***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

**STAFF PRESENT:**

Tom Hartwig, Township Manager/Engineer

Sarah Hancher, Solicitor

Ashley Kohley, Administrative Assistant

Luke Brewer, Road Foreman

**VISITORS PRESENT:**

Danielle Rihel, Audubon Society, Buffalo Creek Watershed

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE**

**BID OPENING FOR A 30 X 60 FOOT POLE BUILDING**

***A motion to award the Pole Building Low Bid to \_\_\_\_\_\_\_\_\_contingent upon a signed agreement and receipt of bonds, insurance certificate, and building permit.***

**PRESENTATION BY MS. DANIELLE RIHEL OF THE AUDUBON SOCIETY, BUFFALO CREEK WATERSHED**

**PUBLIC COMMENT ON AGENDA ITEMS**

**SECRETARY/TREASURER’S REPORT- Review and Discuss**

* Review Preliminary Treasurer’s Report (Not Reconciled) Through October, 2021
* Review the minutes of October 11, 2021 Board of Supervisors Regular Meeting.
* Review Payroll #21 dated October 15, 2021.
* Review and Approve Bills Presented for Payment at this Meeting to avoid late charges/penalties.

***A motion to approve all bills presented for payment is needed.***

**COMMITTEE REPORTS**:

* Park Committee by liaison Jim Halstead:
* Planning Commission by liaison Kathy Allen:

**CORRESPONDENCE:**

* Retirement letter from Dog Catcher Dennis Seybert
* Township letter to PSATS entering our Newsletter in their contest

**SOLICITOR’S REPORT:**

* Update on Shred It Contract:

**MANAGER’S REPORT:**

* Public Works Garage Construction Status:
* Public Works Garage Change Order Request: Nothing to Report
* Public Works Garage Periodic Payment Requests: Nothing to Report
* Permits and Code Enforcement: Nothing to Report
* Pole Building Bids
* Salary Survey – PSATS
* PSATS Trustee Insurance Services – Term Life and Short-Term Disability
* Butler County Planning Department Future Matter
* Clean-Up Day Summary

**ROAD REPORT:**

* Work around Public Works Garage
* Fall Project Goals Ahead of Winter Maintenance

**NEW BUSINESS:**

* Election Day – If it is necessary for Public Works employees to work election day directing the parking lot, the Supervisors should vote on this as Election Day is a Township Holiday.

***A motion to have Township Employees work Election Day is needed if the Supervisors deem necessary.***

* Library Contribution for 2021 – Supervisors to determine amount and approve.

***A motion to set and approve the annual library donation of $\_\_\_\_\_\_\_\_\_is needed.***

* Foreign Fire Tax – Just a note for information that this revenue will be sent along to the Saxonburg Volunteer Firefighters’ Relief Association as required by State Law.
* Authorization Request – The Manager requests authorization for the Administrative Assistant and himself to pay certain bills and invoices having due dates close to the Regular or Agenda Setting Meetings. We are having an issue, especially with utility bills, being assessed late fees because of due dates falling right after a Regular or Agenda Setting Meeting. The USPS is just not delivering as promptly and efficiently as they once did. These bills or invoices, primarily utility, would be presented to the Supervisors at a Public Meeting for ratification of payment.

***A motion to authorize payment of bills with due dates non-compatible with Supervisors’ Meetings is needed so late charges can be avoided. These bills would be presented to the Supervisors for ratification at one of their meetings.***

* Dog Officer – Jennifer George to Replace Denny Seybert.

***A motion to appoint Jennifer George as Dog Warden is needed.***

* Approve Excess Maintenance Agreement with Peoples Gas for work along Sarver Road (1.1 miles).

***A motion to approve the Excess Maintenance Agreement with Peoples Gas Company for Sarver Road is needed.***

**PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**BUDGET WORKSHOP**

* The Manager has completed the Second Draft of the 2022 Budget for review with the Board of Supervisors at this Agenda Setting Meeting. This draft budget and review will be a second look at the 2022 Budget based upon ten (10) month 2021 actuals.

**MOTION TO ADJOURN:**

**TIME**:

**By:**

**Shape, arrow

Description automatically generated**

**Thomas L. Hartwig, P.E.**

**Manager/Engineer**