

CLINTON TOWNSHIP BOARD OF SUPERVISORS
AGENDA SETTING MEETING MINUTES
November 22, 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
Luke Brewer, Road Foreman

VISITORS PRESENT

John Ham
Terri Fuellgraf

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS

No member of the public in attendance at the November 22, 2021 Agenda Setting Meeting of the Board had comments on Agenda Items.

SECRETARY/TREASURER'S REPORT

- Review Preliminary Treasurer's Report (Not Reconciled) Through November 22, 2021. The Manager reported that the overall ending balance of the Township decreased by \$109,746.87 in the first 22 days of November primarily due to the payment of J.D. Miller and Sons Construction Payment Request No. 5 and the purchase of the drum roller unit. As is typical during the fourth quarter of the year, revenues are sluggish but in Clinton's case will pick up from Earned Income Tax receipts and additional building permit activity before the end of the year. The Total Beginning Balance of Township Funds on November 1, 2021 was \$1,323,536.72 and the Cumulative Ending Balance of Township Funds on November 22, 2021 was \$1,213,789.85. The Manager pointed out that \$74,950.00 was transferred into the newly created Northwest Farmland Preservation Fund and all Spring Valley Park accounts were consolidated into the Northwest Park Account.
- Review the Minutes of the November 8, 2021 Board of Supervisors Regular Meeting. There were no comments nor corrections offered on the minutes presented for review.
- Review Payroll #23 dated November 12, 2021. There were no comments on this payroll.

Review and Approve Bills Presented for Payment at this Meeting to avoid late charges/penalties, excluding payment to Hunter's Truck Sales and E. Hostetler Builders which will be approved separately.

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, with the exception of payments to Hunter's Truck Sales and E. Hostetler Builder which will be approved separately. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

COMMITTEE REPORTS:

- Park Committee by liaison Jim Halstead: Supervisor James Halstead reported that there will be no more meetings of the Friends of Spring Valley Park or the Park Advisory Board until March. John Ham reported that the Park is still being used by folks using the hiking trails.
- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported that the Planning Commission's had a workshop on November 15th where they finished their work on the Display Fireworks Ordinance and amendments to the Zoning Ordinance relative to Junkyards and Section 185-52. Chairperson Kathy Allen also noted that the Planning Commission spent time discussing the Township's Comprehensive Plan. The next Planning Commission Meeting was scheduled for December 6, 2021.

CORRESPONDENCE:

- The Manager reported that there was no new correspondence to discuss at this meeting.

SOLICITOR'S REPORT:

The Manager reported that the Solicitor was excused from attending this Agenda Setting Meeting due to conflicts on her schedule. Solicitor Sarah Hancher asked that the Manager report that she has reviewed the ARPA Resolution prepared by the Manager and found same to be acceptable. She suggested that when ARPA funds are used to make contributions to the library and volunteer fire department, these non-profits should be advised that ARPA funds are being used by Clinton Township to pay for the donations and as such each non-profit should use the funds in accordance with ARPA guidelines.

The Solicitor also wanted the Manager to report that she is working with him on an enforcement matter relative to a property on Lardintown Road and otherwise has been reviewing the complex federal regulations on ARPA grant requirements.

MANAGER'S REPORT:

- Public Works Garage Construction Status: The Manager reported that work on the garage is entering the final stages. One more garage door needs to be installed, door handles need to be installed, and work needs to be done relative to getting the gas line to the garage and installing the boiler. Supervisor Duncan asked if the Contractor submitted anything formally relative to change order items previously discussed. The Manager reported that he has not received anything from the Contractor.

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Additionally, the Manager reported that the drain sump and sump pump have been installed, with Township forces running the line to the septic tank and making some enhancements to the septic tank access and leach field piping.

