

**West Penn Township Board of Supervisors
27 Municipal Road
New Ringgold, PA 17960**

Phone (570)386-4507

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**Regular Meeting
Monday, December 7, 2020**

Present at the Meeting

Anthony Prudenti
Timothy Houser
Glenn Hummel

Karen Wittig – Treasurer
Katie Orlick – Secretary
Ralph Hummel – Lehigh Eng.(phone)
Paul Datte – Solicitor

I. General

A. Chairman called the meeting to order at 6:30PM with the Pledge of Allegiance & Introduction. Chairman & the BOS decided to put into effect a plan for the Township during the COVID pandemic. The Chairman stated at this time the public will not be permitted in the Township Building or at public meetings. If the public would like to participate at the meetings they can call in on our conference call @ 1-701-802-5223 & access code 165978.

Chairman said that the Engineer & Solicitor will call in for the meetings until further notice. The Road Department will not travel in the same vehicles & will wear masks all the time. The office staff will also be required to wear masks or shields @ all time. The Chairman also stated that the Township will be ordering Disinfectant & Hand Sanitizer Stations for the Township & Police Dept.

B. Public Comments on Agenda Items Only (5 Minutes Time Limit) – Chairman asked if there are any public comments on Agenda Items Only. - None

C. Review of the Minutes – November 2nd & 16th, 2020 & November 25th, 2020 (Special Meeting). Chairman called for a motion to accept the meeting minutes for November 2nd & 16th, 2020 & November 25th, 2020. Glenn Hummel made the motion to accept the meeting minutes for November. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

D. Treasurer’s Report – November 2020

Chairman called for a motion to accept the Treasurer’s Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

E. Approval of Bills – November 2020

Chairman called for a motion to approve & pay the bills. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. The motion was carried. 3-0

F. Solicitor’s Report

Attorney Datte said he that he sent Dennis DeAngelo the final version of the Agreement for the Bella Terra Farms land donation. Attorney Datte said that he sent it out on the 18th but he did not hear from him yet.

Attorney Datte stated he worked with Ralph Hummel on some Zoning Issues.

Tim Houser asked Attorney Datte if he has a status on the Galloway Property. Attorney Datte stated that he is trying to work something out with the mortgage company. Attorney Datte said that the County has a new program that may help with demolition of the property. Attorney Datte said he will send the information to the secretary. Attorney Datte said the Township will have to be entitled to the property in order to invoke the program. Chairman called for a motion to accept the Solicitor’s report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

II. Land Use- ARRO Consulting, Inc. - NONE

III. Operations

A. Engineer's Monthly Report – November 2020

Ralph Hummel said the only thing he will need to discuss is the status of the Comprehensive Plan. Ralph Hummel said that Lehigh received comments from the committee and they are in the process of addressing the comments. Lehigh is anticipating that it should be complete early next year. Chairman called for a motion to accept the Engineer's Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

B. Code Enforcement Monthly Report – November 2020

Ralph Hummel referred to his Code Enforcement Report. Mr. Hummel said we will address an issue in executive session. Chairman asked if Ralph Hummel if he received a picture that was submitted to the Township. It was a picture of a property that a resident feels that it should be cleaned up. Ralph Hummel did receive the picture. Mr. Hummel said he has dealt with this property before & they clean up a little then a while later it is the same mess. The BOS agrees that a written Concern should be submitted. Chairman asked the status of the property on Mush Dahl & SR443. Ralph Hummel said we can discuss that in executive session because Attorney Datte will have to file a Civil Suit. Chairman called for a motion to accept the Code Enforcement's Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

C. Sewage Enforcement Officer's Monthly Report – November 2020

Chairman read the Sewage Enforcement Officer's Report. The SEO's report consisted of 2 New Permit Applications, 3 Test Probes, 1 Perc Tests, 3 Site Evaluations, 3 Design Reviews & 3 New Permit Issued & 3 Subdivision Plan Review. There were no Malfunctions for the month of November. Chairman called for a motion to accept the Sewage Enforcement Officer's Monthly Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in Favor. Motion was carried. 3-0

D. Road Department's Monthly Report – November 2020

Chairman read the Road Report. The report consisted of general maintenance to the Twp. Building & Equipment, Patching Potholes on Dirt & Paved Roads, Clean & Dug Out Pipes, Clean trees & garbage off roads, mowed shoulders, trimmed & chipped trees, graded shoulders, installed the plows & spreaders on the Twp. trucks. The Road Master also met with sale representatives from Trans Edge (Mack), Lowe & Moyer (International), Bermin Freightliner (Freightliner) on specs & quotes for new Tandem Axle Truck. The Road Master met with Bob Gates from E.M. Kutz on plows & dump body for the new Tandem Truck. There was also various maintenance done on the road department's equipment. Tim Houser asked Road Master to take care of shoulders on Golf Road. Mr. Houser also inquired about closing the gates at the J.E. Morgan Park. Tim Houser suggested we close the gates at the park in winter months when it is not being used. The BOS agreed and said to get a lock for the gate. Tim Houser also suggested if we have some extra funding to do some road work on Cold Spring Rd. because it is being heavily used because of opening the park. Chairman called for a motion to accept the Road Department's Monthly Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. The motion was carried. 3-0

E. Police Department Report – November 2020

Chairman read the police report. The police report consisted of 8,095 miles patrolled, 198 citations issued, 52 written warnings, 250 total traffic and 311 total calls. Fine money received was \$4,353.14 plus total impound \$545.00 which equals to \$4,898.14. Marcos Duarte, badge # 52, submitted his resignation letter. Chairman called for a motion to accept Marcos Duarte resignation letter. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Jason Lorah submitted a retirement letter to the Chief & BOS. Chairman called for a motion to accept the retirement letter. Glenn

Hummel asked Attorney Datte if there are any separation protocols from going to retirement to part-time? Attorney Datte said he is not aware of any but we can look into it. Glenn Hummel made the motion to accept Jason Lorah's retirement letter effective 1/1/21 and keep him as a part-time officer as needed. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chairman called for a motion to accept the Police Monthly Report. Tim Houser made the motion. Glenn Houser seconded the motion. All in favor. Motion was carried. 3-0

F. Fire Company Monthly Report – November 2020

Chairman read the Fire Company's report. 32 Total calls for the month of November.

