

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

Phone (570)386-4507

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**Regular Meeting  
Monday, February 7, 2022**

**Present at the Meeting**

Anthony Prudenti  
Timothy Houser  
Glenn Hummel

Karen Wittig – Treasurer  
Katie Orlick – Secretary  
Mike Begis – ARRO  
Paul Datte – Solicitor

**I. General**

**A.** Tony Prudenti called the meeting to order at 6:00PM with the Pledge of Allegiance & Introduction.

**C. Public Comments on Agenda Items Only - None**

**D. Review of the Minutes** – January 3<sup>rd</sup> & 19<sup>th</sup>, 2022.

Chairman called for a motion to accept the meeting minutes from January 3<sup>rd</sup> & 19<sup>th</sup>, 2022. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

**E. Treasurer’s Report – January 2022**

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

**F. Approval of Bills – January 2022**

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

**G. Solicitor’s Report** – Attorney Datte had nothing to report.

**II. Land Use** – None

**III. Operations**

**A. Engineer’s Monthly Report – January 2022**

Chairman asked Mike Begis from ARRO Consulting, Inc. if he had anything to report for the month of January. Mike Begis said he provided the BOS a report and he would be happy to address any questions the BOS may have. Chairman said the J.E. Morgan Memorial Park has been advertised for bids. Bids are due no later than 10AM on Monday, February 21, 2022. The bids are scheduled to be open on February 21, 2022 at the BOS 10AM Public 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 – January 2022**

Mike Begis asked the BOS if they had any questions on the Code Enforcement Report or about permits issued. Chairman asked Mike Begis about a property that was issued a NOV. The NOV was for Structure Unfit for Human Occupancy, Sanitation; Rubbish & Garbage. Bill Brior the Township SEO also issued a letter for a malfunctioning septic system. Chairman stated that the owners of the property reside on Florida. The owners stated that they sold the property to the occupants. The occupants never got the new deed recorded, making the Florida owners’ responsible at this point. Attorney Datte, said the

property was in an upset sale in September which was not sold. The Property owners have time to act on the NOV's. Chairman spoke to Bill Brior the SEO. Chairman said he would like the Township to go in and repair the problem with an Emergency Repair Order. Bill Brior said no because it is a cess pool. If the Township fixes the pipes and the cess pool is bad we could be held liable. Attorney Datte said the occupants will have to be removed from the property if the violations are not addressed and fixed. Rachel Keer spoke at the meeting as a neighbor of the property that was issued the NOV. Ms. Keer said she hasn't seen the occupants at the house for about a week. Ms. Keer expressed her concerns about the uninhabitable home especially because of her three small children. Tim Houser asked if the property is listed as uninhabitable does the Township have the right to put plywood over the windows & doors to seal it? Attorney Datte said yes and we can change the locks. Attorney Datte said the Code Enforcement Officer & the Sewage Enforcement Officer cited the owners of the property with a NOV. The Enforcement Officers gave the owners a period of time to address the issues. They did indicate that the building was uninhabitable and were told to leave. Ms. Keer said there is a six foot trench and the property is a junkyard. Attorney Datte said the owners have been cited for that as well. Glenn Hummel asked if we can fill in the trench. Attorney Datte said we have to follow what Bill Brior recommends because of the Sewage issue. Chairman said something has to be done. Chief Bonner said he can tape it off the area. Chairman asked the Secretary to reach out to Bill Brior and find out what can be done with this issue. Attorney Datte said he will find out if the property would be going up for Judicial Sale. Tim Houser said if the Township can acquire this property we may be able to apply for CDBG money and demo it. Attorney Datte said sanitation side of things; they have 30 days after they receive the NOV to correct the issues. Chairman called for a motion to accept the Code Enforcement Officer's 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 – January 2022**

Chairman read the sewage enforcement officer's report. The report consisted of 4 test probe, 4 percolation tests, 3 site evaluation, 6 interim inspections, and 1 general field inspection. Chairman called for a motion to accept the Sewage Enforcement Officer's 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 – January 2022**

