

January 4, 2021

Temporary Chairman Arden Knapp calls the **Organizational meeting** for **2021** to order with a salute to the flag at 7:00 p.m. with Supervisors John Phillips, Andy Brooks and Secretary-Treasurer Lea Ann Adams present.

Call for election of officers: Andy Brooks made a motion to re-appoint the following positions for the 2021 year:

Chairman – Arden Knapp

Township Solicitor – Swanson, Bevevino & Sharp

Vice-Chairman – John Phillips

Engineer – E & M Engineering

Secretary-Treasurer – Lea Ann Adams

Treasurer's Bond - \$1,000,000

Road Foreman – Toby Sidon

John Phillips second the motion and it passed by voice vote.

John Phillips made a motion to approve **Resolution #2021-01** that permits Haines & Company to perform the 2020 financial audit. Andy Brooks second the motion and it passed unanimously by voice vote.

Arden Knapp made a motion to retain Todd Fantaskey from Northwest Soil Services as Sewage Enforcement Officer and Nick Melnick as Alternate Sewage Enforcement Officer. Andy Brooks second and motion passed unanimously by voice vote.

John Phillips made a motion to appoint Shawn Young as Township Ordinance Enforcement officer. Andy Brooks second and motion passed by voice vote.

Andy Brooks made a motion to retain David Adams as Vacancy Board Chairman. John Phillips second and motion passed unanimously by voice vote.

Andy Brooks made a motion to retain Arden Knapp as a representative for the Kinzua Warren County Joint Authority. John Phillips second and motion passed by voice vote.

Arden Knapp made a motion to retain Ed Rose as a representative for the Brokenstraw Valley Area Authority. Andy Brooks second and motion passed by voice vote.

Arden Knapp made a motion to retain Northwest Savings Bank and Erie Bank as the depositor of township funds. John Phillips second and motion passed unanimously by voice vote.

Arden Knapp made a motion to set the meeting dates for the second and fourth Tuesdays of each month at 7:00 p.m. at the township building with the exception of December. There will be one meeting scheduled for December 14. John Phillips second and motion passed unanimously by voice vote.

Arden Knapp made a motion to allow 3 supervisors, road foreman and the secretary-treasurer to attend the PSATS Annual Convention scheduled April 18-21 however, the situation may change at a later time due to the COVID 19 pandemic situation. Also, Mr., Knapp offered to be the voting delegate. Andy Brooks second and motion passed by voice vote.

Arden Knapp made a motion to set the hourly pay rate increases per hour based on their current hourly rate for the following employee positions: Road foremen- 4.6%, Secretary-Treasurer – 5.25%, Road crew members at 5.8% and 3.25%. The increases will be effective at the start of the next pay period after their evaluation review is completed. It was noted that reviews will be done in June and merit raises could apply. John Phillips second and motion passed by voice vote.

Arden Knapp made a motion to set the mileage reimbursement rate at the IRS approved rate of 56 cents per mile. Andy Brooks second and motion passed unanimously by voice vote.

**The supervisors continued with the regular meeting agenda.**

Minutes from the December 15, 2020 meeting were approved by Andy Brooks and second by John Phillips. Bills are presented for payment as follows: General Fund \$9,369.88; Sewer Fund \$11,363.56; Fire Fund \$571.42 for total bills of \$21,304.86. Andy Brooks made a motion to pay the bills as presented and John Phillips second. Motion passed unanimously by voice vote.

**Upcoming Reminders:** COG Cancelled.

**Correspondence that was received consisted of the** District Magistrate report for November 2020 and Tax Claim Bureau receipts and report from the September 28 Upset Tax Sale. The township received the PSATS Unemployment Compensation Group Trust Fund dividends from the claims ratio of 2019 and the filing of quarterly reports resulted in the amount of \$98.00 in return to the township. A copy of the CARES payment made to the City of Warren for the EMS/Fire Intermunicipal Cooperation Agreement coverage in the amount of \$14,976 was sent to the township. The township to date has not received an updated invoice or amendment to the terms of the agreement in regards of billing. Donna Risinger and Chief Wren will be contacted about an update. Also, the Transit Authority of Warren County financial statements ending June 30, 2020 were received.

**Old Business:** Jeff Holcomb of E & M Engineers submitted information on a panel enclosure for the design of a new sewer meter. ► No further information was available on the Mohawk Sewer Extension project, or on the status of the property located at 1465 Route 62 or 494 Grunderville Road. ► Warren Manor received a letter from the township requesting an engineering resolution to eliminate the illegal material from entering the Pleasant Township sanitary system. ► Attorney Tim Bevevino sent a letter to IDC Energy on behalf of the township requesting compliance with the Excess Maintenance Agreement and the submission of tonnage reports.

**New Business:** ► The yearly requirement of query checks for violations of CDL's through the Federal Motor Carrier Safety Administration was performed without any findings. The PennDOT required checks is different from the FMCSA and further research will be done.

The Warren County Public Safety requested information on agency coverage from Fire and EMS services. Andy Brooks commented that he has spoken to a few residents and the majority of the ones he spoke with are in favor of having the millage increased if it meant to have increase coverage for EMS services. They were aware of the issues and problems that the volunteer fire departments face and understand the need.

**Wastewater System Report:** The road crew continues to empty the Warren Manor's sewer trap and it was noted that no changes in the amount of illegal material is noticed.

**Road Foreman Report:** The 2010 F-550 needs a new catalytic converter at the estimated cost of \$4,700. Midtown Motors is scheduled to perform the fix and research for its replacement continues.

**Compliments/Complaints:** The Township received a complaint and photos from Scott Seidler concerning a camp off of Ott Run that is not permitted. Warren County Planning and Zoning and Sewage Enforcement Officer Todd Fantaskey received the same information. The supervisors requested that a response to Todd and Zoning Officer Michael Lyon is that the township was unaware of the camp and to please investigate further.

The supervisors discussed personnel matters and a warning letter will be issued to an employee with problematic tardiness and the availability of contact outside of operational hours.

Meeting adjourned at 8:15 p.m.

Lea Ann Adams, Secretary