**BOAROAD OF SUPERVISORS:**

Kathy Allen, Chairperson

William Duncan, Vice-Chairperson

James Halstead, Supervisor

**STAFF PRESENT:**

Tom Hartwig, Township Manager/Engineer

Luke Brewer, Road Foreman

Sarah Hancher – Solicitor

Ashley Kohley – Administrative Assistant

**VISITORS PRESENT:**

Mark Duster - Resident

Amanda Peterson – Penn Energy

**CALL TO ORDER:**

Chairperson Allen called the meeting to Order at 3:30 PM.

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF NEWLY ELECTED/APPOINTED OFFICIALS.**

1. William Duncan -

Ashley Kohley, Clinton Township Administrative Assistant and Notary Public, administered the Oath of Office to Supervisor William Duncan.

1. Barb Bartley, Judy Wagner, and Greg Fitzgerald –

Ashley Kohley, Clinton Township Administrative Assistant and Notary Public, will administer the Oath of Office to Barbara Bartley and Judith Wagner at the Planning Commission Meeting on January 3, 2022 and will administer the Oath of Office to Greg Fitzgerald by appointment.

**BOARD OF SUPERVISORS ELECTION OF OFFICERS**

1. Nomination of Chairperson for 2022 – ***A motion was made by Supervisor William Duncan to nominate Kathy Allen as Chairperson for 2022. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
2. Nomination of Vice Chairperson for 2022 – ***A motion was made by Chairperson Kathy Allen to nominate William Duncan as Vice Chairperson for 2022. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

**ORGANIZATIONAL BUSINESS FOR 2022**

1. Township Manager – ***A motion was made by Supervisor James Halstead to appoint Thomas L. Hartwig as Township Manager/Engineer/Roadmaster/Zoning Officer for 2022 at a salary of $125,000 per year effective January 1, 2022 and have him bonded in the amount of $1,500,000. This represents the same compensation as set for 2021. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***
2. Administrative Assistant – ***A motion was made by Supervisor William Duncan to appoint Ashley Kohley as Administrative Assistant at a rate of $25.20 per hour and have her bonded in the amount of $1,500,000. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
3. Public Works Department – ***A motion was made by Supervisor William Duncan to set the 2022 pay rate for the following employees:***

***Luke Brewer Road Foreman at a rate of $ 28.65 per hour.***

***Gerry Geibel Full-Time Road Department Employee at a rate of $25.09 per hour.***

***Gary McCall Part-Time Road Department Employee at a rate of $19.97 per hour.***

***Ernest Griel Part-Time Road Department Employee at a rate of $16.73 per hour.***

***Brian Hamilton Part-Time Road Department Employee at a rate of $16.73 per hour.***

***The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

1. Hancher Law Office, Sarah G. Hancher – ***A motion was made by Supervisor William Duncan to appoint Sarah G. Hancher of Hancher Law Office as the Township Solicitor for 2022 at her prevailing 2022 Schedule of Rates as submitted to the Township. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
2. Thomas May, Dillon, McCandless, King, Coulter, and Graham – ***A motion was made by Supervisor James Halstead to appoint Thomas May of Dillon, McCandless, King, Coulter, and Graham as the Zoning Hearing Board Solicitor for 2022 at his 2022 prevailing Schedule of Rate as submitted to the Township. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***
3. Maher Duessel – ***A motion was made by Supervisor William Duncan to appoint Maher Duessel with Timothy Morgus as the engagement partner as the CPA firm responsible for conducting the 2021 Audit for a fee of $8,900. If appointed to perform the 2022 audit the fee would be $8,200. If appointed to perform the 2023 audit the fee would be $8,500. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
4. Northwest Bank – ***A motion was made by Supervisor William Duncan to appoint Northwest Bank as the Township Depository for 2022. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
5. Adam T. Hartwig – ***A motion was made by Supervisor William Duncan to appoint Adam T. Hartwig as the Township Emergency Management Coordinator for 2022 at a rate of $4,000 for the year. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
6. David Ice, SEO – ***A motion was made by Supervisor William Duncan to appoint David Ice as the Township Sewage Enforcement Officer in accordance with his 2022 Fee Schedule as submitted to the Township. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
7. Patrick West, Back Up SEO – ***A motion was made by Supervisor William Duncan to appoint Patrick West as the Township’s Alternate Sewage Enforcement Officer in accordance with his 2022 Fee Schedule as submitted to the Township. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
8. Jennifer George Dog Warden - ***A motion was made by Supervisor William Duncan to appoint Jennifer George as the Township’s Dog Warden with fees paid by the Commonwealth. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
9. Schedule of Fees for 2022 – ***A motion was made by Supervisor William Duncan to approve a revised fee schedule for Clinton Township for 2022 as presented by the Manager, with the change suggested by Chairperson Kathy Allen that the reimbursement rate for engineering services be increased from $75 per hour to $100 per hour. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
10. Mileage for 2022 – ***A motion was made by Supervisor William Duncan to set the reimbursement rate for “on the job” milege at the IRS rate of 58.5 cents per mile or the IRS prevailing rate if this changes during the calendar year. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
11. William Duncan – ***A motion was made by Supervisor James Halstead to reappoint William Duncan to the Planning Commission for a four-year term to expire December 31, 2025. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.***
12. Barb Bartley – ***A motion was made by Supervisor James Halstead to appoint Barb Bartley as a regular member to the Planning Commission replacing Todd Cress who previously resigned with a term expiring on December 31, 2023. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***
13. Judy Wagner – ***A motion was made by Supervisor William Duncan to appoint Judy Wagner as an alternate member to the Planning Commission to replace Barb Bartley as the alternate with a term expiring on December 31, 2024. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
14. Greg Fitzgerald – ***A motion was made by Supervisor James Halstead to appoint Greg Fitzgerald to the Zoning Hearing Board for a three-year term to expire December 31, 2025. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***
15. Vacant Auditor and Zoning Hearing Board Positions - ***A motion was made by Supervisor James Halstead to advertise for qualified Township residents to submit their letter of interest with qualifications for possible appointment to the two vacant positions of Township auditor with the understanding that if appointed, the individual must run in the May 2022 Primary Election which means filing with the County to do so by March 8, 2022, and the position of Zoning Hearing Board Member with a term expiring December 31, 2022. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***
16. PSATS Conference Voting Delegate – ***A motion was made by Supervisor William Duncan to appoint Manager Tom Hartwig as the voting delegate to PSATS for 2022 and to authorize his attendance at the Spring Convention in accordance with his personal schedule. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
17. Parks Committee Liaison – ***A motion was made by Chairperson Kathy Allen to appoint James Halstead as the liaison to the Park Committee for 2022. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***
18. Planning Commission Liaison – ***A motion was made by Supervisor William Duncan to appoint Kathy Allen as the liaison to the Planning Commission for 2022. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***
19. Tax Committee Liaison – ***A motion was made by Chairperson Kathy Allen to appoint James Halstead as the liaison to the County Tax Committee for 2022. The motion was seconded by Supervisor William Duncan. The motion passed unanimously.***