Chairman read the Road Department's Monthly report. The report consisted of General Maintenance to the Township Building & Equipment, Fixed wash out on Rabbit Run Rd. with millings, Plowing & Cindering Township Roads, Fixed Street Signs, Hauled Anti-Skid, Trimmed Brush around Street Signs & Poles, Got Salt, Cleaned Up Trees & Limbs & Hanging Branches and Hauled Scrap Metal. Chairman also read the Maintenance Report. 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. Motion was carried. 3-0 Chairman called for a motion to hire Timothy Phillips as a Ft Road Crew Laborer. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chairman called for a motion to hire Salvatore Digilio as a FT Road Crew Laborer. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chairman called for a motion to adopt Resolution # 11 of 2022 Cell Phone Policy for the Road Dept. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **E. Police Department Report – January 2022**

Chairman read the Police Report. The Police Dept. had 2,121 miles patrolled 219 total citations & warnings, 7 motor vehicle accidents, 106 total calls & 12 court hearings. The total fine money \$4,040.80 + Incident Reports \$105 + total impound \$8,730 - Towing Fees = total money received \$5,790.80.

Chairman called for a motion to accept the Police Report.

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

#### **F. Fire Company Monthly Report – January 2022**

Chairman read the Fire Company's report. 16 Total calls for the month of January. The report consisted of 2 motor vehicle accidents, 1 brush fire, 1 wire/tree down, 2 automatic fire alarms, 3 medical assist, 1 Fire Police Call & 3 Structure Fires. The department had their monthly meeting, did equipment inspections & vehicle stabilization. They had their monthly fundraisers such as the monthly Breakfast & Fire Company Cash Bingo. 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 – January 2022**

Chairman read the Ambulance Monthly Report. The Ambulance Report consisted of 36 total calls. 25 calls were in West Penn, 8 Tamaqua, 1 East Brunswick, 1 Lynn Township & 1 Coaldale. Receiving Hospitals were St. Luke's Miners, St. Luke's Allentown, Geisinger St. Luke's & St. Luke's Carbon.

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.** Recycling Inclement Weather Hours – Chairman made the motion to follow the school district for delays or closing during inclement weather for the recycling center. Glenn Hummel seconded the motion. All in favor 2-1 Tim Houser abstained from vote.

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

**A.** Chairman called for a motion to adopt Resolution # 9 of 2022, Establishing Compensation for the Members of the Property Maintenance Appeals Board. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

**B.** Chairman called for a motion to adopt Resolution # 10 of 2022 Disposition Resolution for Destruction of Specific Township Records. The records for destruction are:

#### **Secretary Office**

**AL-1 1973-2019** Routine Correspondence – Not Historical

**AL-4 1973-2016** Bonds, Performance & Security

**AL-8 2015-2016** Contracts & Agreements

**AL-12 (1) 2018-2020** Certificates of Election

**(4) 2000-2017** Ethics & Commission Statements of Financial Interest

**AL-14 Per Grant** Administration Records

**AL-17 2015-2016** Insurance Claims & Policies

**AL-20 2014-2015** Liquid Fuels Records

**AL-24 (2) 1983-Future** Public Meeting Recordings (Retained only until minutes approved by BOS)

**AL-29 2015-2016** Oaths of Municipal Officials

**AL-35 2011-2012** Public Meeting Hearing Notices & Proof of Publication

**AL-37 (2) 1918-2019** Quarterly, Monthly & other Periodic Routine Activity Reports

**AL-43 1973-2017** Survey of Financial Condition Forms (Submitted to PDCED)

**AL-45 2014-2015** Treasurers Bond Certifications (Submitted to PDOT)

**AL-46 2019-2020** Right-to-Know Requests

**Treasurer Office**

**FN-1 2014-2015** Account Distribution Summaries (Treasurer's Report) Monthly & Year End

FN-2 2014-2015 Accounts Payable Files & Ledgers (Payments for goods & services)

FN-3 2014-2015 Accounts Receivable Files & Ledgers (Monies paid to Municipality)

FN-4 2015-2016 Annual Audit & Finance Reports (Forms sent to PA Dept. C&ED)

FN-5 2014-2015 Annual Budget Related Records

FN-7 2017-2018 Audit Work Papers

FN-8 2014-2015 Balance Sheet (Assets & Liabilities on last day of accounting period)

FN-9 2014-2015 Bank Statements & Reconciliations

FN-10 2014-2015 Cancelled Checks

FN-11 2014-2015 Check Registers

FN-12 2014-2019 Daily Cash Records (Money Transfers)

FN-13 2014-2015 Deposit Slips

FN-15 1975-2015 Expense Reports (Employees)

FN-18 2014-2015 Purchase Order Files

FN-19 2014-2015 Purchasing Files (Acquisition of services, goods & equip. bids, quotes etc.)

