

BOARD MEETING Minutes

Tuesday, September 28, 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:** Chairman Arden Knapp, 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: *Sewer Department* – Warren Manor has installed the sewer trash collection system. The township will continue to monitor it weekly for a month or two. In addition, all the roots are cut out of the sewer line trouble spots for the year. *Road Crew Report* – The 2012 Dodge pickup truck continued to have an ignition issue. The truck was delivered to Dave Warren of Jamestown for a 2nd opinion, and a faulty ignition module was found and replaced. The township received the crack sealer machine without a log book in addition to it not being in proper working condition. The road crew spent a day fixing issues and getting it in working condition to be utilize.
 - 1.4. **AGENDA - Motion:** that the board approves to set/adjust the agenda with the following addition:
Add 6.7. – Sewer System/City of Warren update
 - 1.5. **APPROVAL OF AGENDA - Motion:** that the board approves to adopt the agenda with the addition as presented.
ACTION: Motion made by Andy Brooks, second by Arden Knapp--- Motion passed by voice vote
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the September 8, 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 August 2021 Treasurer’s Report
ACTION: Motion made by Andy Brooks, seconded by John Philips – Motion passed by voice vote.
4. **BILLS AND ACTION FOR PAYMENT**
 - 4.1. **Motion** to approve the bills for payment through September 28, 2021 as follows: General Fund - \$50,635.24; Sewer Fund-\$32,007.11; Fire Fund-\$1,156.96 for a total bills of \$83,799.31.
ACTION: Motion made by Andy Brooks, seconded by John Phillips ---Motion passed by voice vote
5. **COMMUNICATION**
 - 5.1. Warren County Planning & Zoning
Two zoning permits were issued to Wills Builders for a deck located at 3411 Pleasant Drive and to Allen Breindel of 1011 Pleasant Drive for a storage shed. Mark Rossman of 137 Buena Vista made a size adjustment of 36’x 24” for the approved SWM application of a garage. A notice of continued violation was issued to Thomas and Emily McQueen of 205 Buecher School Road for housing

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chickens without permits. Mr. Rubright of 2614 Mohawk Avenue was instructed by email to obtain a zoning permit and building permit for his project.

- 5.2. The Tax Claim Bureau submitted the August report and the township received the August Real Estate Transfer Report.
- 5.3. The District Magistrate report and the Court of Common Pleas reports for August were reviewed.
- 5.4. On October 7, 2021 at 9:15 a.m. there will be an assessment appeal hearing for 320 Cold Spring Lane.
- 5.5. The Warren County Commissioners shared that Pennsylvania has enabled the Commercial Property Assessed Clean Energy financing. This would allow local governments to establish a C-PACE program to facilitate financing of clean energy and energy efficiency projects for commercial properties for economic development.
- 5.6. The 2020 Annual Report from Pennsylvania One Call was received.
- 5.7. Clarendon Fire Department sent notification that they are requesting a BLS ambulance staffing exception for the PA Department of health. No action is needed.

6. OLD BUSINESS

- 6.1. Buecher School Road Complaints Update. Attorney Tim Bevevino sent letter to the residents of 205 & 249 Buecher School Road concerning the ongoing complaints being received by the township. The board wanted a letter to be sent to the complainant, Mr. Fair as well.
- 6.2. 275 Lenhart Road violation update. Keith White will be doing the demolition by the end of the month weather dependent.
- 6.3. 60 Blackberry Lane update. No further complaints were received or any information was available to report. No action taken at this time.
- 6.4. 2021 Paving Project Completion Report – IA will be consulted on a few discrepancies regarding the number of driveways and damages to manholes before the completion report and final payment is issued.
- 6.5. SFTS 76 Mossy Oak Lane. – The township received the DEP approval letter for single residence sewage treatment plant. No further action is needed.
- 6.6. Road Inspection update – The board moved the road inspection time to 9:30 a.m. on October 12.
- 6.7. Sewer System/City of Warren – The Township received an email update from Attorney Bevevino regarding the amendment to the agreement and specifications of the new meter and meter site.

7. NEW BUSINESS

- 7.1. **EMS Insurance Audit.** Worker's Compensation audit resulted in additional premium of \$129.00 for 2020 – 2021. No further action needed.

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- 7.2. **Pleasant Township 2020 Financial Audit.** Haines and Company completed the 2020 audit after receiving the needed information from PMRS.
Motion to accept the audit and advertise in newspaper.
ACTION: Motion made by Arden Knapp, seconded by Andy Brooks --- Motion passed by voice vote.
- 7.3. **Proposed Fire Escrow Ordinance #01-2021.** The board's consensus is to move forward and advertise the ordinance for adoption.
- 7.4. **2021-2022 Salt Contract.** The 2021-2022 salt contract was awarded to Compass at \$54.35 per ton for participates in Warren County.
- 7.5. **2021 Fire Relief Allocation.** The Volunteer Fire Relief allocation for 2021 is \$10,904.46. The Pleasant Volunteer Fire Relief Association will receive the allocation this week and the state report will be completed noting the transfer of funds.
- 7.6. **2021 State Aide Allocation** – The Municipal Pension State Aid allocation for 2021 is \$19,189.13. The Pennsylvania Municipal Retirement System will be notified of the allocation that was received by the township.
- 7.7. **2012 Dodge Ram Truck** – The supervisors will begin researching for a replacement vehicle with a target date of purchasing in the spring of 2022.
8. **PUBLIC COMMENTS** – Supervisor Brooks had a couple of concerned citizens' comment on the placement of the township truck on Broadhead Street on Tuesday while the road crew was working in the area. It was noted that it was parked in an area not easily seen when traveling around a bend.
9. **OTHER MATTERS AND BOARD MEMBER COMMENTS** - None
10. Meeting adjourned at 8:12 p.m.

Respectfully Submitted,

Lea Ann Adams

Secretary-Treasurer