

BOARD MEETING Minutes

Monday, January 3, 2022



1. **APPOINT TEMPORARY CHAIRMAN**
 - 1.1. **Motion** to appoint the temporary chairman as Arden Knapp
ACTION: Motion made by Andy Brooks, second by John Phillips ---- Motion passed by voice vote.
2. **CALL TO ORDER – Pledge of Allegiance**
3. **ELECTION OF CHAIRMAN**
 - 3.1. **Motion** to appoint Arden Knapp as chairman of the board of supervisors.
ACTION: Motion made by Andy Brooks, second by John Phillips---- Motion passed by voice vote.
4. **ELECTION OF VICE-CHAIRMAN**
 - 4.1. **Motion** to appoint John Phillips as vice-chairman of the board of supervisors.
ACTION: Motion made by Andy Brooks, second by Arden Knapp---- Motion passed by voice vote.
5. **APPOINTMENT OF SECRETARY-TREASURER**
 - 5.1. **Motion** to reappoint Lea Ann Adams as secretary-treasurer
ACTION: Motion made by Andy Brooks, second by John Phillips---- Motion passed by voice vote.
6. **APPOINTMENT OF ROAD FOREMAN**
 - 6.1. **Motion** to reappoint Toby Sidon as road foreman
ACTION: Motion made by Arden Knapp, second by John Phillips---- Motion passed by voice vote.
7. **ESTABLISH AMOUNT OF TREASURER’S BOND**
 - 7.1. **Motion** establish the treasurer bond in the amount of **\$1,500,000.**
ACTION: Motion made by Arden Knapp, second by Andy Brooks---- Motion passed by voice vote.
8. **APPOINT SOLICITOR**
 - 8.1. **Motion** to appoint Swanson, Bevevino & Sharp, P.C. as the township solicitor.
ACTION: Motion made by Arden Knapp, second by John Phillips ---- Motion passed by voice vote.
9. **APPOINT ENGINEER**
 - 9.1. **Motion** to appoint E & M Engineering as the township engineer.
ACTION: Motion made by Andy Brooks, second by John Phillips ---- Motion passed by voice vote.
10. **AUDITORS**
 - 10.1. **Motion** to approve **Resolution #2022-01** that appoints a CPA, Haines & Company, to perform the 2021 audit.
ACTION: Motion made by Andy Brooks, second by John Phillips---- Motion passed by voice vote.
11. **ELECTED AUDITORS**
 - 11.1. Information related to the Oath of Office for the elected auditors and open positions was not available at meeting time.
12. **APPOINT SEWAGE ENFORCEMENT OFFICER**
 - 12.1. **Motion** to approve Todd Fantaskey from Northwest Soil Services, as the sewage enforcement officer.
ACTION: Motion made by Andy Brooks, second by John Phillips---- Motion passed by voice vote.
13. **APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER**
 - 13.1. **Motion** to approve Nick Melnick as the alternate sewage enforcement officer.
ACTION: Motion made by Andy Brooks, second by John Phillips---- Motion passed by voice vote.
14. **APPOINT TOWNSHIP ORDINANCE ENFORCEMENT OFFICER**
 - 14.1. **Motion** to approve state constable Shawn Young as the ordinance enforcement officer.
ACTION: Motion made by Andy Brooks, second by Arden Knapp---- Motion passed by voice vote.

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15. APPOINT CHAIRMAN OF VACANCY BOARD

15.1. **Motion** to approve David Adams as the chairman of the vacancy board.

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

16. APPOINT KWCJA BOARD MEMBER

16.1. **Motion** to approve Arden Knapp to the Kinzua Warren County Joint Authority.

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

17. APPOINT BVAA BOARD MEMBER

17.1. **Motion** to approve Ed Rose as a member of the Brokenstraw Valley Area Authority.

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

18. SELECT DEPOSITOR OF TOWNSHIP FUNDS

18.1. **Motion** to approve Northwest Savings Bank & Erie Bank as the township's depositor of funds.

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

19. ESTABLISH MEETING LOCATION, DATES AND TIME

19.1. – **Motion** to approve 8 Chari Lane the location of the Municipal Building meetings on the 2nd & 4th Tuesdays @ 7:00 P.M. except for April and December. There will not be a meeting on April 26 or December 27.

