

The regular September 11, 2024 meeting was called to order by Chairman James Zefran on September 11, 2024 at 7:00 PM at the Clinton Township municipal building. Chair James Zefran, 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. Vice Chair Bates asked for a moment of silence in memory of those lost on 9.11.
- B. Hearing Check** – The hearing check was done.
- C. Minutes of the August 14, 2024 Regular Monthly Meeting** –*Supervisor Non made a motion, seconded by Vice Chair Bates, to accept the minutes of the July 10, 2024 meeting. All voted yes. The motion carried.*
- D. Public Comment – *Items on Agenda Only*** – No comments were made.
- E. Correspondence**
 - a. **Wayne County Association of Township Officials Fall Convention** is set for October 9, 2024, at Lukan's Farm Resort, 539 Long Ridge Rd., Hawley, PA. Registration begins at 8:30 am. **Reservations are required.** – Brian Non, Brad Bates, Lisa Lopatofsky, Don Salak, and Mark Lopatofsky will be attending.
 - b. **Letter of Resignation** – Jill Droppa handed in a letter of resignation which was read aloud. The letter is on file. After eleven years of service, Mrs. Droppa is retiring from township work. Chair Zefran said he was grateful for her service. Ron Poska said that she has done a good job. *Chair Zefran made a motion, seconded by Vice Chair Bates, to accept the resignation, effective November 12, 2024. All voted yes. The motion carried.* Chair Zefran made a motion to put an ad in the newspaper advertising for someone to fill the position. Supervisor Non made a motion to have a special meeting on October 2, 2024. The two thoughts were combined when *Chair Zefran made a motion, seconded by Supervisor Non to be available to do interviews on the 25th, 27th, and 30th of September and October 1st, depending on how many applicants there are. Applicants must have resumes in by September 24. Secretary Droppa will write the advertisement including what the job will consist of. The decision will be made at a special October 2nd meeting.* All voted yes. The motion carried. A discussion ensued about if an audit needed to be done now. Chair Zefran said that the Township will be doing the standard audit after the end of the year.
 - c. **Citizen's request for reimbursement** – (Supervisor Non asked to address this during the Road Master report, to which Chair Zefran agreed.) Phyllis Stalker of Smith Road had written a letter to the Board of Supervisors requesting reimbursement for 10 reflectors at a cost of \$4.00 a piece for a total of \$40.00. Bill, who ran the grader that hit the reflectors was in attendance. He said he had tried to pick them out, but they were old and crumbled. Solicitor Treat asked if the reflectors were on the Stalker property, or if they were on the right-of-way. The response was that the reflectors were on the right-of-way. Treat said that by law, things placed on the right-of-way are not the responsibility of the township.

F. New Business

- a. **Fees for Right to Know Request** – *Chair Zefran made a motion, seconded by Supervisor Brian Non to charge for the secretary's time and paper costs. All voted yes. The motion carried.*

G. Road Master Report

a. **Vehicle Mileage and Usage Reports** – Vice Chair Bates reported the vehicle mileage as follows:

Vehicle	Total mileage during the month
2015 Ford F550	666
2018 Ford F550	361
2022 International Dump Truck (CV)	31
2018 Peterbilt 580 (purchased in 2023)	208
580 Backhoe	NA

b. **Road Reports** – Road Master and Supervisor Brian Non said that he had heard from Bob Bates regarding the existing solar farm. Solicitor Treat stated that if the solar farm was started in 2023, before the ordinance, then it is grandfathered in and no bond is required. Additionally, Non had heard from Andy Hobbs regarding damage to the Peterbilt, and he stated that it would cost \$3,500 if we fix the tarp and \$2,500 if we don't include the tarp. Chair Zefran said to fix the damage and the tarp. Non reported that the blower will be here and get hooked up tomorrow. Lisa Lopatofsky and Brian Non worked on the Dirt and Gravel grant for Yarnes Rd. He talked to Rodney Loomis and a pipe is being added on to the catch basin adjacent to the wash out in Browndale. Solicitor Treat said that it's our easement and our responsibility, and furthermore, that a surveyor to find the center line and road width is needed. Matt Tomazic's name was suggested. *Supervisor Non made a motion, seconded by Chair Zefran to contact a surveyor for 212 Martin Street. All voted yes. The motion carried.* On a different note, Supervisor Non said that Smith Road was done with tar and chipping. Fog seal will happen tomorrow. There is enough money in the budget to do an extra half mile. Chair Zefran said that there are a bad spots on Ravnkar just prior to the Sportsman Club that needs to be fixed. *Supervisor Non made a motion, seconded by Chair Zefran to do an extra half mile of tar and chipping (up to Scubeck Rd.) and to fix the bad spots on Ravnkar for a cost of about half of \$80,000 (\$40,000). All voted yes. The motion carried.* Supervisor Non stated that Clinton Township was getting more millings from the state. Brace Brook Road received more damage. Fixing it should be put out for bid. We will use a local contractor's idea of moving the pipe over and use concrete block to prevent future washouts in that area. Chair Zefran cautioned him to check with DEP. Non said that the township's 1999 International Truck is currently for sale on Municibid at \$6,900. *Supervisor Non made a motion, seconded by Chair Zefran to place an ad bidding out cinders, salt, and snowplowing in Browndale, Maple Hill, Brace Brook, Ravnkar, Flat Rock, and Terrell Road. All voted yes. The motion carried.* Non said that the 2018 Ford F550 has some noises that could indicate issues with the fuel or turbo systems. Jeremy Palmer says that they will look at it this week. Dan Fitzsimmons volunteered to look at it as well. Chair Zefran said to put it on the October agenda. *Supervisor Non made a motion, seconded by Vice Chair Brad Bates to bid out the cinders and keep the bid requirements the same way it was last year for tar and chipping size stone, and to bid it like modified. All voted yes. The motion carried.* Non said that there is a pipe at the bottom of Yarnes Road that is washed out. The actual location is on a state road. Non said that he would call Fritz's office. In preparation for winter, salt is needed. Chair Zefran said to back it off of Bonham's with CoStars. It was noted that the bridge that PennDOT is replacing on Route 170 is slated to be done in November. Jacky Scubic asked about the markings on Long Pond Rd. She was told

that if the project goes through and we get the D&G grant, the road will be raised four feet, there will be a 6% crown ditch to ditch. The millings that had been put on the road, but the stone underneath is washing out. Chair Zefran made a motion to accept the Road Master's report.

Treasurer's Report Including Bills for Payment – Chair Zefran pointed out the Bradco bill of \$2,000 represented an additional charge for the mower rental for which two of those days were for Prompton. Prompton borough paid the bill that we sent them for mowing cost. This means that the township is on the hook for roughly \$600. He cautioned the Road Master to be more aware of rental dates in the future. He then went over the account totals. *Chair Zefran made a motion, seconded by Supervisor 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
\$37,431.88	\$4,375.00	\$0.00	\$1,732.00

H. Browndale Fire Department – Fire Chief Debevec was on hand to give an oral report. One of the topics brought forth was how small of a percentage of Clinton Township's citizens gave during their mail-in fund drive. Dan Fitzsimmons asked if there could be a work session to help with shortages with the volunteer fire department funding. Chair Zefran said that it is a problem throughout the state. He said that Debevec, as representative for the Browndale Fire Department, should come with specific numbers of finances for the last fifteen years to date and we would go from there. *Supervisor Non made a motion, seconded by Chair Zefran made a motion to accept the Browndale Fire Department report made by Fire Chief Debevec. All vote yes. The motion passed.* A written report is on file.

I. Old Business

a. **Scanning of Documents** – Solicitor Treat said that he had printed out the Municipal Records Manual for the township. He noted that sometimes what is duplicated at the county level from the township is problematic, in that the county destroys the paper copy and the electronic copy is hard to read. Fitzsimmons said that adding more fire-proof cabinets may be necessary as a lot of paper documents are to be kept forever. Lisa Lopatofsky will go through documents and make piles of what needs to stay and what can go. Anything that is slated for being destroyed will have a second set of eyes on it for confirmation, and a written list of documents to be destroyed will be presented to the Board of Supervisors. *Chair Zefran made a motion, seconded by Supervisor Non that, upon recommendation of the Board, the committee had permission to follow the municipal manual and start segregating printed material for either keeping or destroying. All voted yes. The motion carried.* Supervisor Non said that between this duty and the Dirt & Gravel grant, Lisa Lopatofsky's hours should be increased. Chair Zefran said that they should see how the first month goes and keep track of the hours. Secretary Droppa was asked to purchase storage boxes.

J. Public Comment – A complaint was made that neighbors were shooting off guns and it was scaring livestock. Solicitor Treat commented that if state game laws were not being violated that it was not illegal. Jacky Scubic said that popping bubble wrap around animals could help them become used to the noise. Tom Baileys said that government surplus may offer fireproof cabinets. Chair Zefran said that Baileys's committee could look into that for us. Supervisor Non said to add Brace Brook Road

repair to the special October 2nd agenda. A citizen complained of neighbor's dogs who were constantly barking. She was told that Permit Officer Donnie Salak would look into it. Donnie Salak said that he needed to find out about setbacks and had questions about whether three storage units on Elk Lake Drive were to be permitted like sheds. Solicitor Treat said that setbacks were different depending on if the side, front, or rear of the property was being considered. It was determined that the setbacks from the sides and rear of the property were five feet, and twenty-five feet from the edge of the road or the right-of-way. Ron Poska said that a water heater should be put in the garage, as the new bathroom sink is too small to use to put hot water into buckets for cleaning. Chair Zefran said he would call plumber Danny Hiller.

K. Adjournment – *Chair Zefran made a motion, seconded by Supervisor Non to adjourn the meeting at 8:16 pm. All voted yes. The motion carried.*

Respectfully Submitted,

Jill Droppa
Secretary / Treasurer