**PUBLIC COMMENT ON AGENDA ITEMS:**

No member of the Public present had comments on Agenda Items.

**SECRETARY/TREASURER’S REPORT**

1. Treasurer’s Report ( Not Reconciled) for January 2022 (Period of December 1, 2021 through December 31, 2021) – Township Manger Tom Hartwig reviewed the Treasurer’s Report covering the calendar month of December 2021 which was not yet reconciled as both Northwest Bank and PLIGIT had not issued their account bank statements for December 2021.
2. Minutes of December 20, 2021 Board of Supervisors’ Special Meeting
3. Payroll #26 dated December 24, 2021
4. Payroll # 1 dated January 7, 2022
5. All Bills presented for payment and ratification of payment to West Deer Sanitation in the amount of $400.00 for pumping out the Spring Valley Park Restroom on 11/10 and 11/15.

***A Motion was made by Supervisor William Duncan to approve the Secretary/Treasurer’s Report, which included the approval of the Treasurer’s Report for January 2022 (not reconciled), all meeting minutes, payrolls, and bills presented for payment and ratification as listed above. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

**COMMITTEE REPORTS:**

There were no Committee Report this month as there was no activity at the Park during the past month and there was no reviews scheduled for the Planning Commission Meeting on January 3, 2022.

**CORRESPONDENCE:**

No correspondence was received during the past month.

**SOLICITOR’S REPORT:**

The Solicitor Sarah Hancher reported that she was engaged by the Manager on three assignments. She reported that she is addressing an Unemployment Fraud Claim, is responding to a Right to Know Request received from an investment firm relative to Township pension funds, and finally has commenced work on the creation of water hydrant assessment districts in the Victory Road Business Park and The Plantation subdivision. Additionally, she has assisted the Manager and Administrative Assistant with questions they had on medicare reimbursements and appointment of auditors.

***A Motion was made by Supervisor William Duncan to approve the Solicitor’s Report as delivered. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

**MANAGER’S REPORT:**

Township Manager Tom Hartwig reported on the following topics in his Manager’s Report:

*Public Works Garage Construction Status*

West Penn Power finally completed the hook up at their pole and the building has been energized. MDIA inspected the electrical. The Public Works Department installed the new 2-inch gas line from the building to a point near Saxonburg Boulevard next to our side driveway. Now, we are waiting for Peoples Gas Company to bore under Saxonburg Boulevard and do the final hook up.

The boiler hook up is nearly complete and we are still awaiting the delivery and installation of the last garage door. Thomas V. Giel Garage Doors was on site today addressing remining door installation and finishing loose ends with the existing doors previously installed.

