

BOARD MEETING MINUTES

Monday, May 13, 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 4:00 p.m.
 - 1.1. *Present:* Chairman Jeff Zariczny, Vice Chair David Gee, Supervisor Vince Duckett, Secretary-Treasurer Emily Onuffer, Road Foreman Joe Papalia, Attorney Andrea Stapleford, Police Officer Charlie Anderson.
 - 1.1.1. Guests in attendance: Barb Anthony, Donne Fowler, Louis Varallo, Burfoot Ward, Gary Olson, Patti Colosimo, Spencer Duffee, Dawn Thayer, John Hamm
 - 1.2. Public Comment
 - 1.2.1. Barb Anthony – spoke about the condition of Mason’s Mobil Home Park. Her issues were with management of the park raising rent fees but not investing the higher rent monies into the park. The park manager says it is not his job to clean ditches. The removal of the streetlights by Penelec has increased the drug activity.
 - 1.2.1.1. Officer Charlie was going to follow up on the increased drug activity.
 - 1.2.2. Gary Olson – is with the North Warren Presbyterian Church. Gary raised concerns about the condition of the playground in North Warren. It is in need of a fence repair as slats are missing, and new ground cover (about 180 cubic feet). It has been 7 years since the last time the playground was updated. The cost then was about \$4,400. The church has some donations to help with the expense of updating, plus the boy scouts raised \$1,500. Gary wanted to know what funding the township had to help with the updates.
 - 1.2.2.1. Jeff asked about cameras to help mitigate vandalism. Officer Charlie Anderson responded that he had used the cameras mounted on the church in the past.
 - 1.2.2.2. Jeff requested the church leadership summarize what needs done and what the cost would be.
 - 1.2.3. Patti Colosimo – wanted to know if the logging company, Sabella Construction, that logged the lower portion of Preston Road would be cleaning up the leftover tree tops. Road Foreman Joe Papalia responded that that Sabella Construction had completed their portion of the cleanup. The ditches had been cleaned and graded, and stated that the forest would green up and look better over time.
 - 1.2.4. Spencer Duffee – raised concerns about the living conditions at Mason’s Mobil Home Park. His main concern was whether the water was drinkable. He stated he had water reports that he could share with the BOS.
 - 1.2.4.1. Jeff asked for some time to address this.
 - 1.2.5. John Hamm – asked about the status of the noise complaint on Yankee Bush Road that was raised during the March 25, 2024, BOS meeting. Due to the changes in office personnel, no work had been done.
 - 1.2.5.1. Jeff requested Andrea to research and recommend the best way to handle the noise complaints with an ordinance for the next BOS meeting scheduled May 28, 2024.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the April 22, 2024, meeting minutes as presented.
ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed.
3. **BILLS AND ACTION FOR PAYMENT**
 - 3.1. **Motion** to approve the bills for payment between April 22-May 9, 2024, as follows: General Fund - \$26,485.69.
ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed.
4. **COMMUNICATION**
 - 4.1. Well Permits
 - 4.1.1. David See Surveyors – 1
 - 4.1.2. Hampson Surveying – 2
 - 4.1.3. Rick Ristau – 1
 - 4.2. National Fuel – 2024-2025 project list request
 - 4.3. Planning & Zoning – annual report
 - 4.4. Warren County Conservation District – Verizon installing a fiberoptic line over the Allegheny River
5. **TOWNSHIP REPORTS**
 - 5.1. Police Department
 - 5.1.1. Officer Anderson presented information from Chief Peters about the new truck purchase.
 - 5.1.2. Officer Anderson presented information from Chief Peters about an opportunity to purchase a blue Ford Explorer from Warren County. Jeff asked to table this discussion until the next meeting.
 - 5.1.3. Buckle Up program will begin mid-June in preparation for graduation season.

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5.1.4. The Police Services Grant Fund has been reconciled.

Motion to allow Emily to work 12-16 hours annually with Charlie on the PSG and be paid by the grant.

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

5.2. Road Crew

5.2.1. Joe provided information on the S. State Street project. Joe to reach out to Steve Halmi for plans. Emily to reach out to Andrea for an easement letter. This project has \$20k in funds dedicated to it in the 2024 budget.

6. UNFINISHED BUSINESS

6.1. Personnel – Executive Session began 6:00PM and ended 6:47PM.

6.2. City of Warren – ambulance responses and fees

6.3. ARP funds report - requested to table this discussion until the next meeting. Emily to provide a copy of RESOLUTION 2023-33,

6.4. Aggregate #8, LWB 2.0% bids

Motion to rescind bid from April 22, 2024 BOS meeting to award to IA for reason that a bid was received from Glenn O. Hawbaker, Inc. but was not read prior to the May 13, 2024, meeting.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

Motion to accept the lowest bid from Hawbaker in the amount of \$23,070.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

6.5. Aggregate #8, 2RC bids

Motion to rescind bid from April 22, 2024 BOS meeting to award to Allegheny Aggregate for reason that a bid was received from Glenn O. Hawbaker, Inc. but was not read prior to the May 13, 2024, meeting.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

Motion to accept the lowest bid from Glenn O. Hawbaker, Inc in the amount of \$11,180.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

6.6. Resolution #2024-25 – Cabin Affidavit

Motion to adopt RESOLUTION 2024-25

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

6.7. Road crew truck purchase - The Township received a quote for a new truck. Potential funding could come from \$33k General Fund, \$40k for capital purchases, \$60k to be funded by a loan. Hoping to sell the International for \$50k to apply to the loan. Item will be added to the agenda for the May 13 for further discussion.

Motion to purchase a new truck for up to \$133,552.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

7. NEW BUSINESS

7.1. Police vehicle purchase

Motion to purchase a new police vehicle from Midtown Motors and finance up to the purchase price.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

1.1. Resolution #2024-22 NW Police Retirement Administration

Motion to execute signature cards.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

1.1. Resolution #2024-23 NW Non-Uniform Retirement Administration

Motion to execute signature cards.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

1.1. Resolution #2024-24 America250 PA

Motion to join America250.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

1.1. Resolution #2024-26 TAWC Financial Assistance

Motion to provide \$1,500 in financial assistance.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

1.1. Resolution #2024-27 Automatic Payments of Operating Disbursements

Motion to approve.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

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1.1. Office bandwidth increase

Motion to improve/increase the Township office building bandwidth.

ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed

1.2. Northwest Pension service fee increase

1.3. Storm Water applications

1.4. Ameriserv

1.4.1. Emily to reach out to Ameriserv for an education in when investments will mature. Once a list is compiled, present options to the BOS.

1.5. Road Bond

1.5.1. Emily to deposit road bond \$100 application fee from Gutchess.

1.6. Mason's Mobile Home response

1.6.1. This topic was tabled till the May 28, 2024 meeting.

2. PUBLIC COMMENTS

3. OTHER MATTERS AND BOARD MEMBER COMMENTS - *items not in the agenda but came up during the meeting*

8. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by David Gee, second Jeff Zariczny --- Motion Passed. Meeting adjourned at 6:47 p.m.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer



