

**CLINTON TOWNSHIP BOARD OF SUPERVISORS**  
**AGENDA SETTING MEETING MINUTES**  
**January 24, 2022 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: Excused due to snow removal duty during storm  
Ashley Kohley, Administrative Assistant  
Sarah Hancher: Excused due to weather conditions affecting travel

**VISITORS PRESENT**

John Ham

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT ON AGENDA ITEMS**

No member of the public in attendance at the January 24, 2022 Agenda Setting Meeting of the Board had comments on Agenda Items.

**SECRETARY/TREASURER'S REPORT**

- Review Preliminary Treasurer's Report through December 31, 2021. The Manager reported that the overall ending balance of the Township decreased by \$48,338.53 during December due to the payment of J.D. Miller and Sons Construction Payment Request No. 6 and payment of an MDIA invoice. 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 that will be posted in January. The Total Beginning Balance of Township Funds on December 1, 2021 was \$1,036,100.65 and the Cumulative Ending Balance of Township Funds on December 31 2021 was \$987,762.12. The Manager pointed out that \$40,000.00 was transferred into the newly created Northwest Farmland Preservation Fund but is not reflected on this statement.
- Review the Minutes of the January 3, 2022 Board of Supervisors Reorganizational/Regular Meeting. There were no comments nor corrections offered on the minutes presented for review.
- Review Payroll #1 dated January 7, 2022 and Payroll #2 dated January 21, 2022. There were no

comments on this payroll.

Review and Approve Bills Presented for Payment at this Meeting to avoid late charges/penalties and ratification of bills paid since January 3, 2021 for UPMC, VSP, United Concordia, Pa. American, and Armstrong Utilities to meet the due dates for payment.

*A Motion was made by Supervisor William Duncan to approve the Secretary Treasurer's Report including all bills presented for payment at this meeting to avoid late penalties and interest charges, as well as ratification of the payments made to UPMC, VSP, United Concordia, Pa. American, and Armstrong Utilities previously paid. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

#### **COMMITTEE REPORTS:**

- Park Committee by liaison Jim Halstead: Supervisor James Halstead had nothing to report at this time. John Ham reported that the Park has not officially been closed yet as there still are many hikers using the trails.  
Bill Duncan raised the discussion point about ATVs, RTVs, and Quads being permitted to use Township roads in light of the article in the Butler Eagle this past week reporting that Winfield Township was considering passing an Ordinance to permit this. It was the consensus of the Supervisors and Manager that permitting these types of vehicles from operating on Township roads was not a good idea due to the number of speeders on Township Roads, blind spots, blind curves, and the administrative burden it would place on staff to administer such a thing.

*A Motion was made by Supervisor William Duncan to record the Township's official position on the matter of off-road vehicles utilizing Township roads that Clinton Township is not in favor of permitting off-road vehicles to use Township roads nor to entertain this possibility. The only off-road vehicles permitted to operate on Township roads are those RTV vehicles licensed as farm vehicles and with the restrictions that come with said licensing. Chairperson Kathy Allen seconded the motion. The motion carried unanimously.*

- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported that the Planning Commission's had a workshop and Reorganizational Meeting on January 3, 2021. At the workshop, the Planning Commission worked on an amendment to the Subdivision and Land Development Ordinance pertaining to submittals made to the Planning Commission and proposed changing deadline for submittals to be made from 10 days in advance of the Planning Commission voting meeting to 28 days in advance of the Commission's voting meeting. At the Reorganizational Meeting, the Commission elected officers for 2022. Kevin Corace is the Chairman once again, Pat Hebda is the Vice Chairperson, and Barb Bartley is the Secretary.

#### **CORRESPONDENCE:**

- Pine Run Midstream Municipal Notification of Planned Land Development (pipeline). The Manager reported that this submittal is required by DEP to notify the Township that a new pipeline will be installed. An Erosion and Sedimentation Plan was submitted and reviewed by Mr. Hartwig.
- Matt Cornetti Letter of Interest for one Auditor's Position. Mr. Hartwig that thus far in response to the advertisement placed in the Butler Eagle, Mr. Cornetti submitted his letter of interest to be appointed to one of the two vacant auditor positions existing at the Township. The Supervisors will collect letters

of interest through February 7<sup>th</sup> and act of them at their February 14<sup>th</sup> Regular Meeting.

