

CLINTON TOWNSHIP BOARD OF SUPERVISORS

AGENDA SETTING MEETING MINUTES

February 22, 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, Chairperson
William Duncan, Vice-Chairperson
James Halstead, Supervisor

PUBLIC HEARINGS

STAFF PRESENT:

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

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS

MINUTES AND REPORTS AND FINANCIALS – Reviewed and Discussed

- Reviewed the minutes of February 8, 2021 Board of Supervisors Regular Meeting
- Reviewed the minutes of the February 8, 2021 Board of Supervisors Special Meeting to Open Bids
- Reviewed the payroll #3 dated February 5, 2021 and payroll #4 dated February 19, 2021.
- Committee Reports (except road)
 - Park-Jim Halstead reported no update, and the park is closed.
 - Planning Commission-Kathy Allen reported
 - ✓ The Planning Commission held a meeting on Feb. 1, 2021 and it was held in the lower garage due to needing more room to social distance.
 - ✓ The March 2021 meeting has been cancelled due to lack of agenda items, but the Planning Commission is continuing to work on their Workshops.
 - Supervisor Duncan commented that he does not think the Township should delay the Short term Rental Ordinance because of the March meeting being cancelled. Planning Commission Secretary Kohley has sent a draft for review and comments and no one but Supervisor Duncan has responded. Chairperson Allen and Duncan discussed the definitions for AirBnB, Bed and Breakfasts, and residents and where they should be located in the Ordinance, and to make clear the explanation between of each. Allen instructed that the

Short Term Rental Agreement be place on the Board of Supervisor Regular meeting on March 8, 2021.

CORRESPONDENCE

No Correspondence

MANAGER'S REPORT – Reviewed and Discussed

1. STORMWATER ORDINANCE AMENDMENT

Ordinance Amending the current Township Stormwater Management Ordinance requiring fences around all detention and infiltration ponds having the potential for standing water 3 foot or greater in depth. See Ordinance prepared by Manager/Engineer and reviewed by Solicitor Hancher.

- ✓ Ordinance was advertised on February 22, 2021 in the Butler Eagle and is on display at the Clinton Township office for review.
- ✓ A Motion to adopt Ordinance 2021.01 Amending Stormwater Ordinance 2011-03, will voted on at the March 8, 2021 BOS Regular meeting.

2. TAR&CHIP PROJECT REBID

Tar and Chip Project has been advertised for rebid with a reduced scope. These bids will be opened at 7PM on March 8th. The project will include a base bid for Westminster, Albin, Deer Creek, Brewer, Stark, Callen, Sunmine, Goldsheitter, and Hidden Hill. An alternate bid will be received for Tower, Wylie, and Route 228. The Bid were advertised on February 21st and 25th.

3. 2021 REVISED BUDGET

Revised 2021 Budget is ready to be advertised for adoption at the March 8th Regular Meeting. See attached. **Motion by Supervisor Duncan** for Secretary Harigan to advertise the 2021 Revised Budget. Second by Supervisor Halstead. Motion passed.

4. COAL HOLLOW PAVING AWARD

Award Coal Hollow Paving Project for 2021 to Shields Paving in the amount of \$47,163.39.

Motion by Supervisor Halstead to Adopt Resolution 2021-03 awarding Coal Hollow Paving Project to Shields Paving in the amount of \$47,163.39. Second by Supervisor Duncan. Motion passed

5. VICTORY BP LOT 13

Victor Business Park Lot 13 Performance Bond. I reviewed the construction cost estimate submitted by the developer for stormwater facility construction and requested a revision. The revised estimate was submitted and found to be acceptable by myself. Hence the developer can now issue a Performance Bond.

6. INTERNET AND TELEPHONE ISSUES

Pursuant to my request, our computer consultant Eugene Stover was in the office Friday February 12th to look at three issues that exist. The issues are no internet service in the new Public Works Building, no VPN exists here that would allow me to access the server and Quickbooks from home, and finally a third telephone line needs wired to my work-station in the meeting room. He provided quotes for these three items and I recommend that we proceed with accepting his quotes of \$1,560.50 for wiring the new Public Works Building for internet, and \$139.00 for wiring a new telephone line down into the meeting room where I sit. We will hold off on the quote of \$647.00 for setting up a new VPN. See attached quotes.

