

CLINTON TOWNSHIP BOARD OF SUPERVISORS
AGENDA
AGENDA SETTING MEETING
October 25, 2021 3:30 pm
Clinton Township, 711 Saxonburg Blvd, Saxonburg, PA 16056

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 (Arrived at 3:39 PM)
Luke Brewer, Road Foreman

VISITORS PRESENT

John Ham
Mark Duster
Danielle Rihel, Audubon Society

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BID OPENING FOR A 30 X 60 FOOT POLE BUILDING

Bids were opened and read aloud by Chairwoman Kathy Allen at 3:32 PM for the pole building. Bids were received on a 30 by 60-foot pole building with gable, metal siding, metal roof, and two sliding barn doors. Bidders were required to submit a bid bond in the amount of 10% of the bid price, drawings, and a tentative completion date since time is of the essence on this project. Bids received were as follows: Hostetler Construction \$42,213.15; Graham Construction \$114,369.00; JB Construction \$42,200.00; and Hostetler Builders \$42,840.

A motion was made by Supervisor William Duncan to turn the bids over to the Township Manager for evaluation against what was required in the advertisement, being mindful of the "time is of the essence" clause in the advertisement. The Manager was further authorized to make a tentative award to most responsible bidder with the action being ratified by the Supervisors at their November 8th Regular Meeting. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

PUBLIC COMMENT ON AGENDA ITEMS

No member of the public in attendance at the October 25, 2021 Agenda Setting Meeting of the Board had comments on Agenda Items.

SPECIAL PRESENTATION BY VISITORS

Danielle Rihel, Audubon Society, Buffalo Creek Watershed was in attendance to present the work being done by the Audubon Society within the Buffalo Creek Watershed and to seek input from the Township Supervisors on worthwhile projects her group could undertake within that portion of the Township tributary to the Buffalo Creek Watershed. Of particular interest to other municipalities are projects to replace compromised culvert pipes where streams are impaired and compromising the local watershed fauna. After some discussion with the Supervisors, it was determined that only a very small portion of the Township is tributary to the Buffalo Creek Watershed and as such there is probably very little opportunity for Ms. Rihel's group to team on a culvert project.

Supervisor William Duncan suggested that Ms. Rihel possibly review and examine the discharge points of the stormwater detention ponds in The Plantation for stream degradation due to the accumulation of silt, solids, anti-skid, and other material in the ponds. This would be a worthwhile endeavor for Ms. Rihel's organization. Supervisor James Halstead and Chairwoman Kathy Allen agreed.

SECRETARY/TREASURER'S REPORT

- Review Preliminary Treasurer's Report (Not Reconciled) Through October 20, 2021. The Manager reported that the overall ending balance of the Township decreased by \$22,968.23 in the first 20 days of October due to expenses slightly exceeding revenue at the very beginning of the fourth quarter of 2021. The Total Beginning Balance of Township Funds on October 1, 2021 was \$1,435,550.00 and the Cumulative Ending Balance of Township Funds on October 20, 2021 was \$1,412,581.37. The Manager pointed out that \$29,243.00 was transferred into the PLIGT Capital Reserve Fund in October.
- Review the Minutes of the October 11, 2021 Board of Supervisors Regular Meeting. There were no comments nor corrections offered on the minutes presented for review.
- Review Payroll #21 dated October 15, 2021. There were no comments on this payroll.
- Review and Approve Bills Presented for Payment at this Meeting to avoid late charges/penalties.

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

Chairwoman Kathy Allen asked the Manager why the Northwest Garage Fire Fund decreased from September 1st to October 20th. Manager Tom Hartwig replied that in September the Township paid two Periodic Payment requests of James D. Miller & Sons Construction, Payment Requests Nos. 2 and 3.

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 beginning at 7:00 PM. This will be the final meeting of the year. John Ham

reported that during the past year the Friends of Spring Valley Park applied mulch to 94 trees in Pods 1 and 4, as well as planted new trees in Pod 4. Work on eradicating the Russian Olive will conclude next spring and come in slightly under budget. Supervisor William Duncan commented that the weed killer Round-Up will no longer be sold commercially in box stores or other retail outlets. The Park Advisory Board and Friends of Spring Valley Park should keep this in mind if they intend to purchase any weed killer next year.

- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported that the Planning Commission's next meeting was scheduled for November 1st at 7 PM, with a workshop scheduled for 6 PM before the meeting. The Workshop Session will include further work on the development of a Display Fireworks Ordinance, Junkyard Ordinance, and work on an amendment to the Zoning Ordinance relative to the 5-acre minimum. Chairperson Kathy Allen also noted that there is a second workshop scheduled for November 15th at 6:00 PM.

