

# CLINTON TOWNSHIP BOARD OF SUPERVISORS

## REORGANIZATIONAL/REGULAR MEETING MINUTES

JANUARY 3, 2023 3:30 PM

Clinton Township, 711 Saxonburg Blvd, Saxonburg, PA 16056

### BOARD OF SUPERVISORS:

Kathy Allen, Chairperson

William Duncan, Vice-Chairperson

James Halstead, Supervisor

### STAFF PRESENT:

Ashley Kohley, Township Director

Luke Brewer, Road Foreman

Lori Grebeck, Administrative Assistant

### VISITORS PRESENT:

Amanda Peterson- Penn Energy

### CALL TO ORDER:

The meeting was called to order at 3:33 PM.

### PLEDGE OF ALLEGIANCE

### SWEARING IN OF NEWLY ELECTED/APPOINTED OFFICIALS.

- Jason Davidek, Pat Hebda, and Brian Snyder will be sworn in separately by Ashley Kohley, Township Director.

### BOARD OF SUPERVISORS ELECTION OF OFFICERS

1. Nomination of Chairperson for 2023 – *A motion was made by Vice-Chairperson William Duncan to nominate Kathy Allen as Chairperson for 2023. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
2. Nomination of Vice Chairperson for 2023 – *A motion was made by Chairperson Kathy Allen to nominate William Duncan as Vice-Chairperson for 2023. The motion passed unanimously.*

### ORGANIZATIONAL BUSINESS FOR 2023

1. Township Director – *A motion was made by Vice-Chairperson William Duncan to appoint Ashley Kohley as Township Director/Treasurer effective January 1, 2023 and continue to be bonded for 1.5 million dollars. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
2. Administrative Assistant/ Assistant Treasurer– *A motion was made by Supervisor James Halstead to*

*appoint Lori Grebeck as Township Administrative Assistant/Assistant Treasurer and continue to be bonded for \$1,500,000. The motion was seconded by Vice-Chairperson William Duncan. The motion passed unanimously.*

3. Code Enforcement Officer- *A motion was made by Vice-Chairperson William Duncan to reappoint Clinton Bonetti on an as needed basis as Clinton Township's Code Enforcement Officer and provide a monthly report at the Board of Supervisor Regular Meetings. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
4. Public Works Department – *A motion was made by Vice-Chairperson William Duncan to appoint the following Public Works Department employees and their wages that have been set by the Township Supervisors during an Executive Session for the 2023 calendar year.*

*Luke Brewer Road Foreman.  
Jeff Patrick Full-Time Road Department Employee  
Gary McCall Part-Time Road Department Employee  
Ernest Griel Part-Time Road Department Employee  
Brian Hamilton Part-Time Road Department Employee*

*The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

5. Bench Law Ltd, John J Bench – *A motion was made by Vice-Chairperson William Duncan to appoint John J. Bench of Bench Law Limited as the Township Solicitor for 2023 at his prevailing 2023 Schedule of Rates. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
6. Thomas May, Dillon, McCandless, King, Coulter, and Graham – *A motion was made by Supervisor James Halstead to appoint Thomas May of Thomas May, Dillon, McCandless, King, Coulter, and Graham as the Zoning Hearing Board Solicitor for 2023 at his 2023 prevailing Schedule of Rates. The motion was seconded by Vice-Chairperson William Duncan. The motion passed unanimously.*
7. Township Engineer- *A motion was made by Vice-Chairperson William Duncan to appoint EADS Group at Township Engineer for 2023 Township Engineering Needs. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
8. Second Township Engineer- *A motion was made by Vice- Chairperson William Duncan to appoint Redcon Engineering as a second Township Engineer for Township Engineering Needs. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
9. CPA for Audit 2022 – *A motion was made by Vice-Chairperson William Duncan to appoint Maher Duessel as the Township CPA firm responsible for conducting the 2023 Township Audit. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
10. Northwest Bank – *A motion was made by Supervisor James Halstead to appoint Northwest Bank as the Township Depository for 2023. The motion was seconded by Vice-Chairperson William Duncan. The motion passed unanimously.*

