***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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT ON AGENDA ITEMS**

No member of the public in attendance at the September 27, 2021 Agenda Setting Meeting of the Board had comments on Agenda Items.

**SECRETARY/TREASURER’S REPORT**

* Review Preliminary Treasurer’s Report (Not Reconciled) Through September 27, 2021. The Manager reported that the overall ending balance of the Township decreased by $369,703.79 due to the purchase of the Morrow Estate property and construction of the new garage. This decrease was anticipated.

* Review the Minutes of the September 13, 2021 Board of Supervisors Regular Meeting. There were no comments nor corrections offered on the minutes presented for review.
* Review Payroll #19 dated September 17, 2021.
* Review and Approve Bills Presented for Payment at this Meeting to avoid late charges/penalties.

*A Motion was made by Supervisor James Halstead**to approve the bills presented for payment at this meeting to avoid late penalties and interest charges. The motion was seconded by Supervisor William Duncan. The motion carried unanimously.*

**COMMITTEE REPORTS**:

* Park Committee by liaison Jim Halstead: Supervisor James Halstead reported that there was a scheduled meeting of the Park Advisory Board and Friends of Spring Valley Park tonight at the Township Building. He also reported on a different matter that he would be attending a County Tax Committee Meeting Tuesday Night on behalf of the Township.

* Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported that the Planning Commission’s next meeting was scheduled for October 4th at 7 PM, with a workshop scheduled for 6 PM before the meeting. The Workshop Session would possibly include further discussion on the draft Display Fireworks Ordinance and draft Junkyard Ordinance.

**CORRESPONDENCE:**

* Magnolia Farms Revision No. 1 County Approval – The Manager reported that the Township received this letter from the County Planning Department on September 15th.
* Letter to Ashlar Architects and Engineers from Solicitor – The Solicitor commented that she sent a letter to Ashlar detailing the reasons why the Township denied payment of their invoice.
* Letter to Peter Mihalic from Solicitor – The Manager reported that due to the lack of response received from Mr. Mihalic regarding his violations of the Nuisance Code, he asked the Solicitor to send Mr. Mihalic a letter directing him to take action on complying with the Nuisance Ordinance. This letter was sent on September 22, 2021.
* Department of Auditor General Compliance Audit Report for Saxonburg Volunteer Firefighters’ Relief Association for the period of 1/1/2018 to 12/31/2020. (Sent electronically to the Township) – The Manager reported that the Township received an electronic communication from the Auditor General’s office transmitting the above referenced document to the Township and highlighting the findings presented in the audit report. The document indicated that if the Relief Association fails to address Finding No. 1 in a timely and satisfactory manner, the Relief Association may be in jeopardy of having future State aid withheld in the future. Finding No. 1 in the audit report deals with the inappropriate ownership of a rescue vehicle.

Supervisor William Duncan asked the Manager to explain the differences between the Volunteer Fire Department and Firefigthers’ Relief Association. The Manager presented an explanation of what Relief Associations are supposed to do based upon a State Document he read about Relief Associations. The Solicitor further explained the matter of the Relief Association/Fire Department being set up as a 501C4 organization and the impact that might have on the Township donating any American Rescue Plan Act funds to either agency.

* 2021 General Municipal System Pension State Aid allocation of $9,996.22 notification. (Sent electronically to the Township) - The Manager reported that his allocation would be direct deposited in the Township’s account on September 28th.

**SOLICITOR’S REPORT:**

* Update on Shred It Contract – Solicitor Sarah Hancher reported that she has resolved the matter of the alleged unpaid monthly invoice with Shred It’s collection department as it was paid and she submitted proof showing that they deposited our payment to their account. Shred It has removed their equipment from the Township property and Solicitor Hancher is now awaiting word from Shred It as to the final amount due for early termination of the contract. However, at this point, the Township is no longer under contract with Shred It.
* Update on Ashlar Matter – This matter was covered under Correspondence.
* Update on Mihalic Code Enforcement Matter – This matter was covered under Correspondence.

**MANAGER’S REPORT:**

* Public Works Garage Construction Status: The Manager reported that the garage construction is proceeding very nicely and the contractor plans to pour one-half of the garage floor Wednesday of this week. All of the in-floor heating tubes have been installed in this portion of the garage. Manager Tom Hartwig further reported that he is awaiting information and pricing from J.D. Miller & Sons on interior wall material options that will be durable. Mr. Hartwig will communicate this information with the Board to get their input to keep the project moving ahead.
* Public Works Garage Change Order # 2 in the deduct amount of $8,937.50. This deduct is offered for the elimination of the non-load bearing wall tempered by the addition of a boiler closet and kick wall for plumbing mounts. Manager Tom Hartwig reported that he met with Kevin Miller and discussed this change order and recommends approval.

