2017-5

Rev.(01-14)

DIRECTIONS FOR BIDDING, ADVERTISING, EXECUTION AND COMPLETION OF CONTRACTS USING STATE LIQUID FUELS FUNDS.

Attached for your convenience in advertising, awarding and completing a contract for the proposed project in your municipality are the following forms:

Step 1. (1) Copy of **MS-329, Project Approval** form, issued by Municipal Representative during initial appointment to set-up project.

Step 2. (2) Copies of the - **Form of Advertisement**, on which it will be necessary to insert the actual time and date that bids are to be opened.

ADVERTISING REQUIREMENTS - Recent amendments to the various municipal codes, relating to bidding and advertising requirements, necessitate a constant review by respective municipalities to insure compliance.

Step 3. (2) Copies of **MS-981**. Attach to each, a copy of the newspaper advertisement; record the name and address of each bidder and the amount of their bid. Record to whom the contract was awarded, their address, and the dollar amount.

Please have the proper officials and yourself sign the resolution at the bottom of the MS-981. Place your municipal seal where designated and forward one (1) copy to this office as soon as possible after bid opening. An acceptance resolution must be part of your municipality's minutes.

Step 4. (3) Copies of **MS-339 Application for County Aid** (for municipalities who are eligible for county aid). **First - Municipal Secretary to complete Section 1 and forward all copies to the County, Next - County to complete Section 2 and immediately return all copies to Municipal Services for approval.**

Step 5. (2) Copies of Form **MS - 944 Proposal and Contract, Proposal and Contract Instructions - Form 944, Attachment 1- Schedule of Prices, Special Provisions to Contract MS-944 (Attachment "1-A")**. One copy of each will be furnished to each prospective bidder to be used as a proposal, when completed by the municipality. As required by Publication 408, Section 102.06(e),each bidder must submit a completed **Form 7126 - Anti-Collusion Affidavit** with its bid proposal

Step 6. (2) Copies of **Attachment 2 - Performance Bond, Attachment 3 – Payment Bond, Attachment 4 – Affidavit RE Accepting Provisions of the Workmen's Compensation Act, and Form MS – NCP - Notice of Completion**. One copy of each will be completed by the successful bidder and returned to the municipality. Return an executed copy of the MS-944 Proposal and Contract, and Bonds to the contractor.

At this point return one (1)-completed copy of all the above documents to this office, and keep a completed copy for your files.

Upon project completion, an itemized final invoice and completed NCP Form are required to be supplied to the municipality from the contractor. Send a copy to the Municipal Services Unit and call us for a final inspection. A representative will set up a final inspection appointment. After the final inspection and approval of the project, an MS-999 Final Completion Report will be issued the municipality for signature and seal. Return all completed copies of MS-999 to Municipal Services for signature. An approved copy will be returned for your records.

MINUTES OF THE MEETING OF THE
WARRIORS MARK TOWNSHIP BOARD OF SUPERVISORS
WARRIORS MARK FIRE HALL
APRIL 4, 2017

The April 4, 2017 meeting of the Board of Supervisors of Warriors Mark Township was called to order at approximately 6:30 pm, with Supervisors Neff, Brown and Marshall, Solicitor Oswalt, Engineer Haefner, Zoning Officer and Sewage Enforcement Officer Piper, Emergency Management Coordinator Lombardi and Secretary Brenneman all being present.

Chairman Neff announced that the Supervisors had met in Executive Session from 5:45-6:20 pm to discuss a legal matter.

Public Comment:

None

Engineer's Report:

Engineer Haefner announced that a 60 day Time Extension Request had been received from Fed Henry on behalf of Chad Shirey for the Minor Subdivision of Blue Sky Realty & Replot of Jeff & Sherry Waite Lands, as they are still waiting to hear from DEP. The extension would be through June 8, 2017. A motion was made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff to grant the 60 day Time Extension through June 8, 2017.

Engineer Haefner reported that Keller Engineers has reviewed the Preliminary/Final Minor Subdivision Plan for Judith K. Black. The Planning Commission has recommended the subdivision for approval. Kirby Lockard distributed copies of the plan to the Supervisors for review. Pursuant to a motion made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff, Resolution 2017-4, A Resolution of the Township Board of Supervisors Approving the Preliminary/Final Subdivision Plan for Judith K. Black was approved.

Fred Henry from Mease Associates then requested a planning waiver & non-building declaration for the Final Replot of Lot Lines from Gordon Scott Cox to Lands of Evergreen Acres, LLC. After a brief discussion, a motion was made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff to approve the Request for Planning Waiver & non-Building Declaration for the Final Replot of Lot Lines from Gordon Scott Cox to Lands of Evergreen Acres, LLC.

