

CLINTON TOWNSHIP BOARD OF SUPERVISORS

AGENDA SETTING MEETING MINUTES

January 25, 2021

3:30 pm

Clinton Township Municipal Bldg., 711 Saxonburg Blvd, Saxonburg, PA 16056

Note to Residents: Public Comments are only accepted at the times listed on the Agenda for Public Comment. You must stand and give your name and address to the Secretary before beginning your comment. You will have a 3-minute time limit for your comment.

BOARD OF SUPERVISORS:

Kathy Allen
William Duncan
James Halstead

PUBLIC HEARINGS

STAFF PRESENT:

Tom Hartwig, Township Manager
Linda Harigan, Township Secretary
Luke Brewer, Road Foreman

CALL TO ORDER:

Chairperson Allen called the meeting to order at 3:30pm.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS

No Public Comments

MINUTES AND REPORTS AND FINANCIALS – Review and Discuss

- Reviewed the minutes of January 4, 2021 Reorganizational Meeting
- Reviewed the minutes of the January 4, 2021 Board of Supervisors Regular Meeting
- Reviewed the payroll #1 dated January 8, 2021 and payroll #2 dated January 22, 2021.
- Committee Reports (except road)
 - ✓ Park-Jim Halstead reported a \$500.00 Grant was given to both Spring Valley Park and Glade Run Lake Conservancy by the Family Campers and RVers. Mrs. Lehnard presented the Grant to representatives of both entities.
 - ✓ Planning Commission-Kathy Allen reported the following:
 - The meeting on February 1, 2021 will be held in the garage.
 - The three new appointees will attend.
 - Judy Wagner turned down an invitation be an Alternate at the present time.
 - Barb Bartley will become an Alternate Member of the Planning Commission.
 - Would like to invite Joe Sailor from the CDC to the February 1st Planning Commission Meeting.
 - ✓ Mr. Hartwig reported there will be three plans presented:

- Victory Real Estate Holdings Lot 13 Development
- Victory Real Estate Holdings Lot 13 Lot Line Revision
- Critchlow Lot Line Revision

CORRESPONDENCE

- Heather Snyder decided not to run for reelection in 2021. She will be resigning at the end of her term which is December 31, 2021.

OLD BUSINESS – Review and Discuss

Manager will report on the following items:

- Champion Waterproofing
 - ✓ The Township Solicitor is now handling this situation.
 - ✓ 12.14.2020 No Updates
 - ✓ 01.04.2021 Supervisor Allen reported last contact she had with the Champion representative, he asked what the Township wanted. Mrs. Allen replied by telling him to remove the tape and cover the seams with a heavy plastic or resin. Supervisor Duncan asked if Solicitor Andreassi had sent a letter and Supervisor Allen confirm that a letter was sent from the Township Solicitor.
 - ✓ 01.25.2021 Mr. Hartwig met with Kevin Miller and the review the issue of the seams in the garage and he may have a product that will repair the issue. He is going to try it on a smaller area and see if the Township is satisfied with the results, then they will proceed from there.
 - ✓ 01.25.2021 Mr. Hartwig said this item can be removed from the agenda
- Victory Road Warehouse follow-up-1200 South Noah Drive
 - ✓ Working with HRG-
 - Sent invoice for TDRs
 - Waiting on performance bond-Craig Bishop stated this may take a bit longer.
 - 11.16.2020 Received a letter from HRG asking Clinton Twp. to accept a Letter of Credit in lieu of a Performance Bond
 - 11.19.2020 Mr. Hartwig gave permission for Clinton Twp. to accept the Letter of Credit in lieu of a Performance Bond
 - SunCap is holding off on paying the TDR's until their financing is in place.
 - The Township sent a letter requesting HRG Engineering to inform SunCap to address the subject of TDR's in a letter to the Township.
 - 11.19.2020 Sent letter requesting TDRs be paid by 12.31.2020
 - SunCap would like to wait on paying TDRs until closer to their Closing, on or about. February 2021. Supervisor Duncan then approved a later date payment of the TDRs until January 15, 2021.
 - Waiting on two Permits from DEP (Stormwater and Wetlands). SunCap is not anticipating any issues. When the permits are issued that will trigger the closing.
 - SunCap also requested that they will record the Plan and the Butler County Planning Commission closer to the Closing Date. They also stated they have all the

signatures.

