

**BOARD OF SUPERVISORS OF THE TOWNSHIP OF CAMBRIDGE**  
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**REGULAR MEETING**

**MARCH 14, 2022 AT 7:00 PM**

**CALL TO ORDER, MOMENT OF SILENCE, AND SALUTE TO THE FLAG:** Chairman Cole called the March 14, 2022 Regular Meeting of the Board of Supervisors to order at 7:00 PM, in the Municipal Building, 22530 Electric Drive, Cambridge Springs, Pennsylvania, followed by a moment of silence and the salute to the flag.

**ROLL CALL:** Supervisors in attendance were Kevin Cole, Charlie Bauer, and Bernie Blystone. Also present was Secretary/Treasurer/Zoning Officer, Debra E. Merritt; Roadmaster, Dan Klapthor; Residents, Pat Hermann, Scott Dunton, Ruth Dunton, Brenda Kasbee and Hillary Soliwoda; and Visitors, Adam Alexander of Armstrong Cable, Daniel Thumm of Porter Consulting Engineers, Jessica Graf, and Diana Ferris.

**IDENTIFICATION OF RECORDING DEVICES:** There were no recording devices identified.

**PUBLIC COMMENT PERIOD:** There were no comments offered by the public at this time.

**SUPERVISOR COMMENTS:** There were no comments from the Supervisors.

**PUBLIC REQUESTS BY PRIOR ARRANGEMENT:**

Adam Alexander, General Manager at Armstrong Cable was in attendance to address Board on the renewal of the Township's Cable Franchise Agreement which is set to expire on July 1, 2022. Mr. Alexander stated that Armstrong is proposing to renew the Agreement at the existing 5% franchise fee, for a period of 15 years. He noted that one change in the Agreement is that Armstrong is no longer able to provide the Municipal Building with free cable service, as the previous Agreement had provided for, stating that the Cable Communications Policy Act, precludes it. Mr. Alexander indicated that he wanted to ensure that the Township and Armstrong is on a good timeline to ensure a new agreement is reached by the July 1, 2022 date. Mr. Cole stated that Armstrong's proposed Agreement has been forwarded to the Township's Solicitor to begin his review and provide the Board with his recommendations. Mr. Hermann questioned whether Armstrong intends on expanding their service to more locations in the Township. Mr. Alexander stated that while Armstrong does intend to expand service some 175 miles, he did not believe that included any expansion in the Township. Mr. Alexander added that Armstrong is always looking for areas that are feasible for expansion and encouraged the Board and residents to contact Armstrong if they have any requests for service.

Jessica Graf, Venango Borough Council Member, stated that she was in attendance to request the Board's support for the Karl Gerdon Park Improvement Project at the Venango Volunteer Fire Department. She stated that the project began by identifying the need for improvements at the park, and the development of a park planning committee. She stated that the committee identified an updated playground, a multi-use sports court, a pavilion, a kayak launch, and grass field, as the features most desired for the site. Ms. Graf advised that Venango Borough applied for, and subsequently received CDBG monies from the County in the amount of \$141,900, as well as received a \$3,000 grant from the Crawford Heritage Foundation. She also noted that they have raised approximately \$2,300 through the Crawford Gives fundraiser and approximately \$1,300 in private donations. With regard to municipal support, Venango Borough has pledged \$10,000 from their ARPA funding, and Cussewago and Venango Townships have pledged \$12,000 of their ARPA allocations. Accordingly, as of today, they have raised \$192,429 of their \$250,000 goal, and that the next avenue for funding possibilities is to apply for a Park Rehabilitation and Development Grant through the DCNR. Accordingly, Ms. Graf stated that she

was in attendance to request the Board consider allocating some of their ARPA funding for the park improvements. She stated that Cambridge Township would be a strong partner for the project as it is a neighboring Township, and while she understands that municipalities have limited funds available to allocate to recreation, the receipt of the ARPA funds provides a funding avenue that would allow the Board to contribute money to a project that would be used by many of its residents. Ms. Kasbee and Ms. Soliwoda stated that they are Township residents and would encourage the Board to consider pledging money to the project, noting that recreational facilities in the Cambridge area are limited. Mr. Cole thanked Ms. Graf for her presentation however noted that the Board has recreational facilities located in the Township that require funding as well. Ms. Graf stated that she understood the Board's position however hoped that the Board could allocate some of their ARPA funds to support the park improvements. Mr. Cole stated that Ms. Graf's request for either a letter of support or funding match commitment was on the Agenda for consideration later in the meeting.

