

**RICHLAND TOWNSHIP
BOARD OF SUPERVISORS**

April 4, 2018

8:00 P.M.

PUBLIC MEETING AGENDA

- 1. A Proclamation declaring April 8-14, 2018 as National Library Week.**
- 2. A Proclamation celebrating life-long Richland resident, Josephine Starzisar's 100th birthday.**
- 3. Approval of the minutes from the Supervisors' Meeting of March 7, 2018.**
- 4. Dr. Brian Miller, Superintendent and Mr. Peter Lyons, President, Pine-Richland School Board, report on the status of the Pine-Richland School District.**
- 5. a. Monthly Financial Report
b. Approval of bills.**
- 6. Correspondence.**
- 7. Unfinished Business.**

Consideration of a resolution approving the sale of property by the Richland Township Municipal Authority of Allegheny County.

- 8. New Business.**
 - a. Consideration of a resolution approving Hampton Township's Act 437 Sewage Facilities Plan Update.**
 - b. Consideration of the proposals received for the Orphaned Oil and Gas Well Plugging Project.**
 - c. Consideration of the following Community Day contracts:**

1	ELF Entertainment	5 Inflatable Rides	\$5,550.00
2.	Annie's Showmobiles Stage, Sound &DJ		\$2,025.00
3.	Fun Services Festival	55 Booths @ \$58	\$3,190.00
4.	Giggles the Clown	Clown	\$ 400.00
5.	Venture Outdoor	Rock Wall	\$1,200.00
8.	Living Treasures	Petting Zoo	\$ 843.80
9.	Jukebox Band	Feature Act	\$ 875.00
10.	Approved Toilet Rentals	Portable Toilets	\$ 763.00
11.	PA Amusement Corp.	ATM Machine	\$ 125.00
12.	B&J Golf Carts	Golf Carts	\$ 610.00

- d. TNT Fireworks, a temporary use request to conduct retail sales at the Gibsonia Walmart, 300 Walmart Drive, from June 25 to July 4, 2018.**
 - e. Consideration of resolution authorizing the disposal of municipal records in accordance with the Pennsylvania Municipal Records retention schedule.**
- 9. Sara Knapp: MS-4 Stormwater Management Report.**
- Consideration of a resolution authorizing the submission of a \$220,000 Watershed Restoration and Protection Grant from the Commonwealth Funding Authority.**
- 10. Scott Shoup: Sanitary Sewer Report.**
- 11. Jerry Reichart: Public Works 2018 Spring Department Report**
- 12. Manager's Report.**
- 13. Comments from the Board.**
- 14. Comments from the Floor.**
- 15. Adjournment.**

**OFFICIAL
TOWNSHIP OF RICHLAND
RESOLUTION NO. ____ OF 2018**

BE IT RESOLVED, that the Township of Richland of Allegheny County hereby request a Watershed Restoration and Protection (WRPP) grant of \$220,000 from the Commonwealth Financing Authority of the Commonwealth of Pennsylvania to be used for Deer Creek stream channel and stream bank stabilization activities including the establishment of riparian vegetation to allow for long term stability of the stream.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Raymond P. Kendrick, Chairman, Board of Supervisors and Dean E. Bastianini, Township Manager as the official(s) to execute all documents and agreements between the Township of Richland and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Township of Richland, this 4th day of April 2018.

ATTEST

**BOARD OF SUPERVISORS
TOWNSHIP OF RICHLAND**

Dean E. Bastianini
Township Manager

Raymond P. Kendrick
Chairman, Board of Supervisors

I, _____, duly qualified Secretary of the _____ (Name of Applicant), _____ (Name of County) _____, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the _____ (Governing Body) at a regular meeting held _____ (Date) and said Resolution has been recorded in the Minutes of the _____ (Applicant) and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the _____ (Applicant), this _____ day of _____, 20____.

Name of Applicant

County

**OFFICIAL
TOWNSHIP OF RICHLAND
RESOLUTION NO. ____ OF 2018**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF RICHLAND, ALLEGHENY COUNTY, PENNSYLVANIA, AUTHORIZING THE DISPOSAL OF CERTAIN MUNICIPAL RECORDS IN ACCORDANCE WITH THE MUNICIPAL RECORDS MANUAL ISSUED BY THE PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION AND APPROVED DECEMBER 16, 2008.

