

**TOWNSHIP OF O'HARA
COUNCIL VIRTUAL REGULAR MEETING
MINUTES
SEPTEMBER 21, 2021**

I. OPENING PROCEDURES

- A. Call to Order by Vice President Vogel at 7:00 p.m.
- B. Pledge of Allegiance led by Vice President Vogel.
- C. Roll Call

Council Members Present: Charles A. Vogel, Vice-President of Council; George H. Stewart, Second Ward; Gregory Caprara, Third Ward; Allison Berger, Fourth Ward; Cassandra Eccles, Fifth Ward; John R. Denny, Jr., At-Large

Absent: Robert John Smith, President of Council

Also Present: Ted Curran, Township Treasurer; Julie A. Jakubec, CPA, CGMA, Township Manager; Dan Garfinkel, Township Solicitor; Charles W. Steinert, Jr., P.E., Township Engineer; Loren R. Kephart, Public Service Superintendent; Scott K. Slagel, Police Superintendent; Chris Komora, Code Enforcement / Storm Water Coordinator; Cathy Bubas, Manager's Secretary

Manager Jakubec noted President Smith was tending to a personal matter. She then explained meeting procedures.

II. APPROVAL OF MINUTES

- A. Council Combined Workshop and Regular Virtual Meeting – July 13, 2021
- B. Council Regular Virtual Meeting – August 10, 2021

Motion by Mr. Stewart to approve the minutes as presented was seconded by Ms. Berger and carried unanimously.

III. FINANCE

- A. Vouchers – July and August 2021

Motion by Mr. Stewart to ratify the July 2021 Vouchers and pay the August 2021 Vouchers as presented was seconded by Ms. Berger.

Mr. Stewart and Treasurer Curran presented questions about specific Vouchers, which staff answered satisfactorily.

The motion carried unanimously. The July Vouchers total \$435,591.34 and the August Vouchers total \$1,058,143.17.

B. Receipts and Expenditures Records – June and July 2021

Motion by Mr. Denny, Jr. to accept the subject Receipts and Expenditures Records was seconded by Mr. Stewart and carried unanimously.

C. Treasurer's Report

Treasurer Curran stated finances look good. He would meet with Manager Jakubec to review the balance sheet. He referenced the storm water fund, loans for the Saxonburg Boulevard Sanitary Sewer Project and assessments were based on future construction.

IV. REPORTS

A. Other Organizations and Agencies Reports

Mr. Stewart noted the RIDC Business Alliance desires to prepare an Emergency Plan and questioned if the Alliance should contact the Township's Emergency Management Coordinator Tom Heilmann, or if Mr. Heilmann would contact the Alliance. The Manager recommended the RIDC Business Alliance reach out to Police Superintendent Scott Slagel.

Treasurer Curran informed Council that Manager Jakubec is doing the bookkeeping for the North Hills COG. The Manager indicated some funds need to be consolidated in order to incorporate QuickBooks, and she just needs time to do it.

B. Monthly Departmental Reports

No comments.

C. Manager's Report

No comments.

V. NEW BUSINESS

A. Ordinance

Vice President Vogel stated the following agenda items have been previously discussed at great length during prior meetings.

- | | | |
|-----|---|-----------|
| (1) | Ratifying the Public Service Department Employees Labor Agreement for the Years 2022, 2023, 2024 and 2025 and Authorizing Council President and Township Manager to Execute Said Contract | B-55-2021 |
|-----|---|-----------|

Motion by Mr. Stewart to introduce ordinance Bill No. B-55-2021 was seconded by Mr. Denny, Jr.

Manager Jakubec stated the ordinance ratifies the proposed Public Service Contract for the years 2022 through 2025. The union has already approved the contract.

On voice vote the motion carried unanimously.

B. Resolutions

- (1) Approving the Proposed Sewer Facilities Planning Module B-56-2021
for Miramar Landings Along River Road

Motion by Mr. Stewart to approve resolution Bill No. B-56-2021 was seconded by Ms. Berger.

The Manager explained Pennsylvania Department of Environmental Protection (“PA DEP”) requires the submittal of a Sewage Facilities Planning Module for each subdivision and land development plan. An application for a Sewage Facilities Planning Module was submitted by Mitall Division on behalf of Miramar Landings.

Mr. Stewart questioned what is covered in the design. Mr. Steinert, Jr., P.E. stated the Township has to approve every sanitary sewer connection as required by PA DEP before ALCOSAN can treat the sewage.

On roll call the motion carried unanimously.

