

BOARD OF SUPERVISORS MEETING MINUTES

Monday, July 28, 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 4:01 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, Michael Noe – SVFD, James Zavinski - EMA
 - 1.3. Public Comment:
 - 1.3.1. Mr. Zavinski provided the supervisors with a verbal EMA report. Included his new Municipal Associate Certification from PEMA. This new certification enables him to apply for grants. Also, thanked the road crew for the drainage work completed on Vine Street.
2. **REVIEW OF PREVIOUS MINUTES**

Motion to approve the July 14, 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 14 - 28, 2025, totaling \$26,776.01. This total included the payment for the new police car upfit of \$13,701.04.
ACTION: Motion made by Vince Duckett, seconded by David Gee, --- Motion Passed
4. **COMMUNICATION**
 - 4.1. Communication
 - 4.1.1. Dirt & Gravel Roads workshop 10/16
 - 4.1.2. Elaine Crossley letter
 - 4.1.2.1. Emily to respond on behalf of the Board of Supervisors
 - 4.1.3. Certificate of Liability Insurance – Jamestown 50s
 - 4.1.4. MMOs
 - 4.1.4.1. Move to the August 11, 2025, meeting agenda
 - 4.1.5. Letter from the City of Warren
5. **TOWNSHIP REPORTS**
 - 5.1. Police Department Report
 - 5.1.1. New patrol unit upfit payment
 - 5.2. Road Crew Report
 - 5.2.1. The paving in the Hillcrest development was done very well.
 - 5.2.1.1. The new pavement at 7 Woods Road was scuffed up when a shed was removed from the site but did not cause damage that needs repairs.
 - 5.2.1.2. The roads in the Northridge development are in bad shape. The crew will be cold patching and filling in potholes. The plan is to zip the roads and reshape the millage, then fog-seal it.
 - 5.2.1.2.1. Jeff asked Andrea if a special assessment could be in place so that the residents help pay for repairs. Also, had spoken to John Anderson, the original paver, about helping to fix the issues as the road was not built to state standards.
 - 5.2.2. Had a concern from a homeowner on River Road about possible erosion issues. Joe inspected the road and does not believe this is a current issue.
 - 5.2.3. Oiling over the next 10 days will be on Logan Road, Mason Road, Firemans Street, Preston Road, and Weiler Road
 - 5.2.4. The South State Street drainage repair work will begin the week of August 18, 2025.
 - 5.3. Solicitor's Report
 - 5.3.1. Continuing to work on the Police Manual
 - 5.3.2. Cook Street plowing concern was completed as far as Andrea's involvement
 - 5.3.3. Pierce legal issue has a viewing scheduled for September 15, 2025
 - 5.4. Complaint Report
 - 5.4.1. No report was presented
 - 5.5. Stormwater Report

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- 5.5.1. No report was presented
- 5.6. Well Permits
- 5.7. Nuisance
 - 5.7.1. 113 Jackson Run Road
 - 5.7.1.1. There is a hearing scheduled for Monday, August 4, 2025
 - 5.7.2. 4000 Market Street
 - 5.7.2.1. Warren Mall work is underway and should be completed before the next BOS meeting

6. UNFINISHED BUSINESS

- 6.1. Nuisance updates
 - 6.1.1. RESOLUTION 2025-33 Nuisance 211 Follett Run Road
Motion to adopt RESOLUTION 2025-31 Nuisance 211 Follett Run Road
ACTION: Motion made by David Gee, seconded by Vince Duckett, --- Motion Passed
 - 6.1.2. RESOLUTION 2025-34 Nuisance 130 Follett Run Road
Motion to adopt RESOLUTION 2025-34 Nuisance 130 Follett Run Road
ACTION: Motion made by Jeff Zariczny, seconded by David Gee, --- Motion Passed
 - 6.1.3. RESOLUTION 2025-35 Nuisance 20945 Route 6
Motion to adopt RESOLUTION 2025-35 Nuisance 20945 Route 6
ACTION: Motion made by David Gee, seconded by Vince Duckett, --- Motion Passed

7. NEW BUSINESS

- 7.1. Derek firm's proposal
Motion to engage the Pierson Ferdinand firm and Attorney Giovanni Antonucci and designate Emily as authorized to sign the engagement letter.
ACTION: Motion made by David Gee, seconded by Vince Duckett, --- Motion Passed
- 7.2. Supervisor pay increase
 - 7.2.1. Ordinance 2025-01 Supervisor Pay
 - 7.2.1.1. Emily to place the required advertisement in the Warren Times Observer and add the new ordinance to the August 11, 2025, Board of Supervisors meeting agenda.
- 7.3. MMOs
 - 7.3.1. Signatures needed
 - 7.3.1.1. Moved to the August 11, 2025, meeting agenda so that board members have time to review the data.
- 7.4. 2026 Budget meeting dates
 - 7.4.1. Emily to work with the supervisor's schedules to find dates that work for everyone.
- 7.5. VFD Merger
 - 7.5.1. This agenda item was moved to the August 11, 2025, meeting so that representatives from the North Warren VFD can attend and participate in the discussion.
- 7.6. Executive session legal issue
 - 7.6.1. Two executive sessions were held to discuss legal and personnel matters
 - 7.6.1.1. July 24, 2025, at 1:30 PM to 3:00 PM
 - 7.6.1.2. July 28, 2025, at 3:13 PM to 3:47 PM

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 5:01 PM.

