

CLINTON TOWNSHIP BOAROAD OF SUPERVISORS

REGULAR MEETING MINUTES

November 8, 2021 7:00 PM

Clinton Township, 711 Saxonburg Blvd, Saxonburg, PA 16056

BOAROAD OF SUPERVISORS:

Kathy Allen, Chairperson

William Duncan, Vice-Chairperson

James Halstead, Supervisor – Excused due to the passing of his mother Nancy Halstead.

STAFF PRESENT:

Tom Hartwig, Township Manager/Engineer

Luke Brewer, Road Foreman

VISITORS PRESENT:

Mark Duster

John Ham

Corey Connolly

Amanda Peterson

Gary McCall

CALL TO ORDER:

Chairperson Allen called the meeting to Order at 7:01 PM and called for a moment of silence for those in attendance to reflect on the passing of Nancy Halstead, lifelong resident of Clinton Township and the Mother of Supervisor Jim Halstead and Mother-in-Law of Tax Collector Elect Linda Halstead.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS:

No member of the public in attendance at the November 8, 2021 Regular Meeting of the Board of Supervisors had comments on Agenda Items.

SECRETARY/TREASURER'S REPORT

1. Treasurer's Report for November 2021 (Period of October 1 to October 31). See Attached. Township Manager Tom Hartwig reviewed all fund balances and discussed the new account that will be opened up with Northwest Bank for funds encumbered for Farmland Preservation.

A Motion was made by Supervisor William Duncan to approve the Treasurer's Report as presented by the Manager. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

1. Minutes of October 11, 2021 Board of Supervisors' Regular Meeting
2. Minutes of October 25, 2021 Board of Supervisors' Agenda Setting Meeting
3. Payroll #21 dated October 15, 2021

4. Payroll #22 dated October 29, 2021
5. All Bills presented for payment.

A Motion was made by Supervisor William Duncan to approve the Secretary's Report, which included the approval of all meeting minutes, payrolls, and bills presented for payment as listed above. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

COMMITTEE REPORTS:

Park Committee Liaison Jim Halstead's report was given by John Ham. Mr. Ham reported that the Park Advisory Board and Friends of Spring Valley Park met on October 25th at the Township Building. The Advisory Board and Friends of Spring Valley Park prepared their 2022 Operating Budget and refined their capital improvement plan. He presented these documents to the Manager for distribution to the Supervisors. Mr. Ham also mentioned that the Park restroom will be pumped out once again, probably for the final time this year.

Planning Commission Liaison Kathy Allen reported the Planning Commission met on November 1, 2021 and had a work session at 6 PM where they reviewed a third draft of a basic Junk Yard Ordinance, the third draft of a Display Fireworks Ordinance, and the second draft of a Zoning Ordinance Amendment relative to a 5 acre minimum requirement in the Conservation and Agricultural Conservation Districts. At the Regular Meeting of the Planning Commission, the board reviewed and approved the Connolly, Koren, and Duncan/Snyder Lot Line Revisions contingent upon corrections being made. The Planning Commission did not approve the Vacca Subdivision and recommended corrections be made to the Vacca Subdivision Plan and the plan be resubmitted to the Planning Commission for consideration at their December 6th Regular Meeting. Also, Mrs. Allen reported that a workshop is scheduled for November 15th at 6PM.

CORRESPONDENCE:

1. Correspondence received from the Saxonburg Volunteer Fire Department and Firefighters' Relief Association – The Manager reported that this was a courtesy letter sent to the Township to explain their efforts to address the deficiencies raised in the recent State Audit which was completed.

SOLICITOR'S REPORT

The Solicitor Sarah Hancher reported that she had the opportunity to review the bid recommendations made by the Manager for the Pole Building Project and concurred with his recommendations. She also reviewed the Agreement drawn up by Mr. Hartwig between the contractor and Township for the pole building.

Mrs. Hancher further reported that she has continued with research on the appropriate use of ARPA grant funds and will be reviewing an ARPA Resolution being prepared by the Manager. Chairperson Kathy Allen questioned Mrs. Hancher on some of the uses of ARPA money, namely donations to the library, park, and fire departments. Mrs. Hancher concurred that these were acceptable uses of the ARPA grant funds.

MANAGER'S REPORT:

Reorganizational Meeting for 2022

The Township's 2022 Reorganizational Meeting will be held on Monday January 3, 2022. Manager Tom Hartwig asked the Supervisors to set a time for this meeting so it can be advertised.

A Motion was made by Supervisor William Duncan to authorize the advertisement of the Supervisors' Reorganizational Meeting for 3:30 PM on Monday, January 3, 2022 and advertise for the Township's intention to retain a Certified Public Accounting firm to audit the Township books for 2021. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

Public Works Garage Construction Status

J.D. Miller & Sons Construction continues their work on the new Public Works Garage. Major work items completed since the last Board Meeting include: completion of the concrete floor with heating elements; R-38 blown in insulation in the roof area; R-19 blue board insulation on the walls; Eight (8) garage doors installed with one on back order; downspouts and gutters installed; electric feeder line installed from the pole to the transformer box; and the interior closet has been constructed. The Township's work forces have installed catch basins and drain piping in front of the garage to capture exterior runoff and downspout discharge. The crew is also installing metal siding on the interior walls of the structure.

