

**MEETING MINUTES**

**HEGINS TOWNSHIP SUPERVISORS' BOARD MEETING**

**October 7, 2020 7:00 P.M.**

**HEGINS TOWNSHIP MUNICIPAL BUILDING**

**421 S. Gap Street**

**Valley View, PA 17983**

**EXECUTIVE SESSION**

An Executive Session was held at 6:45 p.m. Wednesday, October 7, 2020, to discuss a personnel matter.

**CALL TO ORDER**

Chairman Douglas Lucas called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL (DECLARATION OF QUORUM)**

Supervisors Present: Douglas Lucas, Chairman; Bruce Klouser, Vice Chairman, Ken Graham, William Wolfgang.

Absent: Brad Carl.

**REPORT OF EXECUTIVE SESSIONS HELD**

An Executive Session was held Wednesday, September 2, 2020 from 6-7 p.m. for a Forest Drive Bridge Project walk-through with Lehigh Engineering's Joel Schmoyer.

**APPROVAL OF MEETING MINUTES**

Board of Supervisors' Meeting Minutes of September 2, 2020.

Motion to Approve: Wolfgang                      Second: Graham

Motion unanimously approved.

**PUBLIC COMMENT (ONLY ON THE ITEMS ON THE AGENDA)**

None.

**BUDGET & FINANCE COMMITTEE**

**TREASURER'S REPORT**

Income:    \$104,017.25

Expenses    \$ 42,238.84

Income Exceeding Expenses                      \$ 61,778.41

General Fund Balance                              \$798,828.28

PLGIT Fund Balance                                \$162,239.32

Motion to Approve: Klouser                      Second: Graham

Motion unanimously approved.

**PAYMENT OF BILLS**

Motion to Approve: Wolfgang                      Second: Graham

Motion unanimously approved.

**PUBLIC SAFETY COMMITTEE**

**POLICE REPORT FOR SEPTEMBER 2020**

Calls to Service:	114
Offense/ Incident Reports:	16
Non-Traffic Citations:	6
Misdemeanor Arrests:	0
Felony Arrests:	0
Reportable Accidents:	1
Non-Reportable Accidents:	0
Traffic Citations:	8
Traffic Warnings:	3

<b>Patrol Unit Mileage</b>	<b>2009 Durango</b>	<b>2020 Ford</b>	<b>2016 Ford</b>	
Odometer End of Month:	133,873	7,763	43,490	
Monthly Total Miles:	281	721	669	<b>TOTAL: 1,671</b>

Officer Dillman requested now that new security cameras are in place, we should increase fines up to \$300 plus community service hours for scattering rubbish, with the township receiving half of the fine money, as is the current practice. Supervisor Klouser added the Board should consider an ordinance for scattering rubbish around the municipal complex’s recycling containers, drawn up by our solicitor with police recommendations for fines.

Motion to Approve Drafting a Rubbish Ordinance: Klouser Second: Graham

Motion unanimously approved.

Truck traffic is coming through the municipal complex lot at high rates of speed, causing damage to our parking lot and increasing the likelihood of an accident. Coleman asked to have signage noting “No U Turn” or “Not a Through Street”. Lehigh Engineering and solicitor Karpowich will do research to confirm there is no public road or alley on the municipal complex property before we block off the self-created thoroughfare.

Motion to Approve Signage in the Municipal Lot pending alley search: Klouser Second: Graham

Motion unanimously approved.

Motion to set Tri-Valley School District police services rate at \$55/hr.: Wolfgang Second: Graham

Motion unanimously approved.

Motion to Approve Report: Klouser Second: Graham

Motion unanimously approved.

**FIRE COMPANY REPORT**

Check Presentation - Act 205 Volunteer Fire Relief Association 2020 disbursement to Hegins Valley Fire-Rescue was accepted by Nick Morgan. This year’s state aid allocation is \$18, 612.19.

Check Presentation – 2020 Hegins Valley Fire-Rescue annual donation in the amount of \$4,000 was accepted by Nick Morgan.

**EMS REPORT**

Check Presentation - 2020 Donation to Hegins Area Ambulance Association for \$2,500 was accepted by Deb Barry, who thanked the community and supervisors for their support. Barry also reported they have been extremely busy, with 37 calls last month.

**ROADS COMMITTEE**

Road Foreman Craig Coleman submitted a written activity report for the month of September.

Motion to Approve Road Report: Graham Second: Klouser

Motion unanimously approved.

