

**UPPER YODER TOWNSHIP SUPERVISORS
MAY 15, 2014**

**REGULAR MEETING
MUNICIPAL BUILDING**

MEMBERS PRESENT

EDWARD BARZESKI
ROY SHAFFER-ABSENT
ROBERT AMISTADI
WILLIAM HUSTON
SCOTT HUNT

OTHERS

ROBERT SHAHADE, SOLICITOR
KEN MESKO, ENGINEER
WALTER HOWELL, POLICE CHIEF
MARY KAY MAHER, TWP. SECRETARY

OTHERS – Fran Sivi, Tom and Salley Goughnour, Donna Guaetta, Lynn Hickey, Kyle Fritz

CHAIRMAN CALLED THE MEETING TO ORDER AT 7:00 P.M. WITH THE PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES – APRIL 17, 2014

Bill moved, Scott seconded to approve the minutes as submitted. Motion Carried. 4/0

PERSONS REQUESTING TO BE ON THE AGENDA

DONNA GUAETTA/525 PALLISER STREET/STORMWATER

Ms. Guaetta addressed the Board concerning the latest installation of storm sewer culverts on Palliser Street, stating the surface water is running down the middle of the street and not entering the new culverts. She stated the water comes off of Luzerne St. Ext, crosses over and comes down Shekomeko Lane and crosses over to Palliser. Because Shekomeko is not crowned, the water does not flow to the side of the road and into the culverts, but travels down the middle and eventually into her driveway/yard and those of her neighbors on Palliser St. She asked if another culvert could be installed where the water enters Palliser Street so that it will be caught. She presented pictures of the water runoff and ran a video of the water for the engineer to see. Ken will inspect the area with Ms. Guaetta to see what remedy could be done to alleviate the water runoff.

PUBLIC PARTICIPATION

THOMAS GOUGHNOUR/7 JEFFERSON STREET/UNSIGHTLY DEBRIS

Mr. Goughnour informed the Board of the accumulated debris that is being stored at his neighbor's property at 5 Jefferson Street. The occupant is a tenant and for the past year has been storing tires and materials at the property. The neighbor recently erected a tent that some items are being stored in. The property is in an extremely dilapidated condition. Mr. Goughnour obtained a copy of the Township's Nuisance Ordinance No. 245 and he pointed out there are numerous items in the Ordinance that his neighbor is not complying with. Chief interjected stating the Police Department did cite the resident and it is before the Magistrate. The occupant was making an attempt at clean-up, but became lax in the last few weeks. Mr. Goughnour obtained the owner's name, address, and phone number which he turned over to the Chief. The owner of the property should be cited for property maintenance since the tenant is not complying.

LYNN HICKEY/349 ROBIN STREET/NUISANCE COMPLAINT

Mr. Hickey addressed the Board concerning the recent installation of an outdoor light that his neighbor installed at 343 Robin Street. The light was installed in the peak of his garage and illuminates Mr. Hickey's backyard, deck and shines into his house. It is a dusk to dawn light. Mr. Hickey also pointed out per the Zoning Ordinance No. 1105 for Off Street Parking – vehicles shall be limited to commercial

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vehicles weighing not more than 1 ton GVW and belong to the resident or guests. Mr. Hickey questioned the parking of a backhoe on the property. The light does shine directly down, but it illuminates a large area. Solicitor noted this would come under the Nuisance Ordinance and Zoning Ordinance. Chief will talk to the Magistrate to see what can be done.

APPROVAL OF REPORTS – SECRETARY’S, INCOME, FINANCIAL STATEMENT, PAYROLL

Bill moved, Scott seconded to approve the reports as submitted and to return to the Secretary’s record as needed. MOTION CARRIED 4/0

APPROVAL OF GENERAL FUND BILLS FOR \$41,494.25

Scott moved, Bob seconded to approve the General Fund bills in the amount of \$41,494.25. ROLL CALL VOTE: Scott-aye, Bill-aye, Bob-aye, Ed-aye MOTION CARRIED 4/0

APPROVAL OF OTHER FUND EXPENDITURES - \$80,790.24

Scott moved, Bill seconded to approve the Other Fund Expenditures for \$80,790.24. ROLL CALL VOTE: Ed-aye, Bob-aye, Bill-aye, Scott-aye MOTION CARRIED 4/0

BID AMOUNT THRESHOLDS

Solicitor clarified the current amount that requires competitive bidding is \$19,100 and \$10,300 for telephone quotes.