11. EMC Coordinator – *A motion was made by Supervisor James Halstead to appoint Camden Preuss as the Township Emergency Management Coordinator for 2023 at a rate of \$1500 for the year. The motion was seconded by Vice-Chairperson William Duncan. The motion passed unanimously.*
12. David Ice, SEO – *A motion was made by Supervisor James Halstead to appoint David Ice as SEO for Clinton Township. The motion was seconded by Vice-Chairperson William Duncan. The motion passed unanimously.*
13. State Dog Warden – *A motion was made by Vice-Chairperson William Duncan to appoint the State Dog Warden to cover Clinton Township with fees being paid by the Commonwealth. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
14. Schedule of Fees for 2023 – *A motion was made by Vice-Chairperson William Duncan to approve the Schedule of Fees for 2023 as presented by the Township Director. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
15. Mileage for 2023 – *A motion was made by Vice-Chairperson William Duncan to set the reimbursement rate for “on the job” mileage at the IRS rate of 65.5 cents per mile or if the IRS prevailing rate changes during the calendar year. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
16. Jason Davidek- *A motion was made by Vice-Chairperson William Duncan to appoint Jason Davidek to the Planning Commission as an alternate member to replace Judy Wagner as alternate with a term expiring on December 31, 2026. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
17. Pat Hebda- *A motion was made by Vice-Chairperson William Duncan to reappoint Pat Hedda to the Planning Commission as a regular member with a term expiring on December 31, 2026. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
18. Brian Snyder – *A motion was made by Vice-Chairperson William Duncan to reappoint Bryan Snyder to the Planning Commission as a regular member with a term expiring on December 21, 2026. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
19. Ken Miller- *A motion was made by Vice-Chairperson William Duncan to reappoint Ken Miller to the Zoning Hearing Board for a three-year term set to expire December 31, 2025. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
20. Head Personnel Committee Board Chairperson - *A motion was made by Chairperson Kathy Allen to appoint James Duncan as the Chairperson for the Head Personnel Committee. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
21. Vacant Auditor and Alternate Planning Commission Members Seats - *A motion was made by Vice-Chairperson William Duncan to advertise for qualified Township residents to submit their letter of interest with qualifications for possible appointment to the vacant positions of Township auditor and Alternate Member to the Planning Commission with the understanding that if appointed, the individual running for Auditor with term expiring December 2027, must run in the May 16, 2023*

*Primary Election which means filing with the County to do so by March 2023. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

22. PSATS Conference Voting Delegate – *A motion was made by Supervisor James Halstead to appoint Vice-Chairperson William Duncan as voting delegate for PSATS for 2023. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.*
23. Parks Committee Liaison – *A motion was made by Kathy Allen to appoint Supervisor James Halstead as liaison to the Park Committee. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
24. Planning Commission Liaison – *A motion was made by Vice-Chairperson William Duncan to appoint Chairperson Kathy Allen as liaison for the Planning Commission. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
25. Tax Committee Liaison – *A motion was made by Vice-Chairperson William Duncan to appoint James Halstead as Tax Committee liaison for Clinton Township. The motion was seconded by Chairperson Kathy Allen. The motion passed unanimously.*

**PUBLIC COMMENT ON AGENDA ITEMS:**

No public comment on Agenda Items.

**DIRECTOR/TREASURER’S REPORT**

- Treasurer’s Report (Not Reconciled) for January 2023 (Period of December 1, 2022 through December 31, 2022)
- Minutes of December 29, 2022 Board of Supervisors’ Special Meeting
- All Bills presented for payment and ratification of payments.