Next Williams Transco/Compressor Station Pipeline Representatives Meeting scheduled for Friday, October 9, 2020 at 9:00 a.m. Draft agreements submitted by Williams are currently under review. Lehigh engineers to re-write the grant for renovation. Williams Building Color: PERC uses green; recommend changing color to slate. Solicitor Karpowich will draft a letter with the board’s approval of the color change to slate to take to the meeting Friday, October 9<sup>th</sup>. Road inspection for budget preparation is the same afternoon.

Motion to Approve Color Change to Slate: Graham            Second: Klouser

Motion unanimously approved.

Coleman reported we will be awarded a small grant (between \$2,500 and \$4,000) for the stormwater drainage project application he submitted for Forest Mountain Road. Schuylkill Conservation District encouraged us to resubmit our three other projects by the July 1, 2021 deadline for their consideration. The new John Deere mower, ordered using liquid fuels money, was delivered earlier today. Discussion was held about our shared equipment items Hubley Township returned with damage. Coleman added we are currently using Hubley's Tiger mower, and do so every three years for a month. It is expensive to rent (approximately \$5,400/wk.). Solicitor Karpowich stated the agreement may be terminated with 30 days' notice, and he will prepare a letter to Hubley. Coleman wanted to know if labor sharing would also cease, as he has used Hubley workers during non-emergency work.

Motion to terminate the Equipment Agreement with Hubley Township: Graham            Second: Klouser

Motion unanimously approved.

#### **PLANNING & ZONING COMMITTEE**

Chairman Lucas read Zoning Officer Allan Swab's written report submitted for the month of September.

Zoning Permits:                    3

Building Permits:                1

Total for Month:                \$420.00

Motion to Approve: Klouser                    Second: Wolfgang

Motion unanimously approved.

#### **CODE ENFORCEMENT REPORT**

Chairman Lucas read Light-Heigel Code Enforcement Officer Marty Sowers' written report submitted for the month of September, with seven site inspections listed, with follow-up on Notice of Violation letters.

Motion to Approve: Wolfgang                Second: Graham

Motion unanimously approved.

#### **SEWAGE ENFORCEMENT OFFICER REPORT**

Chairman Lucas read Sewage Enforcement Officer William Brior's written report submitted for the month of September.

New Permit Applications Received            1

Test Probes                                        1

Percolation Testing                                1

Site Evaluation                                      1

Motion to Approve: Klouser                    Second: Graham

Motion unanimously approved.

#### **RECREATION COMMITTEE**

None.

#### **SOLICITOR'S REPORT**

Emergency Services Reimbursement Agreement & Recurring False Alarm Ordinances as duly advertised were scheduled for adoption on police department and fire company recommendations, setting penalties against habitual violators. The attached fees are consistent with industry standards. The first three calls are at no charge; a warning is sent out after three instances, with a subsequent fine up to \$600 plus costs, invoiced to and paid by the insurer.

Motion to Approve Emergency Services Reimbursement Agreement Ordinance: Graham            Second: Klouser

Motion unanimously approved.

Motion to Approve Recurring False Alarm Ordinance: Klouser                    Second: Graham

Motion unanimously approved.

Hegins Township Zoning Ordinance. Draft hard copy has a digital map attached. Recommendation is that supervisors vote in November meeting to advertise a public hearing for adoption at our December meeting.

Motion for solicitor to to send zoning ordinance to the Schuylkill County Planning Commission and secretary to send to Hegins Township Planning Commission for their review and recommendations prior to the next meeting: Wolfgang Second: Klouser  
Motion unanimously approved.

Snow Emergency Ordinance Draft. Road foreman Coleman and police chief Yarmush to send revisions to solicitor prior to next meeting.

Large Vehicle Parking Ordinance Draft. Hold off on advertising until police and road foreman review (before next meeting).

Floodplain Ordinance. This is a stand-alone ordinance, with no overlay on zoning map; separate set of floodplain maps.

Motion to advertise Flood Plain Regulation: Graham Second: Klouser

Motion unanimously approved.

Resolution for the PennDOT Multimodal Transportation project. Lehigh Engineering to get application together to adopt resolution next month; Pine Drive and Wood Lane multimodal information given to Ed Wenger. Grant application window closes November 6, 2020. Solicitor Karpowich to prepare the easement agreement for the school safety lights; are any property owners affected?

Motion to Approve Report: Klouser Second: Graham

Motion unanimously approved.

Solicitor Karpowich will follow-up on the July rollover accident trucker's insurance reimbursement not yet been received by the township, using the police photos and itemized labor and material expenses incurred submitted by road foreman.

#### **ENGINEER'S REPORT**

Municipal Services Rep Ed Wenger read Lehigh Engineer Joel Schmoyer's monthly written report submitted for September.

Forest Drive bridge replacement. Permit has been submitted. Township recommended Brinkash (Ashland) as surveyor to perform official survey for ROW plan. H&H Study – Lehigh to give Coleman update tomorrow.

Motion to Approve Report: Graham Second: Klouser

Motion unanimously approved.

#### **OLD BUSINESS**

Treasurer Hornberger sent the County Office of Solid Waste's Collection Site Activity and Fee Summary for the 2020 Fall Clean-up, along with a \$781.50 check for 50% of collections fees; total this year was \$1,563.

Municibid Auction Results/Vote: 2002 Jeep winning bid was \$2,950.

Motion to Approve Jeep Sale: Klouser Second: Graham

Motion unanimously approved.

#### **NEW BUSINESS**

Brokerage Service Agreement between McGriff Insurance and Hegins Township covers insurance placement (workers' compensation) and risk management services for the time period beginning October 1, 2020 and ending September 30, 2021. Fee is \$854.00.

Motion to Approve McGriff Brokerage Service Agreement: Klouser Second: Wolfgang

Motion unanimously approved.

Check Presentation - 2020 Donation to Tri-Valley Senior Citizens in the amount of \$1,500, accepted by Dolores Zerbe.

Check Presentation - 2020 Donation to Tri-Valley Public Library in the amount of \$2,000, accepted by Ken Richter, with a thank you to the board for their generous donation.

Motion to set Halloween Trick or Treat night for Saturday, October 31<sup>st</sup> from 6-8 p.m.: Klouser Second: Wolfgang

Motion unanimously approved. Road crew to set up blinking lights.

2021 Budget Workshop scheduled for Thursday October 22<sup>nd</sup> at 6:00 p.m. at the township building. Chairman Lucas to notify Accountant Tammy Specht; Treasurer Hornberger to forward QuickBooks files to Specht.

**CORRESPONDENCE**

PennDOT sent a notice of Hegin's Township's 2021 Estimated Liquid Fuels Allocation of \$175, 593.61, adjusted to reflect the anticipated impact due to COVID-19.

The Auditor General sent a notice our General Municipal Pension System State Aid 2020 allocation of \$34,466.83 was direct deposited September 29, 2020. Act 205 requires the allocation be deposited in our municipality's police, paid firefighters and non-uniformed pension plan(s) by the municipality's treasurer within 30 days of receipt.

The Auditor General sent a copy of the Attestation Engagement for Hegin's Township's 2019 liquid fuels audit form MS-965 with no instances of noncompliance to be reported.

**PUBLIC COMMENT**

Resident Sharon Ertman reported someone has stolen the Trap Club Road sign (Dead End), and trucks using GPS are now going through. Road Foreman Coleman will see if the township has another sign in stock to replace it.

Next Supervisors' Board Meeting – November 4, 2020, 7:00 PM.

Next Food Pantry – November 18, 2020, 8:00 – 10:00 AM.

**ADJOURNMENT OF MEETING**

Motion to Adjourn at 7:58 p.m.: Klouser                      Second: Graham

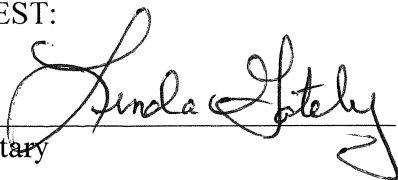
Motion unanimously approved.

**Township Office Hours – Monday, Wednesday, Friday - 8:00 AM to 12:00 PM**

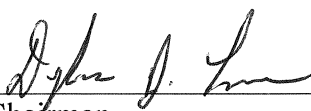
**Tuesday, Thursday – 1:00 PM to 5:00 PM**

**Telephone: 570-682-9133; Email: [heginstwp@comcast.net](mailto:heginstwp@comcast.net); Website: [www.psattstwp.org/schuykill/hegins/](http://www.psattstwp.org/schuykill/hegins/)**

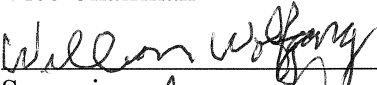
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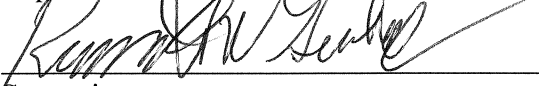
  
Secretary


HEGINS TOWNSHIP SUPERVISORS:

By:   
Chairman

By:   
Vice Chairman

By:   
Supervisor

By:   
Supervisor

By:   
Supervisor