#### **BOARDS AND COMMISSIONS:**

**CAJA** – Minutes from the February 1, 2022 were received from CAJA. Mr. Bauer updated the Board on the creek erosion at the sewer treatment plant. He stated CAJA is looking to reinforce the bank in an attempt to slow down the erosion and are contacting the DEP for approval.

#### **ZONING/PLANNING –**

- **Planning Commission:** There were no minutes received from the Planning Commission.
- **Zoning Hearing Board:** There were no minutes received from the Zoning Hearing Board.
- **Zoning Officer:** A written report was submitted by the Zoning Officer.
- **Subdivision Review.** A Minor Lot subdivision has been submitted by Daniel Thumm of Porter Consulting Engineers, on behalf of Meadville Forging Co. This subdivision proposes to subdivide Parcel No. 1504-005-1, to create Lot No. 1-A (7.471 acres which includes an existing garage) and Lot No. 1-B (1.465 acres which includes all the lands located on the south side of McClellan Street).

Mr. Cole stated that he continues to have some concerns regarding this proposed subdivision, noting that should the Board approve the plans, the Township could potentially lose tax revenue with the proposed lots being consolidated under the Borough's parcel number. Ms. Merritt asked Mr. Thumm why Meadville Forging has proposed to eliminate the lot line between the Township and Borough, as opposed to leaving the existing lot line that follows the municipal boundary. Mr. Thumm stated that Meadville Forging had requested that the lots be consolidated so that the setbacks would be eliminated should they decide to expand in the future. Ms. Merritt noted that even if the lot line were eliminated, the land would still be located in the Township, thereby requiring a variance from the Zoning Hearing Board to conduct industrial activities in the Agricultural District.

Mr. Cole stated that he would like to ensure that the property taxes would continue to be paid to the Township for the share of the lot located in the Township. Ms. Merritt stated that there are many properties in the County that are separated by municipal boundary lines, and that it was her understanding that the property taxes are divided between the municipalities. Ms. Dunton confirmed that there are many such properties, and that the taxes are divided accordingly, and paid to both municipalities. Mr. Cole questioned how the building would be taxed should they expand into the Township. Ms. Merritt stated that she did not know how the building portion would be taxed and to which entity the taxes would be paid.

Motion by Mr. Bauer to conditionally approve the minor lot subdivision submitted by Daniel Thumm of Porter Consulting Engineers, on behalf of Meadville Forging Co., for

property located on McClellan Street in Cambridge Township, contingent upon the Assessment Office confirming that the taxes assigned to the land and any future building expansion would be paid to the municipality in which the land and/or building is located. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**FRENCH CREEK COUNCIL OF GOVERNMENTS** – The next meeting of the French Creek Council of Governments is scheduled for Thursday, April 21, 2022 at 11:30 AM.

**TAX COLLECTION COMMITTEE** – The next meeting of the Crawford County Tax Collection Committee is scheduled for Thursday, October 20, 2022, at 6:00 PM in the West Mead Township Building.

**SEWAGE** – There was no report received from Michael Rinkevich, Sewage Enforcement Officer.

#### **PROJECTS AND UNFINISHED BUSINESS:**

**Karl Gerdon Park Improvement Project at the Venango Volunteer Fire Department.** Mr. Cole suggested that this matter be tabled until later in the meeting.

