

BOARD OF SUPERVISORS MEETING MINUTES

Monday, July 8, 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 4:02 p.m.
 - 1.1. *Present:* Chairman Jeff Zariczny, Vice-Chairman David Gee, Supervisor Vince Duckett, Secretary-Treasurer Emily Onuffer, Road Foreman Joe Papalia, Attorney Andrea Stapleford, Police Chief Jason Peters, Officer Jason Woodin. There were no guests in attendance.
 - 1.2. Public Comment
2. **REVIEW OF PREVIOUS MINUTES**
 - 2.1. **Motion** to approve the June 24, 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 June 22 – July 8, 2024 total \$95,384.19
ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed
4. **COMMUNICATION**
 - 4.1. Well permits
 - 4.1.1. Keystone Development & Operations
 - 4.2. Northwest Bank 2024 privacy notice
 - 4.3. Northwest Bank quarterly newsletter
 - 4.4. Brighthouse Financial – late notice/contact change
 - 4.5. Erie Bank loan 0907 payoff
 - 4.6. Warren County Tax Claim Bureau annual upset tax sale – 9/30/2024
 - 4.7. Complaint Form
 - 4.7.1. Caitlin Howard complained about garbage in her neighbor's yard at 15 Church St.
 - 4.7.1.1. Chief Peters visited the property and took pictures 7/1/2024
 - 4.7.1.2. 7/3/2024 Caitlin stopped in to withdraw the complaint because the garbage had been taken care of.
 - 4.8. Warren County Hazard Mitigation Plan meeting is scheduled for 7/10/2024 7PM. David Gee will attend for the Township.
5. **TOWNSHIP REPORTS**
 - 5.1. Police Department Report
 - 5.1.1. The construction crew is painting lines on Route 6, hoping the project will finish up soon. The new F150 is in use. .
 - 5.2. Road Crew Report
 - 5.2.1. Crew is busy oiling roads. Will continue through the end of July.
 - 5.2.2. The PA traffic study for the intersection of Market St and Jackson Run Rd is in progress. This could take 6 months.
 - 5.3. Solicitor's Report
 - 5.3.1. Working on the agreement for 839 Jackson Run Rd (Nathan St) project.
 - 5.3.2. Have not heard anything from Attorney Saul on the J. Fox unemployment claim.
6. **Treasurer's Report**
 - 6.1. Emily stated not all accounts have been reconciled in QuickBooks. Chairman Zariczny requested this task be completed by 8/31/2024.
Motion to approve the June Treasurer's report
ACTION: Motion made by David Gee, second by Vince Duckett --- Motion passed.
7. **UNFINISHED BUSINESS**
 - 7.1. Personnel
 - 7.1.1. Backfill for road crew member
 - 7.1.1.1. Joe has someone in mind. Chairman Zariczny requested Joe collect and present at the next BOS meeting a resume and salary requirements.
 - 7.2. City of Warren
 - 7.2.1. Tabled until the next meeting.
 - 7.3. Storm water applications
 - 7.3.1. 291 Weiler Rd

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7.3.2. 1170 River Rd

7.3.3. 1408 Yankee Bush Rd

7.4. Noise ordinance

7.4.1. John Hamm reached out to Solicitor Stapleford with a few questions. He is still working on the proposal and hopes to be at the next BOS meeting.

7.5. Municibid update

7.5.1. 1 watcher and 187 views

7.6. Volunteer Fire Departments updates

7.6.1. Tabled until the next meeting.

7.7. Nuisance properties

7.7.1. When it rains, brown water is pouring down the hillside across from Nathan St. which is exacerbating the existing drainage issue.

7.7.2. RESOLUTION 2024-34 Nuisance 33-35 Lucks Ln

Motion to approve Emily to proceed with next steps in this nuisance complaint.

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

1.1.1. RESOLUTION 2024-31 Nuisance 113 Jackson Run Rd

Motion to approve Emily to proceed with next steps in this nuisance complaint.

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

1.1.1. RESOLUTION 2024-33 Nuisance 123 Jackson Run Rd

Motion to approve Emily to proceed with next steps in this nuisance complaint.

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

1.1.1. RESOLUTION 2024-35 Nuisance 1089 Jackson Run Rd

Motion to approve Emily to proceed with next steps in this nuisance complaint.

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

1.1.1. RESOLUTION 2024-32 Nuisance 4000 Market St (Mall)

Motion to approve Emily to proceed with next steps in this nuisance complaint.

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

1.2. ARP Fund projects list

1.2.1. Emily to send \$20k from ARP to the NW Presbyterian Church for the upgrade of the NW playground.

1.2.2. Emily to request a written proposal from Mark Lucas, Techsulere, to replace/upgrade all the current township computers.

8. NEW BUSINESS

8.1. Recycling (Gary and Angie)

8.1.1. Gary and Angie stopped in last week to ask if Conewango Township had a recycling plan. They indicated they would attend the board meeting to present a plan. They did not show. This item will be tabled.

8.2. Savings account

8.2.1. Emily is to gather data about moving some monies from checking to CDs or PLGIT to earn a higher interest rate.

8.2.2. Emily is to gather the account information; dollar amounts, maturity dates, etc., from AmeriServ for the next BOS meeting.

9. PUBLIC COMMENTS

10. OTHER MATTERS AND BOARD MEMBER COMMENTS

11. ADJOURNMENT

Motion to adjourn.

ACTION: Motion made by David Gee, second Jeff Zariczny --- Motion Passed. Meeting adjourned at 5:12PM.

Respectfully Submitted,
Emily Onuffer
Secretary-Treasurer