- 12.14.2020 Mr. Hartwig report the Township is still awaiting the Closing. He is not aware of the name of the contractors. He also reiterated that the township must stay on top of the issue of receiving the TDRs on or before January 15, 2021.
- 01.04.2021 Mr. Hartwig had no updates to report. He stated he will follow up on the progress of the TDRs.
- 01.15.2021 – Received payment from SunCap Property Group LLC for the TDRs in the amount of \$59,950.00.
- 01.25.2021 Cover Sheet must be re-signed because original approval is over 90 Days.

- Sewer Authority

- ✓ Installing a new sewer line along Tower Rd
- ✓ In October, the Sewer Authority started trimming trees along Tower Road
- ✓ Cronin Enterprises have received their Excess Maintenance Agreement with a Bond
- ✓ Luke Brewer, Road Foreman is working with the Sewer Authority with cross pipe issues.
- ✓ Requested advice from the Twp. Solicitor on the Tower Road damage
- ✓ Brewer reported that it is a disaster, and the road is getting destroyed. Brewer stated he believes they will be there until February 2021.
- ✓ Mr. Hartwig stated the Contractor should have supplied a Performance Bond. The Sewer Authority would have to call that bond in. He stated that Clinton Township should not have to do anything, this is up to the Sewer Authority.
- ✓ 12.14.2020 Mr. Hartwig verified the Sewer Authority did hold a Performance on the Contractor, which will rollover to a Maintenance Bond. Paul Cornetti, of the Saxonburg Area Authority, will walk the road and discuss the issues with Mr. Hartwig, Supervisor Duncan and Luke Brewer in January or February. The contractor was supposed to finished on December 5, 2020; they are running over their time schedule.
- ✓ 12.14.2020 Brewer reported that the contractor is working off the road and the road is open. He feels that they will not be finished until late January or into February 2021.
- ✓ 01.04.2021 Mr. Hartwig reported he walked and viewed Tower Rd. with Supervisor Duncan, Mr. Brewer, Mr. Cornetti and the owner of Cronin Contracting. Paul Cornetti gave Mr. Hartwig a copy of the Pre-construction video and he is reviewing it. Mr. Hartwig will follow up with all parties involved.
- ✓ 01.25.2021 Township, Saxonburg Sewer Authority and Cronin Contracting agreed on a Road Restoration Plan.
- ✓ 01.25.2021 Mr. Hartwig said this item can be removed from the agenda.

- Hydrant's Billing

- ✓ Supervisor Duncan was in contact with PSATS and was told that certain communities apply the Hydrant's charges to the resident's water bill. Chairperson Allen is going to research this and talk with Brent Robinson a representative of Pennsylvania Water.
- ✓ 12.14.2020 No update
- ✓ 01.04.2021 No update
- ✓ 01.25.2021 Manager will review the 2nd Class Township Code on this issue.

- ✓ 01.25.2021 Mr. Hartwig said this item can be removed from the agenda. There are two mechanisms available per the Second Class Township Code for hydrant cost recovery in fixed areas where water service exists. Both are assessment based. A third option exists but is much more complicated and involves the creation of a fire district and taxing those within the district accordingly.
- Cares Grant
 - ✓ Clinton Township received a check for \$40,307.96.
 - ✓ Clinton Township will be reimbursed by a grant of \$77,200 to construct a new Public Works Building.
 - ✓ 12.14.2020 Rebecca Burk from Delta One called and has increased the Round 2 amount to \$110,700.89. The Township should receive a total of \$ 151,008.85. For Round 1 the Township received \$40,307.96 and in Round 2 the Township is eligible for \$110,700.89. Mrs. Kohley will send all eligible expenses to Rebecca Burk on Thursday 12.17.2020
 - ✓ 12.30.2020 Mrs. Kohley email the eligible expenses to Rebecca Burk.
 - ✓ 01.04.2021 Mrs. Kohley report that Rebecca Burk has approved Round 2 expenses and we are still waiting to hear from Butler County.
 - ✓ 01.19.2021 Ann Brown, Butler County Finance Dept contact the Township Secretary that out Round 2 Cares Act invoice was submitted to the Controller's Office for payment. We should be receiving our check soon.
 - ✓ 01.25.2021 Mrs. Harigan reported a check was received for \$110,855.78 for Round 2 expenses.
 - ✓ 01.25.2021 Mr. Hartwig said this item can be removed from the agenda.

