

CLINTON TOWNSHIP BOARD OF SUPERVISORS

REGULAR MEETING MINUTES

July 12, 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:

Mark Duster
Tom Sheppard
John Ham
Matt Cornetti
Amanda Peterson

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 July 12, 2021 Regular Meeting of the Board had comments on Agenda Items.

SECRETARY/TREASURER'S REPORT

1. Approve the Treasurer's Report for July 2021 (Period of June 1 through June 30)
2. Approve the minutes of June 14, 2021 Board of Supervisors' Regular Meeting
3. Approve the minutes of June 28, 2021 Board of Supervisors' Agenda Setting Meeting
4. Approve Payroll #13 dated June 25, 2021
5. Approve Payroll #14 dated July 9, 2021
6. Approve All Bills to be Paid

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

unanimously.

COMMITTEE REPORTS:

Park Committee Liaison Jim Halstead reported that the Park Advisory Board and Friends of Spring Valley Park met on June 28th at the Park. Both meetings were relatively short, with nothing to report other than the normal Park maintenance items continue to be completed, with removal of downed trees and tree limbs along the walking trails taking precedence in recent weeks.

Planning Commission Liaison Kathy Allen reported the Planning Commission met on July 6th and approved two Subdivisions with contingencies. The Violet Dohlmeyer Subdivision was approved contingent upon her engineer showing the correct dedicated road rights-of-way setbacks for Deer Creek and Jack Road on the drawing.

A Motion was made by Supervisor William Duncan to approve the Violet Dohlmeyer Subdivision Plan as revised and presented contingent upon Mrs. Dohlmeyer's engineer showing the correct dedicated road rights-of-way on the final drawing.. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

The Frances Fennell Subdivision was approved contingent upon Mrs. Fennell executing an agreement prepared by the Township Solicitor between the Township and Mrs. Fennell defining the amount of time the owner of Lot 2 has to build a single-family residence from the time of subdivision approval.

A Motion was made by Supervisor William Duncan to approve the Frances Fennell Subdivision Plan as revised and presented, with the condition that Ms. Fennell execute the special agreement with the Township. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

Chairperson Kathy Allen mentioned that after the Agenda Setting Meeting on July 26th, there will be a informational meeting put on by PennDOT about the upcoming Ekastown Road widening project at 5PM at the Township Building. The Manager indicated that the meeting has been advertised and PennDOT has confirmed their attendance. Kathy Allen also mentioned that the Planning Commission would resume their workshop sessions this fall starting with their meeting in September.

CORRESPONDENCE:

1. The Manager reported that the Township received their Act 13 Payment for Year 2020 from the Pennsylvanian Utility Commission in the amount of \$102,818.35. This money was deposited into the General Fund and transferred immediately into the Act 13 Account.
2. Township Manager Tom Hartwig reported that he prepared and submitted supplements to the GP-11 Permit Application Responses sent in mid-May to DEP addressing their comments on the original applications for the Victory Road and Cannon Hill Road Bridges. These latest responses should result in permits being issued.
3. Mr. Hartwig also announced that the Township received their American Relief and Recovery Grant payment for 2021 in the amount of \$144,809.85. This money has been deposited into the General Fund until a separate account is opened.

4. Correspondence was received from PennDOT in response to a May 27th request made by the Manager on behalf of the Township relative to the posted speed limit and passing zones on Ekastown Road. PennDOT has examined the Township's request to lower the speed limit to 40 mph and has denied the request but will adjust the speed limit signs to better inform motorists of the 45mph limit. Secondly, PennDOT furthered examined the Township's request to eliminate all passing zones along Ekastown Road and will do so in 2021 except for the zone near Armstrong Farms Landscape Supply, which will be eliminated with the upcoming widening project in 2023.

MANAGER'S REPORT:

NEW PUBLIC WORKS GARAGE STATUS

MDIA has approved the Commercial Building Permit Package submittal made on June 9, 2021. We now have our Building Permit issued and subsequently work has commenced on the new garage. I have received the executed agreement along with the Performance and Labor/Material Bonds from J.D. Miller Construction. Miller Construction has dug the footer and holes for the corner posts and started to pour the footers.