WHEREAS, by virtue of Resolution No. 15 of 2009 adopted July 15, 2009, the Township of Richland declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by the resolution of the governing body of the municipality;

NOW THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the Township of Richland, Allegheny County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of all of the following public records:

I. ADMINISTRATIVE AND LEGAL RECORDS

- (1) Administrative and Subject Files including correspondence, reports, program forms and other records created or received in the course of administering specific programs and providing basic municipal services no longer of administrative value.

No Lien Letters prior to 2010.

- (2) Bonds (Performance and Security)

All bonds more than 6 years older than expiration date of the bond.

- (3) Contract and Franchise Files

(a) Bids & Proposals: Unsuccessful Prior to 2016

(b) Bid & Proposals: Successful

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|------|--|---|
| 1. | Written contracts | Older than 6 years after termination. |
| 2. | Construction contracts | Older than 12 years after termination. |
| (4) | Disaster Plans for Municipal Facilities | |
| (5) | Ethics Commission Statements of Financial Interest Forms. | Prior to 2013 |
| (6) | Grant Administrative Records | Comply with retention requirements of appropriate administering agency. |
| (7) | Historic Preservation Documentation
(including Environmental Review Papers) | Prior to 2010 |
| (8) | Insurance Claims and Policies | Prior to 6 years after final settlement of all claims. |
| (9) | Master Property and Equipment Inventories | |
| | All inventories which have been superseded or are obsolete. | |
| (10) | Municipal Obligations including bonds,
bond ledgers and cancelled notes. | Prior to 6 years after cancellation. |
| (11) | Notices of Violation of Municipal Ordinances | |
| | All notices prior to 30 days after resolution. | |
| (12) | Oaths of Municipal Officials. | Prior to 2012 |
| (13) | Petitions | Prior to 2015 |
| (14) | Public Hearing Notices and Proof of Publication | Prior to 2008 |
| (15) | Department Reports | |
| | All reports which are no longer of administrative value. | |
| (16) | Request for Service | |
| | Sheets and forms: older than one year after satisfaction of request. | |
| (17) | Right-to-Know Requests | Prior to 2016 |

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|-----------------------|---|---|
| (18) | Sales and Use Tax Exemption Certificates | Prior to 2014 |
| (19) | Solicitor's Records: Records no longer of administrative and legal value. | |
| (20) | Survey of Financial Condition Forms | Prior to 2015 |
| (21) | Treasurers' Bond Certification | Prior to 2012 |
| (22) | Tape Recordings of Public Meetings | Immediately after official written minutes are approved. |
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| II. PERSONNEL RECORDS | | |
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| (1) | Applications for Employment (Not Hired) | Prior to 2016 |
| (2) | Commercial Drivers License Record (CDL) | Comply with retention requirements promulgated by licensing agency. |
| (3) | Employee Health Insurance Claims | Prior to 5 years from settlement of claim. |
| (4) | Workers Compensation Records | Older than 4 years after final settlement or death of recipient, and 10 years if suspension agreement has been filed. |
| (5) | Equal Employment Opportunity Records | |
| (a) | Compliance records | Prior to 2014 |
| (b) | Case files | Prior to 2013 |
| (6) | Individual Employee Personnel, Medical, Earnings and Pension Records. | |
| (a) | Employees who terminate with post-termination benefits. | Prior to 5 years after termination. |
| (b) | Employees who terminate without post-termination benefits. | Prior to 5 years after termination. |

- (7) Job Announcements Prior to 2016
- (8) Labor Negotiations Files Older than 5 years after expiration of contract.
- (9) Union Grievances Older than 3 years after final resolution.

III. PAYROLL RECORDS

- (1) Cancelled Payroll Checks Prior to 2011
- (2) Payroll Deduction Authorizations and Registers Prior to 4 years after cancelled or superseded.
- (3) Pay Period Reports Prior to 2014
- (4) Payroll Voucher (check registers) Prior to 2011
- (5) Pension Plan Data Sheets Prior to 2008
- (6) Pension Files – Individual Employees Prior to 3 years after all benefits have been paid.
- (7) Quarterly Returns of Federal and State Income and Withholding Taxes Prior to 2014
- (8) Social Security Reports Prior to 2014
- (9) Time Cards and Attendance Records Prior to 2015
- (10) Unemployment Compensation Records Prior to 4 years after contributions have been paid.
- (11) Wage and Tax Statements (W-2 Forms) Prior to 4 years of due date of tax.
- (12) Withholding Allowance Certificates (W-4 Forms) Prior to 4 years after new certificate is filed or employee is terminated.
- (13) 1099 Forms (Employer’s Copy) Prior to 2014.

