

CLINTON TOWNSHIP BOARD OF SUPERVISORS
REGULAR MEETING MINUTES
APRIL 11, 2022 7:00 PM
Clinton Township, 711 Saxonburg Blvd, Saxonburg, PA 16056

BOARD OF SUPERVISORS

Kathy Allen, Chairperson
William Duncan, Vice-Chairperson
James Halstead, Supervisor

STAFF PRESENT

Tom Hartwig, Township Manager/Engineer
Luke Brewer, Road Foreman
Ashley Kohley, Administrative Assistant
Sarah Hancher, Solicitor – Excused Due to Meeting Conflict

VISITORS PRESENT

Ann Coleman, Aide to Representative Marci Mustello
Mark Duster
Amanda Peterson
Beth Dittmer, Maher Duessel

CALL TO ORDER

PLEDGE OF ALLEGIANCE

BID OPENING FOR 2022 PAVING AND CHIP SEALING PROJECTS

All valid bids received for the 2022 Paving Project were opened by Chairperson Kathy Allen and read aloud by Manager/Engineer Tom Hartwig. Bids received were as follows:

Weist Paving in the amount of \$246,277.45
Shields Paving in the amount of \$255,083.29
Pro Tech Paving in the amount of \$346,318.27
PennDOT Project Estimate \$290,551.00

A Motion was made by Supervisor William Duncan to award the 2022 Paving Project for Clinton Township to Weist Paving subject to the final bid review by the Manager, Solicitor, and PennDOT. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

All valid bids received for the 2022 Chip Seal Project were opened by Chairperson Kathy Allen and read aloud by Manager/Engineer Tom Hartwig. Bids received were as follows:

Midland Paving in the amount of \$89,937.56
Russell Standard Paving in the amount of \$102,647.96
Youngblood Paving in the amount of \$127,001.16
PennDOT Project Estimate \$84,462

Clinton Township Board of Supervisors
Minutes Regular Meeting April 11, 2022

A Motion was made by Supervisor William Duncan to turn the 2022 Seal Coat Project bids for Clinton Township over to the Manager and Saxonburg Borough for review. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

PUBLIC COMMENT ON AGENDA ITEMS

No member of the public in attendance at the April 11, 2022 Regular Meeting of the Board had comments on Agenda Items.

SPECIAL PRESENTATION OF 2021 AUDIT BY MAHER DUESSEL (BETH DITTMER)

Ms. Beth Dittmer of Maher Duessel was in attendance to present the 2021 audit completed by her firm and submitted to DCED by April 1, 2022 as required by State law. Maher Duessel audited the Cash Basis Balance Sheet, Statement of Revenues and Expenditures, Debt Statement, and Statements of Capital Expenditures and Employee Compensation (regulatory basis), as of and for the year ended December 31, 2021. A summary of Township Financial Information is presented below:

Summary Balance Sheet
December 31, 2021

Assets and Other Debits	\$1,010,485
Liabilities and Other Credits	\$16,602
Fund and Account Group Equity	\$993,883
Total Liabilities, Other Credits, and Fund and Account Group Equity	\$1,010,485

Summary Statement of Revenues and Expenditures
Year Ended December 31, 2021

Revenues	\$3,519,982
Expenditures	\$3,665,436
Excess (Deficit) of Revenues over Expenditures	(\$145,454)
Fund and Account Group Equity: Beginning of Year Restated	\$1,139,337
End of Year	\$993,883

Ms. Dittmer's presentation was focused on an explanation of the Independent Auditor's Report, Communications Document to those charged with Governance, and Independent Auditor's Report on Summary Financial Statements. In Maher Duessel's professional opinion, the accounting policies used by the Township are consistent with those permitted by DCED's basis of accounting, no sensitive estimates were discovered that affected the Schedules, all Schedules were prepared without disclosures permitted by DCED, no audit adjustments were proposed as a result of the audit procedures, no disagreements arose with Township staff and management during audit work, and the audit was in compliance with DCED requirements.

