

NEVILLE TOWNSHIP
5050 GRAND AVENUE
NEVILLE ISLAND, PA 15225

DECEMBER 3, 2020
7:00 PM
CAUCUS MEETING

The December 3, 2020 Caucus Meeting was called to order by Chairman Rutter at 7:01 PM.

ROLL CALL:

Officials Present:

Present: Mr. Brown, Mr. Leon, Mrs. Phillips, and Mr. Rutter.
Mr. Kerr – Present via phone but remained on mute due to technical difficulties.

Also, Present:

Jeanne Creese, Township Manager
Debra Thomas, Township Clerk

SCHEDULED GUESTS: None

OLD/NEW BUSINESS

Planning Commission/Development Applications: The Planning Commission met on November 19, 2020 and voted to recommend approval of the Lindy Properties Plan of Lots Minor Subdivision for lots located on Gulf Road. Plan consolidates and relocated lot lines. No buildings or development is currently proposed. The Commissioners will consider this plan at the December Regular Meeting.

The next Planning Commission meeting is scheduled for Thursday, December 17, 2020. Calgon Corporation will present an application for an Addition to the Storage and Assembly Building.

Zoning Hearing Board Applications: None

Manager/Financial Reports:

- November 2020 Finance and Payroll Reports were provided to the Board.
- **Summary of the Holiday Event Fund** - At time of report, donations received, \$7,175.00, including \$5,000.00 from Lindy Paving. All donations are appreciated due to the effects of COVID-19 Pandemic on economy and business community. Donations were down for 2020 and decision to limit this year's gift was wise Expenditures to-date, approximately \$6,000.00 and unspent funds will carry over for 2021 programs. The

Holiday Fund has reimbursed the General Fund for all purchases. The 2020 gift bags have a “Grinch” theme. Staff will contact families who signed-up to pick-up gift bags.

- **2021 Final Draft Budget** - The 2021 Final Budget is scheduled for adoption by motion at next week’s Regular Meeting. There were no changes from the Preliminary Budget.
- **Final Draft-2021 Fee Resolution** -Scheduled for adoption in January 2021. Draft includes increase to sewer rate and parking tickets, as discussed by the Board. No other fee increases, or changes are proposed. The format and language have been improved to make the document more user-friendly and easier for electronic communications. The document is also part of the Codification project. Fees are removed from ordinances and included in the Resolution to make future updates easier and less costly.

Ordinance Codification: Manager Creese and Solicitor Means are in process of final review of the Editorial and Legal Analysis. They are on schedule to transmit to General Code by December 31, 2020. General Code will then update the Draft Code. By Spring of 2021 the Board will be able to review and adopt the new Code. Once adopted, the Code will be published and available in an on-line format.

Final Draft of the Water and Sanitary Sewer Rules and Regulation- Manager Creese advised this improvement project has been underway for the last eighteen months and is now complete. The new document combines the multiple ordinances that contain water and sewer rules and regulations. Over many years that Township has adopted many regulations that impact residential, commercial, and industrial customers and ordinances specific to wells and more specific matters, such as industrial sewage discharge. The goal of the project was to combine all the regulations into a single document. The project also sought to improve user-friendliness and simplify technical language and specifications. The water and sewer rules and regulations did not change, but are now easier to read for customers, staff, consultants, and officials. The Final Draft has been submitted to the Board and will be included in the new Codification. Manager Creese commended the Township Engineers for their work on this project.

Veteran’s Banner Program: No change. Still awaiting approval from Duquesne Light for hanging of the banners on the light poles.

CWM Backup Operations Contract for Water Distribution and Pump Station- In follow-up to discuss at the November Caucus Meeting, Manager Creese contacted CWM to request a six-month extension in lieu of a two-year renewal. CWM offered a one-year extension. The Board stated their interest in a one-year renewal due to COVID-19 and the possible loss of DEP certified water and sewer operators.

2020 Volunteer Awards: In 2019 the Board created this program to recognize the two largest volunteer organizations in Neville Township. Each organization submits the name of a volunteer or supporting agency that furthers their mission to serve

Neville Township. For 2020, Neville Green submitted Guido Batista, posthumously. Included in the Board's packet is their nominee's list of service accomplishments.

The Neville Island Fire Department nominated Mark Stewart and the Neville Public Works staff. The Fire Department asked the Board to consider that while not volunteers, Mark Stewart and his staff worked with the Fire Department during 2020 in ways to improve the volunteer agency and benefit citizens. They made the Fire Department's job easier by coordination with them on water breaks and water shut offs, improving fire hydrants, and taking the confined spaces training with the Fire Department. The joint training will help both agencies in an emergency.

The Board will recognize the 2020 awardees at the December Regular Meeting. They will also be recognized in the newsletter, on the Township plaque and with a \$250.00 donation to the charity of the choice. Due to COVID-19 restrictions, awardees and the nominating agencies cannot attend the December meeting, but hopefully they can attend a Spring 2021 meeting.

Action Items: None

Motions Scheduled for Regular Meeting:

1. Approval of 2021 Final Budgets
2. Motion - Contract Award for Drinking Water Flushing and Sampling Stations. Bid opening scheduled for December 9, 2020.

Event Reminders:

- 2020 Deck the Island Holiday Decorating Contest and Family Stroll will begin on December 18, 2020, from 6:00 PM to 10:00 PM nightly until December 27, 2020. Neville Green will kick off the event with their annual luminary display on December 18, 2020. Ballots for voting were in the newsletter and will also be distributed door to door next week.

Request to Adjourn:

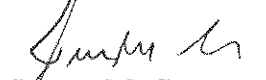
Motion by Mrs. Phillips to adjourn the meeting at 7:25 pm.

Second: Mr. Brown

Motion 4/5

Caucus Meeting: December 3, 2020

Respectfully Submitted By:



Jeanne M. Creese
Township Manager