

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

Phone (570)386-4507

Fax (570)386-5851

**Regular Meeting  
Monday, November 1, 2021**

**Present at the Meeting**

Anthony Prudenti  
Timothy Houser  
Glenn Hummel

Karen Wittig – Treasurer (Phone)  
Katie Orlick – Secretary  
Paul Datte – Solicitor (Absent)  
Mike Begis – ARRO Consulting, Inc.

**I. General**

**A.** Chairman called the meeting to order at 6:30PM with the Pledge of Allegiance & Introduction.

**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** – October 4<sup>th</sup> & 18<sup>th</sup>, 2021

Chairman called for a motion to accept the meeting minutes from October 4<sup>th</sup> & 18<sup>th</sup>, 2021. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

**D. Treasurer’s Report – October 2021**

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 – October 2021**

Chairman said that he understands there is a question on the Signal Service bill. Chairman said we will discuss the bill with our Treasurer.

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

**F. Solicitor’s Report**

Attorney Datte was unable to attend the meeting. Chairman asked the secretary for any updates on Zoning. Secretary stated she did not hear back from Urban Research & Development. Chairman asked the secretary to contact Charlie from Urban Research & Attorney Datte to let them know we would like a solid update on our Zoning & Comprehensive Plans for our next meeting. Tim Houser would like to see it all wrapped up by the end of the year.

**II. Land Use- ARRO Consulting, Inc.**

Chairman called on Mike Begis for ARRO Consulting, Inc. to review land use with the Board. Mike Begis said the Planning Commission reviewed the Troxell Final Subdivision at the October meeting. Mr. Begis said it was a simple two lot subdivision with no issues. The Planning Commission recommended a conditional approval of the plan. Chairman called for a motion to accept the recommendation of the Planning Commission and adopt Resolution # 25 of 2021, Conditionally Approving the Troxell Final Subdivision Plan. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. The motion was carried. 3-0

### **III. Operations**

#### **A. Engineer's Monthly Report – October 2021**

Mike Begis spoke about a driveway concern on Blue Mountain Drive. ARRO Consulting, Inc. said they do not believe there was a driveway permit approved or issued for the driveway. Tim Houser said there was a concern submitted about drainage. Mr. Houser looked at the driveway and felt the driveway was never put in properly. Mr. Houser believes if someone comes for a driveway permit they should have to get approved before any other permits are issued.

Mike Begis from ARRO Consulting, Inc. said he sent an updated copy of the plan for the project that they are working on is for the J.E. Morgan Memorial Park. Mike Begis wanted to clarify the bathrooms. ARRO is coordinating with the Township to develop a scope of work to be completed and then bid the project out. Glenn Hummel said the well and the building are most important. Glenn Hummel asked Mr. Begis if he would bid the project out and let us know about it next meeting. Chairman called for a motion to accept the Engineer's Monthly Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **B. Code Enforcement Monthly Report – October 2021**

Chairman asked the Board if they had any questions about Code Enforcement Report. Chairman called for a motion to accept the Code Enforcement Monthly Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **C. Sewage Enforcement Officer's Monthly Report – October 2021**

Chairman read the Sewage Enforcement Officer's Report. The SEO's report consisted of 1 Perc Tests, 3 Interim Inspections, 3 Subdivision Review and 3 New Permit Applications. There are no malfunctions. Chairman spoke to the Sewage Enforcement Officer; he said another malfunctioning system in Andreas is being fixed. Chairman explained DEP considers 3 malfunctions in an area would be considered a problem area and have to be addressed. An area in Andreas was considered a problem area but 2 out of the 3 systems have been fixed. 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 – October 2021**