The Manager spoke to Kevin Miller about the change order items and Mr. Miller was to transmit them to the Manager by the end of 2021. This has not happened. The Manager reported that he and the Road Foreman inspected the garage and developed a punch list of items that Miller will need to address. Miller understands that some items will clearly be change orders while other items will be disputed by us.

*Public Works Garage Periodic Payment Requests*

J.D. Miller & Sons Construction has not submitted Periodic Payment Request No. 7 for work completed for the period of December 1, 2021 to December 31, 2021.

*Permits and Code Enforcement*

No new building permits were issued since the last Regular Meeting of the Board of Supervisors. Relative to the code enforcement matter with a resident on Lardintown Road who built an accessory structure without a Zoning Certificate and also violated a side yard set-back, the Manager was informed that the resident will move the shed after a property survey is completed in February. He will also complete and pay for the Zoning Certificate. The Manager also anticipates scheduling two Zoning Hearing Board Hearings near the end of January for variance requests.

*Miscellaneous Items*

Much time over the past month has been spent on the following matters of importance to the Township:

* The Morrow house has been demolished and I notified the Assessment Office accordingly.
* The Manager completed the 2020 Recycle Grant Application and submitted same to DCED for processing.
* One sign permit was issued.
* The Manager and Administrative Assistant prepared for the issuance of W-2 forms, 1099 Interest forms, and 1095-C forms. Mr. Hartwig and Mrs. Kohley are working with MyPay Solutions on these end of year forms in the spirit of efficiency and cost effectiveness.
* Mrs. Kohley and the Manager are also dealing with the Solicitor and MyPay Solutions on a few other payroll reporting matters that were not handled properly over the past year or two.
* Township Files for 2022 have been set up.

***A Motion was made by Supervisor William Duncan to approve the Manager’s Report as submitted. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

**ROAD DEPARTMENT REPORT:**

Road Foreman Luke Brewer reported on the following items in the Road Report:

*FACILITIES AND EQUIPMENT*

* The Public Works Department installed gas line down to the new Public Works Garage and now we are awaiting Peoples Gas to install the new service connection on Saxonburg Boulevard and a separate meter.
* West Penn Power completed their work at the utility pole and now the new PW Garage is energized and has full electric power.
* The Public Works crew successfully demolished the old house on the Morrow Property after Pa. One Calls were made, and Peoples Gas confirmed that gas service to that house was terminated decades ago.
* Public Works has been completing the installation of storm drains around the new garage and new pole building.
* The Road Department has also dug the trench for new electrical wiring to the Salt Storage Sheds and pole building. The Original wiring running to the Salt Sheds was damaged by Miller & Sons Construction during installation of the corner posts for the new garage.
* Public Works has almost completed the installation of the interior “tin” walls in the garage. Only some special cut pieces remain above the garage doors.
* Thomas Giel Garage Doors was back on site today to work on punch list items for the garage doors already installed and to

*ROADS*

* The Road Department was out a couple of times in the month of December for tree removal.
* The Road Department has been fixing and installing new street signs throughout the Township.
* The State Police have been out on Victory Rd, Brewer Rd, and Westminster Rd patrolling the roads.
* Public Works has cleaned catch basins and cross pipes throughout the Township and patched many potholes on Township Roads.
* Public Works has been picking trash up in the Roundabout and on the Morrow property.
* The Road Department will be removing the Christmas Lights at the roundabout.

***A Motion was made by Supervisor William Duncan to approve the Road Report as submitted. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

**NEW BUSINESS:**

1. PSATS Trustee Insurance Services – Term Life and Short-Term Disability Insurance - ***A motion was made by Supervisor William Duncan to adopt Resolution 2022 -1 authorizing Clinton Township’s participation in the Pennsylvania Township’s Health Insurance Trust for the purpose of purchasing term life insurance plans for employees and eligible Supervisors as well as short term disability insurance for full time employees. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously with no abstentions.***
2. Discussion on Christmas Gifts for Employees – The Supervisors discussed future Christmas gifts for employees and it was the consensus of the Board of Supervisors that $50 Visa Gift Cards be given to the employees beginning with Christmas in 2022. ***A motion was made by Supervisor William Duncan authorizing $50 Visa Gift Cards to Township employees commencing in December 2022 unless voted on otherwise prior to Christmas 2022. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

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

Township Manager Tom Hartwig thanked Amanda Peterson of Penn Energy Resources and Penn Energy Resources for the Giant Eagle Gift Card sent to the Township at Christmas. Mr. Hartwig reported that it will be put to good use to purchase food for the first employee luncheon meeting later in the month. The Board of Supervisors and staff appreciate the working relationship with Penn Energy Resources and their interest in the Township.

**MOTION TO ADJOURN:**

1. ***A Motion was made by Supervisor William Duncan to adjourn the January 3, 2022 Reorganizational/ Regular Meeting of the Clinton Township Board of Supervisors at 4:29 PM. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.***

The Meeting was officially adjourned at 4:29 PM.

Respectfully Submitted:



Thomas L. Hartwig, P.E.

Manager

Clinton Township