*A motion was made by Vice-Chairperson William Duncan to approve the Director/Treasurer’s Report, which includes the approval of the Treasurer’s Report for January 2023 (not reconciled), all meeting minutes and bills presented for payment and ratification as listed above. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

**COMMITTEE REPORTS:**

**Supervisor James Halstead, liaison for Spring Valley Park had nothing new to report on at the present time.**

**Chairperson Kathy Allen, liaison for the Clinton Township Planning Commission reported that a workshop was being held that evening at 6:00pm and the Reorganization and Regular Meeting would follow at 7:00PM. On January 23, 2023, a workshop will be held at the Township from 6:00pm-8:00pm and all zoning, planning commission and township administrative staff are welcome to attend. The topics will include how to work together in a small township and cover areas of planning and zoning.**

**CORRESPONDENCE:**

We received a letter from Coherent that they are renewing their PADEP Bureau of Air Quality Operating Renewal. Those wishing to make comment must do so withing thirty (30) days of receipt of the notice dated December 14, 2022.

**SOLICITOR'S REPORT:**

Former Township Solicitor Sarah Hancher received written confirmation from Justin Heinle's attorney that he does not intend to utilize the variance provided by the ZHB and therefore his counsel believes are appeal of this variance to be moot.

**DIRECTOR'S REPORT:**

- Building Permits- Director Ashley Kohley provided a spreadsheet with Building Permits issued in the last quarter.
- DEP Diesel Truck Grant Update- Director Ashley Kohley asked Mike Trone of DEP for an update on the status of our direct deposit for the PA Driving Forward Truck Grant.
- Penn Energy Adopt A Road-Upper Deer Creek Road from Rt 228 to Saxonburg Blvd. Director Ashley Kohley thanked Amanda Peterson from Penn Energy on their participation in our Adopt A Road program here at Clinton Township.

**ROAD DEPARTMENT REPORT:**

*A motion was made by Vice-Chairperson William Duncan to approve the Solicitor's report, Director's report, and the Road report. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

**NEW BUSINESS:**

- PSATS Conference 2023-

*A motion was made by Chairperson Kathy Allen to send Township Director Ashley Kohley, Township Administrative Assistant Lori Grebeck, Road Foreman Luke Brewer, and Road Master/Supervisor William Duncan to Hershey, Pennsylvania to attend the 2023 PSATS Conference April 23-26, 2023 and have all mileage, meals, hotel accommodations, and conference tickets paid in full. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

- Christmas Gifts for Employees

*A motion was made by Chairperson Kathy Allen to authorize the purchase of \$75.00 Visa Gift Cards to Township Employees commencing in December 2023 unless voted on otherwise prior to Christmas 2023. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

Clinton Township Board of Supervisors  
Reorganizational/Regular Meeting Minutes January 3, 2023

- Commitment to Butler County Farmland Preservation.  
*A motion was made by Vice-Chairperson William Duncan to commit an \$80,000 match to Farmland Preservation to Preserve Viable Farmland in Clinton Township. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*
- Resolution 2023-01 Auditor Appointment- *A motion was made by Vice-Chairperson William Duncan to approve Resolution 2023-01 Auditor Appointment Maher Duessel to perform the 2022 audit of the township records. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

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

- Chairperson Kathy Allen asked that we continue to send Township Newsletters to keep residents informed on what is happening in our Township.
- Armstrong Farms have taken over the cleanup duties of the Township Roundabout to keep it looking aesthetically pleasing.
- Chairperson Kathy Allen reported that the Municipal Infrastructure Program Application available through Butler County was submitted and completed in December 2022. The Township is seeking Grant Money towards the Victory Road Bridge Replacement that numerous beams failing.

**MOTION TO ADJOURN:**

*A Motion was made by Vice-Chairperson William Duncan to adjourn the January 3, 2023 Reorganizational/ Regular Meeting of the Clinton Township Board of Supervisors. The motion was seconded by Supervisor James Halstead. The motion passed unanimously.*

TIME: 4:13PM

Respectfully Submitted: