

CLINTON TOWNSHIP BOARD OF SUPERVISORS

AGENDA SETTING MEETING MINUTES

January 27, 2020

BOARD OF SUPERVISORS:

Kathy Allen-Excused
William Duncan
James Halstead

PUBLIC HEARINGS

STAFF PRESENT:

Tom Hartwig, Consulting Engineer
Linda Harigan, Township Secretary
Ashley Kohley, Administrative Assistant

CALL TO ORDER:

Meeting called to order by Vice-Chairperson Bill Duncan at 3:35 pm.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS

MINUTES AND REPORTS AND FINANCIALS-Reviewed and Discussed

- a. Reviewed the minutes of December 30, 2019 Budget Approval Meeting of the Board of Supervisors
- b. Reviewed the minutes of December 30, 2019 Agenda Setting Meeting of the Board of Supervisors
- c. Reviewed the minutes of January 6, 2020 Re-Organization Meeting
- d. Reviewed the minutes of January 6, 2020 Regular Meeting
- e. Reviewed Employee Payroll #1 and #2
- f. Reviewed Monthly Report of Municipal Net Assets for December 31, 2019
- g. Committee Reports (except road) – No reports at this meeting

CORRESPONDENCE

No Correspondence

OLD BUSINESS – Review and Discuss

- a. Electric Hot Water Tank for Garage

Discussion: Duncan would like to have a Motion at February 10, 2020 BOS Regular Meeting to purchase and install an Electric Hot Water Tank for the Garage

- b. Garage Repair

Discussion: Duncan would like to have a Motion at the February 10, 2020 BOS Meeting for the following items:

1. Gabe Ciafre to install the floor heating system for \$6500.00
2. Rich Dougherty Heating & Air Conditioning to install Boiler for floor heating system for \$7228.00.
3. Rinaman Electric to install lighting and electric for \$8130.00
4. Steel City Insulation to install foam insulation to ceiling for \$7500.00 and fire proofing for \$3500.00.

- c. Municipal Management Software

- a. Quotes

1. IworQ

No Discussion on IworQ

2. TRAISR

Discussion:

1. Supervisors and Office Staff will visit Fox Chapel Borough on February 6, 2020 to view TRAISR and how it works in real time.
2. Duncan would like a Motion or to approve or reject at the February 10, 2020 BOS Regular Meeting.

- d. General Code

Discussion:

1. Received Final Draft from General Code; it needs reviewed and returned by March 24, 2020.
2. Harigan is putting together a committee to review and make any corrections. She will be setting up meetings.

- e. Roadmaster

Discussion:

1. Duncan stated the Supervisors had two interviews and no decision has been made at this time.

NEW BUSINESS – Review and Discuss

- a. Pension Plan

Discussion: Harigan will be contacting PSATS to seek out a new Pension Plan

Clinton Township Board of Supervisors
Agenda Setting Meeting Minutes January 27, 2020

b. Employee Handbook Update

Discussion:

1. Harigan passed out current Employee Handbook to Supervisors and staff present and asked them to review it and to have any comments or concerns presented by February 10, 2020.
2. Harigan stated a Revised Handbook will be prepared for the March 9, 2020 BOS Regular Meeting.

c. Budget

Discussion:

1. Duncan is requesting a final budget as January 31, 2020.
2. Duncan is also requesting a Motion to be made at the February 10, 2020 meeting to close the books on December 31, 2020.
3. Harigan questioned on how this is to be accomplished; not all items dated for December 2020 will be posted by December 31, 2020. She does agree that the Fiscal Year does end on December 31, 2020, but there will be entries being made in January 2021, for items dated in December 2020. These items will be included in the 2020 budget and year end reports.

COMMUNITY DEVELOPMENT-Review and Discuss

a. Building Permits

1. Building Permit
2. Zoning Certificate

No Discussion on Reviewed.

b. Discuss 2020 Community Development Block Grant

Discussion: Supervisors Halstead and Duncan are not moving forward with this Grant.

ROAD DEPARTMENT – Review and Discuss

a. Bids for Callen Road Project

Discussion:

1. Open Bids on February 10, 2020 at 6:30 p.m. as advertised.
2. Motion to award Bid at the February 10, 2020 BOS Regular Meeting.

b. Bid for Deer Creek Road Project

Discussion:

1. Open Bids on February 10, 2020 at 6:30 p.m. as advertised.
2. Motion to award Bid at the February 10, 2020 BOS Regular Meeting
3. Duncan would like to start the processes for seeking bids for Line Painting.

c. RoadSafe Traffic Signal

Discussion: Supervisors not moving forward with item.

d. Reviewed Residents request list

Clinton Township Board of Supervisors
Agenda Setting Meeting Minutes January 27, 2020

- e. Review and Discuss Complaint Forms
No Complaint forms
- f. Road Occupancy Permits
No Road Occupancy Permits

ENGINEER'S REPORT- Review and Discuss

Discussion:

Hartwig met with Tom Jacobs from S & A Homes about the seal coating on the Plantation's Road. Mr. Jacobs does understand why his contractor did not seal the cracks.

OTHER BUSINESS – Review and Discuss

Duncan questioned the timing of the Agenda Setting Meeting and the Regular Meeting. He feels everything on the Agenda Setting Meeting should be on the BOS Regular Meeting Agenda. Although, the township passed a motion that anything on the BOS Regular meeting must be received five days before meeting. He feels that only items identified at the Agenda Setting meeting agenda should be on the BOS Regular Meeting Agenda and those items received between the meetings would need a motion to be added by the BOS at the Regular meeting Agenda

Harigan stated she did not understand the need for the above motion. She feels that very few items are received in the in the days between the Agenda Setting Meeting and five days before the BOS Regular meeting; and if any item is received the Board has five days to review it.

PUBLIC COMMENT ON NON-AGENDA ITEMS


Barry McQuillian 375 Brewer Rd. stated a neighbor's truck was parked on his property. This issue caused the State Police to be called. The neighbor told the Police that Clinton Township gave him permission to park on Mr. McQuillian's property. He then asked if the Board did give his neighbor the permission to park a truck on his property. Halstead and Duncan assured him that Clinton Township cannot and would not give permission to anyone to park on someone else's property.

MOTION TO ADJOURN

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

TIME 4:22

Respectfully Submitted


Linda L. Harigan Secretary/Treasurer

