

MIDDLETOWN TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA
MARCH 9, 2020

Minutes of the Regular Meeting of Township Council held on March 9, 2020 at 7:05 p.m. in the Township Administration Building located at 27 North Pennell Road.

Present: Stephen Byrne, Bibianna Dussling, Mark Kirchgasser, Kathleen O'Connell Bell, Susan Powell, Walter "Bok" Read, Norman Shropshire, Andrew Haines, Joseph A. Damico, Jr., Esq., Eric Janetka

1. OPENING

Chairman Mark Kirchgasser called the meeting of the Council to order at 7:05 p.m. and led in the recitation of the Pledge of Allegiance to the Flag. Mr. Kirchgasser stated Council met in Executive Session to discuss a personnel issue. He stated they also discussed legal issues regarding a real estate matter.

Mr. Kirchgasser asked if anyone was videotaping the meeting. Mr. A.G. Ciavarelli, 301 New Darlington Road, stated he was videotaping the meeting.

2. APPROVAL OF MINUTES

Mr. Shropshire made a motion to approve the minutes of February 24, 2020 and Mrs. Powell seconded the motion. The motion carried with a vote of 7-0.

3. PUBLIC COMMENTS

Mr. Jack Masters, 6 Laurel Lane, stated he had a concern about the land development on Oak Avenue and how it is progressing. Mr. Janetka stated the project was slowly progressing due to a number of reasons, including equipment and weather.

Mr. Masters also asked if it was a customary practice for AQUA to only pave half a street. Mr. Kirchgasser stated this was a customary practice due to the sheer volume of pipe replacement. He stated it is a requirement of the Township to have the roads returned to the original condition. Mr. Masters asked if the Township would pave the other half of the road. Mr. Kirchgasser stated it depends on the schedule. Mr. Haines stated the roadways are assessed and the road may sit for a couple of years before it is repaved, if merited.

4. REPORTS

A. CHAIRMAN

Mr. Kirchgasser stated the big issue is the concern about the Coronavirus. He stated there are any number of issues the Township is qualified to offer advice on; however, the County is prepared and the primary source of information on issues like this. He stated the role of the Township is to communicate any recommendations from the County.

B. COMMITTEE - Finance and Administration, March 9, 2020.

Mr. Byrne reported the Finance and Administration Committee met earlier this evening in Executive Session with the auditors to discuss the 2019 Township audit.

C. MANAGER

Mr. Haines stated staff was working on operational preparedness after a COVID-19 case was reported in Delaware County. He stated at 4:30 p.m. this afternoon there was a conference call from the County for emergency staff and advocated for local governments to be prepared. He stated the County stated that business is normal, including schools at this time and encouraged local governments to do the same. He stated the County declared an emergency for administrative purposes only. He stated 9-1-1 dispatchers are utilizing an emergency medical dispatch protocol and questioning calls to do initial triage of potential illnesses to report to the first responders on scene.

Mr. Haines stated the County tax assessments have been sent out. He stated if a homeowner wants to appeal there is a process outlined by the County. Mr. Haines stated legally from an assessment process when the assessment is done the revenue has to be the same. He stated if there are any questions about the procedure, staff will be happy to answer them. Mr. Haines stated until the County goes through the appeal process throughout the year, they will not have a final determination of what the millage rate will be. He stated if there is any decision about whether taxes will change in 2021, there is a cap. He stated the overall income cannot increase more than 10 percent after the application of a reassessment. Mr. Kirchgasser stated this is a County exercise not a Township one. He stated the Township is tied to whatever the County assessment is when it comes to the taxing that the Township can levy based on millage on property. He stated the Township will keep residents informed by way of the website.

D. ENGINEER

SEE ATTACHED REPORT

5. PUBLIC HEARING - N/A

6. OLD BUSINESS - N/A

7. NEW BUSINESS

A. Consideration to Introduce: Ordinance 818, Amendment to Chapter 235, Vehicles and Traffic, to Provide for a Two-Way Stop Intersection at E. Forge Road and Painter Road.

Mr. Haines stated the Roads/Highways/Public Safety committee requested introduction of this ordinance at the January 27, 2020 meeting. He stated reportable crash incident data provided by the Pennsylvania State Police was confirmed by Township traffic engineer Andy Parker of McCormick & Taylor. He stated this is an opportunity to legally install traffic control device.

Mr. Shropshire made a motion to introduce Ordinance 818 and Mr. Byrne seconded the motion. The motion carried with a vote of 7-0.