Public Works Garage Periodic Payment Requests

J.D. Miller & Sons Construction has submitted Periodic Payment Request No. 5 in the amount of \$63,055.00 for work completed and material stored for the period of October 1, 2021 to October 31, 2021. After reviewing this payment request, the Manager recommended approval of Periodic Payment Request No. 5.

A Motion was made by Supervisor William Duncan to approve Periodic Payment Request No. 5 to J.D. Miller & Sons Construction in the amount of \$63,055.00. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

Permits and Code Enforcement

No new building permits were issued since the last Regular Meeting of the Board of Supervisors. Three Zoning Certificates for accessory structures were issued over the past month. There have not been any new code enforcement actions taken in the past month.

Pole Building

Bids were opened at the Agenda Setting Meeting of the Board of Supervisors for the new pole building. The Manager reviewed the four bids received to determine their validity and conformity with what was requested in the Public Advertisement for the project. The bids received and important submittal information for each bidder is summarized below:

Bidder	Bid Price	Bid Bond Submitted	Drawings Submitted	Completion Date Given
Hostetler Construction	\$42,213.15	Yes	No – just reference to the type	1/18/2022
Grahamboys LLC Graham Construction	\$114,369.00	Yes	No	2/28/2022
John Byler	\$42,200.00	No	No	None Given
E. Hostetler Builder LLC	\$42,840.00	Yes	Yes	12/28/2021

Based upon the review of the bids received with the Solicitor, the Manager recommended that the Board of Supervisors award this project to E. Hostetler Builder for the price of \$42,840.00 as a result of the completeness of their submittal and designated completion date of December 28, 2021. E. Hostetler Builder has submitted design drawings sealed by a Registered Professional Engineer as well as a letter for credit from their financial institution in lieu of a Performance Bond.

A Motion was made by Supervisor William Duncan to award the Pole Building Project to E. Hostetler Builder in the amount of \$42,840.00 with a completion date of December 28, 2021. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

2022 Budget

Work continues on refining the 2022 Budget previously presented to the Board at the last two Agenda Setting Meetings. The Manager reported that he continues to refine the budget as more information and data is available, specifically matters like the delivery date on the second Peterbilt we have on order and activity forecasted for construction within the Township in 2022. The Agenda Setting Meeting on November 22nd will have another budget workshop at the end of the meeting to review updated budget information.

ARPA Resolution

The Manager prepared a Resolution for the expenditure of ARPA funds in 2022 for the Supervisors to adopt. This will be presented to the Board for adoption at the November 22nd Agenda Meeting. For this year, there is no need to use any ARPA funding to cover expenses or projects. The Manager reported that he will have the Solicitor review the Resolution.

Volunteer Fire Contributions

The Manager recommended that the Township Supervisors approve contributions to the Saxonburg Volunteer Fire Department in the amount of \$10,000, the Middlesex Volunteer Fire Department in the amount of \$5,000, and the West Deer Volunteer Fire Department in the amount of \$5,000 in appreciation for their gallant efforts on February 21, 2021 in combatting our garage fire. These contributions will be paid from the General Fund.

A Motion was made by Supervisor William Duncan to approve a \$10,000 donation to the Saxonburg Volunteer Fire Department and \$5,000 donations to both the Middlesex Township and West Deer Township in recognition of their efforts in fighting the Township's garage fire on February 21, 2021. The motion was

seconded by Chairperson Kathy Allen. The motion passed unanimously.

Northwest Bank – New Fund

Tom Hartwig reported to the Board of Supervisors that a new account with Northwest Bank will be opened. This account will be called the Northwest Farmland Preservation Fund and used to appropriately deposit and retain funds designated for the Township's Farmland Preservation Program. Presently, it appears funds which should be used for the preservation of farmlands are comingled with other funds in the General Fund, Act 13 account, and even the PLIGIT Capital Reserve Fund. This is not a good practice, according to Manager Hartwig. The Manager asked the Board of Supervisors for a motion to open this account up with NW Bank.

A Motion was made by Supervisor William Duncan to open up the Northwest Bank Farmland Preservation Fund, within the General Fund. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

Purchase of HAMM 48" Roller

The Manager indicated that the Road Department would like to purchase the HAMM 48-inch Double Drum 32 HP Roller from Murphy Equipment. We have been renting this for 7 months now and rental payments have been applied to the purchase price. The price is \$25,987.00 and eliminates the need to purchase a separate roller at a cost of nearly \$11,000 for the skid loader. This purchase will be made from the Act 13 fund.

