

CLINTON TOWNSHIP BOARD OF SUPERVISORS

REGULAR MEETING MINUTES

May 10, 2021 7:00 PM

Clinton Township, 711 Saxonburg Blvd, Saxonburg, PA 16056

BOARD OF SUPERVISORS:

Kathy Allen, Chairperson
William Duncan, Vice-Chairperson
James Halstead, Supervisor

STAFF PRESENT:

Tom Hartwig, Township Manager/Engineer
Luke Brewer, Road Foreman

VISITORS PRESENT:

Brian Hamilton
Mark Duster
Amanda Peterson
Todd Pfeifer
Gary McCall
John Ham

CALL TO ORDER:

Chairperson Allen called the meeting to order at 7:00 pm.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS:

No member of the public in attendance at the May 10, 2021 Regular Meeting of the Board had comments on Agenda Items.

SECRETARY/TREASURER'S REPORT:

A Motion was made by Supervisor William Duncan to approve the Secretary/Treasurer's Report, which included the items listed below. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- The minutes of April 12, 2021 Board of Supervisors Regular Meeting
- The minutes of April 26, 2021 Board of Supervisors Agenda Setting Meeting
- Payroll #8 dated April 16, 2021
- Payroll #9 dated April 30, 2021
- The Treasurers Report for May 2021
- All Bills Presented for Payment

COMMITTEE REPORTS:

Park Committee Liaison Jim Halstead reported the Friends of Spring Valley Park were able to add new mulch to the playground area but still have painting to do. Also, representatives of a local Girl Scout Troop planted a tree at the park and expressed interest in becoming more involved with park activities and projects.

Planning Commission Liaison Kathy Allen reported the Planning Commission will suspend their workshops until this fall. Additionally, she reported that the next Planning Commission Meeting is scheduled for June 7, 2021 with several plans on the Agenda for review.

CORRESPONDENCE:

Township Manager Thomas Hartwig reported that he wrote letters to the three Township Elected Auditors informing them of the Supervisors' decision to retain the accounting firm of Maher Duessel to complete an audit of the Township financial records for the period of January 1, 2021 through April 30, 2021.

Mr. Hartwig also reported that he wrote a letter of thanks to Senator Pitman's office expressing the Township's appreciation for the Senator's support for the Multimodal Grant the Township was pursuing and was ultimately awarded. Also, the Manager reported that he released the Excess Maintenance Road Bond for Hickman Lumber Company.

MANAGER'S REPORT:

Township Manager Thomas Hartwig reported that Youngblood Paving has begun to stockpile stone at the Township Supply Yard for this year's Seal Coat Project. Additionally, The Township did receive a check from Range Resources in the amount of \$25,408.05 for their contribution to the project. We are still awaiting payment from Penn Energy (\$18,332.73) at this point. The total value of this project is \$181,174.20.

A productive meeting was held with PennDOT on April 21st on the topic of signs. PennDOT has agreed to install official advisory signs discouraging truck drivers from using brake retarders in residential areas. Also, PennDOT will permit the Township to reinstall signs of the proper color alerting the public to get a permit before installing signs, and will install alert signs at various intersections through-out the Township alerting traffic of dangerous intersections or other hazards. However, PennDOT will not permit the Township to install directional signs near the roundabout.

Mr. Hartwig had another extensive conversation with Dugan Muzzey of Selective Insurance concerning the status of our settlement check for both equipment and tools as well as the building. Mr. Muzzey is still finalizing the equipment and tool settlement amount. He is also updating various unit prices for the garage ACV settlement amount.

Mr. Hartwig reported that he received the site drawing for the new garage from Sheffler & Company. I received both an electronic version as well as several 24 x 36-inch full size drawings for submittal to MDIA. Cernica Engineering was given the notice to proceed with the structural, electrical, HVAC, and plumbing drawings for the new garage. They are working on this design now. J.D. Miller Construction is in the process of putting together their Performance Bond and Labor and Material Bond for the project. They have ordered some material in order to lock in at reasonable prices. Mr. Hartwig still needs to draft the formal Agreement between the Township and J.D. Miller Construction once Selective Insurance gives us the ACV settlement number on the garage. Finally, the Manager reported that the difference in pricing between hanging Resonator

type heaters and the “in floor” heating tubes with installation for the garage is \$17,520.

