

CLINTON TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
MARCH 14, 2022 7:00 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
Sarah Hancher

VISITORS PRESENT

John Ham
Mark Duster
Gary McCall
Amanda Peterson
Gerry Geibel

CALL TO ORDER

PLEDGE OF ALLEGIANCE

EXECUTIVE SESSION ANNOUNCEMENT – An Executive Session was held on March 14 at 6:00 PM to discuss personnel matters and the possible sale of real property with all three Supervisors, the Solicitor, and the Manager in attendance. The Executive Session ended at 6:50 PM.

PUBLIC COMMENT ON AGENDA ITEMS

No member of the public in attendance at the March 14, 2022 Regular Meeting of the Board had comments on Agenda Items.

SECRETARY/TREASURER'S REPORT

- The Manager reviewed the Treasurer's Report for March 2022 which covered the period of February 1, 2022 to February 28, 2022. The Manager reported that the overall ending balance of the Township decreased by \$132,769.74 during February primarily due to the purchase of the second Peterbilt plow truck and payment to J.D Miller and Sons Construction. Revenues are starting to pick up as Earned Income Tax receipts come in and building permit activity increases. The Total Beginning Cumulative Balance of Township Funds on February 1, 2022 was \$942,653.76 and the Cumulative Ending Balance of Township Funds on February 28 2022 was \$809,884.02. The Manager pointed out that the Township received their 2022 Liquid Fuels allocation on March 1, 2022.

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- Review the Minutes of the February 28, 2022 Board of Supervisors Agenda Setting Meeting. There were no comments nor corrections offered on the minutes presented for review.
- Review Payroll #6 dated March 18, 2022. There were no comments on this payroll.
- Review and Approve All Bills presented 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. 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 the first Park Board meeting of 2022 is scheduled for March 28 at 7:00 PM. John Ham reported that the Park gate has been set to open at 7:00 AM and close at 8:00 PM. Supervisor Halstead further reported that the Tax Committee will hold a virtual Zoom Meeting on March 22, 2022. This is the County Committee that deals with Earned Income Tax matters throughout the County.
- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported that the Planning Commission's had a workshop on February 28, 2022 and a Regular Meeting preceded by another workshop on March 7, 2022. Chairperson Kathy Allen reported that at the Regular Meeting, the Planning Commission reviewed a commercial submittal from II-VI for an alternate energy fuel cell installation on the north side of their main building. Representatives from II-VI made a nice presentation at the Meeting and answered questions posed by the Planning Commission. The Planning Commission also considered Subdivisions submitted by Glenn Burd, Number 2 and Number 3, as well as the Roenigk Family Trust Plan, which is mainly located in Buffalo Township.
- Chairperson Allen also reported that Statewide Redistricting has resulted in Clinton Township now being in the 12th District represented by Marci Mustello instead of the 11th District represented by Darryl Metcalf. The Township will also be represented by State Senator Scott Hutchinson instead of Joe Pitman moving forward. Additionally, after questioning the 2020 census results originally released by the US Census Bureau which showed the Township's population increasing from 2,864 people in 2010 to 4,333 in 2020, the US Census Bureau revised or clarified its previously reported census tract data and now show Clinton Township with a population of 2,907 people in 2020, an increase of 43 residents over the past ten years. This increase is more in line with what the Supervisors thought it would be. Chairperson Allen has participated in several virtual meetings and sessions offered by the US Census Bureau over the past few weeks.

CORRESPONDENCE:

- Labor and Industry: Township Manager Tom Hartwig reported that the Department of Labor and Industry inspected the boiler installation done by J.D. Miller and Sons Construction and issued a letter depicting ten deficiencies. Mr. Hartwig has been in contact with Miller and Sons HVAC subcontractor

Excel Heating and learned that the deficiencies have been addressed but they are waiting for the “Intent to Install Document” to be uploaded by Labor and Industry into their computer system so a final inspection can be performed, and a Boiler Certification issued by Labor and Industry. This document will trigger MDIA to issue a final Occupancy Certificate for the project and essentially bring the project to final completion, less the completion of punch list items.

