

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

**February 4, 2021  
7:00 PM  
CAUCUS MEETING**

The February 4, 2021 Caucus Meeting was called to order by Chairman Rutter at 7:00 PM. 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:**

Drew Null, Township Engineer  
Jeanne Creese, Township Manager  
Debra Thomas, Township Clerk

**SCHEDULED GUESTS: Township Engineer Drew Null**

**Engineer's Report on 2021 CITE, DCNR Grant Applications and 2021 Road Program:**

Township Engineer Drew Null attended the Caucus Meeting for discussion on capital projects.

The Department of Conservation and Natural Resources (DCNR) grant application period is now open through April 14, 2021. In 2019 the Township filed for and was awarded a \$250,000 grant for phase 1 of the Riverfront Park development. The Board at the time turned down the grant due to objections about developing the area and match requirements. The DCNR program requires a 50% match. The Board was provided with information on the proposed project from prior applications.

If the Board wishes to re-apply a pre-application meeting will need to occur with the DCNR. The Township can also apply for funds through the Commonwealth Finance Authority Greenways, Trails and Recreation Program. This is a possible source of matching funds; however, the DCNR application does require the 50% match commitment with or without other funding sources that may be subsequently awarded.

Manager Creese cautioned the Board that the DCNR does not look favorably upon communities that apply and are awarded funds and then choose not to move forward with their projects. This has already occurred once and could make it harder to receive funding in the future.

**Caucus Meeting: February 4, 2021**

Commissioner Leon asked if there is anything to add to the application to make it more attractive for approval. Mr. Null stated the DCNR has been giving priority to grants that provide river access, since this is a limited resource in Allegheny County. Other criteria include urgency, project needs and willingness to commit. Strong grant applications demonstrate a budget for future park maintenance.

Manager Creese state the prior plans did not include access for motorized boats but demonstrating public and accessible areas for canoe and kayak launching and disabled-accessible areas for fishing are important goals. Manager Creese recommended looking for partnerships with non-profit organizations often helps strengthen grant applications. These groups have experience and can help meet matching requirements either with funding or in-kind matching.

Chairman Rutter requested Engineer Null set-up a meeting with the DCNR in March in preparation for the April 14, 2021 deadline.

Engineer Null discussed the Allegheny County Community Infrastructure Tourism Fund (CITF) grant program. After reviewing with Public Works, the next water line priority is the Pine Road Waterline Replacement Project. Maximum requests for this grant program are \$250,000. The Pine Road Project would be about \$300,000 to \$320,000 so requesting \$250,000 would leave a match of about \$70,000 should funding be awarded. This is a 2- inch line and that has been identified for upsizing and where sampling and flushing in needed. Tonight's agenda include an action item to approve a Resolution to authorize submission of the application for the Pine Road Waterline Replacement Project. Today the Township was advised that COG's are now playing a role in this County program and the Manager will explore having them administer the grant.

Chairman Rutter asked if Pine Road is more of a priority than Elsie Street or Arizona Ave. and the other smaller lines. Drew stated that there are several lines that have been looked at over the past two or three years with Public Works. The Nebraska Ave. has been approved and the County has authorized bidding for that project. Utah Street had been submitted and Arizona Ave. is on the list. Pine Road was given priority due to proximity of sampling sites.

Engineer Drew Null discussed the 2021 Road Program. In 2020 Alley A and Alley B were bid. Due to some last-minute emergency work, only Alley B was awarded. For 2021 the recommendation is to continue with Alley A, Spring Alley between First Street and Second Street due to conditions and heavy use. Also, two spot repairs for the area of the water break on Grand Ave and near a manhole hole repair. The rough estimate of this work is \$100,000. Manager Creese stated the 2021 budget for road repairs this year is \$120,000. This figure is for all work, not just the Road Program but also crack sealing and emergency repairs.

Commissioner Leon said he is in favor of keeping the momentum going and performing road projects every year. Chairman Rutter would like to look at the numbers and take action next week.

Drew Null reported the DEP approved the operation permit for Neville Road Sixteen-inch Waterline Replacement Project and the line is back in service.

Chairman Rutter requested the Township Engineer review the replacement window quotes that were included in this evening's agenda packet. Three companies have provided quotes to replace the first-floor windows due to cracks, inoperable windows for ventilation and thermal loss. Options were provided for aluminum, fiberglass, and vinyl.

### **OLD/NEW BUSINESS**

**Planning Commission/Development Applications:** The Planning Commission did not meet in January 2021. No applications are open, and no new applications have been received. The Township has received calls for potential projects for 2021.

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

**Manager/Financial Reports:** January 2021 Payroll and Finance Reports were provided to the Board. The final 2020 Holiday Event Fund report is also included.

**Ordinance Codification:** Manager Creese and Solicitor Means submitted the final response to the Editorial Analysis the last week of December. General Code responded with a request for additional clarification on the new Water and Sewer Regulations. With the assistance of Emily Palmer at LSSE a reply was submitted by mid-January. General Code provided they are a few weeks away from submitting the Final Draft for review by the Township. Solicitor Means will work with the Board on the adoption process.

Manager Creese advised the Board there are two chapters that will need discussion during the review process. The Chapter on Rental Units was required by prior Boards but has never been formally adopted. Mr. Means draft was sent to General Code for inclusion in the Draft.

The Board will also need to discuss a nuisance ordinance. The current nuisance ordinance becomes obsolete in the new Code. All of the nuisances listed are now covered under the property maintenance codes, for example high weeds and grass, junk vehicles, etc. There may be other nuisances the Township wishes to regulate, such as lighting. The Board can request a draft of an updated ordinance.

**Veteran's Banner Program:** On January 11, 2021, Manager Creese emailed our Government Affairs Representative at Duquesne Light for an update regarding the review of the banner application. On January 13, 2021 received a response the Representative was reaching out for a scheduling update. No further response to-date.

### **ACTION ITEMS**

**Motion 1:** Motion by Mr. Leon to approve Resolution 02-04-2021-01, authorizing Jeanne M. Creese to execute all required forms and resolutions for the purpose of obtaining financial assistance for FEMA/PEMA DR-4506-COVID-19.

**Second:** Mr. Kerr

**Roll Call:** Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes  
**Motion** 5/5

**Motion 2:** Motion by Mr. Brown to approve Resolution 02-04-2021-02, authorizing an application to the Redevelopment Authority of Allegheny County in the amount of \$250,000, committing matching funds and designating Jeanne M. Creese as the designated official for the Pine Road Waterline Replacement Project.

**Second:** Mrs. Phillips

**Roll Call:** Mr. Brown-Yes, Mr. Kerr-Yes, Mr. Leon-Yes, Mrs. Phillips-Yes and Mr. Rutter-Yes.  
**Motion:** 5/5

**Motions Scheduled for Regular Meeting:**

1. Calgon Carbon West Assembly & Equipment Plan Developer's Agreement
2. 2021 Road Program

**Events/Reminders:** None

**ANY OTHER BUSINESS:** None

**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.

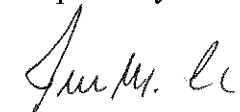
**Request to Adjourn:**

**Motion by Dave Kerr to adjourn the meeting at 7:42pm.**

**Second:** Mrs. Phillips

**All in Favor.**

Respectfully Submitted By:



Jeanne M. Creese  
Township Manager