

CLINTON TOWNSHIP BOAROAD OF SUPERVISORS

AGENDA SETTING MEETING MINUTES

July 26, 2021 3:30 PM

Clinton Township, 711 Saxonburg Blvd, Saxonburg, PA 16056

BOAROAD OF SUPERVISORS:

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

STAFF PRESENT:

Tom Hartwig, Township Manager/Engineer
Sarah Hancher, Township Solicitor
Ashley Kohley, Administrative Assistant
Luke Brewer, Road Foreman

VISITORS PRESENT:

Mark Duster
John Ham

CALL TO OROADER:

Chairperson Allen called the meeting to Order at 3:30 PM.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS:

No member of the public in attendance at the July 26, 2021 Agenda Setting Meeting of the Board of Supervisors had comments on Agenda Items.

SECRETARY/TREASURER'S REPORT

1. Review the minutes of July 12, 2021 Board of Supervisors Regular Meeting.
2. Review Payroll #15 dated July 23, 2021.
3. Review Preliminary Treasurer's Report (Not Reconciled) Through July 26, 2021

Supervisor William Duncan indicated he requested a revision to the July 12, 2021 Minutes regarding the Supervisors' approval of the Violet Dohlmyer Subdivision. Mr. Duncan wanted the Minutes to reflect that approval was contingent upon revisions being made to the final drawings to show the correct road rights-of-way designations.

COMMITTEE REPORTS:

Park Committee Liaison Jim Halstead reported that the Park Advisory Board and Friends of Spring Valley Park

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would be meeting tonight at the Park pavilion. Mr. John Ham further commented that he delivered to the Township Manager summary sheets showing who has keys, codes, and automatic openers for the gates and restroom at the Park. He also commented that due to some recent issues with circuit breakers being tripped as a result of too many items being plugged into receptacles, he thinks it would be wise to have a licensed electrician visit the Park and advise on circuit panel upgrades that could be made.

Planning Commission Liaison Kathy Allen reported the Planning will meet on August 2, 2021 with a couple of variance requests on their agenda. One of requests is for the construction of a new home on a lot less than five acres in size while the second is for the construction of an accessory structure that will encroach on both rear yard and side yard set backs.

CORRESPONDENCE:

- Maher Duessel Independent Accountant's Report – The Manager reported that Maher Duessel completed their audit of the period of January 1, 2021 through April 30, 2021. A copy of the audit report with findings was distributed to the Supervisors for review. Maher Duessel did not find any missing funds but did indicate that bank account reconciliations performed for the period of the audit were inaccurate for various reasons listed in the audit.
- Certified Letter from the Manager to BBDK Ltd. Partnership – The Manager sent another letter to this landowner concerning runoff from agricultural land onto a neighbor's property. The County Conservation district did go out to inspect the farm in question.
- Letter to Walker Hartman – A letter was sent by the Township to Mr. Walter Hartman concerning surface runoff leaving his property during a recent rain event and depositing mud on Jason Drive.
- Selective Insurance reimbursement request – The Township Manager sent a letter to Selective Insurance seeking reimbursement for rental costs for the boom mower and backhoe for a period of three months (each).

MANAGER'S REPORT:

- Public Works Garage Construction Status – J.D. Miller & Sons Construction has started work on the new Public Works Garage today and should have most of the framing done by the end of this week.
- Public Works Garage Change Order Requests – A change order will be forthcoming for the extra garage door added to the interior partition wall. However, a deduct change order should be due for the elimination of the source capture fresh air system due to a code exception that the Manager has agreed to.
- Public Works Garage Periodic Payment Requests – Mr. Hartwig reported that he advised J.D. Miller & Sons Construction to submit monthly progress payments the last week of every calendar month for review during the first week of the next calendar month with Board action at the Supervisors' regularly scheduled meeting on the Second Monday of the month.
- Public Works Garage Design Update - The Manager met with Mike Giampietro of Cernica and Kevin Miller of J.D. Miller Construction on July 22nd for several hours to review the final electrical, HVAC, and plumbing design drawings. A new electrical service and a new gas service will be required for the garage. Also, drains will be tied into a sump pump which will convey spent drain water to the septic system near the Public Works Office Building. The source capture fresh air system can be eliminated due to a code exception that the Manager has agreed to.

