

BOARD OF SUPERVISORS MEETING MINUTES

Monday, August 11, 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, Road Foreman Joe Papalia, Solicitor Andrea Stapleford.
 - 1.2. *Guests in attendance:* Kirk Foust – SVFD, Barbara McCullough – SVFD, Jerry Hammerbeck – NWVFD, Bonnie Reynolds – NWVFD, Bruce Swanson
 - 1.3. Public Comment:
 - 1.3.1. Mr. Swanson asserted that there are 2 large trees at the end of Ditmar Street in North Warren that Conewango Township owns that are in bad shape and need to be taken down before they fall on his house. One tree is a pine tree that has been hit by lightning and the second tree is a cherry tree that is infested with ants. Additionally, he said he had talked to Attorney Ken Crosby and Attorney Crosby had completed some research that indicated the township owns the trees.
 - 1.3.1.1. The BOS asked Andrea to reach out to Atty Crosby to request his research.
 - 1.4. Mr. Swanson also asserted that while he appreciates the tar and chip on the roads, the loose gravel is dangerous to motorists. Joe assured him that the paving company, IA Construction, that performed the work was scheduled to broom the roads off this week.

2. REVIEW OF PREVIOUS MINUTES

Motion to approve the July 28, 2025, meeting minutes.

ACTION: Motion made by David Gee, seconded by Vince Duckett, --- Motion Passed

3. BILLS AND ACTION FOR PAYMENT

Motion to approve the bills for payment between July 29 and August 11, 2025, totaling \$49,136.14.

3.1.1. General Fund total is \$10,366.22

3.1.1.1. \$753.51 is billed to Columbia Gas

3.1.1.2. \$4,193.63 NWVFD

3.1.1.3. \$2,795.77 SBVFD

3.1.2. Streetlights total is \$2,025.20

3.1.3. PLGIT total is \$36,744.72

ACTION: Motion made by Vince Duckett, seconded by David Gee, --- Motion Passed

4. COMMUNICATION

4.1. Communication

4.1.1. List of assessment appeals

4.1.1.1. 51 properties have an appeal scheduled.

4.1.2. Assessment letters

4.1.2.1. 11 Grandview Dr

4.1.2.2. 534 Logan Rd

4.1.3. FirstEnergy Conewango Creek crossing letter – Emily to send response

4.1.4. AmeriServ statement

4.1.5. Suit-Kote notification

4.1.6. Municipal claims

4.1.6.1. Conewango Township did not have any claims. Conewango Township Municipal Authority had one claim.

4.1.7. Transient Business License

4.1.7.1. 2025-001 Andy Garcia selling education books and apps for grades K – 12 door-to-door in North Warren and Starbrick.

4.1.7.2. 2025-002 Backyard Butchers selling frozen and prepackaged USDA meat in North Warren.

4.1.8. The United Refining tax-exempt compliance request was completed by Emily

5. TOWNSHIP REPORTS

5.1. Police Department Report

5.1.1. No report was given

BOARD OF SUPERVISORS MEETING MINUTES

Monday, August 11, 2025 4:00 p.m.

5.2. Road Crew Report

5.2.1. The tractor mower is broken, and the boom is mangled.

5.2.2. Mason Road maintenance was completed by the road crew. Columbia Gas, which created the cut in the pavement, was not able to complete the maintenance, so Joe and Emily created an invoice for the materials, equipment, and road crew time.

5.2.3. Work will begin on Tuesday, August 12, 2025, on the South State Street drainage repair project. Joe expressed concern about having enough set aside in the 2025 budget to complete the project. He received approval to proceed.

5.3. Solicitor's Report

5.3.1. Andrea is continuing to work with Jason on the Walmart Grant application and the police policy manual.

5.3.2. Another ordinance workshop was held on Monday, August 11, 2025, at 2:00 PM. Progress is being made, but another workshop will be necessary. Emily will coordinate a date.

5.4. Treasurer's Report

5.4.1. Due to Emily's PTO, the July treasurer's report was not presented. This will be presented at the August 25, 2025, meeting.

5.5. Complaint Report

5.5.1. The complaint report was presented to the BOS along with a letter from Michael Hoffman.

5.6. Stormwater Report

5.6.1. 4288 Jackson Run Rd - garage

5.6.2. 43 Hillside Dr – carport

5.6.3. 1795 – 1825 River Rd – storage shed

5.6.4. 1686 River Rd – porch, deck, roof

5.6.5. 883 Jackson Run Rd – solar panels

5.7. Well Permits

5.7.1. Sugar Grove Twp

5.7.2. Pleasant Twp

6. UNFINISHED BUSINESS

6.1. Nuisance updates

6.1.1. The 2025 nuisance spreadsheet was shared with the BOS.

6.2. Ordinance updates

6.2.1. Another ordinance workshop was held on Monday, August 11, 2025, at 2:00 PM. Progress is being made, but another workshop will be necessary. Emily will coordinate a date.

6.3. Investments

6.3.1. Emily to contact Frank Lapinsky with AmeriServ to let him know that the BOS would like to leave the money in the Money Market Account until the BOS has time to review options.

6.4. 2026 MMOs

Motion to approve the 2026 MMO calculations.

ACTION: Motion made by David Gee, seconded by Vince Duckett, --- Motion Passed

6.5. Ordinance 2025-01 Supervisor Pay

Motion to approve Ordinance 2025-01 Supervisor Pay increase to \$3,145 annually, paid in quarterly amounts of \$786.25, upon election.

ACTION: Motion made by David Gee, seconded by Vince Duckett, --- Motion Passed

6.6. VFDs merger

6.6.1. Workshop schedule for 5:30 PM

6.7. 2026 Budget meeting dates

6.7.1. These dates were proposed and approved for the 2026 budget meetings. Emily to advertise as required.

6.7.1.1. 9/22/2025 3:00 PM

6.7.1.2. 10/13/2025 3:00 PM

6.7.1.3. 11/10/2025 3:00 PM

6.7.1.4. 11/24/2025 3:00 PM

BOARD OF SUPERVISORS MEETING MINUTES

Monday, August 11, 2025 4:00 p.m.

7. NEW BUSINESS

- 7.6. Executive session to discuss certain legal issues began at 4:50 PM and ended at 5:10 PM.
- 7.7. PA Route 6 Façade Improvement Program letter of support
 - 7.7.1. The BOS requested Emily to send a letter of support.

8. PUBLIC COMMENTS

9. OTHER MATTERS AND BOARD MEMBER COMMENTS

10. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by Vince Duckett, seconded by Dave Gee, --- Motion Passed, --- Meeting adjourned at 5:26 PM.

A handwritten signature in dark ink, appearing to read "Vince Duckett", with a long horizontal line extending to the right.