**Ordinance No. 01 of 2022.** Mr. Cole noted that the required Public Hearing to inform and take public comment on proposed Ordinance No. 01 of 2022, an Ordinance amending the 2016 Cambridge Township Zoning Ordinance and the Cambridge Township Zoning Map to Rezone Parcels Located in the I-2 Industrial Park Zoning District to the R-1 Suburban Residential Zoning District, was held this evening, Monday, March 14, 2022 at 6:30 p.m. Accordingly, the Board can consider publishing the proposed Ordinance for adoption at the Monday, April 11, 2022 Regular Meeting.

Motion by Mr. Cole to authorize the publication of Cambridge Township Ordinance No. 01 of 2022, an Ordinance amending the 2016 Cambridge Township Zoning Ordinance and the Cambridge Township Zoning Map to Rezone Parcels Located in the I-2 Industrial Park Zoning District to the R-1 Suburban Residential Zoning District, for consideration at the Monday, April 11, 2022 Regular Meeting of the Board of Supervisors. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

#### **NEW BUSINESS:**

**Informational – Armstrong Cable Franchise Agreement.** Mr. Cole noted that this matter was previously discussed, and that Solicitor Shaddinger has been provided with the proposed Agreement, as well as the Township's previous agreement to begin his review and provide his recommendation to the Board.

**Informational - American Rescue Plan Update.** Ms. Merritt noted that on January 6, 2022, the U.S. Treasury Department released the Final Rule on allowable expenses which goes into effect on April 1, 2022. She reported that regarding revenue loss, the Final Rule allows townships to elect to take a "standard allowance" of up to \$10 million to spend on general government services over the life of the ARP program. This one-time election eliminates the administrative burden of calculating the township's revenue loss, allows townships to spend their entire allocation on any general government service (except those prohibited), and streamlines the reporting process. She reminded the Board that the loss revenue category remains the most flexible option and gives local governments broad latitude to use these funds to provide general government services, which includes, but is not limited to, roads and bridges, stormwater, water and sewer infrastructure, parks and recreation, public buildings, vehicles and equipment, computers and software, upgrading meeting rooms and equipment, fire protection, emergency management, ambulance service, employee pay and benefits, general administration expenses, and local match for most federal grants.

**Joint Bidding for Seal Coating.** Mr. Cole stated that the Township has been requested and has subsequently agreed to be the lead municipality for a Joint Seal Coat Bid for Central Crawford County. Accordingly, the required Resolution and seal coating worksheets are due by March 25<sup>th</sup>, with advertisements on April 6<sup>th</sup> and April 13<sup>th</sup>, and the subsequent bid opening on Friday, May 6<sup>th</sup> at 10:00 a.m., here at the Township Building. Core work will be awarded at the May 6<sup>th</sup> Special Bid Opening Meeting, with optional work consideration taking place at the Board's May 9, 2022 Regular Meeting. Pursuant to the bid, all municipalities must have their roads ready and prepared by June 13<sup>th</sup>, and all work must be completed by August 31<sup>st</sup>. Ms. Merritt clarified that the Supervisors would be holding the Special Meeting on May 6<sup>th</sup>, at 10:00 a.m., to open the bids. The delegates named by the other participating municipalities would be attending and would vote on whether they wished the Board to award the bid. Based upon the delegates' vote, the Board would consider to either award or reject the low bid submitted.

Ms. Merritt stated that she has provided the Board with a current road funding projection, the Township's current seal coat cycles, as well as two proposals for seal coating. She noted that both options include the roads paved last year, which would require seal coating this year. She further stated that many of the roads paved last year, are the remaining roads of Cycle 1, and a couple of the roads of Cycle 2. Accordingly, she is proposing that the remainder of Cycle 2 be added to this year's seal coating bid, less Ellis Road as it was done in 2020. Accordingly, the options provided include the same roads, however breaks up the core and optional work to be completed differently. Ms. Merritt asked Mr. Klapthor whether he would consider Sherred Hill and Walters Roads a higher priority than Thomas Road, Phillips Drive, North Street and Sunnyside Drive. Mr. Klapthor stated that he would suggest that Sherred Hill and Walters Roads be included in the core work, with Thomas, Phillips, North and Sunnyside included in the optional work. Mr. Hermann questioned whether the seal coat bid includes Ridge Road. Mr. Cole stated that it was not included at this time, however the Board has received some projected numbers to hard surface the road and would discuss it in the future.