SOLICITOR’S REPORT:

1. Special Assessment District Creation for Water Hydrant: Solicitor Sarah Hancher reported that she has researched the creation of a Special Assessment District for fire hydrants and stated that the Township first must pass an Ordinance creating this Special Assessment District which will then assess the cost of hydrant fees paid to Pa. American Water to all property owners within 780 feet of a hydrant in the Township. This assessment will be added to the local real estate tax bills that are sent out. Identification of these properties will need to be done.
2. Unemployment Compensation Fraudulent Claim: Attorney Hancher indicated that she has filed the appropriate paperwork with Labor and Industry on two fraudulent Workman’s Compensation claims filed under the names of two Township employees.
3. Enforcement Matters with the Manager including 304 Freeport Street, 160 Cannon Hill Road, 235 Goldscheitter Road, and 416 Sunmine Road: Mrs. Hancher further reported that she has been interacting with the Manager and reviewing correspondence on the aforementioned code enforcement matters.
4. MDIA Inspections per Manager: Attorney Hancher is working with the Manager to improve the MDIA inspection process and issuance of Occupancy Certificates.
5. ARPA Resolution (Amending Resolution 2021-05 regarding ARPA Spending): Attorney Hancher deferred to the Manager on this matter under his report.

MANAGER’S REPORT:

Public Works Garage Construction Status

The Township was issued a temporary occupancy certificate by MDIA for the garage and we have been using and occupying the garage (except for the new Peterbilt trucks). The only item needed for a full Occupancy Certificate is the boiler certification from Labor and Industry. Labor and Industry had a punch list of 10 items that needed addressed. It is our understanding that all but one item, verification that the “Intent to Install Form” was submitted to Labor and Industry and uploaded in their system, have been done. When all items have been addressed, Kevin Miller is to contact Labor and Industry’s field inspector Joe McGuirk and request the final inspection and the certification from Labor and Industry.

Liquidated Damages are accruing and as of today, they total \$1,600. Damages will stop accruing when we get our final Occupancy Certificate from MDIA. We will then reduce Miller’s contract price by another Change Order for the amount of damages. There will remain punch list items for him to address and we have retainage to address these should he not address them.

Permits and Code Enforcement

Two Building Permits, one Zoning Certificate, and one Zoning Hearing Board variance was issued since

the last Supervisors' Meeting in February. Two Logging Permits and one Demolition Permit were also issued.

Relative to the code enforcement matters, I have finished addressing the matter with 304 Freeport Street and am working with the Solicitor on a No-Impact In Home Occupancy Permit with conditions. I am concluding the matter on 160 Cannon Hill Road and asked the property owners for a final response on their resolution of the matter. As far as I am concerned, there is nothing further the Township can do relative to 235 Goldscheitter Road and a letter has been sent. Finally, I have turned 416 Sunmine Road over to the Solicitor to send a letter relative to violations of our Nuisance Ordinance and the owner's failure to comply last fall.

ARPA Resolution

I will be working with Attorney Sarah Hancher to review another Resolution I will prepare on this grant money and our proposed spending of it in 2022. After speaking with our auditor Maher Duessel and based upon the electronic correspondence we continue to receive on the use of this grant money, a slight revision to our spending encumbrances needs to be made. Maher Duessel suggests that in order to avoid the extra work involved with Federal Procurement Guideline compliance, we should not spend any ARPA money on stormwater catch basins, pipe, stone, and Park operating expenses. Instead, we should spend the equivalent amount of money previously designated for these expense items on payroll. Hence, that is what we will do. The new Resolution will state that we will encumber that money for use in paying the wages only of our Public Works employees. Encumbrances for the EMC, fire department donation, and library donation are still simple and acceptable uses.

Audit Update

The auditors are just about through with the 2021 Audit, as they look forward to meeting the April 1st filing deadline with DCED. We spent time the week of March 7th furnishing them with more records and answering questions.

Zoning Hearing Board Hearing

A Zoning Hearing Board Hearing has been scheduled for Thursday March 24, 2022 at 2 PM to consider a variance request submitted by Mr. Mathew LeFever. This is a hearing for a front yard set-back variance.