Ms. Dittmer attempted to explain that the Independent Auditor's Report is a standardized letter that appears in

virtually all of the municipal audits performed by Maher Duessel. She went on to offer an explanation as to the distinction between U.S. Generally Accepted Accounting Principles and the DCED standards followed by the vast majority of municipal governments in the Commonwealth of Pennsylvania. Maher Duessel expressed a clean opinion for the 2021 audit per the DCED cash basis.

Supervisor William Duncan questioned why the Independent Auditor's Report language used was standardized and not Maher Duessel's opinion or own wording. Supervisor Duncan was unsettled about the standard language in the paragraphs entitled "Adverse Opinion on U.S. Generally Accepted Accounting Principles" and "Basis for Adverse and Unmodified Opinions" and could be very misleading to a member of the public not versed in the differences in auditing principles who looks at the audit for the first time.

Ms. Dittmer expressed that the paragraph entitled "Unmodified Opinion on Regulatory Basis of Accounting" expressed her firm's opinion that the Schedules in the audit were a sound representation of the Township's financial position for 2021 and in compliance with DCED reporting provisions.

Supervisor William Duncan requested a separate letter from Maher Duessel explaining the audit in terms that an average citizen in the Township could understand. Ms. Dittmer replied that her firm cannot change anything in that standardized letter as it is a standard letter they are required to insert into every audit of this nature and that in other parts of the audit her firm clearly expressed the audit was given a clean opinion with no adjustments.

Supervisor Duncan opined that for the \$8,000 plus fee charged by Maher Duessel, the opinion letters should have been written by Maher Duessel in terms easily understood by a layperson reading the audit.

A Motion was made by Supervisor James Halstead to accept the 2021 Audit as prepared and submitted to DCED by Maher Duessel. The motion was seconded by Chairperson Kathy Allen. Roll Call Vote: Allen: Yes; Halstead: Yes; Duncan: No. The motion carried by Majority Vote.

SECRETARY/TREASURER'S REPORT

- The Manager reviewed the Treasurer's Report for April 2022 which covered the period of March 1, 2022 to March 31, 2022. The Manager reported that the overall ending balance of the Township decreased by \$135,283.29 during March primarily due to the receipt of the 2022 Liquid Fuels allocation from the State. 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 March 1, 2022 was \$811,617.61 and the Cumulative Ending Balance of Township Funds on March 31 2022 was \$946,900.90. The Manager pointed out that the Township received a final insurance settlement from Selective in early April for the Garage, some equipment, and tools. This will be reflected in next month's report.

Supervisor William Duncan expressed dissatisfaction with the interest being earned on Township fund deposits both with PLIGIT and with Northwest Bank. He asked the Manager to look into investment options available to municipal governments that would generate more interest income.

- Review the Minutes of the March 28, 2022 Board of Supervisors Agenda Setting Meeting. There were no comments nor corrections offered on the minutes presented for review.

- Review Payroll #7 dated April 1, 2022. There were no comments on this payroll.
- Review and Approve All Bills presented for payment and ratification of the bill paid to Cranberry Locksmith in the amount of \$672.00 for changing all the locks on the Township Buildings.

A Motion was made by Supervisor William Duncan to approve the Secretary Treasurer's Report including all bills presented for payment at this meeting and ratification of the bill paid to Cranberry Locksmith in the amount of \$672.00. 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 was held on 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.
- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported that the Planning Commission's had a workshop on March 28, 2022 and a Regular Meeting preceded by another workshop on April 4, 2022. Chairperson Kathy Allen reported that at the workshops, the Commission worked on the Comprehensive Plan Update and possible revisions to the Township SALDO. At Regular Meeting on April 4, the Planning Commission reviewed a potential subdivision of property on Saxonburg Boulevard in the Corridor Preservation submitted by the property owner for opinion and feedback only.

CORRESPONDENCE:

There was no correspondence presented for further discussion at this time.

SOLICITOR'S REPORT:

The Solicitor was excused from the April 11, 2022 Regular Meeting due to a meeting conflict by did confer with the Township Manager on the following active assignments earlier in the day.

