

**NEVILLE TOWNSHIP
5050 GRAND AVENUE
NEVILLE ISLAND, PA 15225**

**May 14, 2020
7:00 PM
REGULAR MEETING**

CALL TO ORDER:

The May 14, 2020 Regular Meeting was called to order by Chairman Rutter at 7:00 PM. Due to the COVID-19 Pandemic Emergency the meeting was held virtually.

PLEDGE OF ALLEGIANCE:

Chairman Rutter led the Pledge of Allegiance.

ROLL CALL:

Officials Present:

Present: Mr. Brown, Mr. Kerr, Mr. Leon, Mrs. Phillips, and Mr. Rutter.

Also, Present:

Township Manager Jeanne Creese
Township Solicitor Charles Means
Township Engineers Ned Mitrovich and Drew Null
Police Chief Hanny

AUDIENCE COMMENT ON AGENDA ITEMS ONLY: Chairman Rutter stated the public was informed via advertisement that comments or questions could be submitted via email or phone until 6:00 PM this evening. No public comment has been received.

ENGINEER'S REPORT AND MS4 STORMWATER REPORT

- 1) MS4 Program: The Township's renewed MS4 Permit was issued by PADEP on February 16, 2018, effective on March 16, 2018. PADEP completed compliance inspection on November 20, 2018, minor comments were received, and no violations reported. The Annual Progress Report was filed in September 2019. Annual tasks will include training, inspections, and outfall screening. MS4 Board Training to be postponed for public meeting.

- a) Four field inspection reports completed by the Allegheny County Conservation District for outstanding NPDES permits were sent to the Township. Updates were requested from the property owners. Two responded that the outstanding items were complete, three remain incomplete.

2) Developments / Planning Commission:

- a) Calgon Carbon: No change.
- b) Gottlieb Warehouse: Field review with Gottlieb held on May 12, 2020. Construction is outstanding for the stormwater detention system.
- c) Columbia Gas Parking Lot Improvements: Revised O&M Agreement was provided to Columbia Gas for execution on April 7, 2020.
- d) Neville Island Commons, LLC: Response to outstanding comments was received via email dated April 10, 2020. Multiple items remain outstanding, bond reduction is not proposed (Attachment A).
- e) Lucknow-Highspire Terminal: No change.
- f) Goldie Subdivision: A Street Opening Permit application was filed with the Township and comments issued on April 13, 2020. Resubmittal was provided and response issued on May 7, 2020, outstanding items remain (Attachment B).
- g) Neville Chemical Company Riverbank Erosion Protection: No change.
- h) Tri-State Trailers Sales, Inc. Building Addition: LSSE will request a written update from the Developer for status on this project.
- i) Ashland Sewage Lift Station: Per a request from Shenango (DTE Energy) a meeting will be scheduled within the next two weeks to determine a scope for the sanitary collection and pumping station. Recent email communication attached (Attachment C).
- j) Lindy Paving Proposed Office and Lab Building: LSSE will request a written update from the Developer for status on this project.
- k) Leo Metals (GSK Holdings LLC): Plan submission remains outstanding, LSSE will request a written update.
- l) Neville Motel: An application was returned as incomplete, additional information is required for a complete submission and any review (Attachment D).
- m) Neville Chemical Hydrogenation Process: No change, submission remains outstanding.

- 3) Phase I Consent Order and Agreement (COA): The revised COA is expected in June of 2020. It is reported that this Order will contain flow limits.
- 4) Neville Road 16-inch Waterline Replacement: The Township was awarded \$350,000.00 for replacement of a portion of the 16-inch waterline located along Neville Road through the PA Small Water and Sewer Program. Permit has been received. Project was advertised, bid open scheduled for May 7, 2020. The bid date has been extended to June 4, 2020.
 - a) An evaluation was conducted with Public Works using recording pressure transducers to simulate shutdown of the 16-inch transmission main. This evaluation confirmed that a temporary waterline is required during construction of the 16-inch transmission main replacement (see discussion next paragraph). The Bid Documents have been prepared for replacement of 750 feet of waterline as the Base Bid option with two (2) options for an additional 500 feet.
 - b) Neville Chemical Company contacted Public Works regarding low pressures observed during an unscheduled fire flow test on May 6, 2020. The Township pressure transducers that were installed recorded a low pressure of 19 psi. This represents a 135 psi drop during their testing. A response was provided on May 13, 2020 (Attachment E). Additional unscheduled testing was conducted by Neville Chemical which resulted in high pressure alerts received by Public Works on May 11, 2020. Neville Chemical was advised on May 11, 2020 to postpone the current testing and schedule a meeting with the Township (Attachment F).
- 5) Salt Storage Building: Site was reviewed with Public Works on May 12, 2020, restoration schedule has been requested (Attachment G). Change Order No. 1 (Final) was prepared for a decrease of \$2,825.00.
- 6) Rules and Regulations: Comments provided by the Township and Solicitor were incorporated for final review. Standard details will be included with this update, details are being reviewed with Public Works.
- 7) Water System Compliance: LSSE is working with Public Works to complete the following plans as required by PaDEP and/or EPA.
 - a) Emergency Response Plan: Draft was reviewed with Public Works; plan is being finalized.
 - b) O/M Plan: SOP's drafted for review with Public Works.
 - c) Uninterrupted System Service Plan: Plan has been drafted; final submission requires certification by the Township that continuous supply can be maintained during the most likely emergency event. Letter was sent to West View Water Authority to request confirmation of available storage (Attachment H).
 - d) Risk and Resilience Assessment: We are reviewing the requirements for plan preparation.

