

BOARD OF SUPERVISORS MEETING MINUTES

Monday, March 24, 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. *Absent:*
 - 1.3. *Guests in attendance:* Lou Varallo, Rhonda Rowan, William Wilcox, Ralph McIntyre
 - 1.4. *Public Comment:*
 - 1.4.1. Lou, Rhonda, and Bill were all in attendance to express their unhappiness with the living conditions at Masons Mobile City. Lou stated the current conditions are a health hazard. Jeff informed them that a new nuisance complaint would be approved at the meeting and notification would be sent out this week. Bill requested a 30-day response time rather than the typical 15-day response time. The BOS denied this request. The BOS ensured them that action will be taken to get the park cleaned up. Emily to remind owners that Building and Demolition Permits are required.
 - 1.4.2. Ralph McIntyre was in attendance to provide feedback on the Fence Ordinance that is in progress. His considerations were; no temporary fences unless the property is under construction, increase the 6-inch set back requirement.
 - 1.4.2.1. Ralph also stated there is an illegal septic system in use at 1615 Weiler Rd. Emily is to reach out to Todd Fantaskey for an inspection.
2. **REVIEW OF PREVIOUS MINUTES**

Motion to approve the March 10, 2025 meeting minutes.
ACTION: Motion made by Dave Gee, second Vince Duckett, --- Motion Passed.
3. **BILLS AND ACTION FOR PAYMENT**

Motion to approve the bills for payment between March 11-24, 2025 totaling \$16,016.92, with \$1,691.29 paid to Verizon for Jennifer Fox-Riggins unpaid phone bill to be paid back to the Township by Jennifer Fox-Riggins.
ACTION: Motion made by Dave Gee, second Vince Duckett, --- Motion Passed.

 - 3.1. A proposal was received from US Municipal to reduce payment by \$2,000, due to the lateness in completing the snow plow upfit.

Motion to approve payment reduction.
ACTION: Motion made by Vince Duckett, second by Dave Gee, --- Motion Passed.
4. **COMMUNICATION**
 - 4.1. Communication
 - 4.1.1. AmeriServ statement
 - 4.1.2. Assessment Office
 - 4.1.2.1. SFP Portfolio
 - 4.1.2.2. 106 Jefferson St
 - 4.1.2.3. Masons MHP
 - 4.1.3. Rural Water classes
 - 4.1.4. Kids' Chance annual fundraiser
 - 4.1.5. Well Permits – Pleasant Township
 - 4.1.6. DCED grant
 - 4.1.6.1. Greenways, Trails, and Recreation Program by 5/31/2025
 - 4.1.6.1.1. Emily to reach out to the county to see if they wanted to jointly apply for a grant to repave the bike path. 90% of the bike path is in Conewango Township but the County is responsible for it.
 - 4.1.7. 435 Jackson Run
 - 4.1.7.1. A realtor inquired about the property line between 435 Jackson Run and parcel WN-545-45300 that is owned by the Township. There are visible markers showing the property border. Emily, with Andrea's guidance, is to send a letter to the property owner stating the Township did not move Jackson Run creek at any time and considers the property to still belong to the Township.
 - 4.1.7.1.1. Here is the email verbiage.

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4.1.7.1.1.1. I currently have 435 Jackson Run Rd listed for sale. The deed to that property states the property line "ends at the Jackson run creek" Years ago the creek ran behind the sellers garage, but somewhere down the line the township moved the creek further back. Now there is a large yard gap between the garage and the creek which the homeowner of Jackson Run Rd currently maintains and uses. I am just doing some digging for any potential buyer that comes along on who the property actually belongs to. OnX Hunt app says Conewango Township, but if that is the case why are they having the homeowner maintain it? Neighbors also have 2 sheds on their portion of it. So each house along the way has been maintaining their portion of it. For any buyer that comes along will anything change if Conewango townships owns it? Can they still use it and should something be put into writing?