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.

Chairperson Kathy Allen expressed her opinion that the new Peterbilt 10-ton dump trucks currently being built should not be parked in the new garage for a period of time after delivery. All concurred. Supervisor William Duncan suggested that pricing be obtained to construct a Road Salt Storage Shed and that the two new vehicles be parked inside this structure during the winter months to keep the vehicles free of ice and snow while not in use for snow removal duty.

VICTORY ROAD AND CANNON HILL BRIDGE PROJECTS

I have prepared supplements to my 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 and were emailed to DEP on July 1, 2021. These should result in the issuance of the GP-11 Permits.

BUILDING PERMITS

Since the beginning of the year, the Township has issued 24 building permits. Over the past month (since the June 12th Regular Meeting), the Township has issued 2 building permits.

QUICKBOOKS PAYROLL PROPOSAL

We received a proposal from Diana Patton of Stone House Consultants regarding services for the following functions for :

1. Condense and Clean Up all Quickbooks files from 2019 to present.
2. Provide up to 3 hours per month of training or assistance for the next 6 months.
3. Set up Quickbooks Payroll for Township to take over and do.
4. Make all Chart of Accounts DCED compliant.

The Manager recommended that the Supervisors approve this proposal to start the process of converting the payroll function to Quickbooks Payroll. Supervisor William Duncan expressed his desire to see how withholding and taxes would be handled with Quickbooks Payroll and requested that the Manager and Ms. Kohley prepared a memorandum to the Board detailing this, as well as other facets of Quickbooks Payroll. Accordingly, the Manger suggested that the proposal from Stone House Consultants be tabled until next month.

OFFSITE BACKUP FOR CLINTON SERVER

The Township Computer Consultant Eugene Stover of Stover's Net Connection has proposed to host a back-up server at his location that would run two times per day and back up all data and files from our server and workstations. The cost of this back up would be \$65 per month, with a few hundred dollars in set-up and configuration costs. The Manager recommended that this be tabled until 2022 and further discussed during upcoming budget meetings.

STERICYCLE SHRED-IT AGREEMENT

Ashley Kohley and I continue to study things and recurring monthly costs the Township is incurring in an effort to identify and reduce unnecessary costs to the Township. As you know, we have eliminated bank fees by discontinuing the automatic check depositor, met with Armstrong to streamline our phone service, eliminated Verizon monthly notebook fees, and reduced wasteful PSATS monthly expenses on magazine subscriptions. We are now focused on our paper shredding service. The Township entered into a 5-year contract with Stericycle Shred-It on January 18, 2019 that we feel is unnecessary. The monthly costs to the Township range from \$63.25 per month to perhaps \$100 per month. We would like to have our Solicitor review this agreement to see how we can terminate it early to save the money. Through the purchase of a good paper shredder, we can handle file destruction ourselves most of the time with remaining paper going into the recycle bin in our parking lot. As I read the agreement, we can terminate the agreement early with payment of an early termination fee.

SPECIAL THANKS TO MIDDLESEX TOWNSHIP AND WINFIELD TOWNSHIP

As you see with the Road Report, we continue to accomplish a lot relative to road projects, including drainage throughout the Township. We are blessed with the old but fully functional 10-ton trucks of Middlesex Township and Winfield Township. Their generosity in helping a neighbor has enabled us to continue serving the residents of the Township. The fire that destroyed our garage, vehicles, and equipment was February 21st. It is July 12th and we still have use of their equipment! Let their generosity not be overlooked nor taken for granted

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:

FACILITIES AND EQUIPMENT

1. The Road Department bermed and cleaned the ditches on Stark Road.
2. The Road Department installed and replaced all of the street signs on Brewer Road and Tower Road.