- e) Act 110 Primary Facilities and Sub-Facilities Report: System unaccounted for water is approximately 6%.
 - f) Water Allocation Permit Compliance Report: PaDEP extended the submission deadline to May 26, 2020. Report was filed with PaDEP (Attachment J).
 - g) Lead and Copper Rule: EPA is proposing revisions to the Lead and Copper Rule. Final Rule is currently to be issued. EPA to require systems to develop an inventory of water system materials including service lines and interior plumbing components. The inventory regarding interior plumbing will continue with meter replacements, service calls and the industrial / commercial meter evaluation.
- 8) Automatic Flushing / Sample Stations: A Township hydrant exists on the RMU property and installation of a flushing station adjacent to the hydrant may resolve this issue. LSSE was unsuccessful in locating an easement / Right of Way near this hydrant. It is requested the Solicitor assist with this research. Public works said this hydrant could be used for sampling.
- 9) ALCOSAN GROW: Letter of Intent (LOI) was submitted via email to ALCOSAN for possible reimbursement under the GROW 5 Cycle, ALCOSAN provided an acknowledgement of receipt (Attachment K). Additional information was requested by ALCOSAN related to flow monitoring; data is being assembled for submission to ALCOSAN.
- 10) Water and Sewer Mains: An Opinion of Probable Cost was provided for this segment (Attachment L). The value of this OPC is \$45,500.00.
- 11) Rate Study: LSSE is working with the Township of preparation of a rate study for sanitary sewers. Review with the Township Manager is ongoing. ALCOSAN is increasing rates again.
- 12) Meter Inventory, Water System Leaks and Violations: Public Works advised of several leaks and violations reported in the system. LSSE is working with Public Works to notify the property owners and resolve the matters:
- a) Neville Chemical Water Leak: Mapping was recently submitted via email by Neville Chemical on May 12, 2020. Mapping to be reviewed with the Township and included with key mapping updates. Unscheduled fire flow testing was being done. Neville Chemical is proposing to install backflow for one of their meter sites, response provided (Attachment M). As noted above, meeting to be scheduled with Neville Chemical to discuss recent unscheduled flow testing conducted at this site.
 - b) 3000 Grand Avenue (Mr. John): Public Works reported multiple properties connected to a common water service line which include the following.
 - c) ACME Metals / Jeffrey A Nunes Laboratory / Jerry Trucking Service / Tri-Boro Trailer Building / Former Dart Trucking Site: Submission of proposed plan related to water system compliance for this site remains outstanding. As a response remains outstanding, it is suggested the Occupancy Permit be held until this comment is satisfied.