CORRESPONDENCE:

- Retirement letter from Dog Catcher Dennis Seybert – Mr. Seybert indicated that he intends to retire from being the Dog Catcher in Clinton Township effective October 31, 2021. The Supervisors collectively thanked Mr. Seybert for his service to the Township and will miss working with him.
- Township letter to PSATS entering our Newsletter in their contest – Mrs. Kohley has entered the Clinton Township Newsletter into a PSATS Conference for Second Class Townships with a population under 5000.

SOLICITOR'S REPORT:

- Update on Shred It Contract – Solicitor Sarah Hancher reported that Shred It has removed their equipment from the Township property, with the Township paying their final invoice. Solicitor Hancher is now awaiting word from Shred It as to any final amount due for early termination of the contract.
- Update on Mihalic Code Enforcement Matter – The Manager has met with Mr. Mihalic who is attempting to comply with the conditions stated in the Solicitor's certified letter advising him of violations of the Nuisance Ordinance. The Solicitor will keep in touch with the Manager on this matter to determine if any further action on her part is warranted.

MANAGER'S REPORT:

- Public Works Garage Construction Status: The Manager reported that work is continuing on the garage, with two doors installed, insulation installation on-going, and conduit installation underway. The Township will purchase and begin to install metal sheeting overtop of the 4 inches of insulation being installed by Miller so that final electrical work can be done. The Township is also installing catch basins and drains in front of the garage doors to aid in the capture and disbursement of stormwater runoff near the garage.
- Public Works Garage Change Order Request: Nothing to Report
- Public Works Garage Periodic Payment Requests: Nothing to Report

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- Permits and Code Enforcement: The Manager has visited Mr. Mihalic to gage his progress in complying with the Nuisance Ordinance and was satisfied that progress is being made. The next inspection will be close to Thanksgiving.
- Pole Building Bids: This item was covered above under Bid Opening.
- Salary Survey: The Manager has given the Supervisors the latest PSATS Salary Survey information to look over. Mrs. Kohley obtained this survey from PSATS.
- PSATS Trustee Insurance Services – Term Life and Short-Term Disability: The Manager and Administrative Assistant will present to the Board of Supervisors pricing for term life insurance and short-term disability insurance through PSATS.
- Butler County Planning Department Future Matter: Based upon conversations with Mr. Mark Gordon and Mr. Joel McKay of the County Planning Department, moving forward every approved subdivision or lot line revision must be recorded within 90 days of approval by the Supervisors. If it is not recorded, then it must be re-presented to the Supervisors again. Also, the Butler County Planning Commission must sign off on the final mylar before it is signed by the Township Planning Commission and Supervisors. Mrs. Kohley and Mr. Hartwig will coordinate these policies with surveyors and engineers bringing subdivisions and lot line revisions before the Planning Commission for review.
- Clean-Up Day Summary: This was a very successful event with fewer residents participating due to the weather, but more “junk” being brought in, including some 108 tires and three 55 gallons drums of spent oil. A big thank you to the entire Public Works Department, John Ham, Dave Koren, Ashley Kohley, Bill Duncan, and Kevin Corace for their help during the event.

ROAD REPORT:

- Work around Public Works Garage – Mr. Brewer reported that the Public Works Department has installed some 100 feet of stormwater pipe and catch basins around the garage to address stormwater runoff in the future. The Public Works crew will also install metal siding on the interior of the new garage overtop of the insulation currently being installed by J.D. Miller and Sons Construction. The Township will purchase this interior metal siding. The cost of this siding is estimated to be about \$4,500. Mr. Brewer did obtain a quote from J.D. Miller and Sons Construction to install this interior metal siding but the Board of Supervisors deemed that cost too expensive and prefers the Township install this themselves. The Manager and Road Foreman will meet with Mr. Miller to determine if a time extension is appropriate to accommodate the Township’s installation of the siding.
- Fall Project Goals Ahead of Winter Maintenance – Mr. Brewer reported that the Township intends to continue with mowing this fall before winter sets in as well as some additional cross pipe installation. Supervisor Bill Duncan reminded Mr. Brewer that the ditcher should be hooked up to the boom mower and leaves should be cleaned out of ditches as much as possible before they begin to plug catch basins and cross pipes.

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 was made by Supervisor William Duncan to have one Township Employee work Election Day starting at 6 AM to open the Township Building and direct poll workers where to park. This employee would also return after polls close to shut the gate to the lower parking area after poll workers depart. The motion was

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seconded by Supervisor James Halstead. The motion carried unanimously.

- Library Contribution for 2021 - Supervisor William Duncan suggested that any discussion on a 2022 donation to the South Butler County Public Library take place during the 2022 budget discussion at the end of this meeting agenda. Supervisor James Halstead agreed.