NEW BUSINESS

- **Motion by Supervisor Duncan to adopt Resolution #2021-01** The DeChellis family has proposed the development of a parcel of land identified as 136 Cherry Valley Road and described in the Sewage Facilities Planning Module and proposes that such subdivision be served by a Single residence sewage treatment plant. Second by Supervisor Halstead. Motion passed.
- Manager would like to have the Cleaning Service 3 times per month with Disinfection one time per month by Cleaning Service.
- **Motion by Supervisor Duncan** for Clinton Township to commit \$150,000.00 to Butler County Farmland Preservation Program to assist the County in receiving matching State grants for Farmland Preservation in Clinton Township in 2021. Second by Supervisor Halstead. Motion passed.
- Chairperson Allen made a very clear statement for public record that her family did not want to be the first farms to in the Township to be preserved under this program. Mrs. Allen indicated that that her two married sons and their spouses previously applied directly to Butler County to have their farms on the list of those wanting to be preserved prior to Clinton Township putting their program in place. She was not involved in their decision to make application to the County. She reiterated her and her husband are not applying to have their farmland preserved under this program.
- Supervisor Allen would like to hold a workshop to review the Comprehensive Plan at a later date.

COMMUNITY DEVELOPMENT-Review and Discuss

- Building Permits
 - ✓ Secretary Harigan reported one new Commercial Building permit was applied for and received for 1046 Ekastown Road.

CODE ENFORCEMENT & ZONING -Review and Discuss

- Code Enforcement
 - ✓ Cease and Desist
 - ✓ The Cease and Desist order for 425-427 Freeport St. is still in effect .
 - The property owners met with the Board of Supervisors and Code Enforcement Officer and the property owners are in the process of bringing the property into compliance.
 - The Property Owners have sought legal advice. Clinton Township has been advised by Solicitor Andreassi that matters pertaining to this situation be sent to him.
 - The Property Owners have sought legal advice. Clinton Township has been advised by Solicitor Andreassi that matters pertaining to this situation be sent to him.
 - 12.14.2020 No Updates
 - 01.04.2021 Motion by Supervisor Duncan to approve and to mail the letter from Township Solicitor Andreassi to Mary Ann Iole. Second by Supervisor Halstead. Motion passed.
 - 01.25.2021 Township Solicitor Hancher advised we rescind the Cease and Desist.
 - 01.25.2021 Mr. Hartwig is going to follow-up on the Scotty Trailer issue.
 - 01.25.2021 Supervisor Duncan requested the Manager discuss with the Solicitor on the issue of Non-Conforming letter. Supervisor Duncan believes the type of business has changed.
 - ✓ 425 Saxonburg Blvd., Property Owners did not apply for a Building Permit or Zoning Certificate.
 - Property Owner has become compliant with the Township Codes.
 - ✓ 409 Saxonburg Blvd., Commercial Structure needs a Building Permit.
 - Property Owner has applied for a Building Permit and is in the process of becoming compliant.

ROAD DEPARTMENT – Review and Discuss

- Accepted Delivery of 2021 Peterbilt Dump Truck
- GP11 – DEP
 - ✓ Victory Road-being processed.
 - ✓ Cannon Hill Road-being processed.