- (2) Requesting Authorization to Award Contracts Through the B-57-2021
North Hills Council of Governments for Sanitary Sewer
Rehabilitation

Motion by Ms. Berger to approve resolution Bill No. B-57-2021 was seconded by Mr. Stewart.

Manager Jakubec stated the Township is required to maintain its sanitary sewer lines per the Allegheny County Health Department Administrative Consent Order (“ACO”). The North Hills Council of Governments received bids for its annual sanitary sewer repairs contracts on August 26th. Staff is requesting authorization to execute the necessary contracts on an as needed basis for sanitary sewer repairs in order to comply with the ACO. The estimated cost for repairs has been between \$200,000 and \$300,000 in past years.

On roll call the motion carried unanimously.

- (3) Authorizing the Execution of an Agility Agreement with B-58-2021
Pennsylvania Department of Transportation

Motion by Mr. Denny, Jr. to approve resolution Bill No. B-58-2021 was seconded by Mr. Stewart.

The Manager explained the agreement addresses Penn DOT reimbursing the Township for any work the Township performs on State maintained roads, infrastructure and rights-of-way.

Mr. Denny, Jr. asked if the Township does a lot of agility work and if it is a common occurrence. Manager Jakubec noted the Township cuts grass along State roads and would like to get reimbursed. The Township has a separate agreement for treating snow and ice on State roads.

Vice President Vogel questioned if the Township has any other agility agreements. The Manager stated there is a separate agreement with Allegheny County to treat County roads for snow and ice.

On roll call the motion carried unanimously.

- (4) Authorizing the Execution of an Agreement with Pennsylvania Department of Transportation for Financial Participation in Municipal Project on State Highway B-59-2021

Motion by Mr. Stewart to approve resolution Bill No. B-59-2021 was seconded by Ms. Berger.

The Manager stated the agreement authorizes the Township to perform emergency repairs to the Kittanning Pike sinkhole, and receive reimbursement from Penn DOT for work that benefits the State highway. During conversations with Cheryl Moon-Sirianni, of Penn DOT, it was recommended to include the agreement on the agenda, but there may be another avenue to contract with Penn DOT where they would hold the contract and spend less money. The financing of the project is a work-in-progress.

Ms. Berger noted the proposed agreement is not specific to the project. Manager Jakubec explained the project is still in motion. The agreement is for Kittanning Pike and once the final cost is determined staff would come to Council with that information before agreeing with anything.

Mr. Denny, Jr. questioned if Council does not take action now if it would cause a delay. Manager Jakubec explained if the Township ends up holding the contract with Pugliano, the Township will need authorization from Penn DOT to do the work because it is a State road.

Vice President Vogel noted the resolution grants authorization to sign the agreement.

Ms. Berger stated she would feel more comfortable if it stated 'Kittanning Pike Project' and not leave blank.

Mr. Caprara stated this has been an issue in his Ward for the last two years and encouraged Council to vote in favor. The benefit is the Township will be in a position to move forward as quickly as possible.

The Manager suggested changing the title of the resolution to read, "Authorizing the Execution of an Agreement for Financial Participation in Municipal Project on Kittanning Pike, A State Highway, with the Commonwealth of Pennsylvania Department of Transportation".

Mr. Stewart and Ms. Berger agreed to the change.

On roll call the motion carried unanimously.

(5) Acknowledging Receipt and Acceptance of the Employee Pension Plan Budgets B-60-2021

Motion by Mr. Denny, Jr. to approve resolution Bill No. B-60-2021 was seconded by Mr. Caprara.

Manager Jakubec noted the Township is required by law to establish an appropriation in each year's budget for police and employee pension plans. The appropriation for 2022, referred to as the Minimum Municipal Obligation (MMO), for the non-uniform defined benefit plan will be \$0, for the non-uniform defined contribution plan will be \$41,363, and for the police plan it will be \$180,858 according to documentation received from our pension actuary, Mockenhaupt Associates. The resolution acknowledges the receipt and acceptance of the 2022 budget appropriation for the employees' pension plans. All pension plans are fully funded. It was noted that state aid should cover all the MMO Payments.

On roll call the motion carried unanimously.

C. Motions

(1) Designating October 31, 2021 as Trick-or-Treat Night in the Township

Motion by Ms. Berger to designate October 31, 2021 as Trick-or-Treat Night in the Township between the hours of 6:00 and 8:00 p.m. was seconded by Mr. Stewart.

Manager Jakubec stated staff has received phone calls inquiring about when Trick-Or-Treating is scheduled in the Township. Traditionally Trick-Or-Treating has been on Halloween between 6:00 and 8:00 p.m. Halloween falls on a Sunday this year. Protective recommendations will be promoted to prevent potential contamination of the COVID-19 virus and any variants.