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

20. CERTIFY DELEGATES TO PSATS ANNUAL CONVENTION

20.1. **Motion** to approve the supervisors and Secretary-Treasurer to attend the 2022 PSATS annual conference in Hershey, PA on April 24-26, 2022. Also, to approve Arden Knapp as the voting delegate for the township.

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

21. SET EMPLOYEE PAY RATES

21.1. **Motion** to approve a 5.05% hourly increase to the Road Foreman, 5.65% hourly increase to the Secretary-Treasurer, 5.8% hourly increase to the senior road crew member, and 6.18% hourly increase to the newest road crew member and also giving the employees Christmas Eve Day as a holiday.

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

22. MILEAGE RATE

22.1. **Motion** to approve the IRS rate of 58.5 cents for mileage on personal vehicles that conduct township business.

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

23. CONTINUE WITH REGULAR MEETING

23.1. - Attendance

23.2. – Public Comment - none

23.3. – Reports of Activities and Announcements

23.3.1. Sewer Department – Road Foreman Toby Sidon spoke to Todd Honhart and has confirmed that the Warren Manor has pump their trash holding tank.

23.3.2. Road Crew – The 2006 International truck is not in service at the moment. It will need \$3000 worth of springs that are to be replaced this week. It was noted that the salt delivery was a little slow through Compass Minerals.

23.4. Date Reminders

23.4.1. - January 4 – Elected Auditors meeting

23.4.2. - January 5 – E & M Engineers

23.4.3. – January 11 – PSATS Conference Registration

23.4.4. - January 13 – EMS discussion with Elected Officials

23.5. Set/Adjust Agenda

23.5.1. Agenda Items #24 – 29: Review of minutes, communication, old business, new business, public comments and other matters.

23.6. Approval of Agenda

23.6.1. **Motion** to approve the agenda with the additional items.

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ACTION: Motion made by Andy Brooks, seconded by John Phillips---Motion passed by voice vote.

24. REVIEW OF PREVIOUS MINUTES

24.1. **Motion** to approve the December 14, 2021 meeting minutes as presented.

ACTION: Motion made by Arden Knapp, seconded by Andy Brooks---Motion passed by voice vote.

25. COMMUNICATION

25.1. – Well Permits. Five well permits in the City of Warren were received.

25.2. - Warren County Planning & Zoning. The December 2021 zoning permit report was received. The William F. Way subdivision located along Mill Street was approved. A backyard chicken violation letter was issued to Rodd Hoffman of 2516 Mohawk Avenue. James Cromwell of 849 Pleasant Drive was issued a zoning permit with a completed storm water management application for a storage building.

25.3. – Ordinance Violation Reports. The November 2021 District Magistrate report was received.

25.4. – Real Estate Tax Reports. The November 2021 Real Estate Transfer report was received.

25.5. – Tonnage Reports. KCS Energy submitted their tonnage reports for October, November and December 2021.

26. OLD BUSINESS

26.1. – Warren Manor. The trash holding tank is completed and the township was told that it has been pumped. The township solicitor recommends that the township enter an agreement with Warren Manor requesting it be pumped every two months and provide pumping receipts on the maintenance that is to be done by Warren Manor to keep illegal material out of the public sewer line.

Motion to remove the monthly surcharge and enter into an agreement with the Warren Manor.

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

26.2. – Ott Run Camp.

Motion to approve the Holding Tank Agreement between Cochran & Zandi Land and Pleasant Township. Once completed it will be recorded at the courthouse.

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

26.3. – Amendment of Sewer Agreement with City of Warren. Attorney Tim Bevevino has worked with the City's solicitor and an amendment to the agreement will be provided to both parties. A meeting will be set in the future for discussion.

26.4. – 2021 Dodge Ram Truck. Christie's notary will hand the finalization of the purchase of the 2021 Dodge Ram with the trade of the 2010 F-550.

27. NEW BUSINESS - None

28. PUBLIC COMMENTS - None

29. OTHER MATTERS AND BOARD MEMBER COMMENTS – *Items not on the agenda but came up*

Meeting Adjourned at 8:35 p.m.

Respectfully Submitted,

Lea Ann Adams
Secretary-Treasurer