

CLINTON TOWNSHIP BOARD OF SUPERVISORS

MINUTES

AGENDA SETTING MEETING

June 28, 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

Ashley Kohley, Township Administrative Assistant

Luke Brewer, Township Road Foreman

VISITORS PRESENT

John Ham

CALL TO ORDER:

Chairperson Allen called the meeting to order at 3:31 PM.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS:

No member of the public in attendance at the June 28, 2021 Agenda Setting Meeting of the Board had comments on Agenda Items.

MINUTES AND REPORTS AND FINANCIALS:

The following documents were reviewed by the Board of Supervisors with no comments nor revisions suggested:

- The Minutes of June 14, 2021 Board of Supervisors Regular Meeting
- Payroll #13 dated June 25, 2021
- Preliminary Treasurer's Report for the Period of June 1, 2021 to June 28, 2021.

A brief discussion took place on the Treasurer's Report for June 2021. Township Manager Tom Hartwig commented that the amount on deposit in the Northwest Garage Fire Account increased by \$700,506.08 this month due to settlement payments received from Selective Insurance for equipment and the garage structure destroyed in the fire. Township Manager Tom Hartwig indicated that Selective would be reimbursing us for our equipment rental costs for the second and third months' of rent. We have already been reimbursed for the first month. Additionally, the Manager reported that the Northwest Act 13 Account decreased by \$32,439.95 this month as a result of expenses incurred on the Coal Hollow drainage project.

COMMITTEE REPORTS:

Park Committee Liaison Jim Halstead reported that the Friends of Spring Valley Park as well as the

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Advisory Board would be meeting later this evening (June 28th) at 7 PM at the Park. Supervisor Halstead next called upon John Ham to comment on the status of the Russian Olive eradication and Park capital planning. Mr. Ham indicated that all of the Russian Olive plant has been cut down and mulched. The shredded plant clippings will be sprayed next spring as part of the grant obtained for eradicating the growth. The grant funds awarded to the Park for this work will cover this final spraying

The second topic Mr. Ham discussed was installation of a walking trail on POD 4 after the Township installs a driveway and parking spaces this winter. While Mr. Ham had previously obtained pricing for the installation of a walking trail around POD 4 and down to the overlook pond, these prices came in around \$70,000. The width of the walking trail was intended to be about 8 feet wide, consisting of a stone base and stone dust walking surface. Supervisor William Duncan suggested that perhaps the Township could use their skid loader to cut in the walking trail in 2022 but it would not be 8 feet wide. Manager Tom Hartwig suggested in response to Mr. Ham's concerns over handicap accessibility and room for folks to pass one another on the trail, that the trail be made wider in strategic locations to enable a wheelchair user or walker to safely move off of the mail pathway to let others pass. Mr. Ham and Mr. Hartwig will make time in the next month to walk POD 4 and develop a plan to install a walking trail.

Planning Commission Liaison Kathy Allen reported the Planning Commission has their next meeting scheduled for July 6th and has a full agenda with several variance requests and subdivisions to consider. Mr. Hartwig added that based upon Code Enforcement actions he has been involved in recently, as well as some complaints about fireworks, he will suggest that the Planning Commission consider developing both a Junk Yard Ordinance as well as a Fireworks Ordinance.

Mrs. Allen also reported that Todd Cress submitted his letter of resignation from the Planning Commission. Manager Tom Hartwig suggested that the Township send a letter thanking Mr. Cress for his service and also sponsor a book at the library in Mr. Cress' name for his years of service to the Planning Commission and Township. The Supervisors concurred.

CORRESPONDENCE:

Township Manager Thomas Hartwig reported on the following correspondence:

- Letter from the Manager to Estate of Peter and Dorothy Mihalic – Mr. Hartwig has spoken to Mr. Pete Mihalic and will visit the property to develop a plan to be implemented to address the vehicle accumulation.
- Letter from the Manager to Joel McKay of the County Planning Department – Mr. McKay acknowledged that Route 228 at Brewer Road has a dangerous bend and he will add it to the list of potential projects for PennDOT to prioritize for future action.
- Letter from the Manager to Joe Saeler of CDC
- Letter to Joe Schwab and to Amanda Peterson of Penn Energy – Ms. Peterson delivered a check from Penn Energy for their commitment to the 2021 Seal Coating Project being done by the Township.
- Letter from the Manager to Thrower Concrete – Mr. Hartwig met with Mr. Jeff Stull of Thrower Concrete concerning stormwater management and will again meet with Mr. Stull in the next week or

two to view all of their facilities. Mrs. Allen asked that the official record show that her and her family are not complaining about Thrower Concrete nor any other neighbor abutting their preserved farmland but are generally concerned over stormwater management throughout the Township, particularly in areas zoned Industrial and Corridor Preservation.

- Letter from the Manager to BBDK Ltd. Partnership – Mr. Hartwig explained this letter and the complaints received from Mr. and Mrs. Larry Duell about agricultural runoff onto their property. Supervisor James Halstead commented that implementing contour farming practices could well solve this problem.
- Memo from the Manager to Supervisors on EIT collections

MANAGER'S REPORT:

Township Manager Thomas Hartwig gave updates on the following items:

- MDIA approved the design of the Public Works Garage, namely the structural and foundation drawings. Work can now start. The Manager has issued a Building Permit for the project.
- The Preconstruction Meeting for the Public Works Garage was held on Thursday June 17th. Kevin Miller returned the executed agreement between J.D. Miller Construction and the Township for construction of Public Works Garage. The Township Manager has received both the Performance Bond and Labor and Materials Bond from J.D. Miller Construction. The Township Manager also reported that J.D. Miller Construction has submitted Payment Request No. 1 for the project for consideration and approval. This payment request is for materials purchased and stored on site and off site for the project. The Township Manager Tom Hartwig recommended approval of this payment request.

