

BOARD MEETING Minutes

Tuesday, November 9, 2021



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
 - 1.3. **REPORTS** of activities and announcements:
 - 1.3.1. *Sewer Department* – The road crew continued with annual sewer flushing and maintenance of sewer stations in early October.
 - 1.3.2. *Road Crew Report* – The road crew repaired a few culverts and began leaf picking.
 - 1.3.3. Reminders. The next township meeting is scheduled for November 23, 2021.
 - 1.4. **AGENDA – Motion** to set and approve the agenda with no additions.
ACTION: Motion made by John Phillips, second by Andy Brooks--- Motion passed by voice vote.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the October 26, 2021 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 November 9, 2021 as follows: General Fund - \$4,147.42; Sewer Fund-\$ 19,694.60; for a total bills of \$23,842.02.
ACTION: Motion made by John Phillips, seconded by Andy Brooks ---Motion passed by voice vote
4. **COMMUNICATION**
 - 4.1. Well Permits. Nine well permit were issued in the City of Warren.
 - 4.2. Warren County Planning & Zoning. A zoning permit was issued to Thomas and Emily McQueen for a backyard chicken coop. Also, a notice of intent to construct at 3265 Route 62 to replace an existing greenhouse was sent to the township for informational purposes.
 - 4.3. Real Estate Tax Reports. The October 2021 Real Estate Tax Collector report was received.
 - 4.4. Fines and Violations Report. The Warren County Court of Common Pleas Violation report for October 2021 was received.
 - 4.5. Building Code Report. The township received the October 2021 Building Code report from CCI and a notification of a partial demolition of 245 Pleasant Drive to expand the parking lot.
 - 4.6. Redevelopment Authority. A request of attendance of Bradley Mason to attend the November 16, 2021 meeting to give an update on the status of the 1465 Route 62 to remediate the blight.
5. **OLD BUSINESS –**
 - 5.1. Emergency Operation Plan. Director of Public Safety Ken McCorrison sent an email requesting assistance with updating the Emergency Operations Plan. The township will complete the information that is available and forwarded it to the township EOC for further review.
 - 5.2. Office Chairs. Purchase of eight audience chairs from K-Log at \$47.50 each plus shipping and 4 board room chairs at approximately \$1200.
ACTION: Motion made by Andy Brooks, seconded by John Phillips – Motion passed by voice vote.

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5.3. 2022 Proposed Budget. The proposed 2022 budget is made available for public inspection beginning November 22 during office hours with an adoption date of December 14, 2021 with no increase for general purposes or fire services. The sewer fund will have a \$5.00 increase for each equivalent dwelling unit (EDU) bringing the yearly sewer charge per EDU to be \$480.00 per year.

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

6. NEW BUSINESS

6.1. PSATS Life Insurance Plans. The current \$10,000 policy expense is \$4.17 per month. A \$25,000 policy is \$9.00 per month.

MOTION: A motion to replace a \$10,000 policy to a \$25,000 policy with a cost difference of \$231.84 per year for the employees. A note to be placed in the employee's next paycheck of the change.

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

6.2. Unemployment Compensation Rate. The 2022 rate will be .80% which is calculated based on the three year total claims to contribution ratio for 2018, 2019 and 2020.

7. **PUBLIC COMMENTS** – None

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

Meeting adjourned at 7:43 p.m.

Respectfully Submitted,

Lea Ann Adams, Secretary-Treasurer