

BOARD MEETING Minutes

Tuesday, September 8, 2021



1. **CALL TO ORDER:** Chairman Arden Knapp called the meeting to order and led with the Pledge of Allegiance at 12:00 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* – Adams Court needed a new backup battery installed which was purchased through Amazon. A broken manhole lid on Elliott will need to be replaced due to the paving project in addition to three broken birdbaths. IA Construction will be notified. *Road Crew* – The Dodge pickup truck is having a starting issue and further investigation will need to occur to determine the root of the issue. The road crew continued to fix trouble spots on the roads with hand tar and chips patches. Also, it was noticed that two driveways will need to be addressed and conditions clarified before the winter weather. The township will send letters to the property owners.
 - 1.4. **AGENDA - Motion:** that the board approves to adopt the agenda with the following additions:
 - 5.4 – Revised Bid Tabulation
 - 6.6 – Fall Road Inspection
 - 6.7 – Budget Workshop
 - 6.8 – Township Truck**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 August 24, 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 September 8, 2021 as follows: General Fund - \$2,627.91; Sewer Fund-\$8,410.50 for a total bills of \$11,038.41.
ACTION: Motion made by Andy Brooks, seconded by John Phillips ---Motion passed by voice vote
4. **COMMUNICATION**
 - 4.1. Well Permits – Pleasant & Cherry Gove Townships – 8 wells
 - 4.2. Warren County Planning & Zoning
A zoning permit issued to Hunter Danielson of 249 Beucher School Road for backyard chickens.
 - 4.3. August real estate tax collection report from Tax Collector.
 - 4.4. Warren County Association of Township Officials Fall Convention registration scheduled for Monday, October 18, 2021 at the Youngsville Fire/Social Hall.
5. **OLD BUSINESS**
 - 5.1. American Rescue Plan Fund

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5.1.1. Resolution #2021-06 ARP reclassified to **Resolution #2021-08 ARP** due to a clerical error of numbering.

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

5.1.2. Supervisor Brooks sent email to County Commissioners for a request of County ARP funds for purposes of phone/internet services, EOC cabinet, sanitary sewer expansion and sewer meter project.

5.2. Buecher School Road Complaints Update. The complaints and issues have been turned over to the township attorney for action and to find a resolution.

5.3. 275 Lenhart Road violation update. Mr. Steven Rood wrote a letter to the township and stated that he plans to remove the camp through demolition and has spoken to Warren County Planning and Zoning about the steps necessary to rebuild.

5.4. Building Project – Upon the Engineers’ review, Infinity Custom Building of Jamestown total cost of bid is \$118,205. A difference of \$12,790 due to the extra siding that was calculated but not needed nor a part of the bid project. Infinity Custom Building remains the lowest bidder and was awarded the bid based on final approve of the engineer’s review of bid package.

6. NEW BUSINESS

6.1. **Rose Subdivision Approval.** The subdivision was approved by the Warren County Planning Commission on September 1, 2021. No further action needed.

6.2. **2022 Minimum Municipal Obligation for Pension Plan.** A memo was presented to the board on the calculation of \$23,393 for the 2022 MMO for the pension plan payment based on 2021 W-2 wages.

Motion to approve the 2022 MMO calculation for the 2022 Pension Plan.

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

6.3. **Motion** to accept the employment of Matthew Gregerson to the position of Equipment Operator/Laborer at the rate of \$16.25 per hour effective September 7, 2021 upon the passing of pre-employment testing.

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

6.4. **Tax Claim Bureau.** The proposed procedure of notifying municipalities of tax sale applicants were reviewed.

No Action needed.

6.5. PSATS

6.5.1. The 2021 ballots for election of trustees for the Health Insurance Cooperative Trust and the Unemployment Compensation Group Trust were received listing two individuals to the board of trustees.

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

6.5.2. 2021 Proposed PSATS By-Laws Changes, Nominations Reports and Resolutions were received
for review.
No action needed.

6.6. **Fall Road Inspection.** The Fall Road Inspection is scheduled for October 12 at 9:00 a.m.

6.7. **Budget Workshop Dates.** The budget workshops are scheduled for October 28 at 9:30 and will
continue on October 29 if needed.

6.8. **Pick-up Truck.** The 2012 Dodge Ram will need repaired for an ignition issue at an estimated costs of
\$700.

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

7. **PUBLIC COMMENTS** - None

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

9. Meeting adjourned at 1:40 p.m.

Respectfully Submitted,

Lea Ann Adams

Secretary-Treasurer