

CLINTON TOWNSHIP BOARD OF SUPERVISORS

AGENDA SETTING MEETING MINUTES

April 26, 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
Sarah Hancher, Solicitor

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS

Visitor present was John Ham.

EXECUTIVE SESSION FOR PERSONNEL MATTERS 3:37 PM to 3:52PM.

After the executive session Mrs. Harigan departed the meeting.

- A motion was made by Chairperson Kathy Allen and seconded by James Halstead acknowledging that Manager Thomas Hartwig has successfully completed his 90-day employment probationary period which began on January 11, 2021 in accordance with the Personnel Handbook of record when Mr. Hartwig was hired. The motion passed unanimously.
- A motion was made by James Halstead and seconded by William Duncan to transfers all the duties and responsibilities of the Secretary/Treasurer and Zoning officer to the Township Manager effective with the start of business on April 27, 2021. The motion passed unanimously.
- A motion was made by Chairperson Kathy Allen and seconded by James Halstead setting the last day of employment for Linda Harigan as April 26, 2021 and furthermore agreeing to compensate Mrs. Harigan for all unused personal days, vacation time, and sick days less applicable taxes and in recognition for

Clinton Township Board of Supervisors
Agenda Setting Meeting Minutes April 26, 2021

her years of service, a payment of \$5,000 less applicable taxes. The motion passed unanimously.

- A motion was made by James Halstead and seconded by William Duncan authorizing the Manager to retain the services of the accounting firm Maher Duessel to complete an audit of the Township's funds for the period of January 1, 2021 to April 30, 2021. The motion passed unanimously.
- A motion was made by James Halstead and seconded by William Duncan to approve the updated and revised version of the Personnel Handbook and that all policies and procedures contained in the updated Handbook become applicable to all employees effective April 26, 2021. The motion passed unanimously.

MINUTES AND REPORTS AND FINANCIALS – Review and Discuss

- Review the minutes of April 12, 2021 Board of Supervisors Regular Meeting.
- Comment by Chairperson Kathy Allen that the Township look into ways to increase the amount of grant money received from the Recycling Program offered by the County. William Duncan commented that the Township could take credit for woodchips from tree cutting that are hauled and recycled.
- Chairperson Allen asked if there was any update on the Jason Drive matter that was discussed at the April 12, 2021 Regular Meeting of the Board of Supervisors. Mr. Hartwig indicated that there have been no further developments that he was aware of.
- Mr. Halstead wanted the minutes from the April 12, 2021 Regular Meeting corrected to reflect that while he had some concerns over the contents of the Nuisance Ordinance adopted at the meeting, he was in favor of the Ordinance and the need for such an Ordinance is the Township.
- Review payroll #8 date April 16, 2021
- Committee Reports (except road)
 - Park, Jim Halstead – Mr. Halstead reported that the Park received a grant for \$10,225 from the County Parks and Recreation Board to treat, control, and eliminate various invasive species of vegetation growing along the park trails.
 - Planning Commission, Kathy Allen - Mrs. Allen reported that the Planning Commission was planning to have another workshop regarding the Comprehensive Plan on May 3, 2021 at 6PM.

CORRESPONDENCE

MANAGER'S REPORT

- Approval of Cernica Engineering Proposal for design of new Public Works Garage – A motion was made by William Duncan and seconded by James Halstead approving the engineering agreement submitted by Cernica Engineering of Youngstown, Ohio to do the necessary design drawings and specifications for the new Public Works garage for an estimated cost of \$35,200. This design will be suitable for obtaining a commercial building permit from MDIA. The motion passed unanimously.
- J.D. Miller Construction Agreement for Construction of Public Works Garage - Mr. Hartwig indicated that he and Mrs. Kohley are working on a formal agreement between J.D. Miller Construction and the Township for the construction of the new replacement Public Works garage that will be based upon the design outlined by the Township to Cernica Engineering and J.D. Miller Construction. Chairperson Kathy Allen expressed her desire that a daily itemization of the number of workers from J.D. Miller Construction (or their subcontractors) be documented daily by the company and the Township representatives monitoring the work.
- PennDOT Meeting on Signs April 21, 2021 – Mr. Hartwig and Mr. Brewer gave an update on their April 21, 2021 meeting with PennDOT representatives concerning signs. PennDOT agreed to install various Brake Retarder warning signs suggesting that drivers refrain from using brake retarders in residential areas. Furthermore, PennDOT will permit the Township to install signs on their own poles that are black and white advising the public of the Township's sign ordinance. PennDOT will not permit directional signs in the area of the roundabout. Finally, PennDOT will install various warning signs on Township roads advising drivers of hazards or intersecting roads at various intersections.
- Victory Road Bridge Project – Mr. Hartwig indicated that Butler County has agreed to partner with the Township on the Victory Road Bridge project that will probably be done in 2022. Mr. Hartwig will be responding to the DEP deficiency letters for this project as well as the Cannon Hill Bridge Project in early May.
- Use of Crack Sealer Machine from COG – Mr. Brewer advised that the Public Works Department will be performing crack sealing operations on Victory Road and in the Industrial Park this Thursday, April 29th. If material and time permit, they will do the same on Westminster and Brewer Roads.
- Vendor Transaction Analysis for Cost Savings Measures – Mr. Hartwig advised that he and Mrs. Kohley will be examining all vendor costs in the near future to see where reductions in monthly costs can be realized.

OLD BUSINESS – Review and Discuss

NEW BUSINESS

- Award of DCED MTF Grant for the Victory Road Bridge Project - Mr. Hartwig advised that word was received from the DCED that the Township received a \$40,000 Multi Modal Grant for the Victory Road Bridge Project. Chairperson Kathy Allen requested that a thank you letter be sent to Senator Joe

Pittman's office thanking them for their support.

COMMUNITY DEVELOPMENT-Review and Discuss

- Building Permits - The report, as prepared by Mrs. Harigan, was reviewed.

CODE ENFORCEMENT & ZONING -Review and Discuss

- Code Enforcement
 - 409 Saxonburg Blvd., Commercial Structure needs a Building Permit
 - 02.16.2021 Property Owner is working with MDIA to obtain their Commercial Building Permit
 - 03.19.2021 Property Owner is still working with MDIA to get final approval.
 - 04.05.2021 Building Permit has been approved.
- Mr. Hartwig reported that the draft letter for Mr. Steve Ford will be finalized and mailed out this week.

ROAD DEPARTMENT – The Financial Expenditures Table as prepared by Mr. Hartwig was discussed. Discussion was held on the used boom mower and used side drop mower that the Township was looking to purchase. In a motion made by William Duncan and seconded by James Halstead, the equipment replacement plan depicted in the Financial Table was motioned for approval. The motion passed unanimously.

A Road Tour was scheduled for 9 AM on May 13th. Mrs. Kohley will advertise the meeting.


OTHER BUSINESS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION ON THE POSSIBLE PURCHASE OF REAL PROPERTY – No session was held.

MOTION TO ADJOURN – With a motion made by William Duncan and seconded by James Halstead, the Agenda Setting Meeting of the Board of Supervisors was adjourned at 4:30 PM. The motion passed unanimously.

TIME – 4:30 PM



Thomas L. Hartwig
Manager