

## **MEETING MINUTES**

**December 10, 2024**

**5:30 pm**

**CALL TO ORDER** - Present were Mr. Sabot, Mr. Quinn, Mr. Johnson, Solicitor Gary Sweat, Secretary/Treasurer Jackie Kotchman, Director of Planning and Development, Erin Dinch and Road Department Team Leader, Todd Lanch. The meeting was available via teleconference with public attendance.

### **PLEDGE OF ALLEGIANCE**

**OPENING PRAYER** -by Rev. Dr. Scott Shetter, Laboratory Presbyterian Church

### **ADD ITEMS TO THE AGENDA**

### **PUBLIC COMMENT AGENDA ITEMS**

### **APPROVAL OF MINUTES**

**\*\*\*MOTION to approve the minutes of November 12, 2024, Supervisor's Meeting** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.

### **TREASURER'S REPORT**

**\*\*\*MOTION to file the Treasurer's Report for future audit** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.

### **BILL APPROVAL AND CHECK SIGNING**

**\*\*\*MOTION to approve total bills and check signing** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.

### **GUESTS**

### **BUILDING PERMITS**

Erin Dinch reported that there was one (1) building permit in the amount of \$317.00.

### **OLD BUSINESS**

### **ORDINANCES**

### **RESOLUTIONS**

## **NEW BUSINESS**

1. **\*\*\*MOTION to approve the Sprowls Subdivision Plan #2 Extension contingent upon compliance with the Township Engineer's November 26, 2024, Review Letter, as recommended by the North Franklin Township Planning Commission.** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.
2. **\*\*\*MOTION to approve the 2025 proposed budget** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.
3. **\*\*\*MOTION to advertise and set the 2025 Reorganization Meeting for Monday, January 6, 2025, at 5:30 pm** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.
4. **\*\*\*MOTION to advertise and set the January Supervisor's Meeting for Monday, January 6, 2025, immediately following the Reorganization Meeting which is scheduled for 5:30 pm** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.
5. **\*\*\*MOTION to approve hiring My Janitorial, LLC to perform a post-construction cleaning of the entire Municipal Building in an amount not to exceed \$2450.00 replacing the estimate by Above and Beyond Cleaning Services in the amount of \$2282.80 which was approved in the October 8, 2024, meeting** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.
6. **\*\*\*MOTION to approve Harshman CE Group to create bid documents and advertise for bids for the Dewey Avenue-McElree Road Bridge Replacement Project, DCED Contract No: C000084838** was made by Mr. Quinn; seconded by Mr. Johnson. Unanimously carried.

## **ROAD CREW REPORT**

Todd Lanch reported that the new 2024 F-600 snowplow truck has been delivered and that all 4 Road Crew employees are equipped with a snowplow truck. He said the first snowfall was followed by a refreeze which required them to go back out again. He said the trucks have all been serviced and are ready to go for the next weather event and that they just received another 100 tons of salt. He reported that he would be meeting with Dan with Gibson-Thomas Engineering to go over paving and stormwater projects for 2025. He said the road project might just include drainage work this coming year and with paving in 2026. He advised he would report back once everything was finalized. He also reported that Jacob Bush got his CDL certification.

## **FIRE CHIEF'S REPORT**

Fire Chief Dave Bane reported that in November 2024 the Fire Department had 30 calls including seven (7) medical assists, four (4) motor vehicle accidents, one (1) brush fire, one (1) trash fire, three (3) public service, one (1) standby, one (1) carbon monoxide leak, three (3)

building fires, one (1) natural vegetation fire, one (1) alarm system malfunction, and seven (7) unintentional alarms. He stated that year-to-date they have had 356 calls, averaging 5.1 people per call, and the average response time was 7 minutes and 53 seconds.

#### **CODE ENFORCEMENT OFFICER'S REPORT**

Please see the attached report.