Motion by Mr. Bauer to adopt Resolution No. 01 of 2022, a Resolution to Adopt the 2022 Central Crawford County Joint Seal Coat Bid Program, naming Kevin Cole as Delegate and Bernie Blystone as Alternate Delegate. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

Motion by Mr. Bauer to authorize the Secretary/Treasurer to bid single seal coating work of the following roads: Core Work; Mitchell Drive, Lake Drive, Sherwood Drive, Maple Drive, West Street, Berry Knolls Drive, Pine Circle, Birchard Road (the intersection at Route 408), Sherred Hill Road and Walters Road, totaling approximately 34,132 SYs; and, Optional Work; Thomas Road, Phillips Drive, North Street and Sunnyside Drive, totaling approximately 12,860 SYs; for inclusion in the 2022 Central Crawford County Joint Seal Coat Bid Program. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**Joint Bidding for Hard Surface Repairs.** Ms. Merritt stated that a Joint Purchasing Meeting was held on Friday, February 11, 2022 at West Mead Township. Bid packets must be submitted by, April 1<sup>st</sup>, with advertisements on April 6<sup>th</sup> and April 13<sup>th</sup>, and the subsequent bid opening on Monday, May 2<sup>nd</sup> at 1:00 p.m. at West Mead Township. Bid consideration will take place at the Board's May 9, 2022 Regular Meeting. Ms. Merritt stated that she has provided the Board with a proposal for paving work to be included in the 2022 Joint Bid for Hard Surface Repairs. She stated that the proposal includes the section of Kreitz Road, which was omitted from last year's bid, two sections of Zilhaver Road, and two small sections on Mt. Pleasant Road that were identified by the Roadmaster as needing attention. Mr. Bauer stated that he felt that the intersection of Old Route 86 at Route 99 needed some attention as well. Mr. Klapthor agreed and recommended that the Board include the intersection in the paving bid.



Motion by Mr. Bauer to authorize the Secretary/Treasurer to bid the paving work of the following sections roads: Kreitz Road, Zilhaver Road, Mt. Pleasant Road and the intersection of Old Route 86 at Route 99, totaling approximately 420 tons, for inclusion in the 2022 French Creek Council of Government's Joint Hard Surfacing Bid. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**Informational – Crawford County Conservation District Dirt and Gravel Road (DGR) and Low Volume Road (LVR) Applications for 2023 Construction Season.** Ms. Merritt stated that the Township has received notification that the Crawford County Conservation District is now accepting grant applications for the Dirt and Gravel Road (DGR) and Low Volume Road (LVR) Programs for the 2023 construction season, with an application deadline of November 1, 2022. Project examples may include road drainage, surface improvements, culvert pipe replacements, daylighting, off right-of-way improvements and streambank/road interface stabilization. The Board and Roadmaster have been provided with a map received from the Conservation District, highlighting potential project areas in yellow. Ms. Merritt stated that the next step would be for the Roadmaster to reach out to the Conservation District to set up at time to meet to look at some potential projects. Mr. Blystone stated that he believed a good project would be the pipe replacement at the ravine on Henry Road. Ms. Merritt stated that could potentially be a good project for a joint application with Rockdale Township, since the road is shared by both municipalities.

**Recreation Board Meeting.** Ms. Merritt stated that the Borough of Cambridge Springs has requested the Township's participation in a meeting with Little League and Little Gridders to discuss potential 2022 projects for the recreation park. Accordingly, potential dates for the informational meeting would be either March 21<sup>st</sup> or April 4<sup>th</sup> at 7:00 PM, at the Borough Building. The Board determined that they would be available for an informational meeting on March 21<sup>st</sup>. Ms. Merritt stated she would confirm the date with the Borough.