A Motion was made by Supervisor William Duncan to purchase the HAMM 4- inch Double Drum 32 HP Roller from Murphy Equipment for the amount of \$25,987.00. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

A Motion was made by Supervisor William Duncan to approve the Manager's Report as submitted. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

ROAD DEPARTMENT REPORT:

FACILITIES AND EQUIPMENT

- The Road Department prepped and installed 100ft of trench boxes in front of new public works building.
- The Road Department dug and installed the drain lines for the new building and dug the line for the electric service.
- Public Works is working on installing J-Channel and Tin in the inside walls of the new public works building.
- Public Works installed a gate on the northeast side of the driveway by the Public Works Building.
- The Road Department has done routine maintenance on the trucks and equipment.
- Peterbilt #1 (Truck Grant) is done and being delivered to Hunters Truck Sales. We will pick it up during the week of the 15th.

- Peterbilt #2 is awaiting transport pickup from Texas to be delivered to Super City in Somerset PA. At this point in time, it looks like delivery will be the end of January.
- Peoples Gas Company is to bore under Saxonburg Boulevard to install a new gas service for our Public Works Garage in the next week or so.

ROADS

- The Road Department has been installing street signs.
- The Road Department has done some mowing over the past week or two and also cleaned some drainage ditches of leaves and debris.

A Motion was made by Supervisor William Duncan to approve the Road Report as submitted. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

MINOR SUBDIVISION PLANS AND LOT LINE REVISIONS ADVANCED BY THE PLANNING COMMISSION TO THE BOARD OF SUPERVISORS

1. D. Koren Plan which is a Lot Line Revision – Supervisor William Duncan reported that the Planning Commission advanced this Lot Line Revision to the Board of Supervisors subject to utility easements being shown on the final drawing, which they are now shown.

A Motion was made by Supervisor William Duncan to approve the D. Koren Plan Lot Line Revision as presented. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

2. Duncan/Snyder Plan which is a Lot Line Revision – Supervisor William Duncan reported that the Planning Commission advanced this Lot Line Revision to the Board of Supervisors subject to the correct labeling of the new Lots created, which has been done.

A Motion was made by Chairperson Kathy Allen to approve the Duncan/Snyder Lot Line Revision as presented. The motion was not seconded with Supervisor William Duncan indicating that he had to abstain from voting. The motion did not pass due to lack of a second to the motion calling for a vote.

On the advice of the Solicitor, in order to conduct duly advertised business with only two Supervisors present at the meeting, and with disclosure during the prior vote that William Duncan abstained from voting, another vote on the motion was necessary and called for by Chairperson Kathy Allen.

A Motion was made by Chairperson Kathy Allen to approve the Duncan/Snyder Lot Line Revision as presented. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.

3. C. Connolly Plan which is a Lot Line Revision – Supervisor William Duncan reported that the Planning Commission advanced this Lot Line Revision to the Board of Supervisors subject to the water well for Lot No. 1 being shown on the drawing, which has been done.

A Motion was made by Supervisor William Duncan to approve the C. Connolly Plan Lot Line Revision as presented. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.

NEW BUSINESS NOT ON AGENDA:

There was no new business brought before the Board of Supervisors to discuss.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Resident Gary McCall made inquiry as to whether there were acreage requirements for a farm to be added to the Ag-Security list during open enrollment in 2022. Supervisor William Duncan indicated that there were no acreage limits for inclusion on the Ag-Security list for the Township.

MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the November 8, 2021 Regular Meeting of the Clinton Township Board of Supervisors at 7:41 PM. The Motion was seconded by Chairperson Kathy Allen. The motion carried unanimously.

The Meeting was officially adjourned at 7:41 PM.

Respectfully Submitted:

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
Clinton Township

TREASURER'S REPORT**NOVEMBER 2021**

STATEMENT PERIOD 10/01/2021 THROUGH 10/31/2021

	Beginning	Ending	Difference
NW GENERAL FUND	\$ 374,422.42	\$ 315,396.57	\$ (59,025.85)
NW PAYROLL FUND	\$ 2,042.41	\$ 2,252.84	\$ 210.43
NW PARK ACCOUNT	\$ 161.01	\$ 161.01	\$ -
NW ACT 13 ACCOUNT	\$ 176,013.96	\$ 175,578.89	\$ (435.07)
NW ARP Funds	\$ 144,814.21	\$ 144,826.51	\$ 12.30
NW ESCROW ACCOUNT	\$ 14,938.48	\$ 13,938.48	\$ (1,000.00)
NW GARAGE FIRE FUND	\$ 371,131.46	\$ 309,899.75	\$ (61,231.71)
PLGIT GENERAL FUND (Prime/Class)	\$ 200,239.33	\$ 175,299.14	\$ (24,940.19)
PLGIT SPECIAL FUND (CAPITAL RESERVE FUND) (Prime/Class)	\$ 138,049.40	\$ 167,297.45	\$ 29,248.05
PLGIT PARK CAPITAL RESERVE FUND (Prime/Class)	\$ 15,449.69	\$ 15,450.23	\$ 0.54
PLGIT STATE FUND (LIQUID FUELS) (Prime/Class)	\$ 3,435.78	\$ 3,435.85	\$ 0.07
TOTAL ENDING BALANCE	\$ 1,440,698.15	\$ 1,323,536.72	\$ (117,161.43)