

The regular June meeting was called to order by Chair James Zefran on June 11, 2025, at 7:02pm. Vice Chair Brad Bates and Supervisor Brian Non were in attendance. Solicitor Jeff Treat was also in attendance.

- A. Pledge of Allegiance** – The Pledge of Allegiance was recited.
- B. Hearing Check** – The hearing check was done. Public was informed that all meetings are now video and audio recorded.
- C. Minutes of May 14, 2025 Regular Monthly Meeting** - *Motion made by Supervisor Non, seconded by Vice Chair Bates to accept the minutes of the May 14, 2025 monthly meeting. All voted in favor, motion carried.*
- D. Public Comment** – Items on Agenda Only - Ray Vogt mentioned that there was a lot of stone being dropped on Town Hill road while grading. He spoke with the grading operator from Wayco and was told that the operator was not finished and that the material would be pressed into the road. Ray believes Wayco's vibratory roller is weak, and graded roads should be checked prior to grading project completion to check for quality. He also believes that based on the quality of the work, that should determine who is awarded the grading bid next year and not just award to the lowest bidder.
- E. Correspondence** – None received
- F. New Business**
  - a. Review and Update where needed of the Township Comprehensive Plan - Chair Zefran informed participants that the Plan has not been updated since 2003 and needs to be updated to reflect our growing township needs and population. Treasurer Lopatofsky mentioned that she could apply for a matching Municipal Assistance Program(MAP) grant in the fall help cover some of the cost of the update but that the Board would need to do and Request for Proposals(RFP) and a Resolution allowing her to apply for the grant. Chair Zefran asked Treasurer Lopatofsky if the Township needed to do the RFP now or if it could wait. Treasurer Lopatofsky stated, and Solicitor Treat confirmed, that RFPs did not necessarily need to happen until such time as the Township may be awarded the grant. *Motion made by Chair Zefran, seconded by Supervisor Non to update the Comprehensive Plan. All voted in favor, motion carried. Motion made by Chair Zefran, seconded by Vice Chair Bates to allow Treasurer Lopatofsky to apply for MAP grant. All voted in favor, motion carried.*
  - b. Review and Update where needed of the Township Emergency Operation Plan(EOP) - Chair Zefran informed participants that this Plan has also not been updated since 2003 and needs to be updated. Chair Zefran stated that Treasurer/EMC Lopatofsky should update the plan with assistance from Supervisor/Deputy EMC/Roadmater Non. *Motion made by Supervisor Non, seconded by Vice Chair Bates to update the EOP. All voted in favor, motion carried.*
  - c. Administrative Notice of Violation Form – Review and revise form to disclose penalty deadlines and compliance timelines. Chair Zefran asked Solicitor Treat to take a look and make corrections.
  - d. Planning Commission - Recommend final approval by Township Supervisors for Szweda subdivision/addition - *Motion made by Chair Zefran, seconded by Supervisor Non to accept the Szweda subdivision/addition. All voted in favor, motion carried.*

**G. Road Master Report**

- a. Vehicle Mileage and Usage Reports- Supervisor Non reported the following vehicle reports. He also made mention that the New Holland's coupler for the drive shaft is stripped for the third time, and he will not be replacing it again. He suggested that the tractor be used as a 2wd machine instead of a 4X4. Vice Chair Bates agreed and stated that he did not want to put any more money into the tractor for repairs.

Vehicle	Total mileage during the month
2015 Ford F550	882
2018 Ford F550	603
2022 International Dump Truck (CV)	353
55	85
580 Backhoe	21 hours
New Holland	0

- b. Road Reports - Wayco has 3 roads left to go with grading. Liquid Calcium has been applied to all applicable roads. No status on a start date for Long Pond Road Dirt & Gravel project as Wayco wants to complete grading before starting Long Pond. Pocono Spray Patching is very behind due to the weather so there is currently no tentative start date for tar & chipping. Potholes are being patched in the meantime. There is a spot on Burns Road that needs to be cut out and re-done.
- i. Status of ditch complaint near property of 212 Main Street, Browndale discussed at the May 2025 monthly meeting – Chair Zefran talked to Ed Harsch and Mr. Harsch was unaware that he was to be doing the survey. He stated that he is backed up but will get back to Chair Zefran with a date. The property owner was notified of this. Dale Odell, a surveyor in the audience, was asked if he had time to do it and he replied that he did not have time but that he did look into it previously it was too involved. Vice Chair Bates questioned why we needed a survey. Supervisor Non stated that the survey was needed for the easement so that a pipe can be put in under the properties and road. Vice Chair Bates expressed his reservation about the pipe as this would make the Township liable for that pipe should it get clogged or burst and that would create an undue burden to the Township. Josh Debevec mentioned that this was a problem long before any of these supervisors and residents were around. Mark Lopatofsky asked if anyone had spoken with County Conservation or an engineer to see what could be done about the water problem. Supervisor Non responded that Conservation told him that it is off right of way and is not affecting any streams so there is nothing they can do. He and Chair Zefran also noted that the Township Engineer had looked at it. Supervisor Non stated that the problem is that the tail ditch on the one property is not being kept clean and that is why the water is backing up onto other neighboring properties and now the new owner wants to fill in the ditch and put a garage down. *Motion made by Chair Zefran, seconded by Supervisor Non, to have JHA do the survey. All voted in favor, motion carried.*
- ii. Placement of "No Parking Here to Corner Sign" - *Motion made by Chair Zefran, seconded by Supervisor Non, to put a "No Parking Here to Corner 50 ft" sign on the*