SUNRAY DRIVE MOVE

Secretary was directed to contact several moving company to obtain quotes on moving the files and office furniture to the new location. Also to inquire how much lead time they would need to schedule the actual move day.

ZONING WORKSHOP SCHEDULED

Scott moved, Bob seconded to advertise another Zoning Workshop for Thursday, May 29, 2014 at 7:00 p.m. MOTION CARRIED 4/0

WESTMONT HILLTOP RECREATION COMMISSION AUDIT

Scott stated the Westmont Hilltop Recreation Commission received their audit report from Kline and Kimlin for the year ending Dec., 2012. The report indicates it was a clean audit with no findings.

SUNRAY DRIVE UTILITIES SERVICE

Ken reviewed the schematics of the utilities of the Sunray Drive Building stating which meters operate with HVAC unit for heating/air conditioning and for which section of the building. After analyzing the meters, it was determined that the Township had been paying a gas bill for one of the meters that services the tenant- American Mining Insurance Co. This meter had also been paid by the previous owner and the Township followed suit. The gas bills for this meter were pulled and compiled and will be submitted to the tenant with a request for reimbursement. The electric bills will have to be reviewed.

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Ken believes the one zone for electric will have to be split by a percentage of square footage occupied by the tenant. This would be more economical than to have the areas re-zoned with separate electric meters. The separate wall for the tenant's reduction in space will be installed shortly and several plugs will have covers installed for better separation of utility service.

ED AND COURTNEY DROZ/3470 MENOHER BLVD/WATER DRAINAGE

Ken is still working on alleviating the water problem. An easement may be needed from one owner. They may be able to cut in a ditch into the existing pipe that may solve most of the water problems.

HENSEL SEWAGE TREATMENT PLANT/115 HAMEL LANE

Ken informed the Board the Hensel's are in compliance or else they would not be able to obtain a permit. The Board requested the test information be submitted to the Township so that there are records kept on the treatment plant even though the burden is placed on the homeowner.

SELL STREET CULVERT PROJECT

Ken stated the plans/specifications are being worked on for the Sell St. culvert. The sewer PennVest project was approved so both projects can be advertised at the same time with separate specifications so that the projects are kept separate between the Township and Sewer Authority. The work will be bid out this summer and work should commence this fall.

2014 ROAD PAVING PROGRAM

Ken is working on compiling the listing for this year's road program. The submission should be ready for review at the next meeting scheduled for May 29th. Ken is to meet with Mike Bowser to review the schedule and obtain PennDot's approval so that it could be bid out at the next meeting.

GARBAGE EXONERATION REQUEST/EARL BLACK/171 MEADOW DRIVE

Chief reported the Blacks were issued a building permit back in 1997 for a garage. There was no mention about any living quarters. There are two utility meters at the residence servicing two units. Chief recommended the Board take a closer look at this exoneration request.

BLOCKAGE OF LOGS/PULL-OFF

Chief reported there is a pull-off area on Rt. 271 and Fender Lane that drivers use when they need to. The adjoining property owner had erected a log barrier on the pull-off to prevent its use. Chief contacted PennDot concerning the issue since Rt. 271 and Fender Lane are state roads.

NUISANCE/HIGH GRASS

Chief informed the Board if there are any complaints concerning high weeds/grass to refer them to the Police department as they are actively pursuing the owners since spring has arrived.

POLICE CONTRACT NEGOTIATIONS

Board confirmed with the Chief to schedule a contract negotiation meeting with the Police Bargaining representatives to be held on May 29, 2014 at 6:30 p.m.

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BOARD AND SOLICITOR ADJOURN INTO AN EXECUTIVE SESSION AT 7:41 PM AND RECONVEN AT 8:08 P.M. Chairman announced that an executive session was called for personnel matters and no decisions were made.

GARBAGE EXONERATION REQUEST/EARL BLACK/171 MEADOW DRIVE

Scott moved, Ed seconded to deny the garbage/recycling exoneration request for Earl Black of 171 Meadow Drive. MOTION CARRIED 4/0

UPPER YODER TOWNSHIP VOL. FIRE DEPARTMENT/TAX PROCEEDS

Tax funds were recently received from the tax collector for deposit into the Fire Department Fund.

Bill moved, Scott seconded to issue a check for \$30,000 to the Upper Yoder Vol. Fire Dept. for 2014 tax proceeds. MOTION CARRIED 4/0

NEW BUSINESS

UPPER YODER TOWNSHIP SEWER AUTHORITY APPOINTMENT

Kyle Fritz had completed the unexpired term of Robert Shoup who had recently passed away. The term expired as of May 2, 2014.

