

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

**April 1, 2021  
7:00 PM  
CAUCUS MEETING**

The April 1, 2021 Caucus Meeting was called to order by Vice- Chairman Leon 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:**

Jeanne Creese, Township Manager  
Debra Thomas, Township Clerk

**SCHEDULED GUESTS:**

None

**OLD/NEW BUSINESS:**

**Planning Commission/Development Applications:** Manager Creese reported the Planning Commission did not meet March 25, 2021 and that there are no new or open applications.

**Zoning Hearing Board Applications:** Manager Creese reported no new applications.

**Manager/Financial Reports:** The March 2021 Payroll and Finance Reports were provided to the Board.

**Ordinance Codification:** Manager Creese reported the Township has received the final draft of the new code. Commissioner's can review on-line or request a printed copy. The Manager, Solicitor and Engineer are performing a final review and will discuss the adoption process with the Board in May.

Manager Creese also reported on the draft ordinance for the annual inspections of commercial and industrial buildings. BIU and the Water Department will inspect facilities once per year to observe that fire suppression, safety and water systems are in good working order and in compliance with all requirements.

**Veteran's Banner Program:** Duquesne Light has responded to the Township's application to mount banners on their poles. They requested updates to the insurance certificates submitted with the March 2020 application and are now reviewing the application. Duquesne Light will review each pole requested for a banner to make sure there is no other structure on the pole that would be an electrical or other hazard. After approval is received, an electrician will be required as part of the requirements to hang the brackets.

**Municipal Building Window Replacement Project- 1<sup>st</sup> Floor:** Manager Creese reported that following Board approval in March the window order was placed the following day. Thermo Twin has scheduled a date in April for final measurements and will then start production. Due to COVID 19 there is a ten-to-twelve-week lead time on production.

**Summer Help:** The Township will not advertise summer positions for 2021. Both employees from prior seasons have expressed interest in returning and both have excellent work records and qualifications. One employee has a commercial driver license and has trained as a street sweeper operator. A second employee has expressed interest in pursuing water / wastewater certification. Due to COVID-19 unemployment extensions both employees are still eligible for unemployment and it would benefit the Township to rehire these individuals.

**UCC Board:** Chairman Rutter discussed with the Board participation in the Char-West COG Joint UCC Board.

When Pennsylvania required the adoption of the Uniform Construction Code (UCC), the Code required an appeal board. Appeals are rare; however, the Township does need to be prepared. At one time the Township has an appeals board; however, those members are no longer available. Unlike the Planning Commission or Zoning Hearing Boards, the Township cannot appoint members based on residency alone. Members must meet the requirements of the Code, specifically experience in architecture, engineering, construction and building trades. Larger communities often have trouble finding qualified candidates and Neville has been unsuccessful. To solve the problem, COG communities have been discussing joint board.

Chairman Rutter stated it has been eighteen years since the Township needed to convene a UCC Board; however, if we ever need one, we have only sixty days to find candidates and appoint them at a public meeting. If we fail to act the appeal can be automatically granted.

The Board discussed the matter and asked that it be placed on Regular Meeting Agenda for discussion with Township Solicitor.

**Parking Complaints:** Manager Creese send the Board communications regarding the increased number of parking complaints near the Neville Roller Drome. A rather unexpected result of the COVID-19 pandemic has been an increase in business at the Roller Drome. This has led to multiple police issues, including an increase in parking complaints. Additional signage has been added to the area and the police are no longer issuing warnings, but more expensive state citations to attempt to deter illegal parking.

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Residents are requesting the Board find a way to prevent Roller Drome patrons from parking on the streets. This would be difficult to accomplish. When there is public parking on a public street, it is open to all vehicles that are legally parked. It would be discriminatory to target specific vehicles.

The Township Solicitor is reviewing ordinance options to require a private business to increase security based on the volume of police complaints at their establishment. It was noted that many of the complaints are occurring after patrons leave the Roller Drome property. The best way to address these complaints is by direct interaction with police at the time of the violation. It is important that residents call the police via 911 or the non-emergency number when they have a concern. It is difficult to enforce various laws when reports are not filed or after the violators leave the area.

**ACTION ITEMS:** None.

**MOTIONS SCHEDULED FOR REGULAR MEETING:**

- Resolution - Adopting Allegheny County Hazard Mitigation Plan.
- Resolution - GFA Grant-Recreational Grant
- Resolution - Demolition Program - 125 Second Street.
- Resolution – Joint UCC Board
- Motion - Summer Help
- Motion -Road Program Award (Public bid opening April 7, 2021.)

**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 reported to the Board that no public comments or questions were received.

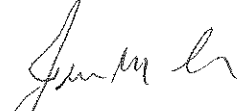
**Request to Adjourn:**

**Motion by Jim Brown to adjourn the meeting at 7:30pm.**

**Second: Mr. Kerr**

**All in Favor.**

Respectfully Submitted By:



Jeanne M. Creese  
Township Manager