#### **SOLICITOR'S REPORT** – Please see the attached report.

Mr. Sweat reported that the Redevelopment Authority was ready to proceed with the demolition of 63 Cleveland Road. He also commented on the WEWJA issues which would result in no economic development in Washington County for the next 10 years. He reported that the developers of the proposed apartment complex on Trich Drive cannot get any taps. He said he is hoping the pressure from the County and other municipalities would result in some type of resolution.

#### **SUPERVISOR SABOT'S REPORT** –

Mr. Sabot explained the frustrations he has experienced over the past 30 years with WEWJA. He said the Township has spent nearly \$100,000.00 over the last few years updating the Act 537 Plan according to WEWJA directives, only to be told recently that plans have now changed. He also explained that WEWJA is made up of four (4) board members from the city and one (1) from East Washington with no representation from any municipalities.

**\*\*\*MOTION to issue a freeze and moratorium on any further expenditures to update the Act 537 Plan and to direct the Planning & Development Director to notify WEWJA of our action and to notify the Washington County Redevelopment Authority of our position was made by Mr. Sabot.**

Erin Dinch recommended to table this motion until the board could meet to discuss some extenuating circumstances affecting this decision.

Mr. Sabot advised going into a 5-minute Executive Session to discuss the WEWJA motion at 5:55 pm.

The Board reconvened at 5:58 pm.

**\*\*\*MOTION to withdraw Mr. Sabot's motion regarding WEWJA was made by Mr. Sabot; seconded by Mr. Quinn. Unanimously carried.**

**\*\*\*MOTION to issue a freeze and moratorium on any further expenditures on updating the Act 537 Plan was made by Mr. Sabot; seconded by Mr. Quinn. Unanimously carried.**

Mr. Sabot authorized the Secretary/Treasurer to pay some of the Federal Signal invoices.

#### **SUPERVISOR QUINN'S REPORT** - None

**SUPERVISOR JOHNSON'S REPORT** -None

**PUBLIC COMMENT NON-AGENDA ITEMS**


**ADJOURNMENT**

**\*\*\*MOTION to go into Executive Session to discuss contractual issues with the North Franklin Volunteer Company at 6:05 pm with no action** was made by Mr. Sabot; seconded by Mr. Quinn. Unanimously carried.

**Respectfully submitted,**



Robert Sabot, Chairman



Jacqueline M. Kotchman, Secretary/Treasurer



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Washington, PA 15301

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Treasurer's Report  
DECEMBER 2024

Balance on hand as of DECEMBER 10, 2024

Washington Financial

General Fund .....	\$600,665.70
Payroll Account .....	\$5,426.60
State Fund.....	\$470,649.57
MMO Escrow Fund.....	\$14.51
Bond Escrow Fund .....	\$2000.00
Sewage Escrow Account.....	\$3,409.43
Capital Improvement Fund.....	\$1,721,630.67
Parks & Recreation Account.....	\$584,395.97
DCNR Park Grant Fund.....	\$105,384.03
American Rescue Plan Fund.....	\$529,290.59
Bond Projects Fund 2022.....	\$38,370.94
Local Share Account.....	\$185,287.25
Act 13 Impact Fee Account.....	\$171,515.25
NFVFC Fire Engine Fund.....	\$83,585.12



December 10, 2024

North Franklin Township Supervisors  
620 Franklin Farms Road  
Washington, PA 15301

**Subject: Monthly Code Enforcement Report**

Dear Supervisors,

The following are Code Enforcement items that have been investigated since the July 2024 Supervisors Meeting:

**710 Moore Rd – Junk**

The property was inspected on August 1, 2024. Notice of violation is to be sent to the owner and current resident. The property was inspected on 9/9/24 and appears to be in the process of being remediated. The property resident contacted us stating she is getting a dumpster for the rubbish. Some of the garbage bags have been removed, sent updated pictures to the TWP to show slow progress.

**466 Cleveland Rd-Structure**

The notice was sent certified and noncertified to the property owners. The NOV was delivered on 9/30/24. The inspection is scheduled for 10/30/24. The Property owner contacted us stating she would need more time to get the roof fixed. She will contact us again in 30 days. The structure appears to be being worked on upon re-inspection. Will check back in a couple of weeks.