3. We are renting to buy the 2018 Massey Ferguson Boom mower from Stephenson Equipment.
4. The 2016 Ford F550 was at Butler County Ford for warranty work.
5. The moon paver is installed on the 1993 International to do moon paving in the Township.
6. JD Miller and Construction is working on the new public works building.
7. Stephenson Equipment has been down to fix some issues on the boom mower under warranty.

ROADS

1. The Road Department has been out mowing the Township roads. The roads completed thus far Cherry Valley, Cannon Hill, Christy, Brewer, Ivywood, Westminster, Sun Mine, Callen, Anderson, Miller, Sarver, Hidden Hill, Stark, and Goldscheitter Roads.
2. The traffic counter has been setup on Westminster Road, Deer Creek Road, Brewer Road, and Albin Road.
3. The State Police have been out on Victory, Brewer, and Westminster Roads, patrolling the roads for both vehicles exceeding the posted speed limit as well as looking for over-weight vehicles traveling the roads.
4. I notified Vogel Disposal again about no right hand turns out of Jack Road because they are damaging (scratching) the road.

Supervisor William Duncan requested that the Township contact Vogel Disposal and request that they use a smaller refuse truck on Jack Road so as not to damage the road surface when making turns.

5. Merlo Construction is just about done with the Saxonburg Blvd bridge. Brewer Road will be closed starting July 19th and will be closed for one month. Then they will move to the Wylie Road. Bridge and that road will be closed for one month.
6. Youngblood Paving Inc is still scheduled to tar and chip the roads the 2nd week of August. This is our 2021 Roads Project from Liquid Fuels.
7. Shields Asphalt and Paving is scheduled to pave Coal Hollow Road the last week of July or the first week of August.
8. The Stark Road Project is complete, as we excavated and replaced all of the bad spots in the road.
9. Cronin Enterprise completed road surface and berm restoration on Tower Road.
10. W.L. Roenigk Inc is set to do the tar and chipping for Stark Road. Two prices were obtained for the Manger's review and Roenigk was the lower price, also under \$10,000.
11. Penn Energy still must fix the bad spot-on Brewer Road.

12. Public Works has cleaned catch basins and cross pipes throughout the Township and patched many potholes on Township Roads.
13. Public Works has been picking trash up at the Roundabout, as well as mowing grass and pulling weeds in the flower beds.
14. The road crew has made and marked PA. One Calls for speed limit, weight limit, and other special sign installations throughout the Township.
15. Wiest Asphalt and Paving will be doing the paving project for the county for Goldscheitter Road Bridge.

MISCELLANEOUS

1. Our crew has ordered new signs for installation throughout the Township.
2. Public Works has been working on a list of new tools and pricing for them to be replaced.
3. I have started to review the Road Rating System spreadsheet with notes in advance of Tom and I sitting down to do a thorough update.

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

OLD BUSINESS:

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

NEW BUSINESS:

A Motion was made by Supervisor William Duncan to Purchase the Boom Mower which we have been renting for the past 3 months under a lease-purchase plan from Stevenson Equipment for the price of \$107,985.08. The motion was seconded by Supervisor James Halstead. The motion carried unanimously. The Manager noted that this purchase will be paid from proceeds in the Northwest Fire Fund from settlement monies received from Selective Insurance.

OTHER BUSINESS:

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

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Resident Mark Duster commented that the high grass at the intersection of Jack Road and Monk Road has impeded sight lines for vehicles stopped at the stop signs at that intersection. Luke Brewer indicated that he would see to it that that intersection was mowed once again to cut back grass and brush growth.

MOTION TO ADJOURN:

Clinton Township Board of Supervisors
Regular Meeting Minutes July 12, 2021

A Motion was made by Supervisor Jim Halstead to adjourn the July 12, 2021 Regular Meeting of the Clinton Township Board of Supervisors at 7:50 PM. The Motion was seconded by Supervisor William Duncan. The motion carried unanimously. The Meeting was officially adjourned at 7:50 PM.

Respectfully Submitted:

Thomas L. Hartwig

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

