

BOARD OF SUPERVISORS MEETING MINUTES

Monday, July 22, 2024 4:00 p.m.

1. **CALL TO ORDER** – Chairman Jeff Zariczny called the meeting to order and led with the Pledge of Allegiance at 4:02 p.m.
 - 1.1. *Present:* Chairman Jeff Zariczny, Vice-Chairman David Gee, Supervisor Vince Duckett, Secretary-Treasurer Emily Onuffer, Road Foreman Joe Papalia, Attorney Andrea Stapleford, Police Chief Jason Peters. Guests in attendance were John Hamm and Ken Owens.
 - 1.2. Public Comment
 - 1.2.1. John Hamm and Ken Owens presented a draft of a noise ordinance. Details are in 6.4.
 - 1.2.2. John also requested that monthly meeting minutes be posted to the website. Solicitor Stapleford said that once meeting minutes are approved, they are public knowledge. Emily will post past minutes.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the July 8, 2024, meeting minutes.
ACTION: Motion made by Jeff Zariczny, second by David Gee --- Motion passed.
3. **BILLS AND ACTION FOR PAYMENT**
 - 3.1. There was discussion about the \$31,926.17, escrow check. Jason took pictures to verify the work was done so the escrow check could be sent. Property owner is Justin Smith located at 551 Jackson Run Rd.
 - 3.1.1. There is a second escrow check for Adriane Smith. Emily to reach out get a status update and insurance carrier information.
Motion to approve the bills for payment between July 9-22, 2024 total \$51,095.97
ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed
4. **COMMUNICATION**
 - 4.1. Communication
 - 4.1.1. Planning and Zoning update
5. **TOWNSHIP REPORTS**
 - 5.1. Police Department Report
 - 5.1.1. PA Aggressive Driving Program will run through 8/25/2024. There is \$1,300 in grant money to cover wages.
 - 5.1.2. Charlie is focused on DUI program. There are several roving patrols planned over the next few months.
 - 5.1.3. Intoxilizer training was held in the Township conference room last week, July 15-18, 2024. There were 6 officers in attendance including Mitch Labesky
 - 5.1.4. ARP fund request is \$20k for computer upgrades for the entire building. Additional \$25k for a new car to be purchased in 2025. Jeff requested a breakdown of expenses to be shared. The replacement car will be a pursuit vehicle.
 - 5.1.5. Year-to-date statistics: 224 traffic citations issued, 383 reportable incidents (arrests, 302's, etc.), 111 people criminally charged (DUI, assault, retail theft, etc.)
 - 5.1.5.1. Jeff asked how many calls were related to Walmart. Jason guessed 60%. A discussion around how we can assess Walmart per call to help with the strain on our police department. Andrea found and shared an ordinance regarding this from Lehigh Valley.
 - 5.1.6. Discussion about an email from PA Costars about Townships EV Charging Stations. Jeff asked Emily to research this project. Jeff indicated we would need to upgrade systems to accommodate.
 - 5.2. Road Crew Report
 - 5.2.1. Crew is oiling Keller this week. Daugherty Run Rd will be next week. Vince has been a great help with mowing. There are 3 roads left to mow.
 - 5.2.2. Joe is still searching for another crew member.
 - 5.2.3. Joe requested approval for Lucas to take 2 weeks off to travel on a mission trip in November. Joe will request help from the jail's work release program for fall leaf pick-up to help cover Lucas' time off.
Motion to approve time off.
ACTION: Motion made by Jeff Zariczny, second by Vince Duckett --- Motion passed
 - 5.2.4. Vehicle update.
 - 5.2.4.1. The Avalanche's transfer case needs fixed. If the repairs cost more than \$2,500, we sell it. If is less than \$2,500, Joe will have it fixed.

BOARD OF SUPERVISORS MEETING MINUTES

Monday, July 22, 2024 4:00 p.m.

5.2.4.2. The 2015 Ford Explorer needs to be sold. Anything over \$1,500 needs to be advertised. Emily will advertise once we know if the Avalanche will also need to be sold.

5.3. Solicitor's Report

5.3.1.1. Andrea found and shared an ordinance regarding big box stores eating up manpower, and taxpayer money to manage theft prevention, from Lehigh Valley. Here is the link to the article.

https://www.lehighvalleylive.com/nazareth/2016/05/big_box_stores_eating_up_manpo.html

5.3.1.2. Andrea shared a draft of the Nathan Street project agreements that she created for the home owners. The homeowners will need to have the document notarized. Andrea offered to notarize them at the next meeting, scheduled 8/12/2024.

5.4. Treasurer's Report – Budget vs. Actual

5.4.1. Emily shared current year's budget vs. actual report. A request was made to review it and come back with any changes that need to be made.

5.4.2. The general fund (last 4 account number digits 8105) has been reconciled through May 2024.

6. UNFINISHED BUSINESS

6.1. Personnel

6.1.1. Road crew member

6.1.1.1. The 2 possible employees are both making more money than is slotted for this position.

6.1.1.2. Emily sent the name of a possible person to Joe on Monday morning. Joe reached out by phone and text but has not heard back yet.

6.2. City of Warren – no updates. Emily to remove from next agenda and add back on when necessary.

6.3. Storm water applications – no new applications were submitted.

6.4. Noise ordinance

6.4.1. John Hamm submitted a rough draft of a noise ordinance that he created with the assistance of his neighbors. Jeff asked for a generic statement about using modern equipment. David asked if there is an industry standard for equipment. Andrea indicated we could write it how we want it. Jeff tasked everyone to read the proposed ordinance and come back with comments. John did include issues with noise emanating from different sources including animals. Jeff noted that there were requests made in the past to the Pampered Pets Kennel at 3876 Follett Run Rd that have not been completed. Jason will follow-up. Additionally, Jason is to send the video to Emily that was taken on the property with the loud compressor.

6.5. Municibid update

6.5.1. Ends 7/25/2024. Currently have 3 watchers. Request was made to lower the minimum, so changed to \$50k.

6.6. Volunteer Fire Departments updates

6.6.1. Emily had not heard from either department. She will make a request from them to submit reports for the August 12, 2024 meeting.

6.6.2. Jim Page reached out to Jeff to inquire about the Starbrick VFD audit. Emily to reach out to the auditor for an update.

6.7. Nuisance properties

6.7.1. Emily has been working with Andrea but ran out of time before going on vacation to get the letters mailed. Emily will prepare the letters and the resolutions for the next meeting scheduled 8/12/2024.

6.7.2. A request was made to view and inspect the condition of the properties on Jackson Run Rd and Mason's MHP.

6.8. ARP Fund projects list

6.8.1. Earmarking \$63k to correct the State Street flooding issue.

6.8.2. Earmarking \$20k for computer upgrades for the entire building.

Motion to approve \$20k to upgrade computers.

ACTION: Motion made by David Gee, second by Jeff Zariczny --- Motion passed

7. NEW BUSINESS

7.1. Recycling (Gary and Angie)

7.1.1. Were not present.

7.2. State Police case update – executive session

7.2.1. **Executive Session** began at 5:35PM and ended at 5:56PM

7.3. Policy manual updates

BOARD OF SUPERVISORS MEETING MINUTES

Monday, July 22, 2024 4:00 p.m.

- 7.3.1. Created and added the policy manual to Google Docs
 - 7.3.1.1. Updated with list from Joe and labeled 2024.
 - 7.3.1.2. Shared access with BOS and Joe Papalia for review and updates.
- 7.3.2. The PD manual has been updated and is ready to send to Andrea and Jeff.
- 7.4. County Hazard Mitigation Plan update
 - 7.4.1. Emily has talked with Jim Zavinsky on the phone but have not found a time to meet to add her information to the plan.
- 7.5. OSHA proposed changes
 - 7.5.1. Emily to create a version of the letter shared by Tidioute Borough, sign and send it.
- 8. Allegheny Forest Alliance
 - 8.1. Emily to create a resolution for the next meeting.
 - 8.2. **Motion** to approve to pay \$20 to the Allegheny Forest Alliance.
ACTION: Motion made by Jeff Zariczny, second by David Gee --- Motion passed.

9. PUBLIC COMMENTS

10. OTHER MATTERS AND BOARD MEMBER COMMENTS

11. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by David Gee, second Jeff Zariczny --- Motion Passed. Meeting adjourned at 6:13PM.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer


