

CLINTON TOWNSHIP BOARD OF SUPERVISORS

AGENDA SETTING MEETING MINUTES

April 8, 2019

BOARD OF SUPERVISORS:

Kathy Allen
William Duncan
James Halstead

STAFF PRESENT:

Linda Harigan, Township Secretary

CALL TO ORDER:

Chairperson Allen called the meeting to order at 6:06 pm. Followed by the Pledge of Allegiance.

PUBLIC COMMENT ON AGENDA ITEMS

No Comments

MINUTES AND REPORTS – Review and Discuss

- a. Reviewed the minutes March 11, 2019 Agenda Setting meeting of the Board of Supervisors
- b. Reviewed the minutes March 11, 2019 Regular meeting of the Board of Supervisors
- c. Reviewed the Treasurer's reports for February 2019.
The Agenda was corrected to read this is February 2019 Treasurer's Report
- d. Reviewed Monthly Report of Municipal Net Assets

OLD BUSINESS – Review and Discuss

- a. Allen discussed 180 Day Moratorium should be completed by the 1st of June and advertised for July's meeting and finalized in August 2019. Duncan asked if the 180 Day Moratorium would be completed and included with 360 General Code. We would then advertise and approve the final Codification. Allen and Halstead agreed this would be the proper procedure. Linda Harigan is contacting General Code to clarify how this is to be completed.
- b. A discussion was held with Donna Martin who will embroider the Clinton Township Logo on the shirts. Donna will give us a price and Allen asked her to use her profession judgement on the size and proper location. The shirts have been ordered and a partial order was received on 4.3.19. Donna will get the shirts when the complete order arrives.

NEW BUSINESS – Review and Discuss

- a. **Auditor's Findings**
Jean Duncan, Township Auditor, gave an Auditor's report. She said they were almost finished with the 2018 Audit. She called Mr. Saunders and told him he would have the report at the end of the week. Jean had two items she discussed with Tabitha Ford, our account from HNB Accounting.

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First, she discussed our donations and Foreign Fire Tax sent to the Saxonburg Volunteer Fire Company. Every year we receive money from the Insurance companies they have collected on residence's Homeowners Policy. Clinton Township is to send this money to Saxonburg Volunteer Fire Company. Our records showed that we sent the Fire Company three (3) \$25,000.00 checks, one in April, one in October and one in November of 2018. The Foreign Fire was deposited in Clinton Township's account on September 18, 2018. Clinton Township's records did not show the Foreign Fire Tax being Saxonburg VFD. The accountant made an adjustment on the October check #13223 to show that \$18,679.12 was from the Foreign Fire Tax and \$6320.88 was a donation. Linda Harigan and Jean Duncan wrote and signed a letter to Saxonburg Volunteer Fire Company explaining the above issue. Allen verified the April check #12670 was the Township's annual donation to the Fire Company and the November check #13260 was one time donation to help fund the new equipment.

Second, The auditors spent considerable time reviewing the Supervisors' wages and the payroll bank account. They found in the Clinton Township financial records that two Supervisors received two months of net pay deposited into the bank accounts twice. Because this involved a net pay amount, no payroll taxes were involved in the additional direct deposit and it was not included in either Supervisor's W-2. The Auditors have given each of the Supervisors a letter stating the situation and asked for these two Supervisors to repay the Clinton Township with a check in the amount of \$275.87.

Motion

Duncan made a motion to accept the Auditors findings. Halstead seconded the motion and it passed unanimously

b. South Butler Community Library

Reviewed the request from South Butler Community Library to be the Municipal Partner on the Keystone Grant. Discuss the option of Kathy Allen being the liaison and work directly with Michelle Lesniak, Library Director.

c. Reviewed and Discussed Clean-Up Day

d. Reviewed and Discussed the In-Home Firearms Online Sales Business permit applied for by Michael Lazaro which has been approved by the Planning Commission on April 1, 2019.

Duncan commented that Mr. Lazaro added his Transit business on the In-Home Occupancy Permit for the Online Firearms Business. The Planning Commission had a discussion with Lazaro and told him he needed permits and he is not Zoned, nor does he have the acreage for a transit business. He was filling in wetlands. He was told to Cease and Desist, to stop everything he was doing and seed everything down and cover it with straw one week ago and he has not done that and continues to work on his property. He has a dozer on his property and pushing down trees and burning them. He has not done anything he was told to do. Duncan suggested the Board deny Lazaro's request for the In-Home Firearm Business. Duncan again suggested we tell him to Cease and Desist until he has all his permits in place.

e. Reviewed and Discussed PA-One Call Indemnity Agreement and Mapping Project

f. Reviewed and Discussed Bids/Proposals for Road Maintenance

1. Phil Hay and Sons
2. W L Roenigk Inc

ROAD DEPARTMENT – Reviewed and Discussed

a. Road Paving Project

Discussed have Knoch Road and North Noah Drive paved. We will be advertising for Bids

b. Road Report for March and April 2019

No discussion held for the Regular meeting

c. Traffic reports – Tabled until Regular meeting

1. March 18, 2019 Deer Creek Road
2. March 25, 2019 Deer Creek Road
3. April 1, 2019 Deer Creek Road

No discussion held for the Regular meeting

d. Purchase of new equipment

1. 2018 Dodge Ram Dump

No discussion held for the Regular meeting

e. Rental of Equipment and Insurance coverage for Rental

Duncan discussed his conversation with John Bucko with John Deere and Bill Shaw with SEI for a new boom mower. We were told the earliest we could get it would August. At this time SEI is renting us a mower for the month of June for \$5800. It is a brand new tractor a 605E with Joi stick controls, if we decide to keep it, the rental price cost will be applied to the price. At this time we have only rented it for the month of June. Harigan reminded the Board they would have to look into getting Physical Damage insurance coverage on the rental. Howard Insurance does have cover the liability.

OTHER BUSINESS – Reviewed and Discussed

Friends of Spring Valley Park have requested Clinton Township to facilitate getting their Board any coverage that is needed. Linda has put a call into Howard Insurance and waiting for Jeff Howard to forward the information.

PUBLIC COMMENT ON AGENDA ITEMS

No comments

ADJOURN

Motion by Halstead to adjourn the meeting. Second by Duncan. Motion passed Unanimously.

TIME 7:00 pm

Respectfully submitted


Linda L. Harigan Secretary/Treasurer