IV. GENERAL FINANCIAL AND PURCHASING RECORDS

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|-----|---|-----------------------------------|
| (1) | Account Distribution Summaries, Payable Files, Receivable Files and Ledgers | Prior to 2011 |
| (2) | Fund Balance Sheets | Prior to 2011 |
| (3) | Bank Statements and Reconciliations | Prior to 2011 |
| (4) | Bills, Invoices, Cancelled Checks, Purchase Orders, and Check Registrars | Prior to 2011 |
| (5) | Daily Cash Records and Deposit Slips | Prior to 2011 |
| (6) | Expense Reports (Employees) | Prior to 2011 |
| (7) | Financial Statements | Upon completion of audit. |
| (8) | Vendor Files | All files superseded or obsolete. |

V. TAX COLLECTION AND ASSESSMENT RECORDS

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|-----|---|--|
| (1) | Bills of Tax, Certifications for Taxes Paid, Paid Receipts, | Prior to 2015 |
| (2) | Delinquent Tax Records | Prior to 1 year after delinquent taxes have been paid. |
| (3) | Real Estate Transfer Records | No longer of administrative value |
| (4) | Tax Collector's Reports | Prior to 2012 |
| (5) | Tax Duplicates | Prior to 2012 |
| (6) | Property Assessment Abatements, Exonerations, Change Notices and Exemptions | Prior to 2012 |

VI. PUBLIC SAFETY RECORDS

- | | |
|-----|----------------|
| (1) | Police Records |
|-----|----------------|

All Police Records were transferred to the Northern Regional Police Department of Allegheny County in 2006. Any additional records, with the exception of

personnel records will be forwarded to the Regional Police Department or disposed of in accordance with the Municipal Record Retention Schedule.

(2) Fire Records

Fire Records are maintained by the local volunteer fire department.

(3) Emergency Services

Comprehensive Emergency Plan and Records	Prior to 3 years after expiration.
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VII. PUBLIC WORKS/ENGINEERING RECORDS

1. Road Department

(a) Applications/Licenses/Permits	Prior to 3 years after expiration.
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(b) Liquid Fuels Records	Prior to 2012
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(c) Maintenance Records; Routine	Prior to 2014
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(d) Motor Vehicle Records	Following sale or transfer to new owner.
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(e) Traffic Sign and Signal Records	Following removal or replacement.
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(f) Traffic Studies	No longer of administrative value.
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2. Sanitary Sewers - Solid Waste Management

(a) Act 537 Plans	Until superseded.
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(b) Sewer Planning Modules	No longer of administrative value.
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(c) Sewer Certificates and Lien Letters	Prior to 2011.
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(d) Sewer Billing Records	Prior to 2007.
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(e) Recycling Program Records	Prior to 2009.
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VIII. PLANNING, BUILDING/ZONING AND CODE ENFORCEMENT

(1) Building and Housing Permits -	Commercial structures which have
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- | | | |
|-----|---|--|
| | Construction Records | been demolished. Prior to 5 years after certificate of occupancy for other structures. |
| (2) | Citations, Compliants, Notices of Violations and Investigations | Prior to 3 years after final disposition. |
| (3) | Flood Plain Management Records - Annual Reports | Prior to 2013 |
| (4) | Subdivision and Land Development Reviews and Approvals/Disapprovals | Record no longer of administrative value. |
| (5) | Zoning Hearing Board Applications | Prior to 3 years after final decision. |
| (6) | Tape Recordings of Public Meetings | Immediately after official written minutes are approved. |

IX. PARKS AND RECREATION

- | | | |
|-----|-----------------------------------|---------------|
| (1) | Accidents/Incidents Reports | Prior to 2015 |
| (2) | Operation and Maintenance Records | Prior to 2015 |
| (3) | Program Files | Prior to 2016 |
| (4) | Park Use Records | Prior to 2016 |

X. INFORMATION TECHNOLOGY RECORDS

- (1) All e-mail messages that have been printed out for inclusion into the Township manual record keeping system; and
- (2) All internally distributed duplicate copies of e-mail messages and attachments where the sender is retaining the official record copy; and
- (3) All e-mail messages made or received on Township systems that have no connection to Township business; and
- (4) All e-mail message consisting of routine correspondence, program files and Housekeeping records that have no further administrative value.

RESOLVED AND ADOPTED this _____ day of March 2018.

ATTEST:

BOARD OF SUPERVISORS
TOWNSHIP OF RICHLAND

Dean E. Bastianini
Township Manager

Raymond P. Kendrick, Chairman

OFFICIAL
TOWNSHIP OF RICHLAND
RESOLUTION NO. ____ OF 2018

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF RICHLAND
APPROVING SALE OF REAL PROPERTY OF THE RICHLAND TOWNSHIP MUNICIPAL
AUTHORITY OF ALLEGHENY COUNTY, PENNSYLVANIA

WHEREAS, the Richland Township Municipal Authority of Allegheny County, Pennsylvania (the "Authority") is the owner of a certain portion of real property:

BEGINNING at a point, said point being on the north side of Kramer Road, a 50 feet right-of-way, said point also being on the dividing line of Pioneer Movers, Inc., property having Tax ID #1355-A-157 and property of Richland Township Municipal Authority of Allegheny County (RTMA) having Tax ID #1355-A-182;

THENCE from said point of beginning, along north side of Kramer Road N 84°11'30" W a distance of 7.76 feet to a point; thence through property of RTMA the following courses and distances:

- 1) N 6°46'36" W a distance of 92.52 feet to a point;
- 2) N 17°53'46" W a distance of 45.09 feet, thence
- 3) N 12°03'05" E a distance of 59.36 feet to a point on the dividing line of RTMA and property of Richland Township Limited Partnership having Tax ID # 11506-P-348;

THENCE along said dividing line S 77°31'00" E a distance of 39.86 feet to a point on the dividing line of RTMA and aforementioned Pioneer Movers, Inc.; thence along said dividing line S 5°48'30" W a distance of 185.96 feet to a point of beginning.

CONTAINING 5,573 S.F. (0.13 acre) as shown on Exhibit "A".

DESIGNATED as being a portion of Lot and Block 1355-A-182.

WHEREAS, the aforementioned 5,573 S.F. of Lot and Block 1355-A-182 shall be designated as the Property for the purposes of this Resolution; and

WHEREAS, after negotiation, Ultimate Granite Surfaces (hereinafter referred to as "Granite") has agreed to purchase the Property and the Authority has agreed to sell the property for the sum of \$75,000.00; and

WHEREAS, legal and record title to the real property located directly to the East of the RTMA, which is designated as Lot and Block 1355-A-157, is vested in Pioneer Movers Inc, however equitable title is vested in Granite; and

WHEREAS, Granite has represented that it will work with Pioneer Movers Inc. in order to comply with all applicable lot line revision requirements; and

WHEREAS, the consent of the political subdivision which created the Authority to such sale is required by the Authority's Trust Indenture; and

WHEREAS, having considered the foregoing, and it appearing that the sale is advisable and in the best interest of the residents of the Township of Richland.

NOW, THEREFORE, be it RESOLVED by the Supervisors of the Township of Richland that such body approves the sale of the Property by the Authority to Granite, its successors or assigns, for the sum of \$75,000.00, however, such approval is contingent upon all other conditions contained in the Agreement of Sale between the RTMA and Granite being met, and further conditioned on Granite's successful completion of a lot line revision which permits the Property to be merged into the neighboring real property, designated as Lot and Block #1355-A-157, in order to ensure that the Property is not severed out from the RTMA into a lot that is below the minimum lot size/area for the applicable zoning district.

THIS RESOLUTION was regularly introduced and passed at a meeting of the Board of Supervisors of the Township of Richland held on the ____ day of _____, 2018.

ATTEST:

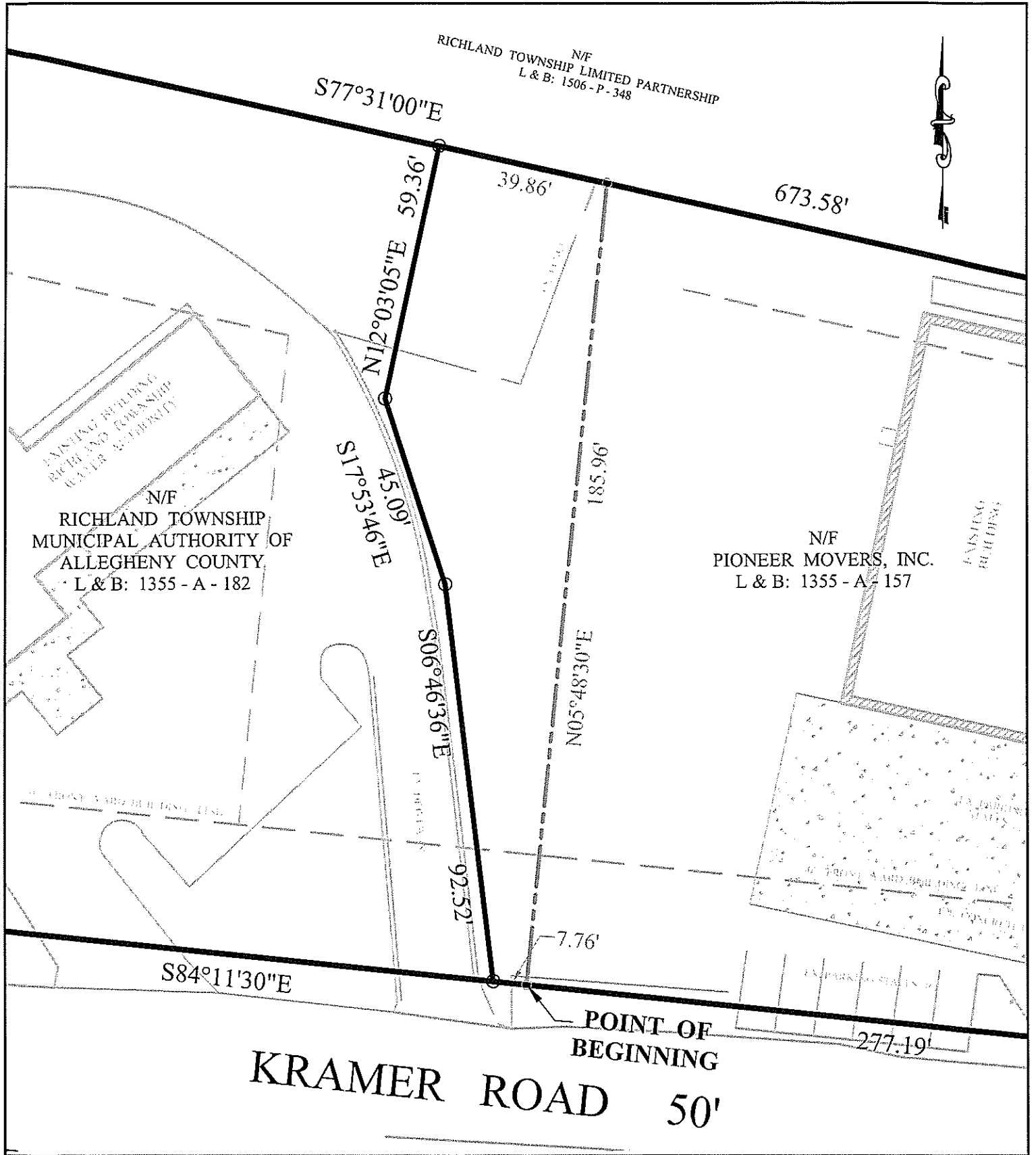
TOWNSHIP OF RICHLAND

Secretary

By _____
Chairman,
Board of Supervisors

(Official Seal Township of Richland)

N/F
RICHLAND TOWNSHIP LIMITED PARTNERSHIP
L & B: 1506 - P - 348



S77°31'00"E

673.58'

59.36'

39.86'

N12°03'05"E

185.96'

S17°53'46"E

45.09'

