

## BOARD OF SUPERVISORS MEETING MINUTES

**Monday, March 10, 2025 4:00 p.m.**

- 4.1.5.2. 4000 Conewango – WC Conservation District
- 4.1.6. Well Permits – Pleasant Township
- 4.1.7. Liquid fuel disbursement. Last week the state Department of Transportation released \$468 million in 2025 liquid fuels payments to all municipalities that timely filed required paperwork. For 2025, the final population factor is \$17.9967 per person, up slightly (3 cents) from \$17.9662 in 2024, and the mileage factor is \$3,191.0159 per mile, up slightly (3 dollars) from \$3,188.0077 in 2024. Total projected funds are \$800,000 higher than the 2024 total and come from about 14.5% of the state gas tax, which is levied on fuel purchased in Pennsylvania
- 4.1.8. State Street project approval

### 5. TOWNSHIP REPORTS

#### 5.1. Police Department Report

- 5.1.1. Chief shared a proposed contract with Homeland Security to allow officers to cross state lines. He will send the information to Solicitor Andrea and insurance carrier Rossbacher.
- 5.1.2. Presented the value of the 2 township laptops that are no longer being used. Values were provided by Mark Lucas. Chief would like the Township to donate them to local charities. This item has been tabled until the next meeting.
- 5.1.3. New vehicle
  - 5.1.3.1. Jason researched information on the Chevy Blazer EV. The cost is between \$59k - \$64k. The battery has a 200-mile range life limit. He also researched information on the Ford Explorer Hybrid. The Sheriff's office has 2 of these vehicles. They stated the maintenance costs are equivalent to a non-hybrid. However, the amount of time it takes to get up to speed is much quicker.
  - 5.1.3.2. Charlie and Emily are going to work on the USDA loan at the current rate of 4.1%.
  - 5.1.3.3. Chief expects the Caprice to sell for ~ \$10k on Municibid. There is an additional \$6,250 in the 2025 budget for capital purchases.

**Motion** to begin the bidding process to purchase a hybrid Ford Explorer.

**ACTION:** Motion made by David Gee, second Vince Duckett, --- Motion Passed.

#### 5.2. Road Crew Report

- 5.2.1. Springtime activities have begun. The crew is brooming roads and cold-patching potholes.
- 5.2.2. Concerned that S. State St. is going to be a mess when National Fuel has completed their work. Jeff requested that Joe stay in close contact with the project director so that the road is returned to its original condition.

#### 5.3. Solicitor's Report – Andrea was not able to attend this meeting.

#### 5.4. Treasurer's Report

**Motion** to approve the February 2025 Treasurer's Report.

**ACTION:** Motion made by David Gee, second Vince Duckett, --- Motion Passed.

#### 5.5. VFD Report

##### 5.5.1. Starbrick fundraising:

- 5.5.1.1. Bingo 1<sup>st</sup> Friday of each month, spring craft show 3/22/2025. Planning a 70<sup>th</sup> anniversary celebration in July.
- 5.5.1.2. Kirk attended a webinar on consolidation – willing to set up a meeting with the consultant. It was requested that he reach out to NW and set it up.
- 5.5.1.3. Kirk is setting up classes for FF1.

### 6. UNFINISHED BUSINESS

- 6.1. Fence ordinance – Jeff requested everyone mark up the previous fence ordinance for the next meeting.
- 6.2. RESOLUTION 2025-09 Financial Assistance TAWC

**Motion** to grant the funding request from TAWC.

**ACTION:** Motion made by David Gee, second Jeff Zariczny, --- Motion Passed.

- 6.3. Police vehicle – covered in Police report
- 6.4. 3296 Jackson Run Rd – covered in public comments.
- 6.5. WCATO Spring Convention
  - 6.5.1. Sending Vince and Kathy Duckett, and David Gee and Bonnie Penucci. The Township will pay for Vince, Kathy and David.
- 6.6. Nuisance files

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**Monday, March 10, 2025 4:00 p.m.**