**Resolution No. 02 of 2022.** Mr. Cole noted that Township has received correspondence from Ruth Dunton, Tax Collector, requesting the Board to consider amending the fee schedule contained in Ordinance No. 01 of 2010, an ordinance authorizing the recovery of certain fees associated with the Tax Collector position. Specifically, Ms. Dunton is requesting an increase for Tax Certification fees from \$5.00 to \$10.00, as well as Tax Duplicate Fees from \$3.00 to \$5.00, due to the increase in the costs of paper and printer ink. Pursuant to the Ordinance, the fee schedule can be amended by Resolution.

Motion by Mr. Bauer to adopt Resolution No. 02 of 2022, a Resolution Amending the Fee Schedule of Ordinance No. 01 of 2010, an Ordinance of the Township of Cambridge, County of Crawford, Authorizing Recovery by the Office of the Tax Collector of Certain Fees for Expenses Not Directly Related to Tax Collection Services Such as Issuance of Payment or Delinquent Tax Certifications and Tax Duplicates, Making Copies of Tax Records and Returned Checks. Second by Mr. Cole.

Cole: Yes

Bauer: Yes

Blystone: Yes

**Discussion – Repairs/Maintenance Needs at the Municipal Building.** Mr. Klapthor stated that he has some concerns as to the structural condition of the Municipal garage, as well as other maintenance needs that have been neglected throughout the years. Mr. Bauer stated that he would hope to utilize some of the ARPA funds to update the heating system, and perhaps any other necessary repairs the building may require. Mr. Klapthor recommended that the Township's Engineer be contacted to look at the building and provide the Board with an assessment as to what he believes needs addressed, perhaps both short term and long term. The Board agreed and requested that Ms. Merritt contact Ashely Porter, P.E., to have him meet with the Roadmaster and provide a recommendation to the Board.

**Motion to Amend the Agenda to Include the Authorization to Request Quotes for Aggregates.** Motion by Mr. Cole to officially amend the March 14, 2022 Regular Meeting Agenda to include an item authorizing the Secretary/Treasurer to submit Requests for Quotes for aggregates under State Contract: 5610-15, Aggregate and Anti-Skid. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

**Authorization to Request Quotes for Aggregates.** Motion by Mr. Bauer to authorize the Secretary/Treasurer to request quotes for 1,000 tons of Aggregate 2A, and 250 tons of Aggregate #57, under State Contract: 5610-15, Aggregate and Anti-Skid, to be delivered to the Municipal Building, 22530 Electric Drive, Cambridge Springs, PA 16403, for consideration at the April 11, 2022 Regular Meeting of the Board of Supervisors. Second by Mr. Cole.

Cole: Yes

Bauer: Yes

Blystone: Yes

**ROADMASTER'S REPORT:** A written report has been submitted by the Roadmaster.

**SECRETARY/TREASURER'S REPORT:**

Motion by Mr. Cole to accept the Treasurer's Report and make Payment of the Bills as presented. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

Motion by Mr. Bauer to accept the minutes of the February 14, 2022 Regular Meeting, as presented. Second by Mr. Cole

Cole: Yes

Bauer: Yes

Blystone: Abstain

**PUBLIC COMMENT PERIOD:** There were no additional comments from the public in attendance.

**FURTHER BUSINESS:** Mr. Cole suggested that the Board discuss the request of Jessica Graf concerning the Karl Gerdon Park Improvement Project. Mr. Bauer stated that he felt the Township should contribute to the project, however recognizes the Township's limited funding, even with utilizing the ARPA funds. Mr. Blystone agreed and stated that he would support some sort of monetary contribution.

Motion by Mr. Bauer to authorize the Secretary/Treasurer to prepare a letter of match commitment, committing a funding match in the amount of \$5,000.00 to be submitted with Venango Borough Council's DCNR Community Park Rehabilitation and Development Grant application for the Karl Gerdon Park Improvement Project. Second by Mr. Blystone.

Cole: Yes

Bauer: Yes

Blystone: Yes

**ADJOURNMENT:** There being no further business, Mr. Cole moved to adjourn, with a second by Mr. Bauer. All were in favor and the meeting was adjourned at 9:05 PM.



Debra E. Merritt, Secretary