- Public Works Garage Change Order Request: Nothing new to Report.
- Public Works Garage Periodic Payment Requests: Nothing to Report at this meeting.
- Pole Building Payment Request: The Manager reported that the pole building has been completed, with the exception of a small piece of siding on the bottom of a door. Supervisor William Duncan reported that he inspected the building over the weekend and was satisfied with the quality of construction. MDIA will conduct their final inspection on November 23, 2021. E. Hostetler Builders has submitted Payment Request No. 1-Final in the amount of \$42,840 for consideration and approval. The Manager recommended approval of this Payment Request.

A Motion was made by Supervisor William Duncan to approve Payment Request No. 1-Final to E. Hostetler Builder in the amount of \$42,840.00. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- Peterbilt No. 1 Purchase: The Manager requested authorization for Payment in the amount of \$176,260 to Hunter Truck Sales and Service for the 2022 Peterbilt No. 1 from the General Fund with reimbursement expected in 2022 from the Pennsylvania Department of Environmental Protection in the amount of \$100,546 through the Pa. Driving Forward Program.

A Motion was made by Supervisor William Duncan to approve payment to Hunter Truck Sales in the amount of \$176,260.00 for the purchase of Peterbilt No. 1. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

- Permits and Code Enforcement: The Manager is working on a code enforcement matter on Lardintown Road involving an accessory structure built without permits or certificates. There is also a possible side yard set-back violation.
- PSATS Trustee Insurance Services – Term Life and Short-Term Disability: The Manager and Administrative Assistant distributed to the Supervisors pricing for term life insurance and short-term disability insurance through PSATS. Coverage for all employees for term life insurance and full-time employees for short term disability insurance would cost less than \$2,500 per year through PSATS. This can be further discussed at the December 13th Regular Meeting.

ROAD REPORT:

- Work around Public Works Garage and the Roads: – Mr. Brewer reported that the Public Works Department has completed installation of the drain sump, sump pump, and connection to the septic tank. The Public Works crew has been installing metal siding on the interior of the new garage overtop of the insulation installed by J.D. Miller and Sons Construction. Mr. Brewer also reported that tree trimming on Brewer Road is complete, with some clean up remaining as well as grinding out a few stumps. The tree canopy trimming has made a wonderful difference in the road and now much more sunlight can hit the road to keep it dry. The Public Works

Department will also attempt to complete end of year mowing before the snow settles in. Chairperson Kathy Allen inquired about Christmas decoration installation at the Round-a-Bout and Mr. Brewer responded that it was his intention to install the decorations Wednesday of this week.

NEW BUSINESS:

- Purchase of the Winfield Township 10-ton 1993 International Plow Truck: The Manager reported that he was approached by the Road Master in Winfield Township about purchasing the 1993 International Plow Truck which Winfield has loaned us for the past eleven months. The Manager indicated to Winfield Township that we were interested in purchasing the vehicle depending upon the asking price, which should be reflective of the condition and age of the truck. It was mutually agreed that both Winfield and Clinton Townships would review pricing for similar vehicles and negotiate a mutually agreed upon price for the vehicle for Board consideration. The Manager believes a worthy option for the Board to consider would be the purchase of this 1993 International and subsequent cancellation of the order for the second Peterbilt Truck (#2) which was due for delivery in February of 2022. The Manager believes it is in the Township's best interest to focus on cash preservation at this point in time. Another Pa. Driving Forward Truck Grant could be pursued through DEP in the spring of 2022 when a replacement for this International, if purchased, would be ordered with delivery taken in the fall of 2023. Mr. Brewer reported that he indicated to the Winfield Township Road Master that the 1993 International Truck should be valued around \$10,000 or so due to condition. Mr. Brewer was not sure that the Winfield Road Master agreed but would in fact do some research. The Manager indicated that he would contact Winfield to follow up with the discussions. Supervisor William Duncan and Chairperson Kathy Allen were in agreement with this strategy and the need for cash preservation at this time. Supervisor James Halstead also indicated that he could see the merit in deferring the purchase of a second new truck for another year or two.
- ARPA Resolution 2021-5 setting forth the use of a portion of the ARPA grant money received by the Township in 2021 during fiscal year 2022 was presented by the Manager for approval. The Resolution has been reviewed by the Solicitor and is needed for potential audit purposes should the federal government or DCED select the Township and its use of ARPA funds received for audit.