2022 Paving and Chip Sealing Bidding Update

Clinton Township's 2022 Paving and Chip Sealing Projects are out for bid. The Advertisements have been published in the Eagle. We are proposing to pave Brewer Road from Albin Road to Westminster Extension, Sandy Hill Road, and Miller Road. We are proposing to chip seal Coal Hollow, Christy, Cannon Hill, Westminster Extension, Timber Ridge, and Jack Roads. Saxonburg Borough has also approached up about piggybacking with us on chip sealing. Bid openings are scheduled for April 11th.

ROAD REPORT:

FACILITIES AND EQUIPMENT

- The Road Department has been cleaning and washing all the trucks and equipment.
- The Road Department has done routine maintenance on the trucks and equipment.
- The Road Department has been servicing the mowers and preparing them for summer duty.
- The 2016 Ford F550 had a new mirror installed and are awaiting a new cab protector to arrive and installation of the protector on the truck.
- The township took delivery of about 230 tons of salt on March 3rd to replenish our salt supply. We have now met our annual minimum through COSTARS.
- The Road Department in the month of February and early March was out 8 times for snow removal.
- Public Works took delivery of Diesel fuel and Gasoline from Purvis Brothers.

ROADS

- The Road Department has been prepping and measuring the roads for replacement of storm water pipes.
- The Road Department and the Manager are working on Pod 4 and how the driveway is going to be laid out.
- The Public Works crew has been patching potholes that have developed with the freeze-thaw cycles.
- Our crew has made and marked PA. One Calls for speed limit, weight limit signs, and other signs throughout the township.
- Public Works has been working with the Manager on various Excess Maintenance Bonds that will be issued in the next two weeks.

Township Manager complimented Mr. Brewer and the Public Works Department for their efforts regarding snow removal over these past several weeks. Their efforts to plow and treat the roads has kept the Township roads safe for residents and non-residents alike during the periods of inclement weather. Mr. Hartwig and Mr. Brewer also reported that they would like to revisit the matter of snow fence installation in select locations next winter to help mitigate the drifting of snow on Township roads.

A Motion was made by Supervisor William Duncan to approve the Solicitor's Report, the Manager's Report, and the Road Report as submitted. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

NEW BUSINESS:

1. Glenn Burd Plan No. 2 Subdivision on Sunmine Road was advanced by the Planning Commission at their March 7, 2022 Regular Meeting to the Board of Supervisors for action.

A Motion was made by Supervisor William Duncan to approve the Glenn Burd Plan No. 2 Subdivision. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

2. Glenn Burd Plan No. 3 Subdivision on Sunmine Road was advanced by the Planning Commission at their March 7, 2022 Regular Meeting to the Board of Supervisors for action.

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A Motion was made by Supervisor William Duncan to approve the Glenn Burd Plan No. 3 Subdivision. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

3. Roenigk Family Trust Plan Subdivision, mainly situated in Buffalo Township, was advanced by the Planning Commission at their March 7, 2022 Regular Meeting to the Board of Supervisors for action.

A Motion was made by Supervisor William Duncan to approve the Roenigk Family Trust Plan Subdivision. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

4. Ordinance No. 2022-01 amending the Township's Subdivision and Land Development Ordinance as it pertains to the format of submittals and length of time in advance of the Planning Commission Meeting a subdivision or lot line revision submittal must be made. This Ordinance was advanced by the Planning Commission at their March 7, 2022 Regular Meeting to the Board of Supervisors for action. The Ordinance will be advertised in the Butler Eagle with a hearing scheduled for 3:15 on March 28, 2022 with Supervisor approval.

A Motion was made by Supervisor William Duncan to advertise Ordinance No. 2022-01 in the Butler Eagle.. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

5. Miller Road Clean-Up under the Township's Adopt a Road Program was once again successfully completed by Mr. and Mrs. Stang on March 2, 2022. The Township is grateful for the time and effort they put forth to keep this area of the Township litter free.

PUBLIC COMMENT ON NON-AGENDA ITEMS

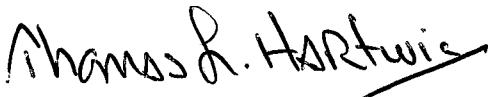
No member of the public in attendance had comment on any Non-Agenda Item.

MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the March 14, 2022 Regular Meeting of the Clinton Township Board of Supervisors at 7:39 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

The Meeting was officially adjourned at 7:39 PM.

By:



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