The Manager has prepared formal response letters to DEP addressing the GP-11 Permit Application deficiencies outlined in DEP’s letters to the Township dated January 20, 2021. Separate letters were prepared for each project. Additionally, Mr. Hartwig received two separate Erosion and Sediment Control drawings, one for each project, from Sheffler Company. Each drawing will be attached to the respective letter to be sent to DEP. Chairwomen Kathy Allen commented that with the survey work completed by Sheffler Company for the new garage, she hopes that they set corner pins at the Township’s property corners. Mr. Hartwig will get in touch with Sheffler to determine if corner pins were set.

Through May 7, 2021, the Township is continuing to operate essentially on budget. As a side note, in 2021 through May 7th, the Township has saved over \$25,000 in outside engineering fees by the Manager serving as the Township’s on staff Engineer.

The cost to install a new metal roof on the existing Township Building and replace the siding on the building to match the new Public Works Building has been quoted at \$36,000.

Since the beginning of the year, the Township has issued 15 building permits, and presently there are 2 that are pending. Over the past month (since the April 12th Regular Meeting), the Township has issued 7 building permits with 2 presently pending.

While there have been no Code Enforcement actions that had to be taken over the past month, the Manager reported that he has been dealing with two sign matters in the Corridor Preservation Zone. Additionally, a resident of Monk Road has made a request for an in-home small engine repair business. In looking into this, this would be a Conditional Use for the Agricultural Conservation District.

A Motion was made by Supervisor William Duncan to approve the Manager’s Report. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

ROAD DEPARTMENT REPORT:

Road Foreman Luke Brewer reported on the following items:

FACILITIES AND EQUIPMENT:

- The Road Department installed and repaired the second driveway for the Municipal building. The installed a liner and used #3 stone and 2A stone for a top coating for the driveway then rolled it in.
- The Road Department has been working on installing new drains around the new public works building and installing a retaining wall in the back. This work is “Phase 1” of drainage improvements around the Township property.
- The 2020 Ford F550 1 Ton Dump was delivered to the Township.
- The Township is renting to buy the 2018 Massey Ferguson Boom mower from Stephenson Equipment.
- The Township purchased a 2018 Massey Ferguson Drop Deck with only 50 hours of use from a tractor dealer in Alabama.
- The 2016 Ford F550 was inspected, and had new rear tires installed by Miller Tire.
- The 2019 Dodge Ram had its tires rotated by Miller Tire also.

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- The Road Department has jack hammered all of the old concrete from the old public works building and hauled all of the old concrete out.
- The Road Department has also been hauling scrap from around the township building to the scrap yard.
- The Road Department installed new mulch in the flower beds at the municipal building, and also installed a new flagpole at the Township.
- The Road Department still has Middlesex Twp, and Winfield Twp 10 Ton Dump Trucks.

ROADS:

- Youngblood Paving Inc has been scheduled to tar and chip the roads the 2nd week of August.
- Shields Asphalt and Paving is scheduled to pave Coal Hollow Rd the last week of July.
- Falling Timber cut down 4 standing trees, grinded 6 stumps and trimmed the trees back on Coal Hollow Rd. The township assisted them in moving the logs onto the homeowner's property.
- The Township has taken delivery of pipe for the 2021 storm water projects.
- A&A concrete has delivered the 15 catch basins to the Township. The Township in-turn picked up 15 grates we ordered from Hampton Concrete.
- The Public Works team has cleaned catch basins and cross pipes throughout the Township and patched many potholes on Township Roads and has been picking trash up at the Roundabout as well as mowing the grass and pulling weeds in the flower beds.
- The Township has made and marked PA. One Calls for speed limit and weight limit signs scheduled to be installed on Brewer Road, and Westminster Road.
- Township Line Signs and Private Lane signs have been installed throughout the Township.
- The Township employees have marked the bad spots on Tower Rd. Base repair, road repair, and shoulder repair will need done. Cronin Enterprise is scheduled to fix the road after they damaged it while installing the sewer line last year.
- The Township has rented a crack sealer to seal Victory Road, the streets in the Victory Business Park, the streets in The Plantation, and all roads that will be part of the 2021 Tar and Chip Project.
- New signs were ordered for the roundabout in conjunction with the PennDOT meeting held.