1. Enforcement Matters with the Manager relative to 416 Sunmine Road.
2. Excess Maintenance Agreement Range Resources' Request for Revisions
3. Hydrant District Resolution
4. Neubert Agreement for Lot 2 in effect and potential buyer objections

MANAGER'S REPORT:

Public Works Garage Construction Status

The formal end of this project is near. The HVAC Excel Heating returned to the site on Monday April 4th to review, inspect, and verify by signature that all Labor and Industry deficiency items have been addressed. Rather than wait for Miller Construction to submit this paperwork to Labor and Industry, I submitted this to the Labor and Industry Office via certified mail, along with electronic copies to Joe McGuirk the Labor and Industry Inspector and their Boiler Division. I expect per discussion with Mr. McGuirk that Labor and Industry

will mail out the Boiler Certification within the week. When this is received, MDIA will issue the permanent Occupancy Certificate. This will then end the accrual of Liquidated Damages being assessed against Miller Construction.

Liquidated Damages are accruing and as of today, they total \$3,000. When the permanent Occupancy Certificate is issued, then Miller's Contract price will need to be reduced by Change Order for the amount of the damages. There will remain punch list items for him to address and we have retainage in the amount of \$9,800 to address the items in the event Miller fails to respond and address them.

Selective Insurance Finalization of Fire Loss Settlement

Over the past two weeks I have been dealing with a new insurance adjuster assigned to the Township fire loss claim in an attempt to close the claim out and petition for additional reimbursement on the garage, equipment, and personal property lost. Selective Insurance will be paying the Township an additional \$165,615.55 to account for elevated costs to complete the garage replacement, replace equipment, and replace tools lost. This amount also included the release of depreciation Selective was withholding.

Survey of the Morrow Property

On behalf of the Township, I received a quotation from Graff Surveying to do a property survey of the former Morrow Property and establish and mark property corners and PennDOT rights-of-way set-backs so it is clear what the usable area of the property is. The price estimated at \$3,450 and I recommend that authorization be granted to Graff Surveying to complete this work. This does NOT include the completion of the survey on our existing property at 711 Saxonburg Boulevard as they are still trying to get information from the railroad as I understand the status of that work.

Multimodal Grant Application

I met with Cory Shaffer of PennDOT to start work on the DCED Multimodal Grant Application for 2022 for the Victory Road Bridge. DCED opened up the application process on April 1st. In the fall, we will work on the PennDOT Multimodal Grant Application for the same project. I will continue to discuss the project with the County. Also, I am awaiting the new bridge inspection report from PennDOT to ascertain the current condition of the structure, including the end walls, which appeared to be showing signs of deterioration also and would make this a pretty significant project if an option other than an aluminized steel box culvert with end walls is selected. PennDOT must approve any design approach before the project is bid.

A Motion was made by Supervisor William Duncan to award the property survey work for the Morrow Property to Graff Surveying for the estimated cost of \$3,450. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.

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.
- Peterbilt #2 has been taken to Hunter Truck Sales for warranty work.

- The Road Department has been servicing the mowers and preparing them for summer duty.
- The Public Works Department has been digging out the bad spots in the parking lot and adding new stone around the new public works garage.
- The Township took delivery of about 150 tons of salt on April 5th and 6th to replenish our salt supply. We have now met our annual minimum through COSTARS and a full supply of salt is ready for next winter.
- The Road Department in the month of March and early April was out 4 times for snow removal and/or salting.
- Public Works took delivery of Diesel fuel and Gasoline from Purvis Brothers.

Roads

- The Road Department has taken delivery of 70 tons of #3 stone, and 22 tons of 2B stone from Allegheny Mineral.
- The Public Works Department has scheduled to rent the crack sealer from the Butler COG for 2 weeks this summer. The Township also ordered 2 pallets of Material from Sealmaster.
- The Road Department has been prepping and measuring the roads for replacement of storm water pipes.
- The Road Department will be commencing work on Pod 4 in the next week or so. Material had been ordered and now has been delivered. This small project will be done in two phases.
- The Public Works crew has been patching potholes that developed with the freeze-thaw cycles over the past 6 to 8 weeks.
- Our crew has made and marked PA. One Calls for speed limit, weight limit signs, and other signs throughout the Township.

