIZENS

Mr. John Lynch, 421 Kristine Ct. Mr. Lynch had a question about the war memorial at McCay Ave and Chichester Ave. Mr. Raikowski reminded Mr. Lynch, the Township needs permission from the landowner of the current location of the memorial before relocating the memorial. Mr. Raikowski stated that information will be made available as soon as the Township receives permission.

Mr. Joseph DiMarco, 2246 Naamans Creek Rd. Mr. DiMarco asked the board if there are any plans to change/update the equipment at the Township skate park. Mr. Gaudio noted in 2013 the Township repainted the skate park. Ms. Whitaker asked Mr. DiMarco for more clarification on his question. Ms. Whitaker encouraged Mr. DiMarco contact the Township's Director of Recreation, Joan Morrison.

### V. ENGINEER'S REPORT

1. *Mr. Viscuso presented the Engineer's report.*
2. *Mr. Viscuso commented the contractor selected for remedial work to Furey Fields 1 and 2 has provided a timeline schedule. The timeline schedule was included to each Commissioner in their folder for tonight's meeting. Mr. Viscuso noted the cooperation from the weather will dictate the start date for the contractor.*
3. *Mr. Viscuso reported on the 2014 CDBG projects. The project is out for bid and results will be provided at April's Caucus meeting.*
4. *Mr. Viscuso noted the grant application has been submitted to PennDot for Green Light Go Grant. This is a matching grant and will assist the Township with completing corrections so to comply with PennDot's traffic maintenance program.*
5. *Mr. Viscuso commented the Commissioners have been submitting roads in their Wards for the Road Program. Mr. Viscuso wants to finalize the list of roads and jointly advertise with Aston Twp.*
6. *Mr. Viscuso read aloud a required MS 4 permit statement so to be on record and provided the statement to the Township Manager. A copy of the statement will be filed in the Township's MS 4 file.*
7. *Mr. Viscuso reported he is working on a design for the Jennifer Way Grant received by the Township for improvements to the creek bank behind the homes on Jennifer Way.*
8. *Mr. Viscuso noted the Attilio Gaudioso subdivision plan is scheduled for review by the Delaware County Planning Commission this month, so a resolution should be ready for the BOC to take action at the April meeting.*
9. *Mr. Viscuso will work with Mr. McMullan to draft a letter of support to be signed by the BOC's for the I-95/ Route 322 Project.*
10. *Moved by Mr. Neary and seconded by Mr. Baiocco, the approval of final release of payment in the amount of \$6,250 to Musco for Furey Fields 1 and 2 lighting project. Questions? Motion passed without dissent.*
11. *Moved by Mr. Neary; seconded by Mr. Raikowski, the Township submitting an application to Delaware County for Liquid Fuels Funds in the amount of \$12,960 for the road program. Questions? Motion passed without dissent.*

**VI. SOLICITOR'S REPORT**

1. *Mr. Catania presented the Solicitor's Report.*
2. *Moved by Mr. Raikowski; seconded by Mr. Neary, Resolution 15-10, Hazardous Materials Fire Company Reimbursement. This resolution amends, not all, prior Township reimbursement resolutions by updating the reimbursable fees to reflect current cost of materials. Questions? Moved without dissent.*
3. *Mr. Catania circulated for review a draft of the revised ATV ordinance 485. Mr. Catania noted a request was brought forward at the last BOC meeting to expand the ordinance to include definition of ATV's, expand driving ATV's on private and public property, and expand the section of the ATV being forfeited and/or seized. Mr. Catania will properly advertise for adoption at April's BOC meeting.*
4. *Mr. Catania circulated for review a draft of the revised Transient Retail Merchant Ordinance. Mr. Catania noted changes to the ordinance include: applicants submitting a background check, contingent on feedback from the Chief of Police and changing the hours and days permitted to solicit to Monday thru Saturday, 10am-6pm and Sundays, 12pm-4pm. Mr. Catania will properly advertise the ordinance for adoption at April's BOC meeting.*
5. *Mr. Catania noted he prepared a two page MOU agreement with Marcom for filming at Township owned locations. In addition, Marcom, at no cost to the Township, will produce short videos to promote the Township. Waivers and insurance certifications are included in the MOU.*

**VII. MANAGER'S REPORT**

1. *Moved by Mr. Neary; seconded by Mr. Baiocco, to award the lowest bid to Robertson Fuel in the amount of \$7,240 to replace the split heating and cooling system at the Highway building. Three bids were submitted for the replacement work. Questions? Moved without dissent.*
2. *Mr. McMullan discussed, as a result of a hail storm from June 2014, damages occurred to the highway building roof. Travelers Insurance has provided the Township with funds to replace the roof. Mr. McMullan to obtain bids.*
3. *Moved by Mr. Neary; seconded by Ms. Whitaker, to move forward on committing to the purchase of a new phone system for*

all Township offices. The vendor is registered on CoStars. Questions? Mr. Catania asked about procurement. Mr. McMullan noted vendor is currently registered with CoStars. Vendor for the phones is ET&T and the vendor for the service is Windstream. Mr. McMullan noted the Township will experience a savings of approximately \$220 a month switching service providers. Motion passed without dissent.

4. Mr. McMullan noted five dashboard cameras have been installed in police vehicles, two additional cameras will be installed with the purchase of two police vehicles in July 2015. The server for the cameras is expected to be installed the week of April 6<sup>th</sup>.
5. Mr. McMullan discussed moving to paperless payroll statements for employees and reports. ADP, the current payroll provider, stated UCT would experience an approximate \$30 a month savings by going paperless.
6. Mr. McMullan provided an update on the accountant position. Two interviews need to be scheduled and after that Mr. McMullan will make recommendations to the BOC and request Commissioners to participate in the second round of interviews.

## **VIII. REPORTS OF COMMISSIONERS**

### **A. Highway & Sanitation, Library, Street Lighting & Traffic Signals – Mr. Baiocco, Chairman**

1. Mr. Baiocco asked Mr. Catania if the roof for the addition to be built at the highway yard can be done at the same time as the main roof. Mr. Catania noted it will be a question of price and whether or not the price exceeds the procurement threshold.
2. Mr. Baiocco discussed the converted trash truck to a dump truck is now on the road. The conversion cost was \$35,000 and the purchase of a new truck is \$140,000, so the Township experienced significant savings in converting the existing trash truck to a dump truck. Mr. Baiocco noted the highway department has been performing work to several vehicles instead of sending vehicles out for work to save money for the Township.
3. Mr. Baiocco asked the Supt. of Highway to discuss the increase in fees for taking recyclables to a plant. The increase in fees will be approximately \$17 a ton. Currently, the Township is receiving \$5 a ton from the recycling plant.

4. Moved by Mr. Baiocco and seconded by Mr. Neary, the appointment of Mr. Bill Lavery to the Property Maintenance Appeals Board. Questions? Motion passed without dissent.

**B. License & Inspections, Recreation, Sewer & Water – Ms. Whitaker, Chairman**

1. Ms. Whitaker noted all reports are on file in the admin office.

2. Ms. Whitaker noted March is a busy month from Recreation. Starting with the elementary school art poster contest as seen in the hallway of the Township building. Karate testing is scheduled for March 14, designer bag bingo is scheduled for March 21<sup>st</sup>. Ms. Whitaker commented tickets are still available for designer coach bingo. On March 28<sup>th</sup>, a bingo will be held in the fieldhouse to support post prom.

3. Ms. Whitaker commented lunch with the Easter Bunny is scheduled for April 4<sup>th</sup>, from 11am-1pm. Ms. Whitaker noted the Director of Recreation wants to extend a thank you to all the volunteers that assist with this event.

4. Ms. Whitaker reviewed the inspections report for the Month of February and noted the report is available in the office for review by the public.

5. Ms. Whitaker read a thank you letter submitted by Ms. Caroline Saunders, a resident of Upper Chichester. Ms. Saunders was expressing her thankfulness for a food delivery by the Township around the Thanksgiving Holiday and receiving a monetary check from employees at Intercon for the Christmas Holiday. Ms. Saunders was extremely grateful for the generous gifts.

6. Ms. Whitaker noted Ms. Betsy Brooks at the Sewer Authority will be retiring in August 2015.

7. Ms. Whitaker noted on Saturday, May 9<sup>th</sup>, the Library will be hosting a tea event as a fundraiser.

**C. Fire & Safety, Zoning & Planning – Mr. Raikowski, Chairman**

1. Mr. Raikowski noted that the reports are on file in the office for review.

2. Mr. Raikowski wants to proceed with demolishing a dilapidated property on 3<sup>rd</sup> Ave. Mr. Catania noted the Township will file an order in court and contact Delaware County Planning

*Department for guidance on complying with using CDBG funds to demolish the house.*

**D. Administration/Finance, Grants, Open Space/Shade Tree – Mr. Neary, Chairman**

1. *Administrative/Financial reports are on file in the office for review.*
1. *Moved by Mr. Neary, seconded by Mr. Raikowski, that the Board approve the List of Bills for the General Fund, in the amount of \$372,445.08. Questions? Motion carried without dissent.*
2. *Moved by Mr. Neary; seconded by Mr. Raikowski to move the list of trash refunds for March, as noted in Commissioner's folders as 15-03. Questions? Moved without dissent.*
3. *Mr. Neary noted, as an item on his agenda, he did send a letter to Creekside COA and HOA, and copied the BOC, Township Solicitor, Township Engineer and Township Manager on the letter.*

**E. Public Safety & Historical Society – Mr. Gaudioso, Chairman**

1. *Mr. Gaudioso noted that all reports were on file in the office.*
2. *Mr. Gaudioso commented on the installation of the dashboard cameras. Also, Mr. Gaudioso noted the Chief will provide the board with a policy on the use of the dashboard cameras.*
3. *Mr. Gaudioso noted the arrival of the newly purchased ATV for the police department.*
4. *Mr. Gaudioso asked Mr. Catania if residents can drive ATV's on their own property. Mr. Catania commented, as long as riding the ATV does not violate other ordinances.*
5. *Chief of Police asked for a motion to hire Lillian Whitaker to fill the vacant crossing guard position. Moved by Mr. Baiocco; seconded by Mr. Raikowski. Questions? Moved without dissent.*
6. *Mr. Gaudioso discussed working with the historical society and reaching out to Conrad – builder at Maple Zone – to discuss relocating the Mickey Vernon Museum to Upper Chichester Township.*
7. *Mr. Gaudioso commented on the upcoming Economic Development Committee meeting with local businesses to review the proposed website. Also, Mr. Gaudioso discussed the Township working with Mr. Mike Campagnini, the creator of the EDC website, to*

review and work with the Township to update the Township's website. Mr. Gaudio asked if anyone on the BOC opposed, no one opposed. Mr. Gaudio asked Mr. McMullan to contact Mr. Campagnini.

8. Mr. Gaudio asked Mr. Viscuso to update the BOC on 3105 Rodney Avenue. Mr. Viscuso said he spoke to Mr. McMullan before tonight's meeting and the request from the Highway Department to camera the pipe. Also, Mr. Viscuso noted the easement needs to be finished and signed before commencing work.

**New Business**

None Reported.

**OLD BUSINESS**

No discussion.

**4. ADJOURNMENT**

Moved by Mr. Neary, seconded by Mr. Raikowski that the Board adjourns. Questions? Motion carried without dissent.

Respectfully submitted,

  
John McMullan

Township Manager/Secretary