Chairman read the Road Department's monthly report. The report consisted of General Maintenance to the Twp. Building & Equipment, Patching of Potholes on Paved Roads, Paved Cross Pipes on Twp. roads, Trimmed & Chipped Trees, Mowed Shoulders, Fixed Sycamore Lane, Trimmed Grass around Guide Rails & Bridges and Removed hanging Trees at West Penn Park. Chairman also, read the Maintenance Report. Chairman pointed out fixed culvert box on Chain Circle and Paving of Cross Pipes, these projects maybe reimbursable through the ARP Funding because that deals with Storm Water. Tim Houser asked Treasurer if we get reimbursed by the County for maintaining County Bridges. Treasurer stated nothing has been submitted to her for reimbursement. Chairman thanked Mark Boyle for fixing the gates and the hopper on the paver. Chairman called for a motion to accept the Road Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **E. Police Department Report – October 2021**

Chairman read the police report. The police report consisted of 12,646 miles patrolled, 146 total traffic & warnings and 84 total calls. Fine money received was \$3,560 minus total impound \$850.00 which equals to \$2,710.00. Chairman said the Police Dept. has a bid of \$5,800.00 for the concrete floor in the garage from Fairlawn Masonry and a bid from Bruce Snyder for \$5,248.00. Bruce Snyder's quote would require the road crew to come in with two inches of stone and install the drains. Chief said the quote

from Snyder is lower however it would cost us more to have the road department do some of the work and get materials than the \$5800 altogether. Chairman asked if the Chief got a price on garage doors. Chief said Zawada is working on a quote. Glenn Hummel made the motion to spend the \$5,800.00 for the concrete. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chief requested to buy a copier to replace the old nonfunctioning copier in the police department @ \$3,090.00 plus \$32.60/month for service contract. Chief said they had two bids. The one company came in well over \$5000.00 and the other company was willing to work with the police department and used special pricing for government entities. Chairman asked if they charge / copy. Chief said copies are unlimited. The company did ask how many copies they do in a month and asked if they would do more than 20 thousand. Chief said they were nowhere near that. Chief said if the BOS accepts this company they will bring the department a loaner immediately. Glenn Hummel asked the Chief to justify the price and the need for the police department to have the new copier. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chief asked to have the Police Department's floors cleaned & waxed. Chairman asked if he had a company in mind. Chief said they called Stanley Steamer and it didn't go well. He asked to put that request on hold. Fire Chief Jeff Bradford said he may want to contact Jim Bova for his floors. Chief wanted to request the purchase of unlimited car washes for the vehicles. \$20/vehicle/mth. \$800.00/yr. @ Tamaqua Car Wash. Chairman said it was a good price; however, you have to drive to Tamaqua to get them washed and have to leave the Township. The Police Dept. would normally wash the vehicles at the municipal building with the pressure washer. Tim Houser is against it. Mr. Houser said using the pressure washer in the past was fine and he feels that it still is fine. Glenn Hummel is for it. Chairman also the Chief would like to talk about some type of temporary kennel for dogs. Chief said he would like to have a place to put a dog temporarily, while the officer would find its owner. Todd Deem Jr. said DAT will donate a kennel. Glenn Hummel talked about Find TobyPA. A website designed to reunite owners with their lost pets. Glenn Hummel commented to the Chief about his "Well" checks in the Community. The "Well" checks are officers going around to businesses in the community and making sure everything is ok. Chairman called for a motion to accept the Police monthly report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **F. Fire Company Monthly Report – October 2021**

Chairman read the Fire Company's report. 25 Total calls for the month of October. Emergency Responses included 7 Motor vehicle accidents, 8 Trees/wires down, 1 Automatic Alarms, 1 Car Fires, 1 Fire Police Call, 1 Chief Request, 3 Medical Assist, 2 Brush Fires, and 1 Carbon Monoxide Call. The Fire Company conducted their monthly breakfast and business meeting. Tim Houser asked Jeff Bradford if he had an amount the Fire Company lost in revenue since COVID started. Tim Houser said there may be some assistance through the ARP Funds to help with those losses. Chairman called for a motion to accept the Fire Department's Monthly Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **G. Ambulance Report – October 2021**

The Chairman read the Ambulance report. They had 40 total dispatches in the month of October. Dispatches are as follows: Breathing Problems, Chest Pain, Diabetic Problem, Fall Victim, Sick People, Stroke/CVA and Unconscious/Fainting. Receiving Hospitals were St. Luke's Leighton & Miner's Memorial and Lehigh Valley. Chairman called for a motion to accept the Ambulance Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **IV. Old Business**

**A.** American Rescue Plan – Chairman discussed with the Board of Supervisors what the ARP Funds can be used for. Some of the funds can be used for loss of revenue, storm water infrastructure projects and COVID expenses. Losses can go back from March of 2021 to the current day. The Treasury did not make their final ruling on the ARP money. If we spend the money before the final ruling and something doesn't qualify for those funds the Township would be responsible for paying those funds back. The funds need to be in contract or spent by 2024. As long as we are in contract by 2024, contracts/projects to be completed have to be done by 2026. The Township recently received half of the ARP money of \$224,777.13. If we do not spend those funds by then we have to give the remaining funds back. Tim Houser stated we cannot use the funds for vehicles or roads.

Chairman discussed possibility of using some funds for Premium Pay for Essential Workers for those employees that worked and is working through COVID. Chairman asked the Board how they feel about giving the employees that resigned the COVID pay. Chairman feels that all the Township employees since COVID whether they resigned or not in that timeframe should be compensated. Glenn Hummel is against paying past employees. Tim Houser agrees with both Supervisors; however, he feels we need to figure out how we are going to pay these funds out. Chairman called for a motion to adopt Resolution # 26 of 2021, a resolution providing for Supplemental Appropriations for the 2021 Budget for the ARP Funds. The Board agreed to start premium pay December 1<sup>st</sup> through December 31<sup>st</sup> for hours worked. It would be 160hrs. at \$12.00/hrs. equaling \$1920.00 up to \$2000.00, Samantha Parker, president of the Ambulance, asked the Board if they were going to help the Ambulance & the Fire Company with these funds. The Board said yes, they were considering helping out financially but the Township cannot make them better than whole for their losses. The Ambulance & the Fire Company would have to prove their losses for the Board to determine what kind of funding help they would be able to provide. The Board asked for the Ambulance & the Fire Company to submit Loss of Revenue to the Township. Tim Houser made the motion to move forward with COVID bonus for Resolution #26 of 2021. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

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

**A.** Blue Ridge Franchise Agreement – Board discussed what percentage the Franchise Tax should be. The Township asked Blue Ridge to help with cost for the Township. Blue Ridge said they can only discount for phone. This discussion was tabled until next meeting.

#### **VI. Correspondence**

**A.** West Penn Elementary would like to request traffic assistance on Saturday, December 4, 2021, 4PM-7PM for their Tree Lighting Event. Chairman made a motion to allow the Police Department and/or the Fire Department to help at the West Penn Elementary Tree Lighting Event. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

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

**A.** Chairman called for a motion to accept the resignation of JoAnn Kunkle resignation as the cleaning person for the Township. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

**B.** Chairman said, "Don't forget to Vote"

#### **VIII. Public Comments on General Items**

**A.** Carl Greve asked the Board about the monthly car washes for the police department. Mr. Greve's suggested a trial basis.

B. Pat Landers – discussed his driveway on Evergreen Drive with the Board. Mr. Landers cannot meet all the requirements of the driveway ordinance to place his new driveway. The one requirement he is having trouble meeting is the 30ft. requirement from an intersecting street. Chairman asked Police Chief, Fire Chief and the Ambulance, if they feel it would be a concern to place driveway where Mr. Landers is requesting? No one feels it would be a concern if the driveway cannot meet the 30ft. Chairman asked the Board if they had a concern. Chairman called for a motion to grant a modification from the requirement of placing his driveway within 30ft. of the intersection & to have an Indemnity Agreement in that regards. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chairman asked secretary to contact the solicitor about the Indemnity Agreement.

**IX. Executive**

**X. Adjournment**

Chairman called for a motion to adjourn @ 7:53PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

**Transcribed By:** Katie Orlick, WPT Secretary