A Motion was made by Supervisor William Duncan to approve 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. Schedule Spring Road Tour – The Board of Supervisors agreed to schedule the Spring Road Tour for 2022 for May 11, 2022 at 8 AM.
2. Monk Road and Jack Road Clean-Up under the Township's Adopt a Road Program was successfully completed by the Duncan Family Elk Farm this past weekend. The Township appreciates the time and effort they put forth to keep this part of the Township litter free.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Mark Duster questioned what roads were scheduled for paving in 2022. Road Foreman Luke Brewer answered that a portion of Brewer Road, Sandy Hill Road, and Miller Road are scheduled for paving.

Ann Coleman, legislative aide to Representative Marci Mustello, was in attendance to introduce herself to the Board and Staff and offer any assistance Representative Mustello could provide to the Township on matters ranging from letters of support for project grants to dealing with PennDOT, Unemployment Compensation, Labor and Industry, or other agencies. Ms. Coleman presented the background of Representative Mustello and also introduced their Butler Office located on New Castle Road, next to the State Police Barracks. She detailed

how community service minded the office is and their commitment to helping not only the constituents of Representative Mustello, but also every resident of the County and Commonwealth.

Supervisor William Duncan wanted to know when Representative Mustello will officially take over as our Township's Representative. Ms. Coleman indicated that will in all essence happen on or about December 1st of this year. Supervisor Duncan wanted to know if Representative Mustello's office could help with fraudulent Unemployment Compensation claims against employees and Ms. Coleman indicated that it is a widespread problem in the State and if police reports and on-line fraud claims have been filed, there is little her office could do over and above this.

Chairperson Kathy Allen thanked Ms. Coleman for attending the meeting and indicated that the Township was looking forward to working with Representative Mustello's office moving forward.

MOTION TO ADJOURN:

A Motion was made by Supervisor William Duncan to adjourn the April 11, 2022 Regular Meeting of the Clinton Township Board of Supervisors at 8:06 PM. The Motion was seconded by Supervisor James Halstead. The motion carried unanimously.

The Meeting was officially adjourned at 8:06 PM.

By:

A handwritten signature in black ink that reads "Thomas L. Hartwig". The signature is written in a cursive, slightly slanted style with a horizontal line underneath the name.

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

TREASURER'S REPORT

APRIL 2022

STATEMENT PERIOD 03/01/2021 THROUGH 03/31/2021

	Beginning	Ending	Difference	Primary Impact
NW GENERAL FUND	\$ 208,098.90	\$ 173,964.98	\$ (34,133.92)	Checks for purchase of PB2 upfit cleared
NW PAYROLL FUND	\$ 15,340.40	\$ 1,503.40	\$ (13,837.00)	Payroll 7
NW PARK ACCOUNT	\$ 15,613.50	\$ 15,614.16	\$ 0.66	Interest
NW ACT 13 ACCOUNT	\$ 132,121.01	\$ 131,676.60	\$ (444.41)	Trailer
NW ARP Funds	\$ 144,859.05	\$ 144,865.20	\$ 6.15	Interest
NW ESCROW ACCOUNT	\$ 15,938.48	\$ 15,938.48	\$ -	Reconciliation of Burd Charges to come
NW GARAGE FIRE FUND	\$ 19,310.26	\$ 19,311.08	\$ 0.82	Interest
NW Farmland Preservation Fund	\$ 114,960.33	\$ 114,965.21	\$ 4.88	Interest
PLGIT GENERAL FUND (Prime/Class)	\$ 14,621.86	\$ 17,967.54	\$ 3,345.68	Deposit and Interest
PLGIT SPECIAL FUND (CAPITAL RESERVE FUND) (Prime/Class)	\$ 127,317.28	\$ 127,340.15	\$ 22.87	Interest
PLGIT PARK CAPITAL RESERVE FUND (Prime/Class)	\$ 0.24	\$ 0.24	\$ -	To be closed
PLGIT STATE FUND (LIQUID FUELS) (Prime/Class)	\$ 3,436.30	\$ 183,753.86	\$ 180,317.56	2022 Liquid Fuels Funds Received
TOTAL ENDING BALANCE	\$ 811,617.61	\$ 946,900.90	\$ 135,283.29	Impact of LF deposit and PB #2 upfit