

The regular April meeting, was called to order by Chairman James Zefran on April 10, 2024 at 7:00 PM at the Clinton Township municipal building. Vice Chair Brad Bates and Supervisor Brian Non were in attendance. Solicitor Jeffrey Treat was also in attendance.

**A. Pledge of Allegiance** - The Pledge of Allegiance was recited.

**B. Hearing Check** – The hearing check was done.

Following the hearing check Chair Zefran excused the supervisors, solicitor, and himself for an executive session at 7:01. Upon returning at 7:23 Chair Zefran asked that the minutes reflect that the meeting was about personnel matters.

**C. Minutes of the March 13, 2024 Regular Monthly Meeting** – *Vice Chair Bates made a motion, seconded by Supervisor Non to accept the minutes of the March 13, 2024 meeting. All voted yes. The motion carried.*

**D. Public Comment** – *Items on Agenda Only – Permit Officer Don Salak said that he would like to speak to the Solicitor and Supervisors after the meeting.*

**E. Correspondence**

Chair Zefran read a letter aloud regarding a requested school bus sign (see J. a.) from the office of Senator Lisa Baker’s office. The issue of the “School Bus Stop Ahead” sign was first addressed at the February meeting. Within the letter was a recommendation that the township fill out and submit the enclosed form to PennDOT who will then do a “field review”. If approved, the township is responsible to purchase, install, and maintain the sign. He then handed the form to Road Master Non. Non refused to fill out the form by saying that the state is pushing on us to put up and maintain a sign on a state road. This will open the flood gates for everyone to want a sign. Chair Zefran asked for clarification on Non’s position to not fill out the form. Non said that he would reach out to the school tomorrow.

Chair Zefran read an email in regards to “The Rural Surface Transportation Grant Program.” He would like Road Master Non to look into it. The deadline is May 6, 2024 and it supports rural communities. Ron Poska asked Zefran what he thought the chances were for Clinton Township to benefit from the program to which Zefran responded that the application was probably cumbersome and ultimately Clinton Township would possibly not qualify.

**F. New Business**

**a. Open bids for replacing sluice pipes**

Bidding Companies	Excavator with Operator - Per Hour Pricing	Larger Excavator	Truck
Debevec Excavating LLC	\$90.00	-	\$95.
Kohrs Excavating	\$90.00	\$105.00	-
Cutting Edge Landscaping & Lawn Care LLC	\$95.00	-	-
Wayco, Inc.	\$135.00	-	-
<b>Mikloiche</b>	<b>\$85.00</b>		
* WRM	\$120.00	-	-

*Supervisor Non made a motion, seconded by Chair Zefran, to award the bid to Mikloiche, the least expensive bid, at \$85 per hour. All voted yes. The motion carried. \*The WRM bid was found within the bid envelopes after the*

motion was made. It was later announced by Supervisor Non, but because the bid was higher the award would not be changed. Bill of WRM was in the audience and said he realized that and therefore had not spoken up.

**b. Open materials bids**

Bidding Companies	2A Modified	#2 Stone	#3 Stone	Stone Dust	R3 and R4	Supervisors Comments
E. R. Linde Construction Corp.	\$15.80	\$20.89	\$20.89	\$22.59	\$23.74	Additional charge to take to job site
<b>Wayco, Inc.</b>	<b>\$14.90</b>	<b>\$17.35</b>	<b>\$21.55</b>	<b>\$13.25</b>	<b>\$18.45</b>	<b>NO additional charge to take to job site</b>

Supervisor Non made a motion, seconded by Chair Zefran, to award the bid to Wayco, Inc., the least expensive bid. All voted yes. The motion carried.

- c. **Possible Insurance Claim** – Chair Zefran reiterated for the citizens in attendance that the Peterbilt had previously a fire in it. The repair bill has been paid. The bill came in under \$500.00 which is the amount of our deductible and it will not be turned into insurance.
- d. **The Planning Commission has recommended the Christy Strange Estate subdivision/addition for final approval.** – Chair Zefran made a motion, seconded by Supervisor Non to sign the maps at the end of the meeting. All voted yes. The motion carried.
- e. **Lisa Lopatofsky presentation on how she can help the township** – Chair Zefran said that currently there is no new existing position. The board needs to decide the following during the old business portion of the meeting:
  - a. Do we need another administrator
  - b. What will the duties entail
  - c. What is the pay scale

Chair Zefran gave Ms. Lopatofsky the option of speaking now or waiting until the board makes a decision about the position. Ms. Lopatofsky chose to wait till the board decides to create a decision. The woman seated next to her asked if the township could try her on a six-month basis to which Chair Zefran responded that it would be addressed under the old business portion of the meeting and that if this position becomes available it will be advertised. Zefran was asked if other positions were advertised. The response was when Supervisor Russ Curtis passed his job was advertised.

