

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

Phone (570)386-4507

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**Regular 10AM Monthly Meeting  
Monday, September 20, 2021**

**Present at the Meeting**

**Tony Prudenti – Chairman**

**Katie Orlick - Secretary**

**Tim Houser - Supervisor**

**Paul Datte – Solicitor**

**Glenn Hummel – Supervisor (phone)**

**Mike Begis – ARRO Consulting, Inc.**

**Karen Wittig – Treasurer**

**I. General**

**A.** Anthony Prudenti called the meeting to order with the Pledge of Allegiance & Introductions at 10:00AM.

**B. Approval of Monthly Bills**

Chairman called for a motion to approve /pay the monthly bills. Tim Houser made the motion. Chairman seconded the motion. All in favor. Motion was carried. 3-0

**II. Public Comment on Agenda Items – None**

**III. Land Use - None**

**IV. Old Business**

**A.** Engagement Letter from Zelenkofske Axelrod, LLC. Chairman read the engagement letter. Attorney Datte said the secretary received an email which explained what ZA would be doing for the Township. The email explained it a little better than the actual engagement letter itself. Attorney Datte had ZA include the email with their engagement letter for clarification of their services. The \$11K is an eligible expense for the ARPA money. The email reads as follows:

Below is an outline of what we will be providing to our clients. Please don't hesitate to contact us with any questions or concerns. Please also note that our fee is payable from the ARP funds. Our discounted fee in accordance with our PSATS for what you are receiving is \$11,000. The services are as follow and cover the length of the funding and are allowable expenses of the grant:

- 1) Trainings throughout the entire grant program (thru 12/31/2024) as often as Treasury updates it regulations (some on site and some virtual)
- 2) Training on how to document compliance for each expenditure
- 3) Training on how to do reporting to Treasury (this will be an interactive training to go through all aspects of the reporting requirements)
- 4) Ability to ask questions and get answers through our email. Also get the questions and answers that others ask.
- 5) Consultation as to what are and are not eligible expenditures
- 6) Sharing of what ideas are out there in the Treasury as to how entities are eligibly spending the funds
- 7) Sharing of other funding streams available for entities to apply to for. There are more overlapping of funds out there from federal and state sources than ever. Entities will need to have patience to ensure they don't spend all of their funds before knowing if there were other funds out there to cover the same expenditures.

- 8) We will serve as an intermediary between the Treasury and the Entity when necessary to resolve any issues the Treasury may have
- 9) We will run the lost revenue calculation for everyone for each year (2020-2024). We will need each entities audits (or DCED reports) for the years 2016-2020. We believe this is the single biggest risk component of the ARP regulations. For those entities that spend funds loosely because this calculation is not correct, they will end up having to pay that back to the US Treasury. We will ensure that does not happen to any of our clients.
- 10) We have compiled and will continue to add to our own FAQ, in which we log every client's questions and provide answers and send the complete set of Q&A out to everyone in the program to allow everyone to see everybody else's ideas as well to help answer compliance questions.
- 11) We have created a centralized email [ARP@zallc.org](mailto:ARP@zallc.org) to allow everyone to send their questions in (as many questions as each entity wants). We also use this to help build our FAQ. We try to answer everyone's questions within 24 hours. With more complex questions, we call the client with follow up questions and explain our answers as well.

Please let me know if you would like to discuss or have any questions or concerns. We have a standard contract what we have used with the 100 plus municipalities that we are working with. Chairman asked the Board if they would like to hire this firm. Glenn Hummel asked Attorney Datte if he is capable of giving us this guidance. Attorney Datte said he may be able to assist but every time he will have to look into it. ZA will help with all the reporting and documentation for the funds. They will assist you of what is eligible for funding. They will provide guidance. Attorney Datte recommends we that we hire this company. Chairman said they will be able to tell us if something we want to do will qualify for funding. Attorney Datte said they are like an insurance policy. We propose a project and they will let us know if it qualified. Chairman called for a motion to go into an agreement with ZA for purposes of assisting & advising the Township of the ARPA funds. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **V. New Business**

Chairman asked Attorney Datte to explain the new business. Attorney Datte said we adopted Ordinance #2 of 2020 which changed the vesting period for our full-time police officer from 12 years to 10 years. Our investment group said we participate in the Act 600 so that Ordinance would be invalid unless you state in the Ordinance that the Twp. has less than two full time officers and did not want to follow the Act 600. So the Twp. adopted Resolution #25 of 2020 which made that Ordinance Invalid. However, the Twp. can create a 10 year vesting period by stating that we are not participating in the Act 600 because we do not have more than two full time police officers at this time. Attorney Datte said we have to adopt Resolution #23 of 2021. Chairman called for a motion to adopt Resolution #23 of 2021 Rescinding Resolution # 25 of 2020 that made Ordinance #2 of 2020 Invalid. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

**B.** Chairman called for a Motion to authorize the Solicitor to prepare & advertise an Ordinance to amend Ordinance #2 of 2020 to clarify that the Township elected not to follow Act 600 for the Police Pension Plan because there are less than 2 Police Officers.

Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **VI. Business from Anyone on the Board**

**A.** Chairman read a letter of resignation of the Road Master Clint Schock. Chairman called for a motion to accept Clint Schock's resignation. Glenn Hummel made the motion with regrets. Tim Houser seconded the motion with regrets. All in favor. Motion was carried. 3-0

## **VII. Correspondence**

**A.** Borough of Tamaqua is requesting traffic assistance from the West Penn Fire Police for their Halloween Parade on Tuesday, October 26, 2021 at 7PM with a rain date of Wednesday, October 27, 2021 @ 7PM. Chairman called for a motion. Tim Houser made the motion to allow the West Penn Township Fire Police help with traffic for the Halloween Parade. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

**B.** Tim Houser said the Board had a discussion with the Ambulance; they may be looking to change their name to West Penn Township Ambulance Association. Tim Houser asked Attorney Datte if that would be difficult for them to do that. Attorney Datte said it wouldn't be too difficult if they act through a Board of Directors and they are a non-profit. The Board would need to adopt a Resolution to change the name and a document would be filed with the Department of State that would formally change their name. They would have to amend their Articles of Incorporation. Attorney Datte said he would help them do it. Chairman asked the secretary to reach out to them and let them know.

## **VIII. Public Comment on General Items – 5 Minute Time Limit**

**A. Carl Greve** – talked about getting another recycling bin for the Township. The Board understands his concerns and will try to address it. Glenn Hummel suggested residents may want to consider donating time to man the recycling gates if they feel the site should be opened longer during the day.

**B. David Hayes** wanted to thank Officer Bonner & the Chairman for coming to his house to look around to see if they can see any tampering at his property. Mr. Hayes feels someone is harassing him and stealing things. Chairman & Officer Bonner did not see any mishaps. Chairman suggested Mr. Hayes invest in a camera system. Terri Knoedler said she has cameras that she will donate to him. Mr. Hayes also asked when the speed limit signs will be installed on Mush Dahl.

**C. Shawn Phillips** – would like to know a time table of when the Board will appoint the new Police Chief. Chairman said we will be probably being appointing the chief at our next meeting. Mr. Phillips also asked if the Board will be replacing Officer Bonner's position if he becomes chief. Glenn Hummel said we will be looking into having another full time officer position.

Glenn Hummel also informed Mr. Phillips that the Police Garage is cleaned out and the new trucks will be able to be parked in the garage when not in use. Chairman feels we should get bids for a concrete floor for the garage and look into garage doors.

**D. Justin Hayward** – said his Mush Dahl Property was vandalized and someone took an old forklift. Officer Bonner suggested Mr. Hayward file a police report.

**IX. Executive Session** – Chairman called for a motion to have an executive session for personnel issues at 10:50AM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0 Chairman called the meeting back to order at 11:15 AM. Chairman said the Board discussed personnel matters & contractual matters. Chairman said the Board would like to send the Comprehensive Plan to Urban Research and Development for them to review. Chairman said the Board would like to have URDC review it to make sure it does not conflict between the Comp. Plan and our new Zoning Ordinance. Chairman said Lehigh Engineering, LLC feels they did everything they can do for the Comprehensive Plan. Chairman called for a motion to send the Comprehensive Plan to Urban Research and Development. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

**X. Anything Else from the Board - NONE**

**XI. Adjournment**

Chairman called for a motion to adjourn the 11:20AM meeting. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

**Budget Workshop** followed the meeting. Chairman stated we requested the department heads to provide us with a list of what they will need to be budgeted for 2022.

Tim Houser said the Road Department doesn't have really anything out of the ordinary.

Glenn Hummel said for the Police Dept. will be good.

Karen Wittig the Treasurer said if the departments would give a "wish list" she can put it in the budget and see what we have to work with.

Chairman asked if we will need any new equipment. Glenn Hummel suggested changing the signs by the Annex and install a digital sign.

Jim Bonner said we will probably need about an \$8K increase for sites for glocks and new computers.

Jim Bonner said he may be able purchase computers out of the 2021 money.

SEO Bill Brior said there will be no increase to his fees for 2022. In closing the Chairman suggested each Supervisor go back to their department and create a "wish list" of what they need for 2022.

Reminder: Wednesday @ 1PM the Board will be conducting interviews for road department.

Chairman called for a motion to close the Budget Workshop at 12:00PM. 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