#### **SOLICITOR'S REPORT:**

The Manager reported that the Solicitor was excused from attending this Agenda Setting Meeting due to the pending weather forecast for late afternoon and evening. However, Solicitor Sarah Hancher asked that the Manager report that she will be starting work with the Manager and Administrative Assistant on the assessment of water fire hydrant fees back to properties benefited in the Industrial Park and The Plantation. The Manager and Township staff are collecting data for the Solicitor now. Additionally, the Solicitor is working with Mrs. Kohley and Mr. Hartwig on a fraudulent unemployment compensation claim that was previously filed in the name of a Township employee. She filed the necessary report with the Department of Labor and Industry today.

#### **MANAGER'S REPORT:**

- **Public Works Garage Construction Status:** The Manager reported that work on the garage is nearing an end. During the past month, the last garage door has been installed and the heating system has been activated and is in use. Peoples Gas made the new connection on Saxonburg Boulevard and installed the new gas meter for the garage. Aside from punch list items, the only major item remaining is the formal hook up of the fresh air intake and exhaust fan air ventilation system. These intake and exhaust fans need wired electrically and the CO2 sensors need installed.

**Public Works Garage Change Order Request:** Change Order No. 3 Final has been negotiated with the Contractor and submitted to the Supervisors for approval. This final change order is in the amount of \$34,308.00 and covers out of scope work authorized by the Township for the in-floor heating system, installation of a boiler/sink closet, ceiling insulation in southeast portion of garage, Z-clip purchase/installation, and glycol purchase and installation for the in-floor heating system. This Change Order also requests a time extension of 30 calendar days making the Final Completion date February 10, 2022. The Manager recommended approval of this change order which brings the total cost of the garage to \$425,370.50. This amounts to a construction cost of \$72.34 per square foot for the 5,880 square foot building. Change orders for this project amount to 6.3% of the original contract price, notably less than the industry standard of 10% to 12%.

*A Motion was made by Supervisor William Duncan to approve Change Order No. 3-Final for J. D. Miller and Sons Construction in the amount of \$34,308.00. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

- **Public Works Garage Periodic Payment Requests:** Nothing to Report at this meeting.
- **Permits and Code Enforcement:** The Manager is working on an animal complaint on Cannon Hill Road and a possible conditional use matter on Freeport Street.
- **PSATS Trustee Insurance Services – Term Life and Short-Term Disability Update.** Mr. Hartwig reported that all the necessary forms have been completed by the Township and their employees and said forms

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have been submitted to PSATS for processing. As of today, Stephanie Dobson of PSATS is working on setting up these programs which will start on March 1, 2022.

- DCED and PennDOT Liquid Fuels 2021 Reports. The Manager and Administrative Assistant have completed various DCED, Liquid Fuels, Workman's Compensation, and Elected Official Reports for 2021 as required by the sponsoring agencies.
- Maher Duessel will begin work on the 2021 Audit on January 31<sup>st</sup> and their efforts should continue through February 4<sup>th</sup>. Mrs. Kohley is uploading information requested by Maher Duessel this week.
- Zoning Hearing Board Hearing Being Scheduled. Mr. Hartwig is in the process of scheduling a Zoning Hearing Board Hearing for a side yard set-back variance requested by Mr. James Goldscheitter. This will be scheduled for the second or third week of February.

**ROAD REPORT:**

- Winter Maintenance. Mr. Hartwig reported that winter maintenance has consumed a considerable amount of time over the past 10 days with Township crews out for two major snow events, not including today's storm. Additionally, regular maintenance and cleaning of the fleet after winter maintenance usage took place as usual. Mr. Hartwig commended the Public Works Department for their outstanding efforts over the past two storm events in salting and plowing the roads. Their expertise and the long hours spent performing their duties made Township roads safer for all travelers using them.
- Work Around Public Works Building. Mr. Hartwig further reported that the Public Works Building is coming along and the Public Works Department not only installed the new gas service line from the Peoples Gas meter to the new garage but also supervised all work done by Miller's garage door subcontractor Thomas V. Giel Garage Doors with the installation and hook of the final door and installation of weather stripping and electrical wiring for all doors.