- New Sunshine Law Amendment – Starting the end of August (29th), all agendas for public meetings must be finalized and made available to the public for review at least 24 hours in advance of the public meeting. Additionally, no item additions to the agenda can occur unless the additions are emergency in nature and are included by special vote by the Supervisors. Mr. Ham commented on his understanding of the amendment to the Sunshine Law from a meeting he attended with the Saxonburg Area Authority. Solicitor Sarah Hancher indicated she will research the limitations under the amendment but that emergency items could be placed on the Agenda with a special vote taken by the Supervisors similar to what Mr. Ham described.
- American Rescue Fund Update – Mrs. Kohley reported that her and the Manager are in the process of opening a separate account for these funds so that it is easier to keep an audit trail of what the money is used for. The State will audit this fund near the end of 2021. The Manager proposed discussing uses for this money when the Supervisors begin their budgeting process in September.
- Increase Ashley Kohley's hours to a minimum of 36 hours per week – The Manager has increased Mrs. Kohley's hours to 36 hours per week to aid in better office coverage during periods of vacation time and out of office code enforcement activity.
- The Manager reported that there continues to be requests for building permits for new construction within the Township with Pitell Homes having just requested four (4) permits for another quad home structure in The Plantation. Also, Mr. Hartwig reported that he is processing two change of use Occupancy Certificates, one for the Jehova Witness Building on Ekastown Road and another for Jase Truck Center who want to offer truck sales from the Long Haul Detailing building in the Industrial Park.
- Mrs. Kohley solicited bids for line painting throughout the Township. Prices were obtained from PLP Co. of Bethel Park and Williams and Willman Line Painting, Inc. of Fenelton. Williams & Willman Line Painting submitted a price of \$12,600.00 and PLP submitted a price of \$18,000.00. This is for painting 180,000 feet of road lines. The Township will proceed with Williams and Willman for the 2021 Line Painting Project. Mr. Hartwig reported that the Township could not get a third bid despite contacting several companies.
- Permits and Code Enforcement – Mr. Hartwig reported that the interest in Building Permits is still high with Pitell Homes getting four applications today. Also, he is processing two Change of Use Applications for a building on Ekastown Road changing from a church to an office structure as well as one in the Industrial Park that will be adding a retail sales business to an existing service business.
- Mr. Hartwig reported that Stevenson Equipment submitted a revised invoice for the boom mower which reflected an additional fourth monthly lease payment made by the Township. Therefore, the Manager requested a motion to rescind the motion made at the July 12, 2021 Regular Meeting to purchase the boom mower from Stevenson Equipment for the price of \$107,985.08 and purchase the boom mower for the revised price of \$100,765.08 which reflects the reduction in price due to a fourth monthly lease payment of \$5,220.00 being applied to the purchase price, as well as the elimination of a \$2,000 charge to install a special hydraulics system on the mower. Mr. Hartwig also requested a second motion to pay an invoice from Stevenson Equipment in the amount of \$2,000.00 for the installation of special hydraulics system on the Boom Mower.

A Motion was made by Supervisor William Duncan to rescind the motion made at the July 12th Meeting to Purchase the Boom Mower from Stevenson Equipment for the price of \$107,985.08 and instead purchase the Boom Mower from Stevenson Equipment for the price of \$100,765.08. The motion was

seconded by Supervisor James Halstead. The motion carried unanimously.

A Motion was made by Supervisor William Duncan to pay the separate invoice submitted by Stevenson Equipment for the installation of a special hydraulics system on the mower in the amount of \$2,000.00. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

ROAD DEPARTMENT REPORT:

- 2021 Paving Project – Road Foreman Luke Brewer reported that the Coal Hollow paving project is anticipated to begin on or about August 1st.
- 2021 Seal Coat Project – Mr. Brewer said that this project is expected to begin tomorrow and be completed later this week.
- Stark Road Repairs and Double Seal Coat – The Road Foreman reported that Township forces completed all spot repairs to Stark Road and Roenigk completed the double chip seal on the portion repaired.
- Wylie Road Drainage Work – The Road Foreman indicated that the Public Works group will complete the drainage work on Wylie Road tomorrow.

SOLICITOR'S REPORT:

- The Solicitor requested an Executive Session at 4:20 PM for the purpose of discussing the possible purchase of real property. The Executive Session ended at 4:29 PM. The Chairwoman announced that it was to discuss negotiations on the possible purchase of the Margret Morrow Estate property.

NEW BUSINESS:

- Resolution for Plan Revision (DEP) for the Mittica Small Flow Treatment Facility was presented by the Manager for action.

A Motion was made by Supervisor William Duncan to approve Resolution 2021-4 approving the small flow treatment facility for the Mattica property. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- The Alternative Energy Ordinance was approved by the Planning Commission in November of 2019 was presented by the Manager for action by the Board of Supervisors.

A Motion was made by Supervisor William Duncan to advertise the Alternative Energy Ordinance for adoption at the August 9, 2021 Regular Meeting of the Board of Supervisors with a Public Hearing on the Ordinance scheduled for 6:45 PM on August 9, 2021. The motion was seconded by Chairperson Kathy Allen. The motion carried unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

- No member of the public in attendance had any comments.

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MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the July 26, 2021 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 4:37 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

The Meeting was officially adjourned at 4:37 PM.

Respectfully Submitted:

Thomas L. Hartwig

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