*A Motion was made by Supervisor William Duncan**to approve Change Order No. 2 in amount of $8,937.50 as a deduct to the contract price per the recommendation of the Township Manager. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

* Public Works Garage Periodic Payment Requests: Nothing to Report
* Public Works Garage Design Update: Nothing to Report
* Permits and Code Enforcement: Covered under Correspondence. The Manager did report however that there was an additional Code Enforcement matter he dealt with last week.
* Pole Building – Supervisor William Duncan indicated that in his opinion, the proposed pole building is one that should be installed by a “design-build” company such as Burkholder, Morton, Cleary, or similar. This would save on engineering design time and costs. Manager Tom Hartwig indicated that since the building, 30 feet by 60 feet in size, would be over the bid limit for Second Class Townships, it needs to be bid. Mr. Hartwig indicated that he would assemble an advertisement and place the advertisement in the newspaper seeking bids on a 30 foot by 60 foot pole building with one man door and two 16 foot sliding “barn” type doors. Chairperson Kathy Allen and Supervisor James Halstead concurred with Supervisor William Duncan’s approach to constructing this building. The Manager will prepare an advertisement for the paper.
* Road Rating Report Update: The Township Manager indicated that he met for nearly six hours with Township Road Foreman Luke Brewer to update the Road Rating Report that was formalized by the Township about four years ago. Mr. Hartwig commended Mr. Brewer for his work on evaluating the road system and noting the defects that exist. Mr. Hartwig also commented that much progress has been made with maintain the roads and the road surfaces and drainage over past several years and that several Township roads do not possess any defects at this time. Mr. Hartwig and Mr. Brewer will meet one more time after they hear back from PennDOT on the 2022 Road Program and incorporate this information along with Supervisor William Duncan’s comments on the roads during this session. Supervisor Duncan reminded the Manager and Road Foreman to take traffic counts or usage of the roads into account when ranking them.

**ROAD REPORT:**

* Mowing: Luke Brewer indicted that the Public Works crew is in the process of mowing Township roads and this effort will continue for the next couple of weeks. The boom mower has been repaired and is back in full use. Supervisor William Duncan asked if Stephenson Equipment split the cost of repairs on the boom mower as they promised to do. Mr. Brewer reported that they did not reduce the invoice amount. Mr. Brewer spoke to Bill Shaw of Stephenson Equipment about it and Mr. Shaw was going to take the matter up with his office staff. The Road Foreman further reported that the Public Works crew has begun cutting the grass on the Morrow Property. Mr. Hartwig indicated that the Township Road Crew would be responsible for demolishing the existing house on the property as time and weather permitted over the next few months.
* Brewer Road Tree Trimming: Road Foreman Luke Brewer announced Fallen Timber Tree Trimming was going to probably do the work on Brewer Road in mid-November. Chairperson Kathy Allen thought that since there are many, many oak trees along the route and that is the best time to trim oaks. Supervisor William Duncan concurred also with Mr. Brewer and Mr. Hartwig that when you look at the Road Rating Report Update presented early, ice on the roads in the winter months due to tree trimming is an issue throughout the Township.

**NEW BUSINESS:**

* The Manager recommended that the Board of Supervisors officially set Trick or Treat Night in Clinton Township for 2021 for October 31, 2021 from 6 to 8 PM. This recommendation is made after checking with Saxonburg Borough and Middlesex Township to see what day and hours they selected.

*A Motion was made by Supervisor James Halstead to set Trick or Treat Night in Clinton Township for October 31st from 6 PM to 8 PM to be consistent with neighboring municipalities. The motion was seconded by Supervisor William Duncan. The motion carried unanimously.*

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

There were no comments on Non-Agenda Items by members of the public in attendance.

**BUDGET WORKSHOP**

* The Manager has completed the first draft of the 2022 Budget for review with the Board of Supervisors at this Agenda Setting Meeting. This draft budget is the first look at a possible 2022 Budget and also forecasts how the Manager and his staff believe Fiscal Year 2021 will end.

At this point in the meeting, Solicitor Sarah Hancher excused herself and departed the meeting (4:35PM). Also, Mrs. Ashley Kohley excused herself and departed the meeting (4:47 PM).

This budget review was the first of three to four budget workshops to be held and essentially encompassed a line-item by line-item review of revenue and expenditures for 2021 year to date, projected revenue and expenses through the end of this year, and a proposed 2022 budget. At this point in the preliminary budgeting process, revenues for Fiscal Year 2021 are being forecasted to be $3,312,402 based upon less than nine full months of actual data. These revenues include revenue received from the insurance company for the fire losses, as well as revenue from the American Rescue Plan Act grant, and Cares Act Grant money for 2020 pandemic expenses. Expenses for Fiscal Year 2021 are being estimated at $3,089,806 at this time, again based upon a little over eight (8) months of actual data.

For next Fiscal Year 2022, Revenue is forecasted to be about $1,407,343 with expenses estimated at $1,362,408. It is important to understand that the difference in 2021 revenue and expenses is related to the insurance settlement money received, replacement of lost assets, Cares Act pandemic money received for 2020 expenses, and American Rescue Plan Act grant money received and transferred into a separate account for audit purposes. In summary, it is safe to say thus far, albeit early in the budgeting process, that the Township remains on solid footing financially and will remain so in 2022.

The next workshop will be near the conclusion of the October 25th Agenda Setting Meeting and the budget forecasts presented by the Manager at that time will be based upon nearly 10 months of actual 2021 data and trends.

**MOTION TO ADJOURN:**

*A Motion was made by Supervisor William Duncan to adjourn the September 27, 2021 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 5:41 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.*  The Meeting was officially adjourned at 5;41 PM.

**By:**

**Shape, arrow

Description automatically generated**

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

**Manager/Engineer**