A motion was made by Supervisor William Duncan to approve a 2021 donation to the South Butler County Public Library in the amount of \$15,000. Supervisor James Halstead seconded the motion. The motion carried unanimously.

- Foreign Fire Tax – The Manager reported for information purposes that this revenue will be sent along to the Saxonburg Volunteer Firefighters' Relief Association as required by State Law.
- Authorization Request – The Manager requested authorization for the Administrative Assistant and himself to pay certain bills and invoices having due dates close to the Regular or Agenda Setting Meetings. The Manager indicated that there is a minor issue, especially with utility bills, assessing the Township a late fee payment is not being received on time if the due date is 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 was made by Supervisor William Duncan to authorize the payment of invoices in advance of one of the two Supervisors' Monthly Meetings on an as needed basis to avoid assessment of late charges. Any invoices paid would be presented to the Board at the next Supervisors' Meeting for ratification. Supervisor James Halstead seconded the motion. The motion carried unanimously.

Mr. Duncan commented that he thought the Township previously approved such action last year but was not sure to what extent it was implemented.

- Dog Officer – Jennifer George to Replace Denny Seybert: The Manager reported that the Township has spoken to Ms. George and she is willing to serve as Township Dog Warden. She is compensated by the Commonwealth of Pennsylvania, does not work weekends, and does not get involved in animal neglect or abuse situations, nor leash law enforcement.

A motion was made by Supervisor William Duncan to appoint Jennifer George as Dog Warden for the balance of 2021. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- Approve Excess Maintenance Agreement with Peoples Gas for work along Sarver Road (1.1 miles): The Manager reported that he has received the Road Occupancy Permit fee and Excess Maintenance Agreement from Peoples Gas and recommends the Township approve this Excess Maintenance Agreement.

A motion was made by Supervisor William Duncan to approve the Excess Maintenance Agreement with Peoples Gas Company for work along Sarver Road. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- Township Christmas Party – Supervisor Duncan asked if the Township was planning a Christmas Party this year for employees and volunteers. Chairwoman Kathy Allen indicated it was and the target date discussed with December 14th.

A motion was made by Supervisor William Duncan to set the date for the Township's 2021 Christmas Party as December 14th. The motion was seconded by Supervisor James Halstead. 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 Second Draft of the 2022 Budget for review with the Board of Supervisors at this Agenda Setting Meeting. This will be the second budget workshop for the 2022 Budget. For next Fiscal Year 2022, Revenue is forecasted to be about \$1,775,540, including interfund transfers. This revenue is highlighted by revenue from Real Estate Taxes estimated at \$165,000 and Earned Income Tax estimated at \$454,240. Real Property Taxes and Local Enabling Act Taxes cumulatively comprise 43% of the Township's annual operating revenue. Expenses for 2022 are estimated at \$1,775,540, so a balanced budget is forecasted at this point in time. Road, Drainage, and Winter Maintenance expense items will comprise about 49% of the Township's operating expenses in 2022.

Township Manager went through the revenue and expense proposed 2022 budget and offered comments on various line items highlighted in the budget. The Manager is forecasting revenue in 2022 in the amount of \$240,809 from American Rescue Plan Act (ARPA) grant funds. This revenue will include the anticipated 2022 ARPA grant money as well as ARPA money from the grant received in 2021 which will be encumbered for certain permissible expenditures. Mr. Hartwig commented that the DEP Pa. Driving Forward Truck Grant for a new 10 ton dump/plow truck will be received in the spring or early summer of 2022. This new truck is scheduled for delivery in early November of this year. The amount of the truck grant is approximately \$107,600.

Mr. Hartwig commented that he expects the building permit activity to decline somewhat in 2022 as construction activities in the Industrial Park wind down and available lots in The Plantation are built out. Finally, as far as revenue is concerned in 2022, the Manager commented that some transfers from PLIGIT General Fund and PLIGIT Capital Reserve are anticipated to pay for the second 10 ton dump/plow truck on order and scheduled for delivery around June of 2022. A portion of this interfund transfer money will be reimbursed when the truck grant is received from DEP.

Supervisor William Duncan expressed his disappointment in the delivery delays associated with the second 10 ton dump/plow truck and the poor coordination on the part of Hunter Truck Sales. Supervisor James Halstead agreed and also was miffed at the number of times information on the status of truck delivery has changed over the past month or two. Supervisor Duncan asked the Manager and Road Foreman to explore the purchase of a comparable Mack Truck instead of the Peterbilt on order from Hunter if one could be procured before the delivery of the Peterbilt 10 ton dump/plow truck next June.