Ed moved, Bob seconded to reappoint Kyle Fritz of 519 Harshberger Road to a five (5) year term on the Upper Yoder Township Authority. Term of office will run from 5/1/14-19. MOTION CARRIED 4/0

FIRE POLICE APPOINTMENT

The Upper Yoder Township Volunteer Fire Company submitted correspondence with the request to appoint Michael Scaletta to the roles of Fire Police. Police Chief confirmed the nomination.

Ed moved, Scott seconded to appoint Michael Scaletta of 155 Derby Street to the roles of Fire Police for Upper Yoder Township. MOTION CARRIED 4/0

SUNRAY DRIVE RENOVATIONS UPDATE

- **PHONE SYSTEM** – Bob reviewed the submitted phone quote received from Link Computer Corporation that would provide the building with phone service, computer service and internet service and provide for an expansion of the system for the time when the Police Dept. move into the building. Quote is being provided through the Co-Stars state contract No. 003-040. The system has 24 ports to allow for future services and will tie in with the Atlantic Broadband service. The system will also be tied into the garage phones so that calls and/or intercom can be relayed between the two buildings. When the Police Dept. move in, a separate fire wall will be installed to prevent outside access to the Police Records. Township already has its own firewall installed. This quote provides for a monthly maintenance charge for all phone units for a two year plan and will be “cloud based” which is the latest technology in phone service.
- **BLOCK WALL NEEDED** – a wall that separates the tax collector’s office from the Township office needs to be constructed that will run up into the ceiling panels. C.J. Kist Construction could do the installation at a cost of \$1,475.00.
- **OUTSIDE SIGNAGE** – to identify the Township office needs to be designed and ordered

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- **TOWNSHIP LOGO** – need to be designed and installed in the meeting room
- **ACCESS KEYS TO BUILDING** – need to be defined as to who has keys and access. A heavy duty key assembly could be used or go to an access card system. Currently there is an electronic lock on the entrance door. Current keys to the building will have to be re-keyed.
- **ADA ACCESSIBLE RESTROOMS** – Bob talked to Nick to verify the current bathroom is ADA accessible. The front smaller bathroom will be the public bathroom and the rear larger bathroom will be posted private due to the cleaning supplies being stored there; but, should a handicapped person require bathroom facilities, the larger bathroom could be utilized.

Ed moved, Scott seconded to accept the quote from C.J. Kist Construction for the installation of the separation wall between the Township office and Tax Collector's office for the quoted price of \$1,475.00. MOTION CARRIED 4/0

Scott moved, Bill seconded to accept the phone system quote from Link Computer Corporation for \$7,803.94 along with a two year maintenance package. MOTION CARRIED 4/0

- **MEETING ROOM CHAIRS** – have to be ordered for the meeting room
- **HALLWAY CHAIRS/BENCHES** – need to be ordered for use during tax season
- **WALL PARTITION INSTALLATION** – needs to be constructed within the next two weeks to accommodate the tenant as they downsize their rental space
- **CLEANING SERVICES** – offices and rooms will need cleaned prior to moving equipment and furniture in
- **HVAC DUCT WORK** – has to be worked on to provide heat/air conditioning to the tax collectors room and balance the system out.
- **ADVERTISEMENT** - has to be drawn up to be published in the local newspaper announcing the new address and date of move
- **SIGN-IN PODIUM** – or something similar will be needed for sign-in of attendees at the meetings

ZONING WORKSHOP MEETING

Scott moved, Ed seconded to change the wording of the advertisement of the Zoning Workshop meeting on May 29, 2014 at 7:00 to include "and any other business before the Board." MOTION CARRIED 4/0

THE RIDGE MAINTENANCE/GRASS CUTTING

A request was received to use the Upper Yoder Township's equipment to cut the grass out at the Ridge. Their maintenance man, Ray Chessa, can cut the grass if the lawn equipment was available. Consensus of the Board was to provide the equipment needed.

PUBLIC PARTICIPATION - none

ADJOURNMENT – Motion by Bill, seconded by Scott to adjourn. Motion Carried. 4/0

ADJOURNED – 8:30 P.M.

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Respectfully submitted,



Mary Kay Maher
Twp. Secretary

**THE NEXT SCHEDULED MEETING WILL BE ON JUNE 19, 2014 – AT 7:00 P.M. FOR THE TOWNSHIP
SUPERVISORS MEETING**