

**Neville Township
5050 Grand Avenue
Neville Island, PA 15225**

**Caucus Meeting Agenda
February 1, 2024
7:00 PM**

CALL TO ORDER

Caucus Meeting call to order by Chairman Rutter at _____ pm.

ROLL CALL

Officials Present:

Mr. Belsterling _____. Mr. Brown _____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

Also, Present:

Jeanne Creese, Township Manager

Debra Thomas, Township Clerk

SCHEDULED GUESTS

OLD / NEW BUSINESS

Planning Commission / Land Development Report

- December 21, 2023, Planning Commission Meeting Report
- January 25, 2024. Planning Commission – Meeting Cancelled
- Report of New / Open Applications

Zoning Hearing Board Report

- Report of New /Open Applications

Manager / Financial Reports

- December 2023 and January 2024 Payroll and Finance Reports
- 2022 Audit Report
- 2023 Audit Schedule
- 2024 Audit RFP
- Freedom Systems Financial Software
 - Utility Billing / GL Interface
 - Security

Office Assistant Job Posting

- Candidate Review – Executive Session

Sheetz

- **Draft Encroachment Agreement (Sign)**
- **Draft Utility Easement Agreement (Water Main)**

ACTION ITEMS

Motion 6 – Subdivision Plan– RBG Development, Inc.:

Call for a motion to re-approve without changes for recording purposes, the Preliminary and Final Subdivision Plan for the RBG Development, Inc. for a Sheetz Convenience Store, 5800 Grand Avenue, Neville Island, to consolidate lot numbers 273-S-58 and 273-S-66 along Grand Avenue, as recommended by the Neville Township Planning Commission on September 28, 2023, and per the Township Engineer’s letter dated September 26, 2023.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

TENTATIVE SCHEDULE FOR REGULAR MEETING

- Motion – Bond Reduction Request No. 1 – Sheetz CLI Facility
- Motion – 2023 Road Paving Program Pay Request (Pending Engineer Review)
- Motion – Professional System Integration Engineering Services – Water System SCADA

EVENTS / REMINDERS

- Neville Active Transportation Plan Public Meeting – Thursday, February 8, 2023, 5:30 PM.
- Allegheny County Health Department – Neville Chemical Air Quality Permit Renewal Hearing – Tuesday, March 12, 2024 -6:00 PM.

ANY OTHER BUSINESS

EXECUTIVE SESSION

Prior Executive Session Announcement: None

Call for a motion to adjourn to executive session.

Motion made by: _____ *Second by:* _____.

Vote: __/__.

ADJOURN

Call for a motion to adjourn the meeting.

Motion made by: _____ *Second by:* _____.