- ✓ VPN has been deferred

Motion by Supervisor Duncan to accept quote of Stover's Net Connection on wiring for Public Works Building for internet and new telephone line for the meeting room. Second by Supervisor Halstead. Motion passed

7. EXPENSE PREAPPROVAL

A Preapproval of Expenses form to be used by staff in getting preapproval of anticipated purchases in excess of \$150 has been developed by Ashley Kohley and Manager Hartwig for use in the office and by Public Works.

OLD BUSINESS – Review and Discuss

No Old Business

NEW BUSINESS

- Nuisance Ordinance
 - ✓ Manager Hartwig asked the Supervisors to review the Nuisance Ordinance Draft.
- Payroll
 - ✓ Manager Hartwig is going to review the payroll function
- Workload
 - ✓ Manager Hartwig is going to review the workload to see if he can make some improvements.
- Mutual Aid Agreement
 - ✓ Manager Hartwig is going to review option starting a Mutual Aid Agreement with neighboring Township
- Comments on the Public Works Building Fire
 - ✓ Manager Hartwig mentioned he was encouraged by the visit from Fire Marshall and the Insurance Representative.
 - ✓ Manager Hartwig also stated that the Emergency Management Coordinator, Adam Hartwig, did a remarkable job in file the insurance claims and finding Townships to loan vehicle to our Road Crew.
- Thank you Gestures Moving Forward
 - ✓ Manager would like to offer some type of thank you gestures to Fire Departments by sending a letter and a donation to Fire Departments that helped, Middlesex, Penn, Buffalo, Jefferson, and Herman.
- Auditors
 - ✓ Supervisor Duncan reported that the Auditors are meeting this evening.

COMMUNITY DEVELOPMENT-Reviewed and Discussed

- Building Permits
 - ✓ Zoning Officer Harigan report that no building permits were issued in February

CODE ENFORCEMENT & ZONING -Reviewed and Discussed

- 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.
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 - 12.14.2020 No Updates
 - 01.04.2021 Motion by Duncan to approve and to mail the letter from Township Solicitor Andreassi to Mary Ann Iole. Second by 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.
 - 02.08.2021- No Update, waiting to hear from Solicitor Hancher.
 - 02.22.2021 Manager Hartwig is going send Solicitor Hancher a letter asking her to remind Mrs. Iole's attorney is waiting for a scheduled time to visit the property.
 - 409 Saxonburg Blvd., Commercial Structure needs a Building Permit
 - 02.08.2021 Property Owner is working with MDIA to obtain their Commercial Building Permit
 - 02.16.2021 Jeffrey Stull, representing Thrower Concrete stopped at the office to explain he was having some difficulty finding an Architect
 - 02.22.2021. No update at this time.

ROAD DEPARTMENT – Reviewed and Discussed

- GP11 – DEP
 - ✓ Victory Road-being processed.
 - ✓ Cannon Hill Road-being processed.
 - ✓ 12.14.2020 Hartwig reported that the applications have been reviewed;
 - ✓ 01.04.2021 Hartwig reported that there no changes, we are just waiting to hear.

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✓ 02.22.2021 No update at this time.

- Multimodal Grant –
 - ✓ is submitted
 - ✓ 12.14.2020 No Updates
 - ✓ 01.04.2021 Hartwig said the decision was deferred until Spring.
 - ✓ 02.22.2021 No Updates
- Stull Lane – Solicitor Hancher expects information from the title search any day now.
 - ✓ Solicitor Hancher is working with a Title Search company to get the answers on who owns what property along Stull Lane.
- Tree Trimming
 - ✓ Road Foreman Brewer requested a quote from Falling Timber Landscaping on Tree Removal

OTHER BUSINESS

No Other Business

PUBLIC COMMENT ON NON-AGENDA ITEMS


No Public Comment

MOTION TO ADJOURN

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

TIME 4:15 pm

Respectfully Submitted


Linda L. Horgan Secretary/Treasurer