B. Consideration to Authorize Waiving Bidding Requirements to Purchase 2020 Ford F-250 from State COSTARS Purchase Program from Brian Hoskins Ford for \$32,495.

Mr. Haines stated this was similar to a previous request regarding replacing a fleet vehicle through the COSTARS program. He stated four approved vendors submitted their prices and were reviewed by staff, which found the price under the estimated budget. Mr. Haines stated an additional cost of less than \$10,000 to up-fit the vehicle will also be incurred. Mr. Kirchgasser stated the approved budget allowed for the replacement vehicle in the amount of \$59,160 and this replacement cost will be approximately \$40,000.

Mr. Shropshire made a motion to waive bidding requirements and purchase the vehicle and Mr. Read seconded the motion. The motion carried with a vote of 7-0.

C. Consideration for Approval: Resolution 2020-10, Disposition of Records Pursuant to State Municipal Records Manual.

Mr. Haines stated they were trying to clean up the building and dispose of old files from the Park and Recreation Department. He stated the records no longer met the timeframe for the retention of records. He stated the records from the Code Enforcement Department have been digitally scanned. Mr. Read asked if the records to be disposed include money spent on various projects. Mr. Haines stated those records will be with the Finance Department, not the current files up for disposition. Mr. Read stated it would be important to keep records of public works performed by the Township. Mr. Read stated if the Township started a project 50 years ago it would be important to retain these records. Mr. Haines stated agreements or easements for a property must be kept in perpetuity, or until amended or extinguished.

Ms. Dussling made a motion to approve Resolution 2020-10 and Mr. Read seconded the motion. Resolution 2020-10 carried with a vote of 7-0.

D. Consideration for Authorization: A Conditional Approval of CDBG Roadway Restoration Project for E. Old Baltimore Pike.

Mr. Haines stated the lack of competitive bids for general contractor work is driving prices higher than that projected at actual market and unit prices for material. He stated this project has Community Development Block Grant funds in the amount of \$130,650 which were granted to the Township. He stated it is in the Township's best interest to take advantage of the grant funds. He stated the project at E. Old Baltimore Pike requires roadwork and curbing. Mr. Haines stated this was reviewed by Mr. Janetka's team and approved by the County OHCD team. He stated staff is asking for a conditional awarding of the project to Innovative Construction Service but amending the line items as shown in the supporting memo. Mr. Kirchgasser stated the Township received an approximately \$130,000 grant from the County and that the lowest bid is double the amount and the highest bid is triple the amount. He stated this is not fiscally responsible and there are alternate means to accomplish the work. He stated he applauds the Township staff for approaching this in a fiscal manner. Ms. Dussling asked if this is a

trend and could anything be gained by lumping projects together to go to bid. Mr. Janetka advised no and stated it would be challenging to create consolidated bidding projects. Ms. Dussling asked if anything would be gained by coordinating with area municipalities. Mr. Haines stated that quantity purchases can be done mutually such as purchasing salt but labor tasks such as this are not operationally feasible

Ms. Dussling made a motion to authorize the conditional approval and Mrs. Powell seconded the motion. The motion carried with a vote of 7-0.

E. Approval of March 9, 2020 Bill List.

Mr. Kirchgasser read the bill list aloud.

GENERAL FUND

A. J. Blosenski, Inc.	January Recycling/Yard Waste	\$ 25,690.56
Independence Blue Cross	March Health Insurance	\$ 20,014.71
Keystone Municipal Services, Inc.	Contracted Services: 1/27 - 2/7/20	\$ 11,325.00
Oliver Heating & Cooling	Commercial Duct Cleaning	<u>\$ 6,297.00</u>
	General Fund Total	<u>\$ 63,327.27</u>

RECREATION FUND

PNC Credit Card To G/F	Office Supplies	\$ 29.99
	Recreation Supplies	\$ 233.09
	Advertising	\$ 25.93
	Dues/Subscriptions/Memberships	\$ 135.00
	Contracted Services, Special Events	\$ 208.00
	Meetings & Conferences	\$ 548.00
	Trips	<u>\$ 5,048.69</u>
	Recreation Fund Total	<u>\$ 6,228.70</u>

CAPITAL RESERVE FUND

Conway Power Equipment, Inc.	Parks Capital Equip. - Mowers	<u>\$ 22,997.80</u>
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Mr. Byrne made a motion to approve the bill list and Mr. Read seconded the motion. The motion carried with a vote of 7-0. Mr. Kirchgasser adjourned the meeting at 7:35 p. m.

Respectfully Submitted,

Sharon Browne