

FERGUSON TOWNSHIP BOARD OF SUPERVISORS

Regular Meeting Agenda

Monday, May 4, 2020, 7:00 PM

Join Zoom Meeting: <https://us02web.zoom.us/j/83422414425>

Meeting ID: 834 2241 4425

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Dial In: (814) 238-4651, extension 3799

I. CALL TO ORDER

II. CITIZENS INPUT

III. APPROVAL OF MINUTES

1. April 20, 2020, Board of Supervisors Regular Meeting

IV. SPECIAL REPORTS

- a. COVID-19 (Coronavirus) Response Report
- b. Centre Region Parks and Recreation Authority Report
- c. Ferguson Township Tree Commission Report
- d. 2020 First Quarter Financial Report

V. UNFINISHED BUSINESS

1. Award of Tree Canopy Survey Contract

VI. NEW BUSINESS

1. Presentation of 2019 Township Audit
2. Proclamation – 2020 National Public Works Week
3. Award of Contract 2020-C7a, Fuel
4. Award of Contract 2020-C7c, Asphalt and Aggregate

VII. REPORTS

1. COG Committee Reports
2. Other Regional Reports
3. Staff Reports

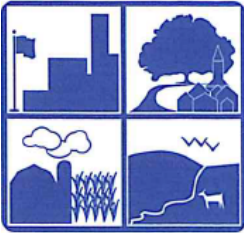
VIII. COMMUNICATIONS TO THE BOARD

IX. CALENDAR ITEMS – MAY

X. ADJOURNMENT



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TOWNSHIP OF FERGUSON

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Board of Supervisors Regular Meeting Agenda Monday, May 4, 2020 7:00 P.M.

- I. **CALL TO ORDER**
- II. **CITIZEN'S INPUT**
- III. **APPROVAL OF MINUTES**
 - 1. April 20, 2020, Board of Supervisors Regular Meeting Minutes
- IV. **SPECIAL REPORTS** 15 minutes
 - 1. COVID-19 (Coronavirus) Response Report – David Pribulka, Township Manager
 - 2. Centre Region Parks and Recreation Authority – Bill Keough
 - 3. Ferguson Township Tree Commission – Scott Pflumm
 - 4. 2020 First Quarter Financial Report – Eric Endresen, Director of Finance
- V. **UNFINISHED BUSINESS** 10 minutes
 - 1. **AWARD OF CONTRACT 2020-C14, TREE CANOPY SURVEY**

Narrative

The Township has budgeted \$25,000 in 2020 to conduct a tree canopy survey. The tree canopy survey was recommended for consideration by the Ferguson Township Tree Commission in 2019 to gain an understanding of the human and other impacts on the urban forest, measure the impacts over the past 10 years, and develop a plan to best manage this asset in the future. Staff ranked the proposals and conducted a background check of previous projects and clients. Provided with the agenda is a memorandum from the Public Works Director dated April 28, 2020, outlining the scope of work, milestones and timelines, proposal evaluations as well as a Tree Canopy Survey Proposal from SavATree Consulting Group.

Recommended Motion: That the Board of Supervisors award the professional services contract to SavATree Consulting Group to perform a tree canopy survey in accordance with their proposal for a total price of \$15,964.71.

Staff Recommendation

That the Board of Supervisors **award** the professional services contract to SavATree Consulting Group.

VI. NEW BUSINESS

1. PRESENTATION OF 2019 TOWNSHIP AUDIT – MR. JOHN COMPTON, BAKER TILLY

20 minutes

Narrative

The annual presentation on the prior year's audit is provided to the Board and affords an opportunity for the Board to ask any questions of the Township's auditor. The 2019 audit has been filed with the Pennsylvania Department of Community and Economic Development. Provided is a copy of the audit as filed with the state. A management report will follow in the next several weeks. Staff is unaware of any findings or observations. Provided with the agenda is a spreadsheet summarizing the audit results.

Recommended motion: That the Board of Supervisors accept the 2019 Township Audit as presented by Baker Tilly.

Staff Recommendation

That the Board of Supervisors **accept** the 2019 Township Audit.

2. PROCLAMATION – 2020 NATIONAL PUBLIC WORKS WEEK

5 minutes

Narrative

Provided with the agenda is a copy of a proclamation officially designating the week of May 17th to May 23rd to be National Public Works Week. This year, the American Public Works Association has designated this week to be National Public Works Week and announced the theme of "The Rhythm of Public Works." The theme challenges municipalities and their residents to "think about their communities as a symphony of essential services, working in concert to create a great place to live." More information about National Public Works Week can be found online at <https://npww.apwa.net>.

Recommended motion: That the Board of Supervisors proclaim the week of May 17th to May 23rd to be 2020 National Public Works Week in Ferguson Township.

Staff Recommendation

That the Board of Supervisors **adopt** the proclamation.

3. AWARD OF CONTRACT 2020-C7a, FUEL

5 minutes

Narrative

On April 27, 2020, bids were opened publicly and read out loud via ZOOM for the fuel contract. The fuel bid was advertised in the Centre Daily Times and sent out to potential bidders. Bids are within the current budget amount of \$110,610.00. The actual cost will depend on our consumption and the escalating wholesale price index. Provided with the agenda is a memorandum from the Township Public Works Director dated April 27th that shows the Engineers estimate and bid tabulations.

Recommended motion: That the Board of Supervisors award Contract 2020-C7a, Fuel to Stuck Enterprises doing business as Jacobs Petroleum in accordance with their bid in the amount of \$27,913.50 subject to the contractor submitting a COVID-19 safety plan for the job acceptable to the Township prior to starting work.

Staff Recommendation

That the Board of Supervisors award Contract 2020-C7a, Fuel to Stuck Enterprises dba Jacobs Petroleum.

4. AWARD OF CONTRACT 2020-C7c, ASPHALT AND AGGREGATE

5 minutes

Narrative

On April 27, 2020, bids were opened publicly and read out loud via ZOOM for the aggregate and asphalt contract. The contract was advertised in the Centre Daily Times and notice was provided to potential bidders. Four bids were received for aggregate and three bids were received for asphalt materials. The budget for this year's road materials including pipe, concrete, sealants as well as asphalt and aggregate is \$45,000.00. Asphalt and Aggregate bids are within the budget. Provided with the agenda is a memorandum from the Township Public Works Director dated April 28th that shows the Engineers estimate and bid tabulations.

Recommended motion: That the Board of Supervisors award Contract 2020-C7c, Asphalt and Aggregate, items 1, 2, 3, and 4 (aggregate) to Hanson Aggregate in the amount of \$10,075.00, and items 5, 6, 7, and 8 (asphalt) to HRI in the amount of \$24,520.00 subject to the contractor submitting a COVID-19 safety plan for the job acceptable to the Township prior to starting work.

Staff Recommendation

That the Board of Supervisors award Contract 2020-C7c, Asphalt and Aggregate as stated in the memorandum dated April 28, 2020.

VII. STAFF AND COMMITTEE REPORTS

1. COG COMMITTEE REPORTS

10 minutes

- a. Executive Committee
- b. Transportation & Land Use Committee

2. OTHER COMMITTEE REPORTS

5 minutes

- a. Climate Action & Adaption Technical Advisory Group

3. STAFF REPORTS

15 minutes

- a. Manager's Report
- b. Public Works Director
- c. Planning & Zoning Director

VIII. COMMUNICATIONS TO THE BOARD

IX. CALENDAR ITEMS – MAY

- a. Brush and Leaf collection – Beginning May 4th

X. ADJOURNMENT