

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

**June 4, 2020
7:00 PM
CAUCUS MEETING**

The June 4, 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

GUESTS:

None.

OLD/NEW BUSINESS

Township COVID-19 Response Plan: Manager Creese provided an update to the Board regarding the Township's COVID-19 Response Plan and Actions. Allegheny County will be going into the "Green Phase" on June 5, 2020 and the Township will reopen to the public according to State and County requirements. Only the lobby area will be open and masks, social distancing and other precautions will be in place.

Street Sweeping Program enforcement will resume on June 3, 2020. Warnings will be issued on June 3 and June 10, 2020. Citations will be issued beginning June 17, 2020.

The Township has enrolled for the FEMA reimbursement program for COVID-19 Disaster Declaration. The Township has registered and is waiting for permission from FEMA to enter expenses.

Parks will reopen for use of open areas and green space, but the park restrooms will remain closed. We are not able to meet the requirements for the frequency of cleaning for the restrooms. The Township struggles with restroom cleanliness in an average year due to vandalism and is not staffed to provide the frequent cleaning under the current requirements. When using the parks, the public will be cautioned to use hand sanitizer and to wipe down any surfaces they encounter. This information has been posted on the Township website.

Planning Commission/Development Applications: No meeting was held on May 28, 2020. No applications have been submitted or are pending at this time. As of today, there are no applications for the June meeting. There is still time before the filing deadline.

Zoning Hearing Board Applications: One application was received for a Zoning Hearing from Neville Capital for the former Neville Motel for a change of use application. The Zoning Hearing Board Solicitor is reviewing the application and staff is currently working on scheduling the hearing date. The required notices will be sent to the Zoning Hearing Board members and adjacent property owners within the next week.

Manager/Financial Reports: May 2020 Financial Reports were provided to the Board. An additional financial report that was included, a Cash Flow comparison for 2019 and 2020. The report compares the monthly revenues by line item and may show the first impacts of COVID-19 on amusement tax and earned income taxes.

Ordinance Codification: Manager Creese and Solicitor Means are continuing to work on reviewing the required reports for the July deadline.

Veteran's Banner Program: Manager Creese said the program is moving forward. A test application was submitted to the vendor and accepted. For the applications that were approved by the VFW, applicants have been contacted and told it is now safe to bring a photo to the building to be scanned. Once photos are received, applications are unloaded to the vendor site. We still have not heard from Duquesne Light. Another request for an update was sent today. We cannot order the brackets until we have permission to use the poles, but at least we can start to have the banners created.

Mr. Brown asked how many applications have been submitted. Manager Creese said 14. Mr. Brown wanted to know about a resident, Mr. Yuknavich who recently passed away. Manager Creese said a resident had sent in an application for him.

Mr. Brown reported he stopped at Sunbelt Rentals and said they would provide a manlift at no charge to hang the banners.

Manager Creese gave an update about a plaque that was ordered for the Veteran's Memorial. Rome Monuments was closed due to COVID-19, but the plaque is ready and will be installed as soon as possible.

Legal Opinion-Amusement Tax: Mr. Rutter had asked for an opinion about amusement tax. Chuck Means has prepared an opinion and it was forwarded to the board and can be discussed at the Regular Meeting.

Action Items:

None.

Action Items/Motions Scheduled for Regular Meeting:

- Action on Neville Road Water Replacement Bids - Bids are schedule to be opened on Wednesday June 10, 2020.
- Bond Reduction #2- Neville Commons /Sunbelt
- Change Order #1 (Final) – Salt Storage Bin Site Preparation: Landscaping was completed this week. Salt was ordered to complete the 2019/2020 obligation to COG and the bin is now full. This will reduce the amount needed for the 2020-2021 season. The paperwork was signed for a price extension for this additional year under the current contract pricing.

Events/Reminders: The June 11, 2020 Regular Meeting will be held by phone only. Even though we are in the “Green Phase”, the Meeting Room does not offer enough space to maintain 6-feet of social distance. For a regular meeting, a total of ten officials and staff attend and there also needs to be space for the public.

Chairman Rutter discussed having the July meetings at the Neville Island Fire Department. The Board will review with the Solicitor and discuss at the July Regular Meeting.

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.

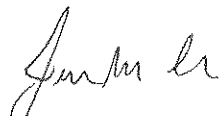
Request to Adjourn:

Motion by Dave Kerr to adjourn the meeting at 7:13 pm.

Second: Mr. Brown

Motion 5/5

Respectfully Submitted By:



Jeanne M. Creese
Township Manager