- ✓ 12.14.2020 Mr. Hartwig reported that the applications have been reviewed;
- ✓ 01.04.2021 Mr. Hartwig reported that there no changes, we are just waiting to hear.
- ✓ 01.25.2021 Mr. Hartwig asked Mrs. Kohley to follow-up on this project.
- Bid Packages for Coal Hollow Road paving and Seal Coating for multiple roads were advertised and all sealed bids must be received at the office by noon on February 8, 2021 and the Bids will be opened at 6:30 pm.

MANAGER'S ROAD REPORT- Review and Discuss

- Multimodal Grant –
 - ✓ is submitted
 - ✓ 12.14.2020 No Updates
 - ✓ 01.04.2021 Mr. Hartwig said the decision was deferred until Spring.
 - ✓ 01.25.2021 Mr. Hartwig has asked Mrs. Kohley to work on the project with Cory Schaffer from PennDot.
- Public Works Building
 - ✓ Application was submitted to MDIA
 - ✓ Contractor said Public Works Building should be up by Thanksgiving.
 - ✓ Cement was poured
 - ✓ 12.14.2020 Mr. Hartwig reported the Public Works Building is completed for the scope of work required per compliance with the Cares Act Grant.
 - ✓ 12.14.2020 Motion was passed to pay JD Miller Contracting in full for completion of the Public Works Building.
 - ✓ 01.04.2021 Mr. Hartwig reported that the building is moving along as expected.
 - ✓ 01.25.2021 Mr. Hartwig reported that Kevin Miller has made a lot of progress and his company is wrapping things up. Miller will do the showers, sinks and commodes. JD Miller was paid the \$77,200, which was 100% of their bid price as the project as bid was fully completed on time.
- Truck Grant
 - Mr. Hartwig and Mrs. Kohley will work on finishing up the Truck Grant for \$122,500.00
- Amendment to Township Fee Structure Requiring Escrow Deposits to cover Engineering Review Fees
 - A motion will be held at the Regular to adopt the 2021 Township Fees.
- Notary Ashley Kohley
 - A motion will be held at the Regular meeting to pay all expenses for Mrs. Kohley to become a Notary.
- Stull Lane
 - Mr. Hartwig reported that Attorney Hancher is searching the Ownership of Stull Lane
- Annual Audit
 - Mr. Hartwig reported the Auditors have started.
- Year End Reports
 - ✓ Mrs. Harigan reported that follower reports and audits have been completed in a timely manner:
 - DCED
 - Tax Information Form – due 01.15.2021
 - Actual use Report of State Funds-due 01.31.2021

- Report of Elected and Appointed Officials-due 01.31.2021
 - 1099 NEC
 - W-2-due 02.01.2021
 - Liquid Fuels Audit
 - Sewage Audit
- ✓ Reports Outstanding at this time
 - Act 13 Municipality Approved Budget Report- due 03.01.2021
 - Annual Audit and Financial Report – due 04.01.2021
 - Unconventional Gas Well Funds Usage Report-due 04.15.2021
 - Statement of Financial Interests-05.01.2021
 - PURTA (Public Utility Realty Tax). Also, Foreign Fire Tax get reported on this report.

OTHER BUSINESS

- ✓ Chairperson Allen would like to have an Open House in the Spring.

PUBLIC COMMENT ON NON-AGENDA ITEMS


- ✓ **Dave Johnstone**-120 E. Main St., Saxonburg- Mr. Johnstone was attending on behalf of the Saxonburg Rotary. He was trying to gather input for high visibility projects that the Rotary can complete for the Township. The project(s) need to be a highly visible project(s) incorporating plants, shrubs, and mulch. He would like for Clinton Township to come up with some projects.

MOTION TO ADJOURN

Motion by Supervisor Duncan to Adjourn the meeting. Second by Supervisor Halstead. Motion passed.

TIME – 5:11pm

Respectfully Submitted,

The seal is circular with a double-lined border. The outer ring contains the text "CLINTON TOWNSHIP, PA" at the top and "WYOMING COUNTY, PA" at the bottom, separated by stars. The inner circle contains the word "OFFICIAL" at the top and "SEAL" at the bottom, with the number "1854" in the center.

Linda L. Harrison
Linda L. Harrison, Secretary/Treasurer

Secretary/Treasurer