Emergency Responses included 3 Motor vehicle accidents, 12 Trees/wires down, 1 Automatic Alarms, 0 Search, 3 Medical Assists & 6 Brush Fires. Fire Company had no Hall Rentals due to COVID-19. Upcoming Events include monthly breakfast 12/13/20, Miller Keystone Blood Drive 12/13/20 and Wing Sale 12/31/20. Chairman asked the Fire Chief if he had anything else for the BOS. Tim Houser asked the Fire Chief if the Fire Company acquired any of the CARES Act money. Chairman asked the Secretary if she would follow up with Gary Bender about the CARES Act money for West Penn Twp. Glenn Hummel asked the Fire Chief if he heard anything about DCNR funding for the Fire Company. Glenn Hummel said that he read in the paper that they were doubling the amount they give this year. Fire Chief said he will check into it. Chairman called for a motion to accept the Fire Department's Monthly Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

G. Ambulance Monthly Report – November 2020 – None

1. Review of the Bills – Chairman and the BOS would like to set a meeting up with the Ambulance to discuss bills. Secretary was instructed to set a meeting up.

IV. Old Business - None

V. New Business

A. Purchase of New Truck for the Road Department

Tim Houser asked the Road Master what kind of trucks are we interested in. Clint Schock said he got quotes for three trucks, Freightliner, Mack & International. Road Master said they are all CoStars. Mr. Schock said he feels the International is not feasible for what they need. The Freightliner is \$180,351.40 and the MACK is \$207,499.89. There is about a \$27K difference in the prices. The difference between the two is Freightliner has a double frame & the MACK has a true single frame. Chairman said he thinks the BOS should order a new truck. Glenn Hummel made the motion to buy the MACK. Chairman seconded the motion. All in favor. Tim Houser abstained because his son works for one of the Companies. 2-1 Chairman asked what are we going to do with the truck we have. Clint Schock said he will sell it or put it on Municibid.

B. Chairman wanted to discuss the Twp. being closed to the public. Chairman would also like to purchase fogger & disinfectant for the fogger & hand sanitizer stations for all entrances to our building & bathrooms & police department. Chairman said we need 1 fogger & 8 disinfectant hand sanitizer stations. Chairman asked the Fire Chief his opinion about the disinfectant & hand sanitizer stations. Fire Chief said he can get the hand sanitizer stations for a better price than what the BOS proposed from his supplier. Chairman asked Fire Chief to look into & price foggers & hand sanitizer stations from his supplier for the Twp. Chairman asked if the BOS can approve buying these items as long as they do not cost more than \$2K. Tim Houser made the motion to purchase the fogger & hand sanitizer not to exceed \$2K. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman said public meetings will be conference calls from now on until COVID-19 gets under control. The conference call # is 1-701-802-5223 & the Access Code is 165978.

VI. Correspondence

A. Be careful of scams during the holiday season. The Twp. was notified about a Dr. Pepper Scam going around the Twp.

B. Christmas Toy Drive – West Penn Police Dept. is partnering with Dollar General Store located at 2098 West Penn Pike, for a holiday toy drive. Any contributions would be greatly appreciated. Any questions or if anyone knows a family in need email toys@westpennpd.us.

VII. Business from Anyone on the Board

A. Tim Houser inquired about Wreaths Across America Program. Mr. Houser wanted to know if it was still scheduled in December because of COVID-19. Glenn Hummel said got the full 3500 wreaths. They still plan to place them on Saturday, December 12, 2020. The BOS did donate personally to the cause.

B. Glenn Hummel said a resident from Blue Mountain Dr. asked if the Twp. would put a speed limit sign by her house. Clint Schock said there are 25mph signs on that road. Chairman suggests we put a sign in front of her house.

C. Glenn Hummel said the Soccer Association signed the lease agreement for the Morgan Park and is supposed to drop it off at the Twp. Mr. Hummel said they would like to do improvements to the field. They would like to level the field. Glenn Hummel said that cost was part of the grant money and he does not know how we can disperse something we did not receive yet.

Attorney Datte said that the Twp. will have to follow the bidding requirements on the different thresholds of service. Also, we have to follow the grant agreement which we do not have at this time. Chairman asked the secretary to follow up with our DCNR regional director and asked when funds & agreement will be dispersed.

D. Glenn Hummel asked Clint Schock if the Road Department can clean out a pipe the Twp. put in across the street. Clint Schock said he will look at the pipe.

VIII. Public Comments on General Items - NONE

IX. Executive Session

Chairman called for a motion to go into executive session for personnel/employee matters @ 7:40PM. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. The motion was carried. 3-0

Chairman called the meeting back to order at 8:00PM.

X. Adjournment

Chairman called for a motion to adjourn @ 8:15PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Transcribed By:

Katie Orlick

West Penn Township Secretary