N/F
RICHLAND TOWNSHIP
MUNICIPAL AUTHORITY OF
ALLEGHENY COUNTY
L & B: 1355 - A - 182

N/F
PIONEER MOVERS, INC.
L & B: 1355 - A - 157

S06°46'36"E

N05°48'30"E

92.52'

7.76'

S84°11'30"E

POINT OF
BEGINNING

KRAMER ROAD 50'

277.19'

EXHIBIT "A"

SCALE: 1" = 30'

RESOLUTION NO.: _____

DATE ADOPTED: _____

**A RESOLUTION OF THE TOWNSHIP OF RICHLAND
ALLEGHENY COUNTY, PENNSYLVANIA
FOR ACT 537 SEWAGE FACILITIES PLAN REVISION**

WHEREAS, Section 5 of the Act of January 24, 1966, P.L. 1535, known as the “Pennsylvania Sewage Facilities Act,” as amended, and the Rules and Regulations of the Department of Environmental Protection (Department) adopted thereunder, Chapter 71 of Title 25 of the Pennsylvania Code, requires the municipality to adopt an Official Sewage Facilities Plan providing for sewage services adequate to prevent contamination of waters and/or environmental health hazards associated with sewage wastes, and to revise said plan whenever it is necessary to meet the sewage disposal needs of the municipality, and

WHEREAS, Hampton Township has prepared an Act 537 Sewage Facilities Plan Special Study which proposes upgrades at the Allison Park Water Pollution Control Plant to allow the facility to efficiently produce an effluent discharge quality that consistently complies with present and future influent loads and possible effluent requirements, as well as address a number of identified issues and concerns. The Special Study also proposes upgrades at the Glannons Pump Station.

WHEREAS, the alternative of choice to be implemented is identified as Alternative 1 in the Special Study and includes the following upgrades:

- Construct new headworks building with screening, grit removal, and odor control
- Eliminate existing digesters
- Repair leaking walls in pipe tunnel
- Conduct asbestos survey in pipe tunnel and remove asbestos as required
- Convert existing primary and secondary clarifiers into dry weather sequential batch reactors (SBRs)
- Construct new SBRs for wet weather flow
- Construct new sludge thickening
- Construct new sludge dewatering
- Construct new sludge stabilization
- Eliminate existing chlorine disinfection
- Construct new ultraviolet (UV) disinfection

- Provide additional restroom facilities for WPCP staff
- Construct new garage to house vehicles, including the vector truck, with storage out of floodway
- Substantial rehabilitation of existing tank walls and floors
- Effluent flow meter
- Electrical improvements including generator
- Upgrading of the Glannons Pump Station

WHEREAS, the anticipated schedule upon which implementation of the Act 537 Sewage Facilities Plan Special Study will occur is as follows:

Task	Milestone Date
Submission of Special Study to the PADEP	March 2018
PADEP Approval of the Special Study	August 2018
Begin Design	August 2018
Complete Design	August 2019
Submission of Part II Permit Application	August 2019
PADEP Issue of Part II Permit	February 2020
Advertise Project for Bids	April 2020
Open Bids	June 2020
Award Contracts	July 2020
Begin Construction	September 2020
Complete Construction	September 2022

WHEREAS, Township of Richland finds that the Act 537 Sewage Facilities Plan Special Study described above conforms to applicable zoning, subdivision, other municipal ordinances and plans, and to a comprehensive program of pollution control and water quality management.

NOW, THEREFORE, BE IT RESOLVED that the Township of Richland by adopts and submits to the Department of Environmental Protection for its approval as a revision to the “Official Plan” of Township of Richland the above referenced Act 537 Sewage Facilities Plan Special Study. Township of Richland hereby assures the Department of the complete and timely implementation of the said plan as required by law (Section 5, Pennsylvania Sewage Facilities Act as amended).

ADOPTED AND RESOLVED this _____ day of _____, 20__.



Richland Township

BY: _____
Raymond P. Kendrick, Chairman

ATTEST:

Dean E. Bastianini, Township Secretary

I, **INSERT NAME**, Secretary of **INSERT MUNICIPALITY NAME**, Allegheny County, Pennsylvania, hereby certify that the attached is a true and correct copy of Resolution No. _____, adopted _____, 20__.



INSERT MUNICIPALITY NAME

INSERT NAME, Secretary