

BOARD MEETING Minutes

Tuesday, February 8, 2022



1. **CALL TO ORDER:** Chairman Arden Knapp called the meeting to order and led with the Pledge of Allegiance at 7:00 p.m.
 - 1.1. **Present:** Vice-Chairman John Phillips, Supervisor Andrew Brooks, and Secretary-Treasurer Lea Ann Adams.
 - 1.2. **PUBLIC COMMENT:** None
ACTION: REPORTS of activities and announcements:
 - 1.2.1. Sewer Department – No issues.
 - 1.2.2. Road Crew Report – The road crew have been plowing and skidding roads. A snow storm produced large amounts of snow and it took time to clear and the township was short a driver.
 - 1.2.3. Reminders – EMS meeting is scheduled for Wednesday, February 16. The Kinzua Warren County Joint Authority will have their meeting on Wednesday, February 9, 2022.
 - 1.3. **AGENDA**
Motion to set and approve the agenda as presented.
ACTION: Motion made by Andy Brooks, second by John Phillips--- Motion passed by voice vote.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the January 25, 2022 meeting minutes as presented.
ACTION: Motion made by Andy Brooks, seconded by John Phillips ---Motion passed by voice vote.
3. **BILLS AND ACTION FOR PAYMENT**
 - 3.1. **Motion** to approve the bills for payment through February 8, 2022 as follows: General Fund - \$8,028.95; Sewer Fund-\$185.87; Fire Fund-\$551.26 for a total bills of \$8,766.08.
 - 3.2. **ACTION:** Motion made by Arden Knapp, seconded by Andy Brooks ---Motion passed by voice vote
4. **COMMUNICATION**
 - 4.1. Well Permits. One well permit has been issued in Glade Township.
 - 4.2. Warren County Planning & Zoning. The zoning permit report for January 2022 was received and reviewed.
 - 4.3. Building Code Report. CCI submitted the January 2022 building code report.
 - 4.4. PA One Call. The 2022 approved rate structure of PA One Call was reviewed.
 - 4.5. Insurance Policy Credit. The 2010 F-550 truck was removed from the insurance policy and resulted in a \$427.00 credit.
5. **OLD BUSINESS**
 - 5.1. 60 Blackberry Lane – Planning and Zoning has issued some violation letters to the residents of 4045 Chapman Dam road and 60 Blackberry Lane for setback requirements with housing livestock and collecting piles of scrap and junk. There is no violation for operation of a saw mill currently as it is only being stored in a pole building. It will continue to be monitored.
 - 5.2. 546 Main Avenue – An email response was provided by Renee Taylor and she informed the board that the property is pending sale. She had tried to contact contractors and had no one respond to her request. No further action is needed at this time.

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5.3. Mohawk Sewer Project. Jeff Holcomb from E & M Engineers met with the township earlier in the day to update plans of the sewer project. A summary of the meeting was provided in an email dated February 8, 2022. No action is needed at this time.

5.4. Updated COVID-19 Policy.

Motion to approve an update to the COVID policy that includes paid time off up to 10 days with the first positive test of 2022 and outlined protocols with returning to work.

Action: Motion made by Andy Brooks, second by John Phillips ---- motion passed by voice vote.

5.5. Subdivision Request for Planning Waiver. A request for planning waiver and non-building declaration was left out with the request of subdivision approval request from BF Adventures. It was signed and returned to Planning and Zoning. No further action was needed.

5.6. Warren County Conservation District – Envirothon donation request tabled from January 25 meeting.

Motion to approve a \$50 donation for 2022 Envirothon.

Action: Motion made by Arden Knapp, second by Andy Brooks ---- motion passed by voice vote.

5.7. **Resolution #2022-03** – Authorizing payment of certain disbursements.

Motion to approve Resolution #2022-03 to authorize necessary payment of bills between meetings.

Action: Motion made by Andy Brooks, second by John Phillips --- motion passed by voice vote.

6. NEW BUSINESS

6.1. **Resolution #2022-02** – LST Fund Transfer

Motion to approve Resolution #2022-02 that transfers \$6,014.43 (25%) of the Local Services Tax collected in 2021 to the fire fund.

Action: Motion made by Andy Brooks, second by Arden Knapp ----motion passed by voice vote.

6.2. 2022-2023 Salt Contract

Motion to approve to enter into the state salt contract for the 2022-2023 season with 200 tons of salt to be purchases according to the terms of the agreement.

Action: Motion made by Arden Knapp, second by Andy Brooks --- motion passed by voice vote.

6.3. Compliments/Complaints. The township received a complaint on a barking dog coming from 94 Crestview Blvd. The home owner received a notice that a compliant was received and should make adjustments before violations are issued. Also, the township received a few complaints about the snow removal not being addressed in a timely manner after the big snow last week. The township was experiencing a large amount of snow being received at once and only having 2 drivers. No action was needed.

7. PUBLIC COMMENTS – None

8. **OTHER MATTERS AND BOARD MEMBER COMMENTS** – Supervisor Brooks inquired about the completion of the state reports in order to receive the liquid fuels allocation. Lea Ann confirmed that all reports have been completed. Mr. Brooks also shared information about an article in the *Township News* magazine concerning maintenance agreements with PennDOT on traffic signals. The supervisors mentioned that the township should be receiving a payment in Real Estate Transfer tax in relation to the Blair Distribution Center being sold. No action is needed on the above mentioned.

Meeting adjourned at 7:41 p.m.

Respectfully Submitted,

Lea Ann Adams, Secretary-Treasurer