SEO Report:

Sewage Enforcement Officer Piper reported that no permits were issued during March. He is hoping to begin dipping tanks soon as part of his work on creating the new Act 537 Plan.

Zoning Officer's Report:

Zoning Officer Piper reported that he had issued one permit for a swimming pool this month and investigated several issues brought to his attention including

- A property along Warriors Mark Path for which DEP has become involved and the owner must obtain a permit, which the Township is to receive a copy of.
- A complaint about brush which is outside of a resident's property line, but in plain view when looking out of her front window. ZO Piper will speak with the brush pile owner and see if a resolution can be obtained.
- A request for the addition of bee hives to a residence.
- A chicken coop complaint.
- A complaint of a structure with a roof caving in.

Finally, Bruce Cox has submitted paperwork for a Highway Occupancy Permit for Edgewood Acres.

Solicitor's Report:

At the direction of the Supervisors from last month's meeting, Solicitor Oswalt prepared four ordinances as a direct result of the Act 537 Plan which were properly advertised in *The Daily Herald*. No discussion took place as the Supervisors had reviewed the ordinances throughout the month.

Pursuant to a motion made by Supervisor Brown, seconded by Supervisor Marshall and passed unanimously with the vote of Chairman Neff, Ordinance 2017-01 Privy Ordinance was approved.

Pursuant to a motion made by Supervisor Brown, seconded by Supervisor Marshall and passed unanimously with the vote of Chairman Neff, Ordinance 2017-02 Holding Tank Ordinance was approved.

Pursuant to a motion made by Supervisor Brown, seconded by Supervisor Marshall and passed unanimously with the vote of Chairman Neff, Ordinance 2017-03 An Ordinance of the Township of Warriors Mark, Huntingdon County, Pennsylvania, providing for the Permitting of all on-lot sewage disposal systems Proposed to be installed on all lots in Warriors Mark Township, Regardless of lot size, and providing Penalties and enforcement remedies was approved.

Pursuant to a motion made by Supervisor Brown, seconded by Supervisor Marshall and passed unanimously with the vote of Chairman Neff, Ordinance 2017-04 On-Lot Sewage Management Program Ordinance was approved.

EMC Report:

No report

Board Report:

Pursuant to a motion made by Supervisor Brown, seconded by Supervisor Marshall and passed unanimously with the vote of Chairman Neff, the minutes of the Board of Supervisors meeting held on March 7, 2017 meeting were approved.

Pursuant to a motion made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff, expenditures presented on April 4, 2017, in the amount of $10,307.13 were approved.

Chairman Neff reported that he had sworn in two Fire Police at the last Fireman's Meeting. He also thanked the volunteers for their service and all they do for the community.

Four picnic tables have been ordered by Warriors Mark Baseball for the lower field. Concrete slabs will be poured soon so that the picnic tables can be secured. Fencing has been ordered for the batting cages as well.

As previously discussed, a motion was made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff to rent a Boom Mower for one week this summer.

Chairman Neff reported he is looking into purchasing a broom for the Township.

Chairman Neff also reported that he will be taking Flagger Training later this month.

Road bids for the 2017 road project which will include paving and shoulder work done on Babe Road, Knarr Road, Kieffertown Road and Butternut Road were then opened. The results were:

- New Enterprise Stone & Lime Co., Inc.....$131,547.35
- Grannas Brothers Stone & Asphalt Co., Inc. $132,449.50
- Glenn O. Hawbaker, Inc.....$138,795.65

Pursuant to a motion made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff Resolution 2017-05 was passed awarding the contract to New Enterprise Stone & Lime Co., Inc. Secretary Brenneman will include information in the letter informing New Enterprise of the award that the township should be contacted prior to any work being scheduled as prep work is still needed on these areas.

Chairman Neff brought to everyone's attention that Huntingdon County will be installing a new communication system soon and the cost to the local Fire Department will be approximately $40,000. Although they have applied for grant funding, matching funds are required and the Fire Company may need financial assistance.

Complaints have been received by Township residents about signage in the Township. Zoning Officer Piper and Solicitor Oswalt will research and discuss this issue and report back at next month's meeting their findings.

One resident in attendance asked about the brush being cut and lying where trees have been clear-cut near the Helena property. The response given was that there is no ordinance against this and the brush is good for the animals.

The meeting was adjourned at 7:40 pm with the motion being made by Supervisor Marshall, seconded by Supervisor Brown and passed unanimously with the vote of Chairman Neff.

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Julie Brenneman, Secretary