**G. Road Master Report**

- a. **Vehicle Mileage and Usage Reports** – Supervisor and Road Master Brian Non reported the following:

Vehicle	Total mileage during the month
2015 Ford F550	320
2018 Ford F550	591
2022 International Dump Truck	105

2018 Peterbilt 580 (purchased in 2023)	102
2016 Backhoe	
2012 New Holland	152

- b. **Road Reports** – Supervisor and Road Master Brian Non reported that the grading will start on Monday. Ditching was done on Pazel Road. It was noted that the township right-of-way from the center of the road. While the township will replace a pipe that the citizen has purchased the township has no authority to make a citizen buy a pipe. Chair Zefran addressed Engineer Weinberger regarding the possibility of full depth reconstruction (FDR) on Smith Road. He noted that the entire road was cored. FDR of one mile of road will cost \$157,000.00. If we use millings it may need less oil and may cost less. A sample of the millings would need to be analyzed. Weinberger said that Municibid has millings for sale. Chair Zefran said that the Supervisors need to decide if they want to put down millings with tar and chip over it or do an FDR and how much of the total of 2.8 miles Smith Road they want to do. Supervisor Non asked Weinberger what he thought to which the response was to be careful about what kind of tar and chip you get. He recommended contacting Jeff Robach from PennDOT as he can write a bid with different options. Ray Vogt asked why they were considering putting all of that money into Smith Road. Chair Zefran explained that, modeled after Greenfield Township, Ravnikar Rd had three coats of tar and chip on top of FDR. Now the township is benefiting from saving money on modified and dust control for the rest of time. He noted that FDR is roughly half the cost of paving. *Chair Zefran made a motion, seconded by Supervisor Non to have the Road Master contact PennDOT’s Jeff Robach to help write a bid for having one mile of Smith Road with the following options: paving, FDR with three coats of tar and chip, and millings. Supervisor Non made a motion, seconded by Chair Zefran, to sell the wood chipper to Hawley for \$1,800.00. All voted yes. The motion carried.*

**H. Treasurer’s Report Including Bills for Payment** – Chair Zefran gave a brief overview of the township finances. He explained that the township building renovations will cost around \$60,000 with half of that (\$30,000) coming from a matching ARF grant. Approximately \$100,000 will come in from tax revenue. We are in good shape to do one mile of Smith Road, and may decide to do a mile and a quarter. Secretary Droppa said that she wanted to add a bill from Debevec Excavating LLC for \$1,500.00 for work done on Flat Rock Road.

General Acct. Bills Total	State Acct. Bills Total	Sewer Acct. Bills Total	UCC Acct. Bills Total
<b>\$10,416.48</b>	<b>\$3,613.91</b>	<b>\$0.00</b>	<b>\$1190.00</b>

*Chair Zefran made a motion, seconded by Supervisor Brian Non, to accept the Treasurer’s report and pay the bills as listed as well as the added \$1,500.00 bill. All voted yes. The motion carried.*

- I. **Browndale Fire Department** – Fire Chief Debevec was on hand to give an oral report. A written report is on file.
- J. **Old Business**
  - a. **School bus sign** – (See E. Correspondence)
  - b. **Clinton Township 2023 Audit** – Chair Zefran reported that the CPA finished the audit and that it was reported to the state. There was one problem that the local auditors missed and that Zefran will address that at the next meeting.

Chair Zefran asked if there was any other old business to address. Vice Chair Bates made a motion to form a position that would stream line and help citizens know what was going on. Chair Zefran offered to streamline the motion. *Chair Zefran made a motion, seconded by Vice Chair Bates, to create a part-time administrative assistant position to post minutes, update the website, do data collection, and attend both Planning Commission and Supervisors' Monthly meetings, as well as other projects to be done. This may include electronic records which will be presented at the next meeting. Duties will not include money handling. Compensation will be commensurate with education, from minimum wage to \$16.00 per hour. All voted yes. The motion carried.*

*Chair Zefran made a motion, seconded by Vice Chair Bates, that the newly created part-time administrative assistant position be advertised. Resumes must be in by Monday, May 6. Interviews will be set up by the three supervisors prior to the 7:00 pm regular monthly meeting on May 8, 2024. All voted yes. The motion carried.*

- K. Public Comment** – Fire Chief Debevec brought up the issue of solar panels on roofs. Currently no permit is needed for those. It is a serious safety issue when fighting a fire, as the fire company has to know where the batteries for those are located. Chair Zefran said that he would have Solicitor Treat check with UCC Officer Bob Bates about that.
  
- L. Adjournment** – Prior to adjourning the meeting at 8:25 pm, the Supervisors, Solicitor, and Permit Officer Salak had a brief executive session regarding permit issues.

Respectfully Submitted,

Jill Droppa  
Secretary / Treasurer