Mr. Hartwig reviewed the 2022 expense budget with the Board of Supervisors and commented that the garage project should be completed in December unless a time extension is granted to J.D. Miller & Sons Construction to extend their time out into early 2022. It is the Manager's intention to utilize ARPA money in 2022 for contributions to the fire department and library, as well as pay for the

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Emergency Management Coordinator, Park expenses, and storm sewer projects and materials. At this point in the budget workshop there was considerable discussion about the 2022 donations to the Saxonburg Volunteer Fire Department and South Butler Community Library. Supervisor James Halstead opined that more than workman's compensation premiums and foreign fire tax should be given to the fire department. The Township Manager reported that per the request of the Supervisors, he discussed contributions made to the Saxonburg Volunteer Fire Department with neighboring municipalities and discovered that they were contributing their share of foreign fire tax and workman's compensation costs and nothing more that was related to him. Supervisor James Halstead believed that the Township should commit to a greater sum in 2022. Supervisor William Duncan agreed and also felt that the Saxonburg Volunteer Fire Department should be more accountable to the municipalities with budget information, both revenue and expenses. Chairwoman Kathy Allen suggested that the Manager contact the fire department and request that they provide their 2022 budget at the December Supervisors' Meeting.

2021 donations to the Saxonburg Volunteer Fire Department were discussed at this point in the meeting and the Manager confirmed that he was planning to present at the November 8, 2021 meeting a request to donate \$10,000 to the Saxonburg Volunteer Fire Department, and \$5,000 each to the Middlesex and West Deer Volunteer Fire Departments for their outstanding efforts during our February 21st garage fire. All three Supervisors were in favor of these contributions. The Manager indicated that they would be made with ARPA funds already received.

Chairwoman Kathy Allen spoke of the value of the South Butler Community Library to the area and residents of Clinton Township. She asked that the Supervisors increase the Township's donation in 2022 from its typical amount of \$15,000 to \$20,000. Supervisor William Duncan was not in favor of this and felt that the library did not serve that many Clinton residents and comparatively speaking, Clinton Township's annual donation of \$15,000 was much more than other municipalities were making. Supervisor James Halstead agreed with this point and went on to state that the efforts of the local volunteer fire department deserved more monetary support than what is given to the library due to the cost of training and outfitting volunteer fire fighters. Mr. Halstead also pointed out that the fire department's effort during our February 21st garage fire were instrumental in preserving the operability of some of our equipment until leased equipment could be secured.

Chairwoman Kathy Allen requested that the 2022 donation be increased by \$500.

A motion was made by Supervisors William Duncan to increase the 2022 donation to the South Butler Community Library to \$15,500. Supervisor James Halstead seconded the motion. The motion carried unanimously.

The Manager went on to complete his review of the 2022 expense budget, highlighting the road projects targeted for 2022 and that these road projects would be paid for with Act 13 and Liquid Fuels monies received in 2022. Also, the Manager reported that a portion of the Liquid Fuels allocation would be used for the purchase of a used backhoe.

The Supervisors all expressed their displeasure with the fact that so little revenue is realized from the Victory Road Industrial Park. Supervisor Duncan indicated that any additional fire hydrants in that park

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on private property should be paid for by the CDC or Industrial Park HOA. Chairwoman Kathy Allen agreed with this. Manager Tom Hartwig indicated that while the CDC promised the Township a resumption of Industrial Park HOA meetings this summer or early fall, that has not happened and Mr. Hartwig believes the Township should host one of these meetings at the Township building and present the need for additional revenue from the HOA or tenants within the Industrial Park to help address road, catch basin, and storm sewer maintenance as well as a pay for Pa. American hydrant fees monthly. Supervisors Halstead and Duncan both opined that the residents of Clinton Township should not be carrying the burden of maintaining the infrastructure within the Industrial Park.

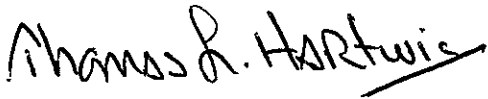
The Manager concluded his presentation on the 2022 Budget by stating that the Solicitor was looking into the use of ARPA money and whether it could be used for Farmland Preservation purposes and to replace small culvert type bridge structures.

The next workshop will be scheduled for the November 22, 2021 Agenda Setting Meeting and the budget forecasts presented by the Manager at that time will be based upon nearly 11 months of actual 2021 data and trends.

MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the October 25, 2021 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 5:56 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously. The Meeting was officially adjourned at 5:56 PM.

By:

A handwritten signature in black ink that reads "Thomas L. Hartwig". The signature is written in a cursive style with a horizontal line underlining the name.

Thomas L. Hartwig, P.E.
Manager/Engineer