A Motion was made by Supervisor William Duncan to approve Payment Request No. 1 in the amount of \$63,220.00 as submitted by J.D. Miller & Sons C A Motion was made by Supervisor William Duncan to approve Payment Request No. 1 in the amount of \$63,220.00 as submitted by J.D. Miller & Sons Construction, Inc. Motion was seconded by Supervisor James Halstead. The motion carried unanimously. onstruction, Inc. Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- Cernica is still working on the architectural, electrical, plumbing, and HVAC drawings. Luke Brewer and Tom Hartwig have answered questions asked by the Cernica design team.
- Ashley Kohley and Tom Hartwig have begun work on the Summer of 2021 Newsletter. Mrs. Kohley reported on changes she intends to implement on the copying and mailing of this newsletter.
- Four new building permits were processed thus far in the month of June for a total of \$1,403 in fees.
- Five new Sewage Permit Applications were processed for a fee of \$3,750.
- Quickbooks Payroll. Mr. Hartwig reported that he received a proposal from Diana Patton of Stone House Consulting to train Mrs. Kohley and Mr. Hartwig on taking over payroll functions via Quickbooks

Payroll, as well as cleaning up the Township's Quickbooks files from 2019 to current and providing consulting services as needed to both Mrs. Kohley and Mr. Hartwig on Quickbooks. The proposal will be reviewed internally and a recommendation will be made to the Supervisors at their July Regular Meeting.

ROAD DEPARTMENT REPORT:

Road Foreman Luke Brewer reported on the following items:

- Coal Hollow
- Grass Cutting
- Stark Road
- PennDOT Saxonburg Blvd. Bridge Project and Road Detours

Mr. Brewer also reported that the County is nearly finished with the Goldscheitter Road Bridge with paving to be completed by early August. Ms. Paul Vaughn of Clinton Church contacted Mr. Brewer to see if she and other with the Church could adopt Sandy Hill Road under the Township's Adopt a Road Program.

Supervisor James Halstead suggested that Luke Brewer and Tom Hartwig pursue the training necessary to seek grants for Low Volume Roads. Supervisor Bill Duncan commented on a previous grant received for a portion of Jack Road. This training is tied to the County Dirt and Gravel Grant Program but also applies to Low Volume Roads and the Township has several of them.

Chairperson Kathy Allen reported that another meeting with PennDOT was held between the Allen family, County Officials, and PennDOT concerning the Ekastown Road widening project. Mrs. Allen reported the meeting was very constructive. Manager Tom Hartwig reported that the Township will host a public information meeting at 5 PM on July 26th immediately following the Agenda Setting Meeting between PennDOT officials, Township officials, and affected residents on the Ekastown Road widening project. The meeting will be for public information only and will be advertised.

Chairperson Kathy Allen requested that the Manager reach out to Terry Wolford of PennDOT concerning his recent letter requesting a study to reduce the speed limit on Ekastown Road and eliminate all passing zones and further indicate that the road is used frequently by farm equipment, further justifying the study.

OLD BUSINESS:

There was no Old Business brought before the Board of Supervisors to discuss.

NEW BUSINESS:

- Offsite Server and Workstation Backup – Mr. Hartwig indicated that he is reviewing a proposal from

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the Township computer consultant to host an offsite server which would serve as a backup to the current server and all workstations.

- Server Relocation within Office – Ms. Kohley and Mr. Hartwig reported that they are considering moving the computer server to the space next to the safe.
- File Organization
- Emergency Management Matter – Memorandum of Understanding with Winfield. Mr. Hartwig reported that in updating the County's records to reflect Adam Hartwig as the Township Emergency Manager Coordinator, the County asked for an agreement or intermunicipal cooperation document between Winfield Township and Clinton Township to reflect the use of the same Emergency Management Coordinator as well a commitment to help one another during emergencies and times of need. Mr. Hartwig presented a Memorandum of Understanding for Intermunicipal Cooperation for the Board to consider.

A Motion was made by Supervisor James Halstead to approve the Memorandum of Intermunicipal Cooperation with Winfield Township as suggested by Butler County. Motion was seconded by Supervisor William Duncan. The motion carried unanimously.

- July 1st and 2nd Office Hours - Mr. Hartwig requested that the Township Office be closed at Noon on Thursday July 1st for the Holiday weekend due to vacation schedules of both Mrs. Kohley and himself. The Supervisors had no objection to this.

OTHER BUSINESS:

There was no Other Business brought before the Board of Supervisors to discuss.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

There was no Public Comment on Non-Agenda Items.

MOTION TO ADJOURN:

A Motion was made by Supervisor James Halstead to adjourn the June 28, 2021 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 4:45 PM. The Motion was seconded by Supervisor William Duncan. The motion carried unanimously.

Respectfully Submitted:

Thomas L. Hartwig

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