FN-23 2014-2015 Utility & Paid Service Receipts

FN-25 2014-2015 Voucher Files

PL-1 2014-2015 Cancelled Payroll Checks

PL-6 2014-2015 Payroll Voucher (Check) Registers

PL-11/12/13 2014-2018 Quarterly Returns of withholding of Federal, State, Local Tax & Social Security Reports

PL-14 2016-2019 Time Cards & Attendance Records

**Secretary**

PS-13 2010-2020 Union Grievances

**Public Works/Road Department**

PW-2 2018-2019 Complaints & Notifications of Hazard

PW-18 1983-2020 Under Conduit – PA One Call Records

Zoning Code & Enforcement Records

PZ-5 2017-2019 Complaints/Concerns, Citations, Notices of Violations

PZ-10 2016-2017 Flood Plain Management Records (Sent to PA Dept. of Community & Economic Development)

PZ-15 2016-2017 Reports of Building or Zoning Permits Issued & Local Public Construction (Submitted to U.S. Dept. of Commerce, Bureau of Census)

**Secretary/Tax Collection & Assessment**

TA-2 1995-2020 Certifications for Taxes Paid on Real Estate

TA-4 2000-2019 Delinquent Tax Collection Records (non real estate)

TA-11 2000-2019 Real Estate Transfer Tax Reports

TA-13 2000-2015 Tax Collectors Monthly Report

TA-19 2000-2019 Assessment Appeal Papers

TA-19 2000-2019 Moving Permits

TA-19 1975-2021 Certificates of Insurance

TA-19 2010-2020 911 Service Address

Chairman stated that we can get rid of records that the 2<sup>nd</sup> Class Township Code says we are allowed to get rid of which is in the Municipal Records Manual. Herb Woodring the Assistant to the Board of Supervisors follows the Manual and discusses the records with the Department Heads before records are destroyed. Carl Greves asked how the records are destroyed. Chairman said we burn the records or we shred the records to destroy them. Chairman called for a motion to adopt the Resolution # 10 of 2022. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

C. Attorney Datte said he was in contact with Attorney Jeff Bowe, who is the Solicitor for the Tamaqua School District, & Glenn Roth, Solicitor for Schuylkill Co. Board of Assessment Appeals. The School District settled an Assessment Appeal with the property owner. The property is located at 379 Pine Hill Rd. in Andreas. Attorney Datte said the Township typically follows what the School District in this kind of decision. Our Solicitor was asked to sign a stipulation about the Assessment on behalf of the Township. The Assessment went from \$37,395 to \$86,670. Attorney Datte said as long as the BOS and the court have no objection he will sign the stipulation on behalf of the Township. The Board agreed to have Attorney Datte sign the stipulation.

#### **VI. Correspondence**

A. Chairman asked the BOS to amend the Agenda to open a letter that was received form Walker Township. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. Chairman read the letter from Walker Township. Walker Township asked if they can purchase a plow we were going to sell for \$500. Chairman called for a motion to sell the plow to Walker Township for \$500. Glenn Hummel made the motion to accept the bid & sell the plow. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

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

A. Chairman asked the Board of Supervisors if he could be added to the Dental & Vision Plan at no cost to the Township. Chairman would pay for his costs. Glenn Hummel made the motion to add Tony Prudenti to the Dental & Vision Plan as long as he is a Supervisor. Tim Houser seconded the motion. All in favor. 2-1 Chairman Tony Prudenti abstained from vote.

B. Chairman announced Municibid starts February 7, 2022 for our items we have for sale, if anyone is interested in the 1998 MACK Tandem Dump Truck or the 2013 Ford Taurus Interceptor you can start bidding. Bids close February 20, 2022.

C. Chairman asked the Board to amend the Agenda to rescind Resolution # 26 and 28 of 2021 and Resolution # 5 of 2022. Glenn Hummel made the motion to amend the Agenda and rescind Resolution 26 and 28 of 2021 and Resolution 5 of 2022. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

Chairman called for a motion to adopt Resolution # 12 of 2022 to allocate the ARP Funds to Payroll. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

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

**IX. Executive Session** – NONE

**X. Adjournment**

Chairman called for a motion to adjourn at 6:55PM. 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