A Motion was made by Supervisor James Halstead to approve the Road Report. The motion was seconded by Supervisor William Duncan. The motion carried unanimously.

OLD BUSINESS:

A Motion was made by Supervisor William Duncan to accept the resignation of Elected Auditor Donna Martin effective April 12, 2021. The Motion was seconded by James Halstead. The motion carried unanimously.

The Township Manager reported that he executed electronically the documents sent by the Department of Community and Economic Development accepting the Multimodal Grant awarded to the Township.

A Motion was made by Supervisor William Duncan to adjust the salary of Administrative Assistant Mrs. Ashley Kohley to \$23.00 per hour to reflect her employment status with the Township and job responsibilities. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

NEW BUSINESS:

The Township Manager Reported that Township Administrative Assistant Ashley Kohley successfully passed her Notary Exam.

The Manager also reported for the record that he received a complaint from Ms. Lauren Byers of 251 Westminster Road about vehicles speeding on the road. Ms. Byers would like the Township to look into this matter and perhaps consider installing more stop signs at the intersection of Miller Road and Westminster Road to slow traffic down. The Manager informed Ms. Byers by voicemail message left on her phone that the Township would look at alternatives to implement and would keep her informed of the status of things. Several options were brought up by the Supervisors. Supervisor James Halstead suggested the installation of warning signs. Supervisor William Duncan suggested contacting the Pennsylvania State Police and requesting increased State Police monitoring. The Manager will look into the options suggested.

Additionally, the Manager received a complaint from Mr. Terry Shelton of 331 Westminster Road about drainage issues existing at and near his driveway. The Manager spoke to Mr. Shelton and agreed to send the Road Foreman out to look at the issues with the goal to address issues in order to keep Township roads safe from water and debris.

OTHER BUSINESS:

There was no Other Business to discuss nor brought before the Board of Supervisors to consider.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

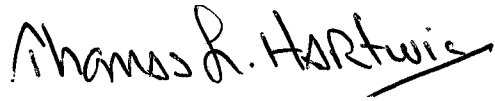
Mr. Brian Hamilton of 151 Sandy Hill Road spoke on behalf of the Clinton Church located at 197 Glade Mill Road and expressed that the Church is desirous of replacing their current sign, which is softly illuminated, with a more modern sign and wants to still keep it illuminated. Mr. Hamilton wanted to know what the Church's options were for replacing the sign. Mr. Hartwig reported that Pastor Kristen Hawk communicated electronically with him last week about several designs they were considering and wanted to know what sign would be acceptable. She also indicated that the Church wanted to keep the lighting. Mr. Hartwig explained to the Board and Mr. Hamilton what he attempted to explain to Kristen Hawk that the existing illuminated sign was installed before the Zoning Ordinance was updated in 2019. There is no issue with replacing the current sign with a new sign that meets the size regulations for the Corridor Preservation District, but there is an issue with a new sign being illuminated since illuminated signs are prohibited in this District. Mr. Hartwig informed Mr. Hamilton that the Church would need to go back to the Planning Commission to explain their situation and desire for an illuminated sign and then proceed with a hearing with the Zoning Hearing Board and request a variance for an illuminated sign. Mr. Hartwig agreed to summarize the Zoning Hearing Board process for Kristen Hawk.

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MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the May 10, 2021 Regular Meeting of the Clinton Township Board of Supervisors at 7:58 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

Respectfully Submitted:

A handwritten signature in black ink that reads "Thomas L. Hartwig". The signature is written in a cursive style and is underlined.

Thomas L. Hartwig, P.E.
Manager
Clinton Township