5. TOWNSHIP REPORTS

5.1. Police Department Report

- 5.1.1. The F150 new lights and gun rack have been installed
- 5.1.2. The Caprice was tuned-up this past week.
- 5.1.3. DUI patrolling is active
- 5.1.4. Charlie and Emily are continuing to work on the loan application with USDA.
- 5.1.5. Jason asked if the road crew would brush hog the briars and weeds along the backside of the NW ballfields and improve the bridge entrance to the park that had become rough due to the winter snow.
- 5.1.6. Jason talked to Mark Lucas (IT) about the value of the old road crew laptop that was recently replaced. The stated value is \$300.

Motion to donate the retired laptop to Divergent Church.

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

5.2. Road Crew Report

- 5.2.1. There is a meeting about the NWMA Hillcrest Water Project scheduled for Thursday, March 27, 2025, at 9 AM. The meeting will be a Substantial Completion Inspection and Restoration Walk. Joe and Vince will attend. Joe noted that most of the digging to bury the pipes was in the middle of the road. The BOS would like the following items mentioned so they are in the meeting minutes.
 - 5.2.1.1. All 20 feet of road surface must be replaced.
 - 5.2.1.2. Pave once the wet weather has passed
 - 5.2.1.3. Pave to PennDot specs
 - 5.2.1.4. Include driveway aprons
- 5.2.2. State Street Project update. Joe is pricing catch basins to order. Work will begin once the ground has dried up.
- 5.2.3. The property owner of 22 Timothy Street complained that the Township snow plows had destroyed the timber fence he had built. However, the timbers were placed across the Township's right-of-way. Emily to craft a letter to the home owner requiring them to remove the timbers from the right-of-way.
- 5.2.4. A homeowner on Weiler Rd complained that a snow plow had hit his mailbox. Joe investigated and determined the mailbox was slightly damaged from snow coming off the snow plow, not by the plow. He responded to the homeowner.

5.3. Solicitor's Report – no solicitor report was given

6. UNFINISHED BUSINESS

- 6.1. Fence ordinance
 - 6.1.1. Moved to the agenda for the next meeting.
- 6.2. Police vehicle – covered in the Police Report
- 6.3. Warren County Tax Collectors Association update
 - 6.3.1. Emily received approval from both the solicitor and the auditors to allow the WCTCA to open a checking account at Erie Bank under the Township's EIN. Both indicated there would not be adverse effects to the Township. The only stipulation is that the Township must have access to the checking account and record monthly bank statements.

7. NEW BUSINESS

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7.1. Nuisance files

7.1.1. Jeff requested a complete review of Township properties and a list created of those needing notice prepared for the next BOS meeting.

7.1.2. RESOLUTION 2025-11 Nuisance Masons Mobile City

Motion to approve RESOLUTION 2025-11 Nuisance Masons Mobile City

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

7.1.3. RESOLUTION 2025-12 Nuisance 100 S State St

Motion to approve RESOLUTION 2025-12 Nuisance 100 S State St

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

7.1.4. RESOLUTION 2025-13 Nuisance 677 Jackson Run Rd

Motion to approve RESOLUTION 2025-13 Nuisance 677 Jackson Run Rd

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

7.2. SAM.gov

7.2.1. Designation of Entity Administrator was signed by Jeff and notarized by Andrea. Emily to upload the letter to fsd.gov to gain access.

7.3. Employee cell phone policy

7.3.1. A new cell phone policy was written and deployed to employees for signatures.

8. PUBLIC COMMENTS

9. OTHER MATTERS AND BOARD MEMBER COMMENTS

9.1. Emily's time off:

9.1.1. 5/4/2025

9.1.2. 5/7/2025 morning only

9.1.3. 5/19-6/2/2025

9.1.3.1. Emily to move this item to the next meeting to determine meeting schedule in May.

10. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by Vince Duckett, second by Dave Gee, --- Motion Passed, --- Meeting adjourned at 5:59 PM.



