

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

**May 6, 2021  
7:00 PM  
CAUCUS MEETING**

The May 6, 2021 Caucus Meeting was called to order by Chairman Rutter at 7:03 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 on April 29, 2021 and that there are no new or open applications.

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

**Manager/Financial Reports:** The April 2021 Payroll, Finance and Treasurer Reports were provided to the Board. The Treasurer's report has been added to the Caucus Meeting packet, since we have been receiving bank statements earlier. The Board can review this report with the Revenue and Expense reports. The Treasurer's Report will continue to be included in the Regular Meeting packet and on that agenda as an action item.

**Ordinance Codification:** Manager Creese reported staff is reviewing the Final Draft of the new Code and preparing to start the adoption process. A memo from Emily Mueller dated May 6, 2021 outlines the process.

The final steps include responding to the Final Draft report in June, receipt of the printed Draft Code, legal advertising, and final adoption. The adopt process will start at a Planning Commission Meeting. Upon the final adoption, each Commissioner will receive a bound copy of the new ordinances and the digital copy will be available on-line.

**Veteran's Banner Program:** Manager Creese reported that Township has finally received approval from Duquesne Light to install banners. The application was filed in April 2020. Over 100 poles along Grand Avenue from RMU to Fire Station were outlined on the application. Duquesne Light approved a total of 36, including poles further along Grand Avenue and several that do not appear to be feasible due to County and Township signage. For a pole to be approved by Duquesne Light it must be free from guy / anchor wires, conduit or any other structure deemed unsafe by the utility. The utility also determines the correct height for the permitted banner. Due to location of the poles in travel and parking lanes on Grand Ave., banners facing into the street will need to be above 15' from the ground. The top of the banner also must be at least 1 foot from the wires. These requirements make banners awfully high to view and also greatly limits the number of poles that can be used. The Board may recall this was discussed when the VFW proposed the project, since it was a known issue from a prior application to install Neville Green banners.

As a result of Duquesne Light's review, less than 36 poles are available for the current 47 banners and additional banners on order. To hang the banners by Memorial Day, they will need to be placed two on each pole and will also need to be parallel to the street / sidewalk. Banners hung with this orientation can be lower, at around 10 feet. They also will not be as likely to be hit by trucks along Grand Ave, which was what destroyed most of the Neville Green banners and brackets.

Installation is scheduled for next week. A bucket truck has been rented from Sunbelt Rentals and traffic safety will be in place to protect Township crews. Banners will be hung in alphabetical order starting at the RMU end of the Island.

Commissioner Brown asked if the banners could be hung in the order they arrived. Manager Creese replied banners were not tracked by the order they arrived, and it would be difficult and arbitrary to try to put them in this order. The applications were not dated and the order someone submitted a form did not determine the order the banner arrived, since there was a process that included VFW review, obtaining and approving photos, and families to approving the draft. Multiple banners were printed and arrived at the same time. The Township disclosed on the application that no locations were guaranteed and has been placing banners in alphabetic order as they arrive so families could easily locate their service member.

Manager Creese asked the Board if there were any final changes prior to installation on Monday morning. The Board directed no changes.

**Municipal Building Window Replacement Project- 1<sup>st</sup> Floor:** Manager Creese reported the contractor has completed the final on-site measurements and the windows are in product. At the time of the order, production was approximately 12 weeks out due to COVID staff and material shortages. Installation is estimated for mid to late summer.

**Summer Help:** Manager Creese updated the Board that one of the employees hired for the 2021 summer season has been unable to report to work and may not be available for this season. As discussed, the Township did not take applications for 2021 due to COVID. Manager Creese and

Mark Stewart do not recommend trying to advertise and train a new employee for the 2021 season. Instead, Public Works will focus the extra time to training the current employee for more difficult assignments.

**ACTION ITEMS:** None

**MOTIONS SCHEDULED FOR REGULAR MEETING:**

- Motion-Award Mayflower Place Sewer Replacement (Public Bid Opening 05/12/2021-11:00 AM)
- Motion-CD 46 3.12.3 Nebraska Avenue Waterline Replacement (COG Bid Opening 05/12/2021)

**EVENTS/REMINDERS:** Neville Green will be conducting the annual planting event on May 22, 2021, from 9:00 AM to 12:00 PM and is looking for volunteers. Events are posted on the Neville Township website when you scroll to the bottom under Latest Events, and they also appear on the calendar.

**ANY OTHER BUSINESS:**

Chairman Rutter asked if the summer help would impact the grass and weeds in the parks. Manager Creese stated Mark has changed assignments to try to prevent this. The bigger impact on this work is usually weather versus staffing. Weeds were sprayed earlier this year, but the product is temperature dependent and ground temperatures were not warm enough. Chairman Rutter asked about a pre-emergent weed killer? Manager Creese explained the Township's product is a season long treatment that includes a pre-emergent. Mulch has been ordered and should be in place by Memorial Day. Installation may be delayed in spot areas where the border that contains the mulch needs to be replaced. Commissioner Brown asked if not having a summer employee would create overtime for Public Works? Manager Creese advised the Board that overtime rarely occurs for park maintenance or other scheduled work. Overtime occurs as a response to water breaks, pump station alarms, emergency utility location and other items where response cannot be delayed until business hours.

Commissioner Brown asked if the bucket truck has been arranged with Sunbelt Rentals. Manager Creese stated the Township rented a truck for one week because they need multiple days to install banners and also perform other essential work, including water and pump station tasks. Donated trucks from Sunbelt and a local company will be used for banner projects that are of a shorter duration, including installation of banners later this year. Several banners have been ordered recently and will not arrive by Memorial Day.

Chairman Rutter discussed the recent opinion prepared by Solicitor Muller on brake retarders (jake brakes). There is a Township ordinance, but it is unclear if the Township followed the correct procedures for approval from Allegheny County and PennDot when the ordinance was adopted. Commissioner Rutter asked if the Township could send letters seeking approval for signs and enforcement. It was noted that the Solicitor's letter discusses that PennDot can be reluctant to approve due to liability concerns.

Chairman Rutter discussed problem with Fire Dept is having being paid for foam used at an incident several months ago. He asked if the Solicitor could prepare a draft ordinance that allows fire companies to recapture expenses.

Commissioner Phillips forwarded resident concerns that the police are not following the school buses. Commissioner Kerr stated he watched the bus each morning and always sees an officer unless they are responding to an emergency incident. He noted many other buses pass through Neville beside Cornell S.D. and our police would not have their schedule. Manager Creese will advise Chief Hanny.

Manager Creese note that due to the season there is an increase in high grass and other code enforcement complaints. Upon receipt of a complaint, the inspector visits the site to verify a violation. If possible, contact is made with the owner and a written violation notice is mailed. A property owner has twenty days to remedy. Upon reinspection, a citation if filed. Once a court date is schedule, the magistrate has the option to issue fines, corrective action or additional time. The Township does not have the ability to enter a property for repairs unless there is an immediate threat to public safety and the owner is notified. This process is prescribed by Commonwealth law and is often a source of frustration to residents upset about high grass and other issues. It is also important to understand that District Courts have not held hearings since the start of COVID and some violation notices are just appearing on the court schedule after over a year of delays.

**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.

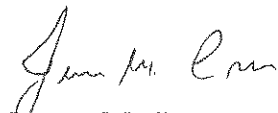
**Request to Adjourn:**

**Motion by Dave Kerr to adjourn the meeting at 7:33pm.**

**Second:** Mr. Leon

**All in Favor.**

Respectfully Submitted By:



Jeanne M. Creese  
Township Manager