

**CLINTON TOWNSHIP BOARD OF SUPERVISORS**  
**AGENDA SETTING MEETING MINUTES**  
**APRIL 25, 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 – Excused due to her attendance at the 2022 PSATS Conference  
William Duncan, Vice-Chairperson  
James Halstead, Supervisor

**STAFF PRESENT**

Tom Hartwig  
Luke Brewer, Road Foreman  
Ashley Kohley, Administrative Assistant  
Sarah Hancher, Solicitor – Arrived at 3:36 PM

**VISITORS PRESENT**

**CALL TO ORDER**

The Meeting was called to order by Vice Chairman William Duncan at 3:30 PM.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT ON AGENDA ITEMS**

No members of the public were in attendance at the April 25, 2022 Agenda Setting Meeting.

**SECRETARY/TREASURER'S REPORT**

- Review Preliminary Treasurer's Report through April 21, 2022. The Manager reported that the overall ending cumulative fund balance of the Township increased by \$97,472.71 thus far during April due to the receipt of final settlement monies from Selective Insurance for the garage, lost equipment, and a portion of the tools lost and replaced. The General Fund ending balance has increased due to the transfer of a portion of 2021 ARPA grant monies received and income from EIT tax collections.
- Review the Minutes of the April 11, 2022 Board of Supervisors' Regular Meeting. There were no comments nor corrections offered on the minutes presented for review.
- Review Payroll #8 dated April 15, 2022. There were no comments on this payroll.
- Review and Approve Bills Presented for Payment at this Meeting to avoid late charges/penalties and ratify payments to VSP for \$203.07, United Concordia for \$465.60, and UPMC for \$2,101.47 for Vision, Dental, and Health Insurance.

*A Motion was made by Supervisor James Halstead 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 previously made. The motion was seconded by Vice Chairman William Duncan. The motion carried unanimously.*

**COMMITTEE REPORTS:**

- Park Committee by liaison Jim Halstead: Supervisor James Halstead reported the Park Board will be having their second meeting of the new year tonight at 7:00 PM at the Park.
- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen was excused from this Agenda Setting Meeting due to her attendance at the 2022 PSATS Annual Conference.

**CORRESPONDENCE:**

- There was no formal correspondence to be brought before the Board of Supervisors.

**SOLICITOR'S REPORT:**

- The Solicitor reported that she continues to work with Mr. Hartwig and Ms. Kohley on the matter of drafting an Ordinance to assess properties within 780 feet of a Pennsylvania American fire hydrant with a prorated share of the annual cost paid by the Township to Pennsylvania American Water for hydrant rental. There are approximately 364 properties that will be assessed approximately \$28 per year for this cost. The cost will be added to the tax card for local property taxes in 2023.
- Solicitor Sarah Hancher further reported that she is working with the Township Manager on the matter of code enforcement action being taken against a property at 416 Sunmine Road and will be sending out a certified letter to the property owner setting forth a time-line to clean up the accumulations in the front and side yards. Should the property owner fail to comply with the time-lines stated in the letter, the matter will proceed through the court system.

**MANAGER'S REPORT:**

- Public Works Garage Construction Status: The Manager reported that the only item delaying the final completion of the new Public Works Garage is the issuance of the boiler certification by the Department of Labor and Industry. The Manager contacted the Labor and Industry Inspector Mr. McGuirk on April 20<sup>th</sup> and April 25<sup>th</sup> to inquire as to the status of this Certification being issued. The Manager has not gotten a response back yet. After the Certification is received, MDIA will issue the final occupancy certificate.
- Permits and Code Enforcement: The Manager reported that he continues to work with the Solicitor on the property at 416 Sunmine Road and violations of the Nuisance Ordinance and Parking Ordinance. The Manager reported that he sent out letters to several holders of Building Permits whose permit has expired without the Township receiving an Occupancy Certificate from MDIA. The Manager further reported that he issued amended terms and conditions to the Low Impact Home Occupation Occupancy Certificate for

Ryan Martin and Nicole Bosco in response to a written request received from the permit holder.

- ARPA Quarterly Report: The Manager reported that Mrs. Kohley and himself filed the first ARPA Quarterly Report to the Federal Government with some helpful assistance from Maher Duessel.
- DCED Multimodal Grant Application: The Manager reported that he is working with Cory Shaffer of PennDOT to complete and file a 2022 DCED Multimodal Grant Application for grant funds for the Victory Road Bridge Project. The preparation of this application will be on-going over the next month.
- 2022 Fee Schedule Amendment: The Manager requests an amendment to the 2022 Fee Schedule to provide that any Building Permit renewal be for a term of 6 months for a fee of \$100 per renewal.

