

BOARD MEETING Minutes

Tuesday, January 25, 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. Also, in attendance were Linda Knapp, Linda Phillips, Joey Warrington, Ed and Laura Dorunda.
 - 1.2. **PUBLIC COMMENT:** Linda Phillips and Linda Knapp were present and were prepared to fill the vacant elected auditor positions.

ACTION: Arden Knapp made a motion to approve Linda Phillips to the 4 year vacancy and Linda Knapp to the 6 year vacancy. Andy Brooks second and motion passed by voice vote. Chairman Arden Knapp administered the Oaths of Office.

Joey Warrington was present to update the supervisors on the noise of animal activity in the area of 60 Blackberry Lane. The supervisors acknowledged that a certified violation letter was sent in August and will consult the township attorney for the next step.
 - 1.3. **REPORTS** of activities and announcements:
 - 1.3.1. Sewer Department – No issues.
 - 1.3.2. Road Crew Report – The road crew have been busy plowing and skidding roads. Unit #2 and #7 have had some issues and were out of commission for a few days.
 - 1.3.3. Reminders – January 28 at 9:30 a hearing at the District Magistrate’s office is scheduled in relation to 194 River Valley Road. COG is cancelled for February 2, 2022 at Allegheny Valley School.
 - 1.4. **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 3, 2022 meeting minutes as presented.

ACTION: Motion made by Andy Brooks, seconded by John Phillips---Motion passed by voice vote.
3. **TREASURER’S REPORT**
 - 3.1. **Motion** to approve the December 2021 treasurer’s report as presented.

ACTION: Motion made by Andy Brooks, seconded by John Phillips --- Motion passed by voice vote.
4. **BILLS AND ACTION FOR PAYMENT**
 - 4.1. **Motion** to approve the bills for payment from December 23th, 2021, through January 25, 2022 as follows: General Fund - \$73,372.51; Sewer Fund-\$8,440.75; Fire Fund-\$551.26 for a total bills of \$120,543.50.
 - 4.2. **ACTION:** Motion made by Andy Brooks, seconded by John Phillips ---Motion passed by voice vote
5. **COMMUNICATION**
 - 5.1. Well Permits. One well permit has been issued in Pleasant Township and four in Mead Township.
 - 5.2. Warren County Planning & Zoning. A zoning permit with a completed storm water application has been issued to James Egger of 40 Hillview Drive for a covered patio.

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- 5.3. Ordinance Violation Reports. The District Magistrate Report for December 2021 and the Warren County Court of Common Pleas November 2021 report were received. Also, the township received a restitution disbursement for a burning violation that occurred in October 2021.
- 5.4. The Real Estate Tax Reports. The December 2021 Tax Claim Bureau and Tax Collector reports were received and reviewed.
- 5.5. Warren County Conservation District. A request of donation to the Envirothon was submitted. It is to be held at Chapman State Park on Friday, April 29, 2022. This will be tabled to the next meeting.
- 5.6. 84 McKinley Water Usage. The 4th Quarter water usage reports were received for the Warren County School District. No other action was needed.

6. OLD BUSINESS

- 6.1. 60 Blackberry Lane – Complaint was filed on January 21, 2022 concerning the ongoing animal noise issue and a pile of scrap metal that is growing on the property. Warren County Planning and Zoning is looking into the zoning violations and the township will consult with the township attorney on the nuisance.
- 6.2. 546 Main Avenue – The Township has not received any recent information related to the plan to improve the condition of the property. The supervisors would like an email sent requesting an action plan and that blight proceedings could begin.
- 6.3. Mohawk Sewer Project. An application has been created and E & M Engineering has submitted some questions to clarify before proceeding any further with the application. Attorney Bevevino will be working on the letter to the two property holders where an easement is needed for a cost effective system. Also, a request to Ryan Rietz from E & M Engineers will be sent to see if any other easements are to be looked at this time.
- 6.4. 1465 Route 62. Property owner Bradley Mason has been notified that his presence is needed at the next Redevelopment Authority Meeting due to the lack of improvement on the property.
- 6.5. IDC Energy. Cameron Energy purchased the wells on Elk from IDC Energy. They are in the process with completing the Maintenance Agreement and bonding the road.
- 6.6. 2010 F-550 Truck. The township received a check from Griffin Motors in the amount of \$25,000 for the 2010 F-550 Truck. The check was deposited in the Equipment Fund on January 7, 2022.

7. NEW BUSINESS

- 7.1. **Motion:** A subdivision approval request was submitted to the township that severs 24.9 acres from Tax Parcel #WN-8-1788 (BF Adventures) off of Zimmerman Hill Road.
Action: Motion made by Andy Brooks, second by Arden Knapp ----motion passed by voice vote.
- 7.2. **4th Quarter Flows.** The sewer flows for the 4th quarter of 2021 were received and submitted to the City of Warren for billing purposes.
- 7.3. **Tax Collection Committee.** The 2022 budget was adopted and it was noted that there are not enough funds to cover expenses. The Warren County TCC has elected to have Berkheimer withhold municipal contributions from the earned income tax from the February disbursement to send to the TCC. If there are any objections to the budget or withholding contributions, objections need to be sent before January 31, 2022. No objections and action is needed at this time.
- 7.4. **Quickbooks.** The township will need to upgrade the Quickbooks software by May 2022 in order to continue to use payroll services. Further information will be researched.
- 7.5. **Elected Auditors.** Oaths of Office were administered during the public comment period.

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Motion to approve Linda Knapp to the 6 year vacancy and Linda Phillips to the 4 year vacancy positions. Both appointed officials took an Oath of Office.

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

- 7.6. **Utility Payments. Motion** to enact an automatic payment of monthly utilities that includes electric, water and gas due to the slow moving mail system and payments not arriving on time. Further research will be done. No action at this time.

8. **PUBLIC COMMENTS** – None

9. **OTHER MATTERS AND BOARD MEMBER COMMENTS** – None

Meeting adjourned at 8:24 p.m.

Respectfully Submitted,

Lea Ann Adams

Secretary-Treasurer