Mr. Denny, Jr. asked if the Parks and Recreation Commission had thought or talked about having a Halloween Parade around the lake at O'Hara Township Community Park in the afternoon. He stated the thought was COVID-19 would have eased up by now.

The Manager noted the Lauri Ann West Community Center is doing a 'Trunk or Treat' event on October 30th, which the Township Police will participate in. She indicated the idea could be included on the Parks and Recreation meeting agenda.

Vice President Vogel stated Montrose Hill did not have their annual parade last year and believed it was canceled again this year. The event is a great way to kick off trick-or-treating.

The Manager indicated she would revise the Boo To You Program that was used last year, and circulate.

On voice vote the motion carried unanimously.

(2) Appointments to Fill Vacancies on Township Boards and Commissions

Motion by Mr. Denny, Jr. to appoint residents to fill Township Boards and Commissions vacancies was seconded by Mr. Stewart.

Manager Jakubec recalled Council had interviewed residents that expressed interest in serving to fill vacancies on the Civil Service Commission, Planning Commission and Zoning Hearing Board during an Executive Session conducted prior to the July and September 2021 Workshops. After careful consideration of the residents interviewed, Council indicated the following individuals would be good fits for the respective Boards/Commission:

Jason Riley	Civil Service Commission	Term Expires 1/1/2025
Jeffrey Reese	Civil Service Commission	Term Expires 1/1/2025
Jerry Nist	Planning Commission	Term Expires 12/31/2025
Emily Glick	Zoning Hearing Board	Term Expires 12/31/2023

On voice vote the motion carried unanimously.

(3) Authorizing the Auctioning of Used Township Equipment on Municibid

Motion by Mr. Stewart to authorize the auctioning of used Township equipment was seconded by Ms. Berger.

The Manager referenced a memo from Chris Komora, Code Enforcement / Storm Water Coordinator, requesting authorization to auction various equipment through Municibid, an online auction company. The Township has no use for the equipment listed in the memo.

Vice President Vogel commented that it is a good program where the Township gets money for equipment no longer used and other municipalities have an opportunity to purchase needed equipment at a price they can afford.

On voice vote the motion carried unanimously.

VI. COMMUNICATIONS

A. Citizens

Ms. Cindy Harris thanked the Manager for including the agenda information on the Township website. It really helps in following along during the meeting.

Mr. Mike Hammill asked when in-person meetings will resume at the municipal building. Vice President Vogel noted discussions, but with COVID-19 reeling again virtual meetings will continue for now. Mr. Denny, Jr. stated it is a month-to-month decision. Vice President Vogel noted upcoming scheduled meetings and did not see the pandemic cooling down by then. He noted vaccines for children ages 5 to 11 years are not yet available.

Mr. Denny, Jr., Ms. Berger, Mr. Stewart, and Ms. Eccles concurred to continue meeting via Zoom.com.

B. Council

Mr. Stewart questioned if changing the creek name was discussed with Fox Chapel Borough. Manager Jakubec indicated Fox Chapel Borough may want to put it on the Long Range Comprehensive Plan Review Committee for discussion.

Vice President Vogel thanked Mr. Steinert, Jr., P.E. for investigating the Sunoco terminal issue. He suggested when maintenance is performed on the gate to move the gate inward six to eight feet.

C. Staff

Manager Jakubec stated all Police Officers are trained in Stop the Bleed. Combat tourniquets were purchased and placed in every Township vehicle. Mr. Hammill explained it has a knob to twist and make tight to stop bleeding, and it works well.

Police Superintendent Slagel noted it was only to be used as a last resort years ago, due to a chance of creating a blood clot. It is now recommended to use with training. It is saving lives and anyone can get training.

The Manager added the Police also have Angel Meshing. Police Superintendent Slagel stated you can never be too prepared.

Ms. Eccles stated the tourniquet is available on Amazon. She suggesting including Stop the Bleed training in the Long Range Comprehensive Plan.

Manager Jakubec requested Council to remain after the meeting for a brief Executive Session to discuss a legal matter.

Mr. Denny, Jr. commended Vice President Vogel for running an efficient meeting.

VII. ADJOURNMENT

Motion by Mr. Denny, Jr. to adjourn the meeting was seconded by Mr. Caprara and carried unanimously. The meeting adjourned at 8:04 p.m. and Council entered into Executive Session.

Cathy Bubas, Manager's Secretary

Attachment: Attendance Sheet(s)