

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

**October 1, 2020  
7:00 PM  
CAUCUS MEETING**

The October 1, 2020 Caucus Meeting was called to order by Chairman Rutter at 7:00PM. Due to the COVID-19 Pandemic Emergency, a hybrid meeting was held both virtually and at the municipal building with a limited number of participants.

**ROLL CALL:**

**Officials Present:**

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

Also, Present:

Jeanne Creese, Township Manager  
Debbie Froehlich-Office Assistant

**GUESTS:** None

**OLD/NEW BUSINESS**

**Planning Commission/Development Applications:**

- The September 24, 2020 Planning Commission Meeting was cancelled due to lack of agenda.
- October Planning Commission Meeting was also cancelled due to no new applications. The Planning Commission meetings for October, November and December are moved to the third Wednesday of the month due to the holidays.
- No applications have been submitted or are pending at this time.

**Zoning Hearing Board Applications:** No new applications.

Manager Creese reported on a non-conforming use at 7114 Grand Ave. New owner purchased property without obtaining occupancy permits prior to closing. When BIU inspected found a single-family home that had been converted to a duplex and a garage apartment. New owner applied for a variance and upon review use was found to have pre-date zoning ordinances, pre-1970's. Owner provided numerous affidavits and Solicitor and BIU prepared a non-conforming use letter. Owner will have to comply with current building code regulations to obtain occupancy permits.

**Manager/Financial Reports:** September payroll and financial reports have been provided to the Board.

## **Caucus Meeting: October 1, 2020**

The 2021 budget process is underway. Draft budget will be transmitted to the Board by October 23<sup>rd</sup> for discussion at the November 5, 2020 Caucus Meeting. The Preliminary Budget is scheduled for adoption at the November 12, 2020 Regular Meeting. The Final Budget is scheduled for adoption at the December 10, 2020 Regular Meeting.

At the November 5, 2020 Caucus Meeting, the Township Engineer will present the results of the water and sewer rate study initiated in 2019. The last rate increase was in July 2015 and Township has absorbed the annual ALCOSAN increases of between 7 and 15 percent each year by reducing operating and capital expenditures. It is anticipated the 2021 sewer budget will require an increase in customer rates to provide adequate funds for operations and emergency repairs and maintenance of the system. West View Water also has increased rates to purchase water with no corresponding increase to customer rates. The study and budget will look at the impact on the Township's Water Fund Budget. The Township's success in obtaining grants has contributed to the control of expense to both maintain and improve the water system.

The 2019 Independent Financial Audit is still on-going. Mark Turnley's office is working remotely and the COVID closures in the Spring delayed the start of the audit. The audit sends his requests by email and the Township pull, scans and transmits the records. This has been more time-consuming than in prior years and has modified the Manager's project schedule for the Fall.

Chairman Rutter asked if Public Works has budget needs for 2021. Manager Creese stated she and Mark Stewart are working on his budget and this information will be listed in the Capital Budget Schedule. Mr. Stewart is recommending the purchase of a front deck riding mower to decrease staff time cutting the parks and reduce the annual cost to replace the push mowers. The Capital Budget will also include a request to start a window replacement project over multiple years. The first phase will be the First Floor, Front and Office windows. One is broken, none of them open for proper ventilation and all of the buildings windows are a huge energy loss point.

### **Ordinance Codification Project:**

Manager Creese and Solicitor Means are still working on the ordinance codification project. The project will be delayed until the budget is complete.

### **Veteran's Banner Program:**

Duquesne Light sent an email this morning in response to numerous calls and emails asking for a target date to have their banner application review completed. Manager Creese requested Veterans' Day.

Mark Stewart is obtaining prices for the banner brackets. The company who manufactures the banners no longer provides brackets due to high demand. Initial cost estimates indicate the

money charged per banner may not cover the entire bracket and shipping cost. The Board discussed the brackets costs and Manager Creese will provide follow-up quotes for their review.

Mr. Rutter discussed the Duquesne Light requirements to approve the brackets and for an electrician to install the banners.

**Solid Waste /Recycling Contract:**

Manager Creese reported on the Solid Waste and Recycling Contract bids publicly opened on September 17, 2020. Waste Management and Valley Waste submitted bids. Two other vendors obtained the bid specification but did not return bids.

A bid tabulation was provided to the Board and discussed. The Board also discussed customer rates and will review this matter further after the bid award and as part of 2021 budget discussions.

**Action Items:**

1. Motion-Award Solid Waste /Recycling Contract
2. Bond reduction for Lindy Paving

**Event Reminders:**

- Thursday October 29, 2020, 6-8 pm-Trick or Treat

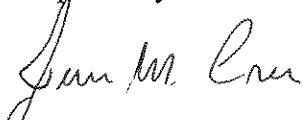
**Request to Adjourn:**

**Motion by Mr. Kerr to adjourn the meeting at 7:27 pm.**

Second: Mr. Leon

Motion 5/5

Respectfully Submitted By:



Jeanne M. Creese  
Township Manager