*A Motion was made by Supervisor James Halstead to amend the 2022 Township Fee Schedule to provide for Building Permit renewals for a term of 6 months and for a renewal fee of \$100. The motion was seconded by Vice Chairman William Duncan. The motion carried unanimously.*

#### **ROAD REPORT:**

- Facilities and Equipment. Mr. Brewer reported that Public Works has commenced work on POD 4 access driveway construction, continued to pave potholes, mowed the round-a-bout, and started getting the mowers ready for spring and summer grass mowing duties. Specifically, the boom mower was serviced. Public Works employees have also been sweeping intersections and removing tailgate spreaders from the fleet of trucks in anticipation of spring and summer road projects.

#### **NEW BUSINESS:**

- 2022 Seal Coat Project Bids Received on April 11, 2022. Clinton Township opened bids for the 2022 Chip Sealing Project on April 11<sup>th</sup> and Midland Asphalt Materials was the certified low bidder at \$89,937.56, which includes the roads to be seal coated in Saxonburg Borough. Saxonburg Borough, piggy-backing with Clinton Township on this project, has accepted the bid prices submitted by Midland Asphalt Materials and consequently it is recommended that Clinton Township award the 2022 Seal Coat Project to Midland Asphalt Materials for the price stipulated above.

*A Motion was made by Supervisor James Halstead to award the 2022 Clinton Township Seal Coat Project to Midland Asphalt Materials in the low bid amount of \$89,937.56. The motion was seconded by Vice Chairman William Duncan. The motion carried unanimously.*

- Township the Recipient of Generous Tool Donation. CPERG, a division of Charah Solutions, has generously donated to Clinton Township, through the persistent efforts of Supervisor William Duncan, a double tool chest filled with hand tools, along with chain falls and slings to help replace what the Township lost in the fire last year. This donation was made from stock on hand at the former Cheswick Generating Station that CPERG/Charah Solutions is dismantling to turn the site into a renewable energy/battery storage operation. Their generous donation is much appreciated by the Township Public Works Department and will be put to good use in the months and years ahead. A letter of thanks has been sent to CPERG/Charah Solutions.

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- Adopt a Road Clean- Up April 24th. The Cub Scout Troup 51 has once again generously donated their time to pick up litter on Knoch Road as a participant in the Township's Adopt a Road Program. Their efforts toward this visible and worthwhile community service project on a very busy road are much appreciated by the residents and Supervisors of the Township.
- Adopt a Road Clean Up April 22<sup>nd</sup>. Bayer Corporation employees, committed to a cleaner environment, participated in the Adopt a Road Program of the Township by picking up litter on South Noah Drive, North Noah Drive, Chantler Drive, Red Ore Drive, Spring Valley Road, Cozy Corner Road, and Alderson Road. This large undertaking on Earth Day was no small accomplishment for these Bayer employees and is much appreciated by Supervisors and residents alike.
- Authorize a per-diem expense allowance of up to \$100 per day for Chairperson Kathy Allen to attend the PSATS Conference in Hershey this week.

*A Motion was made by Vice Chairperson William Duncan to authorize a per-diem expense allowance of up to \$100 per day for Chairperson Kathy Allen to attend the 2022 PSATS Conference in Hershey this week pending legal research by Solicitor Sarah Hancher to determine if this is in compliance with the Second-Class Township Code. If not in compliance as determined by the Solicitor, then the reimbursement rate shall be \$50 per day. The motion was seconded by Supervisor James Halstead. The motion carried unanimously.*

- Schedule an Open House for the new Public Works Garage when the Final Occupancy Certificate is issued. No Motion Needed.
- As the Morrow Property is cleaned up, purchase shrubs/arborvitae, mulch, and split rail fence to enhance the appearance of the property at the corner of Saxonburg Boulevard and Route 228. The final clean up and landscaping to be done before the Public Works Garage Open House is held.

*A Motion was made by Supervisor James Halstead to authorize the purchase of split rail wooden fencing, mulch, and shrubs/arborvitae for installation on the former Morrow property for a cost not to exceed \$3,000. The motion was seconded by Vice Chairman William Duncan. The motion carried unanimously.*

Vice Chairman William Duncan also suggested that as much of the cut stone as possible used in the old foundation of the Morrow house be preserved for future use. Manager Tom Hartwig and Road Foreman Luke Brewer commented that the old wood from the Morrow house needs to be disposed of and the foundation filled in with dirt. It was the consensus of the Board of Supervisors that as much of the foundation stone as possible be preserved and stockpiled for later use.

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

There were no members of the public in attendance.

#### **MOTION TO ADJOURN:**

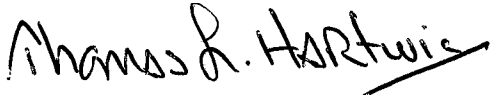
*A Motion was made by Supervisor James Halstead to adjourn the April 25, 2022 Agenda Setting Meeting of the Clinton Township Board of Supervisors at 3:55PM. The Motion was seconded by Supervisor William Duncan.*

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*The motion carried unanimously.*

The Meeting was officially adjourned at 3:55 PM.

**By:**

A handwritten signature in black ink that reads "Thomas L. Hartwig". The signature is written in a cursive style with a prominent horizontal line at the end.

**Thomas L. Hartwig**  
**Manager**