

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

**MAY 7, 2020
7:00 PM
CAUCUS MEETING**

The May 7, 2020 Caucus Meeting was called to order by Chairman Rutter at 7:01 PM. Due to the COVID-19 Pandemic Emergency, the meeting was held virtually.

ROLL CALL:

Officials Present:

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

Also, Present:

Jeanne Creese, Township Manager
Charles M. Means, Township Solicitor

GUESTS:

Resolutions for Tax Deadline Extension / Utility Accommodations: Solicitor Means reported on emergency legislation passed on April 20, 2020 to permit a Township to extend the discount period for real estate tax payments to August 31, 2020. If the Board wishes to extend this benefit, they must approve prior to May 20, 2020.

Solicitor Means asked if there was anything to discuss regarding the proposed dog facility at the former Neville Motel. Manager Creese advised that no application have been received.

Manager Creese requested Solicitor Means prepare a resolution for the May Regular Meeting formalizing the COVID-19 Emergency measures regarding utility shut-off and penalties for the first quarter utility bills.

OLD/NEW BUSINESS

Township COVID-19 Response Plan: Manager Creese has been providing updates to the Board regarding the Township's COVID-19 Response Plan and Actions and asked if the Board had any questions. All guidelines from State and County agencies, along with Township actions, have been sent to the Board via email. Notices effecting residents have been posted on the Township website and at the Municipal Building.

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The Municipal Building will remain closed to the public while the Governor's plan lists Allegheny County in the "red" phase. May 8, 2020 is the anticipated date for an announcement regarding the "yellow" phase date and restrictions. Township staff has experienced no issues providing services to residents and has been utilizing the phone, email, website, and drop-box to limit traffic into the Building. The Administrative Office is achieving social distancing by working a rotating schedule of working from home and varied work hours from 8 am to 8 pm. Public Works has been staggering employees on days when the weather does not permit working outside. Every precaution is being taken to limit staff exposure. Due to the small number of employees and the essential public safety services we provide, any staff members illness would be a hardship and large expense to the Township. The Township Engineer and Solicitor have also remained available by working remotely. Only BIU has limited services due to the Governor's orders and the need to limit field work.

Planning Commission/Development Applications: No meetings were held in March or April 2020. No new applications.

Zoning Hearing Board Applications: None

Manager/Financial Reports: March and April 2020 Financial and Payroll reports were provided to the Board.

Ordinance Codification: Manager Creese has been working on this project remotely with Solicitor Means. Questions are being sent to various departments and they are currently working on the water chapters. Solicitor Means reported they are approximately fifty percent complete.

Veteran's Banner Program: The Township has received approximately ten applications, and these have been sent to the VFW for approval. The request to Duquesne Light for pole approval has also been sent and a response is pending. Manager Creese does not want to order the brackets for the banners until approval is sent from Duquesne Light. It is unlikely that banners can be installed for Memorial Day, but hopefully for July 4th or Veterans' Day at the latest.

Summer Employment: The Township has received three employment applications and they have been presented to the Board. Mr. Stokes was re-hired last month, but his start date has been delayed due to the COVID-19 emergency.

Manager Creese and Mark Stewart discussed summer employment and recommend hiring only one additional employee for 2020. The 2020 budget is for three employees and this would offer a cost savings. The Township will have a loss of revenue due to COVID-19 and this is a cost savings without significant impact on operations. One less employee will also help with social distancing.

Action Items: None

Motions Scheduled for Regular Meeting:

- Action on 2020 Road Paving Program and Neville Road Water Replacement Bids.

Manager Creese stated bids are schedule to be opened on May 14, 2020. The Neville Road Waterline Bid may need to be delayed and the Engineer can report on this next week.

Manager Creese advised the Board the Road Paving award is one area to exercise spending caution due to COVID-19. The Township is not projecting a huge loss in revenue, since unlike other communities we do have rely heavily on amusement or retail taxes. We do budget \$20,000 to \$30,000 in Amusement Tax and anticipate losing some of this revenue, along with decreased in Earned Income Taxes and utility use and penalties.

The Board was reminded the 2020 capital project budget was very tight before the emergency. Depending on the bids, the Board may wish to award only the base project and delay the alternates.

Events/Reminders: The May 14, 2020 Regular Meeting will be held by phone only.

Public Comments: Chairman Rutter stated the public was advised via advertisement that public comments could be submitted via email or phone. Manager Creese advised the Board that no public comments or questions were received. The phone records reflect three private phone numbers participated in the call.

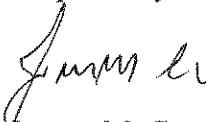
Request to Adjourn:

Motion by Chairman Rutter to adjourn the meeting at 7:21 pm.

Second: Mr. Kerr

Motion 5/5

Respectfully Submitted By:



Jeanne M. Creese
Township Manager