

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

**August 6, 2020  
7:00 PM  
CAUCUS MEETING**

The June 4, 2020 Caucus Meeting was called to order by Chairman Rutter at 7:02 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:** Township response continues with no changes from prior month. Township is applying for expense reimbursement under the federal CARES Act. Application will be made to Allegheny County for passthrough funding based on population. Application process continues through FEMA for PPE expenses.

**Planning Commission/Development Applications:**

The Planning Commission met on July 30, 2020. Neville Commons Parking Terminal Conditional Use Application was recommended. The Commissioners held a public hearing on August 4, 2020 and this application was approved.

The Planning Commission also voted 4 to 2 to recommend approval of the Neville Capital, LLC Special Use Application for a dog daycare and dog hotel. The Zoning Hearing Board will continue their hearing for this application on August 20, 2020.

No new applications have been submitted or are pending for August meetings.

**Zoning Hearing Board Application:**

Neville Capital LLC – Special Use Hearing – Continued hearing scheduled for August 20, 2020.

**Manager/Financial Reports:** July 2020 Financial and Payroll reports were provided to the Board.

**Ordinance Codification:** Manager Creese and Solicitor Means are continuing to work on the Codification Project. A request to extend the July review deadline was approved by General Code due to the COVID-19 pandemic and its impact on staff schedules.

**Veteran's Banner Program:** Township staff has been receiving applications and ordering banners. Banners have arrived and are stored at the Township and visible on-line. Duquesne Light is still reviewing the application to install the banners on their poles. The application was sent in April and requires a six-to-eight-week review period. Duquesne Light confirmed receipt. Manager Creese also reached out to State Representative Kulik's Office to request assistance. Duquesne Light is always slow and cautious with these requests due to liability issues. It is likely that the COVID-19 pandemic is causing a slow response due to work from home requirements.

**2020 Holiday Event-COVID-19 Changes:** Due to COVID-19, staff has reviewed plans for the Annual Holiday Event. The in-person event will need to be cancelled, as there is no way to accommodate the large group in the Fire Station and achieve social distancing as required by Allegheny County and State Health Department restrictions. The planned activities, including face painting and visiting with Santa Claus require close contact.

There are also concerns about funding the gift bags for this year's event. Gift bags are paid for entirely by business community donations and it very likely donations will be reduced due to the impacts of COVID on our businesses. There are some carry-over funds from the prior year and staff is recommending gift bags only for children that are residents of Neville Township, ages 12 and under. This should also reduce the number of bags to less than 200 to cut expenses and assist staff who will have to prepare bags under COVID guidelines. Based on virus conditions in late November, it will be determined if bags can be picked up or delivered by the Fire Department and Santa Claus.

Staff is proposing a new event to help replace the loss of the Holiday Party. A holiday decorating contest would encourage community spirit during the holidays. Party funds can be used to provide small prizes for contest winners. The community can also act as contest judges, creating a safe, socially distant holiday activity.

**Garbage Contract Specifications:** The current garbage and recycling contract with Waste Management will expire November 30, 2020. Bid specifications are being prepared for the next contract period and for discussion as part of the 2021 budget process. Under each of the three prior contract years, the price for services increased, but no fee increase was passed along to residents. The increase was absorbed as part of the General Fund budget. The impact has been less available funds for roadway improvement projects.

**Action Items:** None.

**Action Items/Motions Scheduled for Regular Meeting:**

- **Annual MS4 Stormwater Elected Official Training:** The Township Engineer will conduct the required annual MS4 training for officials at the August 13, 2020 Regular Meeting.

**Events/Reminders:**

- The August 13, 2020 Regular Meeting will be held by phone only.
- Sunday, September 13, 2020 is the Annual Heitz of Heaven 5K Race. The event organizer believes they can conduct this event and comply with current COVID-19 restrictions. The Township can support the event and maintain social distancing.

**Discussion:**

Manager Creese advised the Board that two public works employees took the DEP water licensing exam. One employee has also obtained a CDL learner's permit and is schedule to take the exam soon. Both tests were rescheduled from earlier this year due to COVID-19 closures.

Chairman Rutter commented on overtime for the sanitary sewage pump stations and asked if this could be reduced. Manager Creese responded that overtime occurs for two reasons. The first is high water due to rains or pump failures. This has not been occurring lately due to weather conditions and a more vigorous pump maintenance plan. The second and more common reason is a loss of communication between the pump station and monitoring system. This occurs for a variety of reasons, including failures in power, phone, or internet. It also occurs anytime one of the many gas and water level sensors fail. Mark Stewart will review the trends to see if anything needs maintenance.

Chairman Rutter discussed the Crack Sealing Program. The Board decided to rent the machine for one week.

Manager Creese advised the Board there are locations where Columbia Gas and a plumber for a private residence performed street openings. The repairs were not made to Township standards and letters are being sent that the work will need re-done.

Manager Creese advised the 2020 Road Paving Program will occur between Labor Day and September 30, 2020. Paving was delayed while the Township worked with BIU for property maintenance violations that were preventing the paving equipment from working in the alleys. Inoperable vehicles and trees and weeds are in the areas to be paved.

**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.

**Request to Adjourn:**

**Motion by Mr. Kerr to adjourn the meeting at 7:49 pm.**

Second: Mr. Leon

Motion 5/5

Respectfully Submitted By:



Jeanne M. Creese  
Township Manager