

Neville Township
5050 Grand Avenue
Neville Island, PA 15225

2024 Reorganization and Regular Meeting Agenda
January 2, 2024
7:00 PM

CALL TO ORDER

The January 2, 2024, Reorganization and January Regular Meeting will be called to order by Chairman Rutter at 7:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Officials Present:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Also Present:

Township Solicitor Emily Mueller
Township Engineers Ned Mitrovich and Drew Null
Police Chief Joseph Hanny
Township Manager Jeanne Creese
Township Clerk Debra Thomas

NOMINATIONS AND APPOINTMENTS

Motion 1: 2024 Chairman

Township Manager Creese: Call for nominations for the position of Chairman of the Neville Township Board of Commissioners for the ensuing year 2024.

Nomination(s) _____.

Second _____;

Close Nominations;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 2: 2024 Vice-Chairman

Newly Appointed Chairman: Call for nominations for the position of Vice-Chairman of the Neville Township Board of Commissioners for the ensuing year 2024.

Nomination(s) _____.

Second _____;

Close Nominations;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 3: 2024 Township Secretary

Motion to appoint Jeanne Creese as the Township Secretary for the ensuing year 2024.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 4: 2024 Township Treasurer

Motion to appoint Jeanne Creese as the Township Treasurer for the ensuing year 2024.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 5: 2024 Township Solicitor

Motion to appoint Emily Mueller and the firm Goehring, Rutter and Boehm as the Township Solicitor for the ensuing year 2024 and per the terms of the engagement letter dated December 1, 2023.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 6: 2024 Township Engineer

Motion to appoint Lennon Smith Souleret Engineering, Inc. as the Township Engineer for the ensuing year 2024 and per the terms of the engagement letter dated December 5, 2024.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 7: 2024 Bank Depository

Motion to appoint Key Bank and the Pennsylvania Local Government Investment Trust as the Township's bank depositories for the ensuing year 2024.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 8: 2024 Newspaper of Record

Motion to appoint the Beaver County Times as the Township’s newspaper of record for the ensuing year 2024.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 9: Planning Commission Terms Ends 2028:

Motion to re-appoint Robert Grannis to the Neville Township Planning Commission for a four-year term beginning 1/1/2024 and ending 1/1/2028.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 10: Planning Commission Terms Ends 2028:

Motion to re-appoint Wayne Withrow to the Neville Township Planning Commission for a four-year term beginning 1/1/2024 and ending 1/1/2028.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 11: Planning Commission Terms Ends 2028:

Motion to re-appoint Bill Easton to the Neville Township Planning Commission for a four-year term beginning 1/1/2024 and ending 1/1/2028.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 13: Zoning Hearing Board Position Term Ends 2028:

Motion to re-appoint Donna Walsh to the Neville Township Zoning Hearing Board Commission for a four-year term beginning 1/1/2024 and ending 1/1/2028.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 14: Zoning Hearing Board Position Term Ends 2028:

Motion to re-appoint Susan McCoy as an alternate Neville Township Zoning Hearing Board Commission for a four-year term beginning 1/1/2024 and ending 1/1/2028.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 16: 2024 Vacancy Board

Motion to appoint _____ as the Township's Vacancy Board Member the ensuing year 2024.

Motion _____;

Second _____;

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

2024 Chairman's Committee Appointments

Public Safety (Police and Fire);

Streets and Highways;

Parks and Recreation;

Water and Sewer:

Administration, Finance and Building;

Char-West Council of Governments Delegate;

Char-West Council of Governments Alternate Delegate;

Southwest Allegheny County Tax Collection District Delegate;

Southwest Allegheny County Tax Collection District Alternate Delegate.

ADJOURN

Call for a motion to adjourn the 2024 Reorganization Meeting at _____ pm.

Motion made by: _____ *Second by:* _____.

January 2, 2024, Regular Business Meeting

CALL TO ORDER

The January 2, 2022, meeting calls to order by the Chairman at _____ pm.

