

BOARD MEETING MINUTES

Monday, June 10, 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. Chairman Jeff Zariczny announced that an executive session was held on Tuesday, June 4, 2024, for a duration of 1 hour to discuss litigation pertaining to the complaint filed with the Pennsylvania Human Relations Commission against the Township.
 - 1.1. *Present:* Chairman Jeff Zariczny, Vice Chair David Gee, Secretary-Treasurer Emily Onuffer, Road Foreman Joe Papalia, Attorney Andrea Stapleford, Police Chief Jason Peters. Absent Vince Duckett
 - 1.1.1. Guests in attendance: Karin Cook, Donnie Fowler, Chuck Olson, Amanda Knopf, Dawn Thayer, Skip Jacobson, Jackie Palmer
 - 1.2. - Public Comment
 - 1.2.1.1. Karin Cook – 839 Jackson Run Road property. Discussed storm water runoff issue. Joe responded with a solution to place a new drainage pipe. The homeowner will purchase the pipe and the road crew will install it. Andrea will create a formal agreement.
 - 1.2.1.2. Donnie Fowler – representing Mason’s Mobil City. First wanted to thank the police department for their increase presence at the park because it is making a difference. Second, announced he is the new park manager and has started to make changes; cleaning ditches, taking down dead trees, removing junk and cutting the grass.
 - 1.2.1.3. Chuck Olson – First wanted to thank the road crew for doing an exceptional job. Second, raised the issue of semi-trucks using Creamery Rd even though it is posted as 10 ton. Jason acknowledged that this is an issue and asked Chuck to call when a truck is sighted and the police department would respond.
 - 1.2.1.4. Amanda Knopf – She is heading up the North Warren playground committee and will be the contact for the project. They received a donation of \$12,500 to replace the fence. The young person who is using this project as a part of his Eagle Scout award raised money to cover these maintenance items; basketball court sealant, weed killer, new mats for under the swings and the slide, rubber mulch for the entire playground and power washing the equipment. Amanda would like to raise \$68,000 to replace the current playground equipment in 2025. She has asked for matching funds from the Township. This item will be added to the agenda for the June 24, 2024, meeting.
 - 1.2.1.5. Dawn Thayer – part of the North Warren playground committee
 - 1.2.1.6. Skip Jacobson – representing the North Warren Municipal Authority. Said the upgrade to the Hill Crest water system will begin in late-June.
 - 1.2.1.7. Jackie Palmer – representing Erie News Now.
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the May 28, 2024, meeting minutes.
ACTION: Motion made by David Gee, second by Jeff Zariczny --- Motion passed.
3. **BILLS AND ACTION FOR PAYMENT**
 - 3.1. **Motion** to approve the bills for payment between May 29 – June 9, 2024 total \$11,303.88
ACTION: Motion made by David Gee, second by Jeff Zariczny --- Motion passed.
4. **COMMUNICATION**
 - 4.1. Communication
 - 4.1.1. Warren Forest Coordinating Committee meeting 7/16/2024 at 10AM at the Youngsville Borough Building
 - 4.1.2. 2024 proposed mill and overlay project
 - 4.1.3. Warren mall complaint – Jason will start the nuisance process
 - 4.1.4. Household hazardous & electronic waste collection days 7/10 and 8/31
 - 4.1.5. Erie Bank funds availability changes
 - 4.1.6. USDA funds disbursement \$307.54
 - 4.1.7. Rural Perspectives May/June edition
 - 4.1.8. Tax Claim Bureau – accepting online or e-check tax payments
Motion to implement the ability to receive electronic payments
ACTION: Motion made by David Gee, second by Jeff Zariczny --- Motion passed.
 - 4.1.9. Erie Bank loan to be paid off next month (\$40k)

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5. TOWNSHIP REPORTS

5.1. Police Department Report

- 5.1.1. Met with Greg Noon from Northwest Bank to sign for the purchase of the new Ford F150. All accessories have been transferred from the Avalanche to the new F150. Kyle Asp will hook up the accessories. Hillview will add the decals.
- 5.1.2. The 2014 Ford Explorer purchase was completed. It is available to use by all township employees and supervisors.

5.2. Road Crew Report

- 5.2.1. Talked with Steve Halmi about the State Street project. Steve is still really backed up but will try to find time.
- 5.2.2. Has received a bunch of calls about the traffic lights on Route 6 in Starbrick. The issues are happening because of the construction. Joe has reset the lights multiple times. This issue will go away once construction is completed.
- 5.2.3. Accident at Jackson Run and Logan Road took out some street signs and the guardrail. Joe will coordinate with Jason to contact the insurance company for reimbursement.
- 5.2.4. The road crew will be reinstalling two push-button crosswalk poles that have been broken by car accidents. Already has the materials.

5.3. Solicitor's Report

- 5.3.1. Received confirmation that we are still pursuing violations at the Launer property.
- 5.3.2. Requested updates on the PA School Bus Side Stop Signal program to which Chief Peters said that there are no updates.
- 5.3.3. Informed everyone know that arguments would be held June 11, 2024, on the Motion to Dismiss that was filed on behalf of the David Bryan Estate for property at 3296 Jackson Run Road.

5.4. Treasurer's Report

Motion to accept the Treasurer's Report.

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

6. UNFINISHED BUSINESS

6.1. Personnel – Executive Session started at 6:06PM and ended at 6:19PM

6.2. City of Warren

- 6.2.1. Jason will send a letter to the City of Warren about the shared ambulance service.

6.3. Storm water applications were approved

- 6.3.1. 972 Preston Rd
- 6.3.2. 551 Jackson Run Rd
- 6.3.3. River Rd

6.4. Mason's Mobil Home response

- 6.4.1. Shared information that was presented by Donnie Fowler with Jackie Palmer as a response to her 5/29/2024 email to the Township.

6.5. Noise ordinance

- 6.5.1. No discussion. Will add to the agenda for the June 24, 2024 meeting.

6.6. International to Municibid.com \$60k

- 6.6.1. Discussion around the proper process for placing the International on Municibid.com. Andrea to conduct research.

6.7. Purchase of new road crew truck

Motion to purchase the new road crew truck from Hallman Chevrolet for \$68,941.64. Additional expenses will be incurred to upfit the truck for service. Funding from \$33k General Fund, \$40k for capital purchases, \$60k to be funded by a loan. Hoping to sell the International for \$60k to offset to the loan.

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

7. NEW BUSINESS

7.1. Road Material bids

- 7.1.1. Joe sent out requests for bids for 500 ton of 1 inch minus. Glenn O. Hawbaker Inc. was the lowest bidder.

Motion to accept the bid.

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

7.2. Engine 523. Ladder 521 Out of Service

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7.2.1. The Starbrick VFD fire response team has been out of service Monday – Friday during work hours. This is a concern for the Township. Emily tasked with reaching out to the executive committee to invite them to the June 24, 2024,

7.3. Resolution 2024-28 Retention of Digital Recordings of Meetings

7.4. **Motion** to adopt Resolution 2024-28 Retention of Digital Recordings of Meetings.

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

7.5. Resolution 2024-29 County Aid

Motion to adopt Resolution 2024-29 County Aid.

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

8. PUBLIC COMMENTS

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

10. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by David Gee, second Jeff Zariczny --- Motion Passed. Meeting adjourned at 6:19PM.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer



