

The regular May meeting was called to order by Chairman James Zefran on May 8, 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 7:05. Upon returning at 7:23 Chair Zefran asked that the minutes reflect that the meeting was about permitting issues.

**C. Minutes of the April 10, 2024 Regular Monthly Meeting** – *Supervisor Non made a motion, seconded by Vice Chair Bates to accept the minutes of the April 10, 2024 meeting. All voted yes. The motion carried.*

**D. Public Comment – Items on Agenda Only** – Ray Vogt had a question about Town Hill Road and Tom Baileys had concerns about the administrative position. Chair Zefran told them it would be covered during the road master report and the administrative position, respectively. Each would have a chance to speak at those times.

**E. Correspondence**

a. **The Wayne County Commissioners are looking to hold informational sessions with municipal leaders on May 17th at 10 am** – Chair Zefran said he would not be attending. Brian said he would go.

b. **Proposal for Hall Flooring** – Chair Zefran explained that the township had been given a \$30,000.00 ARP matching grant. Previously the Supervisors had voted to approve a \$46,075.00 bid from Grimm for building renovations. He noted that if any portion of the \$30,000.00 (matched with \$30,000.00 of township funds) is not spent, it will have to be returned. There is now a proposal for installing LVT flooring in the hall for \$6,075.00. *Chair Zefran made a motion, seconded by Supervisor Non to accept the proposal of \$6,075.00 hall flooring proposal. All voted yes. The motion carried.*

c. **Change Order Proposal for Restroom** – Chair Zefran explained that there was a change order proposal to add a touchless hand dryer (\$918.00) and faucet (\$580.00) in the bathroom. *Chair Zefran made a motion, seconded by Supervisor Non to accept the proposal of \$6,075.00 hall flooring proposal. All voted yes. The motion carried.*

**F. New Business**

a. **Presentation for Scanning Documents** – Tom Baileys gave a report on necessary things to understand when considering turning the township's paper documents into electronic documents. *Chair Zefran made a motion, seconded by Supervisor Non to form a committee about electronic filing. The committee will consist of Tom Baileys, John Doyle and Daniel Fitzsimmons. All voted yes. The motion carried.* All three appointed to the committee were present and consented to the task.

b. **Report by those who attended PSATS meeting; What benefits were learned that will improve the township**

- i. **Brian Non** – Non reported that Wayne County Commissioners are pushing for paid fire and EMS staff. He reported that there will eventually be a tax levied for this. Daniel Fitzsimmons said that in Hamlin the EMS department, covering both night and day shifts are self-sufficient. He said that he had spent a lot of time with Suit-Kote` and Midland.
- ii. **Brad Bates** – Bates said we should be expecting a two percent decrease in liquid fuels money over the next five years, but that we will be able to borrow ahead one year in advance.
- iii. **Mark Lopatofsky** – Lopatofsky stated that the township is missing an opportunity by not applying for the low volume dirt and gravel road grant. He reported that there was a class being offered on June 5 and 6 to get someone certified for the grant at the conservation building. A representative will come out and work with you to write the grant proposal. Chair Zefran said that Road Master Non should be doing that. Attorney Treat said that Damascus township has 95 miles of road, 85% of which are dirt roads.

c. **The Planning Commission has recommended these subdivisions for final approval:**

- i. **Szweda**
- ii. **Farley**
- iii. **Gilbert**

Supervisor Non made a motion, seconded by Chair Zefran made a motion to approve the three subdivisions and to sign the maps at the end of the meeting.

## 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	348
2018 Ford F550	689
2022 International Dump Truck	25
2018 Peterbilt 580 (purchased in 2023)	572
580	20

b. **Road Reports** – Supervisor and Road Master Brian Non reported that grading is underway. Suit-Kote is costar approved. In regards to dust control, he noted that liquid calcium has to be applied during the day. Rain re-enacts the calcium. Oil has to be put on at night and given time to dry. Another option is using 5 gallons of Dawn dish detergent mixed with 1,000 gallons of water. A supervisor from a neighboring township will come down and help, as his township has used this with success. Ronnie Poska commented that our roads are really hard from calcium build up. Vice Chair Bates noted that liquid calcium goes farther than flake calcium. Supervisor Non said that Flat Rock Road is graded and Brace Brook will be done tomorrow. Chair Zefran said to use Dawn on Brace Brook as it's a heavily traveled road. Then, in two weeks email the other supervisors as to how it's holding up. If it is dusty, then in a month we can put calcium on it. Supervisor Non said that tar and chipping three miles of