*West side of Marion Street, heading South from Main Street. All voted in favor, motion carried. Motion made by Chair Zefran, seconded by Supervisor Non, to put a "No Parking Here to Corner 50 ft" sign on both sides of Main Street, Township side, heading from Marion Street toward the bridge. All voted in favor, motion carried. Motion made by Chair Zefran, seconded by Supervisor Non, to send the Wayco report to the State to put a "No Parking Here to Corner 50 ft" sign on Main Street, Rte 247, West of Marion Street. All voted in favor, motion carried. Supervisor Non stated that we can put up the signs for the Township but cannot do it for the State. We need State approval first and then we must put the sign up and maintain the sign, the State will not do it. He then asked who would enforce the no parking. Chair Zefran stated that the State Police would be the ones to do it because it is a traffic violation.*

- H. Treasurer's Report Including Bills for Payment-** *Motion made by Supervisor Non, seconded by Vice Chair Bates to accept the Treasurer's report and pay the bills as listed. All voted in favor, motion carried.*

<b>General Acct. Bills Total</b>	<b>State Acct. Bills Total</b>	<b>Sewer Acct. Bills Total</b>	<b>UCC Acct. Bills Total</b>
<b>\$36,080.96</b>	<b>\$58531.89</b>	<b>\$0.00</b>	<b>\$610.00</b>

There was minimal discussion of the bills due to grading, liquid calcium, and materials costs, as well as liability and workers' compensation insurance both being paid this month. Supervisors Non suggested we use a 50/50 mix of red ash and anti-skid next winter. Red ash is approximately \$25/ton, and we are currently paying approximately \$19/ton for anti-skid. Chair Zefran and Vice Chair Bates did not agree with this suggestion.

- I. Browndale Fire Department** - Chief Debevec read the May fire chief report. Copy on file.

**J. Old Business**

- a. **Smith Road Complaints:** A Notice of Violation was sent by Township Permit Officer to the property owners via certified mail on May 16, 2025. Permit Officer Salak stated that the resident, Michael Knight, put a cable up across the driveway up so he cannot get into the property. Mr. Salak spoke with Mr. Knight and Mr. Knight informed him that he was in the process of moving the cars. Mr. Salak stated he is unable to gain access to the property to check the status due to the cable. Solicitor Treat suggested he call Mr. Knight and ask if the work was completed and ask to come onto the property to verify. Regarding the other property complaint on Smith Road, Mr. Salak stated that he went to see the owner. The owner came out of the trailer, Mr. Salak asked him about the burning of cans and the owner stated that he was not burning cans or chemicals, but that he is entitled to burn and was simply burning garbage like everyone is allowed to. Chair Zefran suggested that, in the event that the property owner is burning cans or suspected chemicals, the person who made the complaint should contact the Fire Chief to go over and make sure it is not something toxic.
- b. **Elk Lake Property Complaint:** A Notice of Violation was sent by Township Permit Officer to the property owners via certified mail on May 16, 2025. Permit Officer, Don Salak, was very upset about this matter and the way Mr. Farrell treated him, as well as the overabundance

of time Mr. Farrell has had to remediate the problem as the original permit was issued in 2023. Solicitor Treat read a letter from Mr. Farrell explaining his situation and requesting a hearing for an extension of time. Solicitor Treat also explained that Mr. Farrell's son was injured working on the demo but that the work was in the process of being completed and that it should be completed soon. He advised that Mr. Salak should write a letter and give an extension to the end of the month and that if the work was not complete by then that we would hold a hearing. Mr. Salak confirmed that the work was nearly 75% complete but was concerned that an extension of time would drag this out further. Chair Zefran stated that Mr. Farrell would be given until June 30<sup>th</sup> and if the work was not completed by then, a hearing would be held at the next regular Board meeting on July 9<sup>th</sup> and penalties would be assessed.

- c. Computers and Cameras – Work has been completed on the cameras in the building, and they are operational. Proposal received from Cloudmind, LLC for \$680.00 to purchase 3 more cameras - 2 to cover the outside lot/sheds, as well as 1 camera for the garage to ensure the safety of employees and coverage of equipment. Cost per camera is \$150 so it was suggested we purchase 4 to put two in the garage so both sides can be seen. *Motion made by Chair Zefran, seconded by Vice Chair Bates to purchase 4 more cameras (2 for the yard/shed and 2 for the new garage) and labor to install. All voted in favor, motion carried.* Discussion about the new spreadsheet for road workers. Road workers will use timecards and spreadsheets until July 1. After July 1, road workers will use spreadsheet only.
- d. Big John Road – Solicitor Treat provided tax map of the road, indicating all property owners who have an interest in seeing this portion of the road dedicated back to the Township. Letters have been received from all owners with an interest expressing the same. Next step is to get a survey of the road and how and where the road was vacated before the Township would be able to decide whether to move forward with this. If they choose to move forward, a hearing for public comment would need to be held and a vote would need to be taken. Then the road would need to be brought up to Township standards in the Road Ordinance, if one exists. Treasurer Lopatofsky mentioned that her brother-in-law has a significant amount of information needed to complete the survey and that he and his company would probably, therefore, be able to complete it quicker and at a lesser cost to the Township. *Motion made by Chair Zefran, seconded by Vice Chair Bates to table the discussion until the next meeting when we might have a cost for the survey.*

**K. Public Comment** – Permit Officer Don Salak asked if there is an Ordinance against pigs in Browndale. No one was aware of one. Mr. Salak was unsure where the property with the pigs was located and Ron Poska thought they were on the flats on Rte. 247 going towards Pleasant Mount Drive. Chair Zefran told Mr. Salak to find out exactly where the pigs were located before anything could be done about the issue.

**L. Adjournment** - *Chief Zefran made a motion, seconded by Supervisor Non to adjourn the meeting. All voted in favor, motion carried.* Meeting adjourned at 7:57pm.

Respectfully submitted,

Clinton Township Board of Supervisors Meeting

June 11, 2025

Lisa Lopatofsky, Treasurer