1. **CALL TO ORDER** – Chairman Jeff Zariczny called the meeting to order and led with the Pledge of Allegiance at 4:00 PM.
  - 1.1. *Present:* Chairman Jeff Zariczny, Vice-Chairman David Gee, Board member Vince Duckett, Police Chief Jason Peters, Secretary-Treasurer Emily Onuffer, Assistant Road Foreman Lucas Stec.
  - 1.2. *Absent:* Road Foreman Joe Papalia, Solicitor Andrea Stapleford.
  - 1.3. *Guests in attendance:* David Larson, Linda Larson, Michael Lyon, Kirk Foust
  - 1.4. Public Comment:
    - 1.4.1. David Larson is a resident of North Warren. He came to express his concerns over 2 very rundown properties: 100 S State Street and 113 Jackson Run Road. David's wife, Linda, had called the Township last week to express the same concerns. Chief Peters returned her phone call.
      - 1.4.1.1. 100 S State St. – random cars parked close to the road and general junk lying around. Chief Peters had been out to take pictures. Additionally, a parking ticket was issued for vehicles parked on the sidewalk. He recommended to the BOS to proceed with a nuisance violation.
      - 1.4.1.2. 113 Jackson Run Rd. – Chief Peters informed Mr. Larson that a nuisance violation was in place. A warrant for the owner had been issued and Chief is waiting for the sheriff's department to pick her up.
      - 1.4.1.3. Mr. Larson asked if the Township could change the parking options on S. State St. The Township is unable to.
    - 1.4.2. Michael Lyon, Warren County Zoning Officer, attended to share information about 3296 Jackson Run Road. Mr. Pierce stopped at the zoning office to request copies of old permits. There were 2: ZP # 08-236 was issued 01 Nov 2008 for a 24' x 40' (960sqft Garage Addition), ZP# 12-090 was issued 01 May 2012 for a porch and storage shed, 19x20 & 8x20. Zoning permits and their supporting documents are destroyed after 5 years so Michael was able to print the unsigned copies of the issued permits. Michael shared that the zoning office issued citations for abandoned vehicles. However, there wasn't clear ownership of this specific property, so there would not be anyone to issue the citation to.
      - 1.4.2.1. Jeff asked Chief Peters to take more pictures and share them with Michael.
      - 1.4.2.2. Michael asked Chief Peters to send him a list of properties with multiple abandoned vehicles.
2. **REVIEW OF PREVIOUS MINUTES**

**Motion** to approve the February 24, 2025 meeting minutes.  
**ACTION:** Motion made by David Gee, second Vince Duckett, --- Motion Passed.
3. **BILLS AND ACTION FOR PAYMENT**

**Motion** to approve the bills for payment between February 22 – March 10, 2025 totaling \$36,764.25  
**ACTION:** Motion made by David Gee, second Vince Duckett, --- Motion Passed.
4. **COMMUNICATION**
  - 4.1. Communication
    - 4.1.1. PSLs meeting 3/27/2025
      - 4.1.1.1. Emily to share information to CTMA Board, and NWMA Board
    - 4.1.2. Traffic Counting
      - 4.1.2.1. Motel Rd
      - 4.1.2.2. Ditmar St
      - 4.1.2.3. Loomis St
      - 4.1.2.4. Victor Ave
    - 4.1.3. NEVI program 3/6/2025
    - 4.1.4. WC Assessment Office
      - 4.1.4.1. Riverview MHP
      - 4.1.4.2. Drakes Mobile Estates
      - 4.1.4.3. SFP Portfolio (Warren Commons)
      - 4.1.4.4. 4348 Yankee Bush Rd
    - 4.1.5. Stormwater
      - 4.1.5.1. 360 Daugherty Run – T-Mobile



## BOARD OF SUPERVISORS MEETING MINUTES

**Monday, March 10, 2025 4:00 p.m.**

- 6.6.1. 506 S State St – Gary Landrio stopped at the Township building 2/13/2025. Emily handed him the returned certified letter. Jeff requested Chief Peters cite the property owners.
- 6.6.2. Mason's Mobile City – Chief Peters took update pictures last week. Some of the work cited in nuisance violation RESOLUTION 2024-49 had been completed. There are still 3 trailers that need to be demolished. The BOS requested a new letter be sent listing the outstanding items left to be completed.
- 6.6.3. 100 S State St – Emily to create a resolution for the next meeting.  
**Motion** to file a nuisance violation  
**ACTION:** Motion made by David Gee, second Vince Duckett, --- Motion Passed.

### 7. NEW BUSINESS

- 7.1. 2025 Clean-up Day
  - 7.1.1. Set for May 2<sup>nd</sup> 1 PM – 5 PM, May 3<sup>rd</sup> 8 AM – 2 PM. \$10 per car, \$25 per truck or van.
- 7.2. Right-To-Know request – Executive Session started 6:06 PM ended 6:34 PM.
- 7.3. WCTCA tax ID
  - 7.3.1. Emily to reach out to Andrea to see if there would be any tax implications for the Township if the Warren County Tax Collector Association uses the Township's tax ID while they apply for their own.
- 7.4. RESOLUTION 2025-10 USDA GRANT APPROVE AND AUTH PERSON TO SIGN  
**Motion** to authorize persons to sign the USDA grant application  
**ACTION:** Motion made by Vince Duckett, second David Gee, --- Motion Passed.
- 7.5. Pension Actuarial Study
  - 7.5.1. Emily to confirm the biennial cadence of actuarial studies.
- 7.6. DEP training event 3/27/2025
  - 7.6.1. See 4.1.1.1

### 8. PUBLIC COMMENTS

### 9. OTHER MATTERS AND BOARD MEMBER COMMENTS

- 9.1. The BOS requested Emily to create a contract for employees to sign with regards to the Township's cellphone policy. Approval for sub-accounts for employee families was adopted at the 12/11/2017 BOS meeting.

### 10. ADJOURNMENT

**Motion** to adjourn.

**ACTION:** Motion made by Dave Gee, second Vince Duckett, --- Meeting adjourned at 6:41 PM.