- d) Lucknow Highspire Terminals (LHT): Status was reviewed with Public Works, LSSE to request written update.
- 13) Allegheny County CD Year 46 Grant Cycle: Work pending receipt of Agreement from Char-West COG.
- 14) PA Small Water Sewer 2019 Grant Program: No change.
- 15) 2020 Road Program: Bid open was held on May 14, 2020 (today), bid report to be provided under separate cover. Seven contractors requested plans. Five bids were received. The lowest bid was Youngblood Paving, Inc. at \$66,611.50. An add alternate bid was added for \$39,305.00. Included in the base bid are street number 1, next to Robert Morris and Alley B between First and Second Streets. The alternate is Alley A and that would be the \$39,305.00.
- a) Based on the budget there are two options. The base bid is within the budget. To include the Add Alternate would be over budget by about \$10,000.00.
- i) Chairman Rutter asked to clarify which roadways were included in the Base Bid. He also asked what decision is needed from the Commissioner's for the Roadway Maintenance Program.
- ii) LSSE presents Attachment N with four different types of roadway repairs. To extend length of repairs, it would be advised to fix joints and cracks frequently and instead of using cold patch on concrete roadways to use high performance concrete. LSSE and Mark will prepare a cost to fix all the roadways and that can be annualized on what the final cost would be. This should assist the Board in determining how much to budget each year to be able to keep the roads repaired and to ensure that any repairs will last longer instead of something that has to be done each year.
- iii) Chairman Rutter stated he would like to use some of this year's budget to put into some of these repairs. The sealing or whatever can get achieve. LSSE said they can provide costs and comments for any repairs that the board would want to start.
- iv) Manager Creese said the 2020 budget for Roadway Repair Program is \$94,000.00. Of that approximately \$500.00 has been used to-date for cold patch. The majority of the \$94,000.00 is left. The 2020 Road Program budget line item was already reduced from prior years. As presented with the 2020 budget, the increase in trash collection costs without an increase in resident fees reduced the amount of funds available for 2020.
- v) Manager Creese cautioned that due to the COVID-19 shut down we will lose Amusement Tax from RMU and Neville Roller Drome. A loss of Earned Income Tax Revenue is also likely due to unemployment. She recommended the wise decision would be to award the Base Program and then reevaluate later this year to determine how much funding is available for in-house maintenance program.

- 16) Fleming Park Bridge Sanitary Sewer Forcemain: Update was requested on May 11, 2020. West View advised that this work is scheduled to be completed on May 19, 2020 pending confirmation with the railroad.
- 17) Riverfront Park: The options were field reviewed with Gottlieb on May 12, 2020. Gottlieb advised that they are working with their surveyor to verify access across the railroad property. Gottlieb is requesting Option A be considered by the Township. Stakes were placed on the property.
- 18) Public Works Site/Memorial Park Improvements: As the salt storage facility is complete, a plan / schedule to upgrade the paving and other site improvements should be considered.
- 19) Backflow Program: Teleconference was held with VEPO representatives on April 17, 2020 to setup the Township's backflow program. Public Works advised that they have completed inventory of all backflow prevention devices and provided same to VEPO. VEPO will now manage annual certification testing for compliance.
- 20) Water System Key Map: We are working to update the key mapping with Public Works to include recent developments, service findings, etc.
- 21) Roadway Maintenance Program: An initial field review was conducted with Public Works on May 12, 2020. A memo was prepared to summarize the general findings and categories for budget preparation (Attachment N). Discussed above in #15.

SOLICITOR'S REPORT: The Solicitor submitted a written report dated May 11, 2020 Solicitor Means is working with Manager Creese on Ordinance Codification. Worked with Chief Hanny to review the Curfew Ordinance. Worked with Manager Creese on a written policy for COVID-19 relief for water shut-offs during the emergency period. Requested LSSE take photos of the survey stakes on the Gottlieb property for use during easement option discussions and evidence purpose with the railroad.

COMMISSIONER'S REPORT:

Commissioner Dave Kerr- Public Works - Water and Sewer: Combined March and April 2020 reports. Monthly consumption reports were completed for the DEP. Read industrial and residential meters. Continued work on backflow program with VEPO. Cleaned pump station. Tore down Pump 2. Serviced and checked all equipment in the Station including electrical, sub pumps, sewage pumps water seal system, gate valves and gas detectors, as dictated by the DEP. For the MS4 Project, began street sweeping. Training Todd Phillips to run the street sweeper. Cleaned leaves from storm sewers. No violations for MS4.

Commissioner Bill Leon: Public Works- Streets and Highways: Street sweeping started. Training new employee to run the sweeper. Employee is prepared to take the test for his CDL as soon as the testing facilities reopen.

Commissioner Tracy Phillips- Parks and Recreation: Combined March and April 2020 reports.

Commissioner Jim Brown- Public Safety- (Police, Fire, EMA)- Mr. Brown read excerpts from Chief Hanny's monthly report

Commissioner Rick Rutter- Finance, Administration and Buildings- The Board received a written report.

BILLS:

Motion 1: Motion by Mr. Leon to accept the bills due and payable and for the period retroactively to April 1, 2020.

Second: Mr. Kerr

Roll Call: Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips- Yes and Mr. Rutter-Yes.

Motion 5/5

TREASURER'S REPORTS:

Motion 2: Motion by Mr. Leon to accept the Treasurer's Report for the months of March 2019 and April 2020 as submitted.

Second: Mr. Brown

ROLL CALL: Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes.

Motion 5/5

MEETING MINUTES:

Motion 3: Motion by Mr. Kerr to approve the minutes from the March 5, 2020 Caucus Meeting and the March 12, 2020 Regular Meeting and noting the April 2020 meetings were cancelled due to the COVID-19 Pandemic.