ROLL CALL

Officials Present:

Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

Also, Present:

Township Solicitor Emily Mueller

Township Engineers Drew Null and and/or Cody Colarusso

Police Chief Joseph Hanny

Township Manager Jeanne Creese

Township Clerk Debra Thomas

AUDIENCE COMMENT ON AGENDA ITEMS ONLY

ENGINEER'S REPORT and MS4 STORMWATER REPORT

To be presented at the February 8, 2024, Regular Meeting

SOLICITOR'S REPORT

To be presented at the February 8, 2024, Regular Meeting

COMMISSIONERS' REPORTS

To be presented at the February 8, 2024, Regular Meeting

BILLS

Motion 1: Call for a motion to accept the bills due and payable as of January 2, 2024.

Motion by: _____ *Second by:* _____.

Roll Call: Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____,
and Mr. Rutter _____.

TREASURER'S REPORT

Motion 2: Call for a motion to accept the Treasurer's Report for the month of January 2024.

Motion by: _____ *Second by:* _____.

Roll Call: Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____,
and Mr. Rutter _____.

MEETING MINUTES

Motion 2: Call for a motion to approve the minutes from the December 7, 2023, Caucus Meeting and the December 14, 2023, Regular Meeting.

Motion by: _____ *Second by:* _____.

Roll Call: Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

ORDINANCES

RESOLUTIONS

Motion 1 – Resolution 01-02-2024 - 01, 2024 Fee Resolution:

Call for a motion to adopt Resolution 01-02-2024-01, a Resolution of the Township of Neville establishing fees of the Township of Neville and providing a method to amend such fees by resolution.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

Motion 2 – Resolution 01-02-2024 02, Employment Agreement:

Call for a motion to adopt Resolution 01-02-2024-02, an Employment Agreement with Township Manager Jeanne Creese for the period through January 2, 2024 through January 5, 2026.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

ACTION ITEMS

Motion 3 – Rubesne-Withrow Plan of Lots

Call for a motion to approve the Minor Subdivision for the Rubesne-Withrow Plan of Lots, 7115-7719 Vivianna Way, as recommended by the Planning Commission on December 21, 2023, and conditional upon the Township Engineer’s letters dated December 6, 2023.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling _____, Mr. Brown_____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

Motion 4 – Pay Request No 1 (Partial) – Cottage Park Play Equipment

Call for a motion to approved Pay Request No. 1 (Partial) from Snider Recreation, Inc. in the amount of \$XX,XXX.XX (amount pending Engineer’s recommendation) for the Cottage Park Playground Equipment Project.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 5 – Cottage Park Play Equipment Project – Additional Rubber Surface

Call for a motion to approve the quote dated 12/18/2023 from Snider Recreation, Inc. in the amount of \$1,692.00 for additional PIP Rubber Surfacing for the Gaga Ball Pit Area.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 6 – Riverfront Park Act 2 Land Recycling Activities:

Call for a motion to authorize Act 2 Land Recycling Activities for the Riverfront Park, as detailed in proposal #23-0503, from RT Environmental Service, Inc., dated November 16, 2023, for an estimated amount of \$29,385.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 7 – Finance / Utility Billing Computer Memory Upgrade

Call for a motion to authority Quote MBTQ6370 from Midnight Blue in the amount of \$4,571.00 for the purchase of three desktop computers and additional RAM to support the financial and utility software upgrade memory requirements.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling ____, Mr. Brown ____, Mr. Kerr ____, Mr. Stewart ____, and Mr. Rutter ____.

Motion 8 – 2024 Cleaning Rate

Call for a motion to renew the agreement with Tammy Matz for cleaning service for the Municipal Building at rate of \$80.00 per week.

Motion by: _____ *Second by:* _____.

Roll Call:

Mr. Belsterling _____, Mr. Brown _____, Mr. Kerr _____, Mr. Stewart _____, and Mr. Rutter _____.

ANNOUNCEMENTS

1. On December 13, 2023, Neville Township was awarded \$259,000 from the Commonwealth Financing Authority (CFA) for the Riverside Place Waterline Replacement Project.

AUDIENCE COMMENTS

EXECUTIVE SESSION (If needed)

Call for a motion to adjourn to executive session.

Motion made by: _____ *Second by:* _____.

Vote: ___/___.

ADJOURN

Call for a motion to adjourn the meeting at _____ pm.

Motion made by: _____ *Second by:* _____.