

BOARD MEETING Minutes

Tuesday, October 26, 2021



1. **CALL TO ORDER:** Vice-Chairman John Phillips 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 was resident Ed Dorunda.
Absent: Chairman Arden Knapp
 - 1.2. **PUBLIC COMMENT:** None
 - 1.3. **REPORTS** of activities and announcements:
 - 1.3.1. *Sewer Department* – None
 - 1.3.2. *Road Crew Report* – None
 - 1.3.3. Reminders. Budget workshop is scheduled for Thursday, October 28 starting at 9:30 and on October 29 if necessary. COG is scheduled for Wednesday, November 3 at the Warren County Career Center. Allegheny Forest Alliance will have their annual membership meeting on Thursday, October 28, 2021 from noon – 3:00 p.m.
 - 1.4. **AGENDA – Motion** to set and approve the agenda with no additions.
ACTION: Motion made by Andy Brooks, seconded by John Phillips--- Motion passed by voice vote.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the October 12, 2021 minutes as presented.
ACTION: Motion made by Andy Brooks, seconded by John Phillips---Motion passed by voice vote.
3. **MONTHLY TREASURER’S REPORT**
 - 3.1. **Motion** to approve the September 2021 Treasurer’s Report.
ACTION: Motion made by John Phillips, seconded by Andy Brooks---Motion passed by voice vote.
4. **BILLS AND ACTION FOR PAYMENT**
 - 4.1. **Motion** to approve the bills for payment through October 12, 2021 as follows: General Fund - \$67,615.86; Sewer Fund-\$7,562.54; for a total bills of \$75,178.40.
ACTION: Motion made by Andy Brooks, seconded by John Phillips ---Motion passed by voice vote
5. **COMMUNICATION**
 - 5.1. Well Permits.
One well permit was issued in Pleasant Township. Five well permits are issued in Mead Township. Five well permits are issued in Brokenstraw Township.
 - 5.2. Warren County Planning & Zoning. A zoning permit with an approved storm water management application was issued to Jason Osborne of 324 Pleasant Drive for a covered deck. Linda White of 38 Fuller Avenue renewed her zoning permit for a covered front porch that was issued in September 2020. Thomas and Emily McQueen received an email for failure to complete their zoning application. Also, a survey map of the proposed Highhouse subdivision that severs 10.2 acres from Tax Parcel WN-8-1519 was sent to the township as a courtesy notice.
Motion that the board is aware and approves of the subdivision sever done from Cox Survey as presented and signs the map.
ACTION: Motion made by Andy Brooks, seconded by John Phillips ---Motion passed by voice vote

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- 5.3. Real Estate Tax Reports. The September 2021 Real Estate Transfer Report was received from the office of the Register and Recorder. Julie Rittenhouse appealed her property assessment and received a reduction in assessment value from 38,275 to 12,420.
 - 5.4. Fines and Violations Report. The district magistrate report for September 2021 was received.
 - 5.5. Building Code Report. The township received the September 2021 Building Code report from CCI.
 - 5.6. Chapman Dam State Park. The township received the renewal notice of the NPDES Permit No. PA0100536 and a copy of the Erosion and Sedimentation Control Plan for Chapman Dam State Park's Campsite Improvement Project Utility Line Crossing.
 - 5.7. The Warren County School District submitted their quarterly water usage bills for the McKinley Avenue property.
 - 5.8. Paws Along the River submitted their spring newsletter and their 2022 funding request. This will be tabled to the budget workshop meeting.
 - 5.9. Transit Authority request of funding for 2022 and will be tabled to the budget workshop meeting.
6. **OLD BUSINESS** –
- 6.1. **Motion** to approve **Ordinance #01-2021 Fire Escrow**. This Ordinance establishes a fire insurance escrow account to insure that in the event that any building or structure is damaged or destroyed by fire, all municipal claims as well as expenses of remediation are satisfied.
ACTION: Motion made by Andy Brooks, seconded by John Phillips.---Motion passed by voice vote.
 - 6.2. Office Chairs. Andy Brooks recommends the HON Ignition 2.0 chairs for the conference table. Research continues for suitable replacements.
7. **NEW BUSINESS**
- 7.1. Warren County Conservation District has informed the township that they will not be taking any new applications for the Dirt, Gravel and Low Volume Road program on November 5, 2021 due to policy changes.
 - 7.2. PSATS Life Insurance Plans. Starting November 1, 2021, PSATS will be offering new life insurance plans of \$25,000 term life policy with AD& D overage and it replaces the \$12,000, \$20,000, and \$30,000 as a new plan offering. Andy Brooks made a motion to look at a replacement for the current \$10,000 policy at the budget workshop meeting.
 - 7.3. Emergency Operation Plan. The township has been asked to review and provide any input with updating the information. The township will complete the plan with the information that is known and forward it to the emergency management coordinator for completion.
 - 7.4. The Pleasant Volunteer Fire Department had a worker's compensation claim in October. The volunteer suffered from heat exhaustion while fighting a fire.
8. **PUBLIC COMMENTS** – None
9. **OTHER MATTERS AND BOARD MEMBER COMMENTS** – None

Meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Lea Ann Adams, Secretary-Treasurer