Second: Mr. Brown

ROLL CALL: Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes

Motion 5/5

ORDINANCES: None

RESOLUTIONS:

Motion 4: Motion by Mr. Leon to approve Resolution 772: A Resolution of Neville Township, Allegheny County, Pennsylvania, establishing policy regarding the payment of water, sanitary and sewage and trash collection during the COVID-19 emergency.

Second: Mr. Kerr

ROLL CALL: Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes.

Motion 5/5

ACTION ITEMS:

Motion 5-Personnel:

Motion by Mr. Brown to hire Tyler Chegas for the position of Full-Time, Temporary and Seasonal, Public Works laborer, effective May 26, 2020 at a rate of \$12.00 per hour.

Second- Mr. Leon

Roll Call-Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes.

Motion:5/5

Motion 6- Zoning Hearing Board

Motion by Mr. Kerr to appoint Lynn Belloma to the Neville Township Zoning Hearing Board to fill the unexpired term of Walt London through January 1, 2022.

Second: Mr. Brown

Roll Call: Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes.

Motion: 5/5

ANNOUNCEMENTS:

Announcement 1

Residents are reminded that while the Neville Township Municipal Building remains closed to the visiting public, all services can be provided by phone, email, on-line or via regular mail. Staff is available to assist you and we invite you to contact us or to visit www.nevilletownship.us.

Announcement 2

Residents or businesses with concerns about the Coronavirus are reminded that the Allegheny County Health Department is the best local source for trustworthy information and the most recent updates. Visit www.alleghenycounty.us/coroonvirus, or call ACHD at 412-687-2243.

Announcement 3

The Neville Township Board of Commissioners would like to extend their sincere appreciation to all residents and our business community for their patience and cooperation during the COVID-19 Pandemic Emergency. Special appreciation is extended to all essential workers, including store and restaurant clerks, postal and delivery drivers, first responders, medical professionals, and our Township staff. The Township would also like to thank the Cornell School District, Meals on Wheels, the West Hills Area Community Food Bank, our local churches, and all those who are volunteering their time and funds to help those most in need.

Motion 7: Motion by Mr. Leon to award the 2020 Road Paving and Storm Sewer Improvement Project to Youngblood Paving, Inc. in the base bid amount of \$66,611.50.

Second: Mr. Brown

Roll Call: Mr. Brown-Yes, Mr. Leon-Yes, Mr. Kerr-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes.

Motion 5/5

AUDIENCE COMMENTS:

No email or phone comments were received for this evening's virtual meeting.

Mr. Leon asked Chairman Rutter about the plans for the June meetings. Chairman Rutter stated he would like to make every effort to have the meetings face to face since Allegheny County should be going into the Yellow Phase. Manager Creese stated under the Governor's Yellow Plan, all meeting participants will need to continue to social distance by 6 feet and total meeting capacity will be limited to 25 persons. Staff measured the Meeting Room and it will be difficult to space the ten officials who attend the meeting 6 feet apart and to provide for aisle space public access. The Township cannot limit the number of public participants and once the room reaches 25 persons would be unable to turn persons away or avoid overcrowding.

Mr. Leon commented on the King's Restaurant permanently closing and that it appears Amazon is using the parking lot for their vehicles and employees. He received a litter complaint.

Solicitor Means stated that the property will remain privately owned and the owner and tenants must comply with landscaping and other property maintenance per the Township's ordinances.

Manager Creese stated BIU has already been advised to contact the property owner regarding obtaining an Occupancy Permit if the property's use is changing from a restaurant to a leasing arrangement with Amazon. She will instruct BIU to perform an inspection for exterior property maintenance. Two separate uses cannot exist on the same parcel.

Mr. Brown asked if Gerald Long's name had been added to the Veterans' Monument. Manager Creese stated Rome Monuments confirmed the order for his name plate but may not be open to perform the installation by Memorial Day.

Chairman Rutter asked if there would be a Memorial Day Service this year at Memorial Park. Chief Hanny advised that all parades have been cancelled and a very small group of veterans will perform a service without public attendance.

ADJOURN:

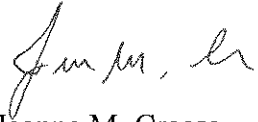
Motion by Mr. Kerr to adjourn the meeting.

Second: Mr. Leon

All in favor.

Meeting adjourned at 7:45pm.

Respectfully Submitted By:

A handwritten signature in black ink, appearing to read "Jeanne M. Creese". The signature is fluid and cursive, with the first name "Jeanne" being the most prominent.

Jeanne M. Creese
Township Manager