A Motion was made by Supervisor William Duncan to approve payment Resolution No. 2021-5 summarizing the intended use of 2021 ARPA grant monies received by the Township in fiscal year 2022. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mrs. Terri Fuellgraf of 166 McKay Road was in attendance and addressed the Board of Supervisors about being appointed to one of the two open auditor positions in the Township. Mrs. Fuellgraf received several write-in votes for auditor in the November election but failed to receive the required number of write-in votes to be declared a winner for an auditor's spot. Mrs. Fuellgraf stated she has always been interested in government, has a background and degree in finance, and would be very qualified to serve as a Township Auditor. Chairwoman Kathy Allen thanked Mrs. Fuellgraf for attending the meeting and expressing interest in serving as a Township auditor. Supervisor William Duncan indicated that while the Township would be retaining a CPA firm to do the 2021 audit next year, elected auditors still could serve a valuable purpose in setting the

wage of any Supervisor employed by the Township. The Supervisors mutually agreed to consider Mrs. Fuellgraf's request at their Reorganizational Meeting on January 3rd. Chairwoman Kathy Allen also indicated that the elected auditors could review the final audit done by the CPA firm appointed by the Township and be prepared to assume auditing duties at a future point in time if the Township opts to revert back to that auditing format.

BUDGET WORKSHOP

- The Manager has completed the Third and Final Draft of the 2022 Budget for review with the Board of Supervisors at this Agenda Setting Meeting. This will be the final budget workshop for the 2022 Budget. For next Fiscal Year 2022, Revenue is now forecasted to be about \$1,729,803. This revenue is highlighted by revenue from Real Estate Taxes estimated at \$164,700 and Earned Income Tax estimated at \$422,350. Expenses for 2022 are estimated at \$1,729,803, so a balanced budget is forecasted at this point in time. Public Works related expenses, including personnel, comprise about 52% of the Township's operating expenses in 2022.

Township Manager reported that he spent a notable amount of time discussing building plans with contractors active in the Industrial Park, as well as real estate developers who have expressed interest in land development in the Township. These discussions were taken into consideration in establishing estimated revenues for the General Government and Public Safety categories of the Revenue Budget for 2022. Additionally, Manager Tom Hartwig reported that extra time has been spent on budgeting health care costs for 2022 as well as soliciting quotes on liability, auto, and workman's compensation insurance coverage. In 2022, revenue derived from the ARPA grant received in 2021 will be used for certain permissible expenditures including the following: contributions to the fire department and library; compensation for the Emergency Management Coordinator; Park expenses; and storm sewer projects and materials. The Manager also reported that he has revised the Township fee schedule for 2022, increasing fees as appropriate in many categories. He has presented this to the Supervisors for consideration.

The Manager concluded his presentation on the 2022 Budget by stating that he is now working with the Solicitor to determine the appropriate manner, in accordance with the Second Class Township Code, for the Township to recover monthly fire hydrant rentals paid to Pennsylvania American Water from customers benefitted in the Industrial Park and The Plantation subdivision.

The Manager requested a motion for approval of the 2022 Preliminary Budget with formal adoption to take place at a special Meeting of the Board of Supervisors to be held Monday, December 20, 2021 at 3:30 PM.

A Motion was made by Supervisor William Duncan to approve the 2022 Preliminary Budget with formal adoption to take place at a special meeting of the Board of Supervisors to be held Monday, December 20, 2021 at 3:30 PM. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

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MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the November 22, 2021 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 5:03 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

The Meeting was officially adjourned at 5:03 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