**NEW BUSINESS:**

- Peterbilt No. 2 Purchase: The Manager requested authorization to make Payment in the amount of \$168,033 more or less to Hunter Truck Sales for the purchase of Peterbilt No. 2 in February. Payment will come from the Northwest Fire Fund and the General Fund. The Township is awaiting a final invoice price from Hunters and may be slightly higher than the amount stated due to the addition of a dump bed flushing system.

*A Motion was made by Supervisor William Duncan to approve payment to Hunter Truck Sales in the amount of \$168,033 more or less for the purchase of Peterbilt No. 2. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

- John Allen III has tendered his resignation from the Zoning Hearing Board effective immediately. Kenneth Miller of 521 Deer Creek Road has agreed to serve on the Zoning Hearing Board and finish out Mr. Allen's term.

*A Motion was made by Supervisor William Duncan accepting the resignation of John Allen III from the Zoning*

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*Hearing Board and appointing Kenneth Miller as his replacement to complete Mr. Allen's term. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

- A new Representative from Clinton Township is needed for the South Butler Community Library for a term of 3 years, beginning on January 1, 2022 and ending on December 31, 2024. Ms. Jade Thrower has graciously volunteered to serve in this role.

*A Motion was made by Supervisor William Duncan to appoint Jade Thrower as Clinton Township's representative to the South Butler Community Library for a term of 3 years. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

- Release of Reimer Road Bond for Sarver Road

*A Motion was made by Supervisor William Duncan to approve the release of the Excess Maintenance Bond for Sarver Road as posted by Reimer Gas. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

- 90 Day Extension Recommended for Recording the Duncan/Snyder Plan, previously approved, due to removal of the Non-Building Waiver from Lot1 and making it a Building Lot. The Surveyor has had difficulty in returning to the Property to spatially locate the pit and perc test pits and show them on the final drawing to be recorded. This Subdivision was already approved but a 90 Day Extension is needed for Recording Purposes.

*A Motion was made by Chairperson Kathy Allen to approve a 90 Day Extension for Recording the Duncan/Snyder Plan, previously approved on November 8, 2021 in order to reflect the removal of the Non-Building Waiver from Lot 1. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

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

Chairperson Kathy Allen would like to see the Township install a simple split rail fence on the former Morrow parcel purchased by the Township at the corner of Saxonburg Boulevard and Route 228, with decorative shrubbery and plantings put behind the fencing to dress up the corner.

Chairperson Kathy Allen also reported that Mr. Dawson wants to farm the Morrow parcel purchased by the Township. Supervisors William Duncan and James Halstead have no objection to this but also do not mind if the parcel were kept in its current state and mowed next year. It was the consensus of the Board that the property be left as it is for another year and mowed until all clean-up is completed by Township employees. This will be reevaluated in 2023.

Chairperson Kathy Allen would like the spring newsletter for the Township to include an article about the purchase of the Morrow parcel along with the future plans the Township has for the parcel.

Chairperson Kathy Allen feels the 2020 census data released several months ago needs to be challenged as a growth rate of 51% in population is very hard to believe considering the limited number of new housing starts in the Township over the past 10 years. The 2010 census yielded a population of 2,864 residents, while the 2020 census yielded a population total of 4,333. This increase of 1,469 people is just hard to accept.

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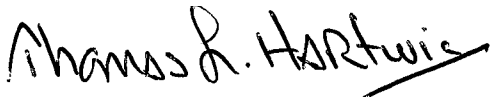
Chairperson Kathy Allen reported that through communications with Commissioner Kimberly Geyer, the Township's polling place will remain at the Township building for 2022.

**MOTION TO ADJOURN:**

*A Motion was made by Supervisor William Duncan to adjourn the January 24, 2022 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 4:33 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

The Meeting was officially adjourned at 4:33 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 underneath the name.

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