

**CLINTON TOWNSHIP BOARD OF SUPERVISORS
AGENDA SETTING MEETING MINUTES
MAY 23, 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
Sarah Hancher, Solicitor-Dialed in to meeting via phoneline
Ashley Kohley, Administrative Assistant
Luke Brewer, Road Foreman-Excused

VISITORS PRESENT:

- No members of the public were in attendance.

CALL TO ORDER:

- The meeting was called to order by Chairperson Kathy Allen at 3:30PM

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT ON AGENDA ITEMS

- Chairperson Kathy Allen reported that the Clinton Township Board of Supervisors accepted the resignation of prior manager Tom Hartwig and his last day was May 18, 2022. Mrs. Allen recognized Mr. Hartwig for the hard work he provided to the Township after suffering the fire in February 2021. The Township will seek employment for another full-time office assistant and a Code Enforcement officer. Ashley Kohley will assume most of the office duties.

DIRECTOR/TREASURER'S REPORT- Review and Discuss

- Review Preliminary Treasurer's Report for May 2022 (Not Reconciled).
- Review the Minutes of May 16, 2022 Board of Supervisors Special Meeting
- Review the Minutes of May 9, 2022 Board of Supervisors Regular Meeting.
- Review of Payroll #10 dated May 13, 2022.
- 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 \$585.20, and UPMC for \$2,101.47 for

Vision, Dental, and Health Insurance.

A motion was made by Vice-Chairman Bill Duncan to approve the preliminary Treasurer's Report, Minutes of the May 16, 2022 Board of Supervisors Special Meeting, Minutes of the May 9, 2022 Regular Meeting of the Board of Supervisors, Payroll # 10 and all bills presented for payment including ratification of payments to UPMC, VSP, and Concordia Dental. 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 Park Board will be having their meeting tonight at the park.
- Planning Commission by liaison Kathy Allen: Chairperson Kathy Allen reported the Planning Commission's next meeting is scheduled for June 6, 2022 at 7:00PM

CORRESPONDENCE:

- Nothing to report at this time.

SOLICITOR'S REPORT:

- Solicitor Sarah Hancher reported that she prepared a letter for Northwest Bank to change the signatures on file. The three supervisors will remain signers on the accounts. Ashley Kohley, who was appointed Treasurer at the May 16, 2022, Special Meeting, will be added as a check signer. Mrs. Kohley is already bonded with the Township.
- Solicitor Sarah Hancher reported on open Code Enforcement Activity. A certified letter was sent to 416 Sunmine Road regarding the disabled motor vehicles on Sun Mine Road. Should the property owner fail to comply with the timelines stated in the letter, the matter will proceed through the court system.

DIRECTOR'S REPORT:

- Public Works Garage Construction Status: Director Ashley Kohley reported that the final occupancy certificate has been issued and the boiler certificate has been received.
- J. D. Miller and Sons Construction Change Order No. 4: Director Ashley Kohley reported that she needs approval from the Board of Supervisors for Change Order No. 4, before sending it back to J.D. Miller and Sons Construction.
- Permits and Code Enforcement: Director Ashley Kohley reported the pool and hot tub permits have been requested at the Township. Mrs. Kohley is working with MDIA through the permitting processes. Peoples Gas applied for a road occupancy permit for old Saxonburg Boulevard. Road Foreman Luke Brewer has been notified and will provide the inspections for Peoples Gas.

Vice-Chairman William Duncan made a motion to approve Change Order No. 4 submitted by J.D. Miller and Sons Construction in the credit amount of \$1,5042.90 to the contract with the Township for construction of the new Public Works Garage. A second was made by Supervisor James Halstead. The motion carried unanimously

ROAD REPORT:

Clinton Township Board of Supervisors
Agenda Setting Meeting May 23, 2022

- Facilities and Equipment – Vice Chairperson William Duncan reported on behalf of Road Foreman Luke Brewer, that the road department is behind on mowing due to some equipment failure. Foreman Luke Brewer asked if mowing could be done during the week or Sunday. This matter is on hold and no decision will be made at this time.

A motion was made by Supervisor James Halstead to accept the road report. The motion was seconded by Vice-Chairman William Duncan. Motion carried unanimously.

NEW BUSINESS:

- Schedule an Open House for the new Public Works Garage when the Final Occupancy Certificate is issued: This item is on hold until the June meeting of the Board of Supervisors.
- Schedule Agricultural Security Seven Year Review Commencement Date. Letters with Forms are ready to be mailed out.

A motion was made by Vice-Chairperson William Duncan to set the Commencement Date for June 27, 2022 and to have the Agricultural Seven Year Review Commencement Date advertised by publication in the Butler Eagle. The motion was seconded by Supervisor James Halstead. Motion carried unanimously.

- Notify Northwest Bank and PLIGIT the Manager's Departure and have Mrs. Kohley replace Mr. Hartwig as the person on staff with access to the accounts.

A motion was made by Vice-Chairperson William Duncan to notify Northwest Bank and PLIGIT regarding the departure of the previous Township Manager Tom Hartwig. The motion was seconded by Supervisor James Halstead. Motion carried unanimously.

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 May 23, 2022 Agenda Setting Meeting of the Board of Supervisors. The motion was seconded by Vice-Chairman William Duncan. Motion carried unanimously.

TIME: 3:55 P.M.

By: Ashley Kohley
Township Director/Treasurer