Smith Road can be done for \$150,000 in oil and \$40,000 in stone, for a total of \$190,000.00. Blacktop for all of Smith Road can be done for \$300,000.00. A Greenfield Township supervisor is coming over to look at our roads. Chair Zefran said to Non that it was his job to give a recommendation for Smith Road. He asked if Non was making a motion tonight or are you doing more research? Zefran reminded Non that the budget would allow us to spend \$2000,000.00. Again, he asked Non what his recommendation as road master. Don Salak spoke up from the audience and said to Supervisor Non that he had said at the last meeting that he was going to get three different prices from PennDOT. Vice Chair Bates recommended that we hold off till grading is done and to do more research. Zefran asked Non what was the stone, grading, and rolling cost for 2023? Zefran said that the road work planning session done earlier each January or February for the past few years were to work on reducing the amount of dirt roads in the township. Accomplishing this will save the township money on both dust control and grading and rolling. It is estimated that it will take a decade to transform all of the dirt roads. He asked again what the board and constituents wanted.

*Supervisor Non made a motion, seconded by Chair Zefran to get the township engineer Jeff Weinberger involved and bid Smith Road out three different ways: blacktop, FDR tar and chip, and tar and chip without FDR. All voted yes. The motion carried.* He noted that trucks and vehicles on Town Hill Road are being more heavily used due to PennDOT closing Route 170 to replace the open grate bridge. Ray Vogt thanked the Supervisors for putting up signs on roads and speed bumps but that people were still traveling too fast on Town Hill Road. Non said that the speed bumps and signage were approved by the state police as legal. Vogt asked the supervisors to please close Town Hill Road down fully when Bill does the grading, so that he could do it right. He said that Town Hill Road never gets chosen for attention. Vogt would like heavier amounts of calcium applied as it is getting heavier usage due to the detour. Attorney Treat said that the Supervisors would have to make a motion to close Town Hill Road tonight, and that Wayne County 911 center would need to be notified. After deliberation, Supervisor Non said that they would make a motion to close Town Hill Road at the next meeting. *Chair Zefran made a motion, seconded by Vice Chair Bates to accept the Road Master report. All voted yes. The motion carried.*

**Treasurer's Report Including Bills for Payment** – *Chair Zefran made a motion, seconded by Supervisor Brian Non, to accept the Treasurer's report and pay the bills as listed. All voted yes. The motion carried.*

The presented bills list is on file. Bills totaling the subsequent amounts were presented and paid as follows:

General Acct. Bills Total	State Acct. Bills Total	Sewer Acct. Bills Total	UCC Acct. Bills Total
\$5,271.53	\$19,441.13	\$0.00	\$2,270.00

**H. Browndale Fire Department** – Fire Chief Debevec was on hand to give an oral report. A written report is on file. *Chair Zefran made a motion, seconded by Supervisor Non, to accept Chief Debevec's report. All voted yes.*

**I. Old Business**

- a. **Administrative Position** – Chair Zefran said that there was one applicant and that the Supervisors had interviewed Lisa Lopatofsky prior to the meeting. Tom Baileys commented that Clinton is a small township for an assistant position. John Doyle asked if there would be a

social media presence as well. Supervisor Non said he wouldn't mind a FaceBook page but he did not want a place for negative comments to be made.

Chair Zefran said that the duties of the administrative position would be as follows:

1. Update and improve website
2. Post the approved minutes for the Planning Commission and the Board of Supervisors
3. Time Card coding and reporting of workers' time
4. Look into grants and report back to Supervisors
5. Moving forward on grants, if approved by Supervisors
6. Any other additional duties added by Supervisor majority vote
7. There will be a maximum limit of twenty hours per two-week pay period, with a recommended pay of \$16.00 per hour

*Supervisor Non made a motion, seconded by Vice Chair Bates to hire Lisa Lopatofsky with the conditions stated above. Supervisor Non and Vice Chair Bates voted yes. Chair Zefran did not vote. The motion passed.*

J. **Public Comment** – Chair Zefran said that Supervisor Non and Administrative Assistant Lisa Lopatofsky will go to the dirt and gravel grant class.

K. **Adjournment** – Prior to adjourning the meeting the Supervisors and Solicitor had an executive session from 8:48 to 8:50 pm regarding employee issues. *Supervisor Non made a motion, seconded by Chair Zefran to adjourn the meeting at 8:51 pm. All voted yes. The motion carried.*

Respectfully Submitted,

Jill Droppa  
Secretary / Treasurer