**2920 West Chestnut St-Trash, Rubbish**

The notice was sent certified and noncertified to the property owners. The property was posted on 12/3/24. Reinspection is scheduled in 30 days.

**3045 Wilson St-Vehicles**

The notice was sent certified and noncertified to the property owners. The property owner contacted us stating the vehicles are going for inspection next week.

**101 Baltimore Ave- Trash, Rubbish**

The notice was sent certified and noncertified to both the property owners and current residents. The property owner contacted the TWP regarding the NOV asking for an extension.

**3055 Wilson St- Burning**

The notice was sent certified and noncertified to the property owners.

**Total- 6**

**On-Going Items:**

**BON TON 1500 West Chestnut St- Property Maintenance**

The notice was sent on January 20, 2023. The citations have been filed on March 16, 2023. The hearing is scheduled for July 11, 2023. The property owners did not show resulting in a guilty verdict. We will reinspect it in 30 days. Daily citations are in the process of being filed. The daily

citations have been filed, and the second set of daily citations has also been filed. Awaiting plea. The third round of citations is being filed as of December 1, 2023. We are still awaiting the plea. The 3<sup>rd</sup> round of daily citations was filed with the new magistrate. 204 Citations filed. The hearing is scheduled for May 20, 2024. The owner didn't show resulting again in a guilty verdict with Judge Manfredi, a max fine on all citations. He has 30 days to appeal. We are also in contact with Judge Stewart as half of the citations were filed with her office, to conduct a hearing. Judge Stewart's office stated that a hearing cannot be scheduled until a plea is entered. **Daily citations being filed with Magistrate Manfredi's office. We had two hearings with Judge Stewart, but the property owners did not show up once again resulting in a guilty verdict on all citations: Max fines. The third hearing with Judge Stewart has not been scheduled. Currently sending out an updated IPMC NOV to the property owners. The Manager Civil contacted us stating she sent everything to the property owners, and she has the ceiling tiles and skylights on the schedule to be fixed. But nothing currently with the roof.**

#### **63 Cleveland Rd- Structure**

The notice was sent certified and noncertified on 10/25/2022. The notice was left on 10/28/2022. The property was posted on 11/16/2022 after the certified notice was unclaimed. The reinspection is scheduled for 12/16/2022. Citations were filed as the property is still in violation. The hearing is scheduled for March 16, 2023. The property owner did not show up to the court hearing resulting in a guilty verdict. The property was posted for junk and the car. Daily citations have been filed. Awaiting plea. Sent over documentation to the solicitor for an injunction request. The injunction request was approved by the Judge. The engineer and code enforcement went to the property to conduct an interior inspection per the Court Order. **Reports submitted to Township and Solicitor.**

#### **Magisterial Hearings:**

#### **701 Park Ave- Structures, GRASS**

The notice was sent certified and noncertified to the property owners on 9/22/23. The notice was left on 9/25/23. The property will be posted. The property owner contacted us regarding the NOV and the posting asking for an extension of 90 days from 10/26/23. The property owner contacted me on 1/9/24 stating he has a contract with a roofing company to fix both the main house roof and the shed roof. They are waiting for the weather to break to start remediation. The final reinspection is scheduled for 6/11/24, Hearing is scheduled for September 26, 2024. **The property owner did not show resulting in a guilty verdict. Will inspect in 30 days. Daily citations have been filed as the property remains in violation.**

#### **459 Longview Dr-Prop Maint.**

The notice was sent certified and noncertified to the property owners on 3/7/24. The resident received the certified Nov on 3/11/24. No contact has been made, will reinspect in 30 days. Upon inspection, all violations remain. The property will be posted as a last attempt to communicate with the resident. The property was posted on 4/12/24. Progress check-up was done on the property on 5/2/24, the posting was taken down. All violations remained. Will follow up after the 30 days on 5/14/24. **CITATIONS FILED. Awaiting plea.**

#### **138 Hamilton St- Structure**

The notice was sent certified and noncertified to the property owners on June 7, 2024. The property will be reinspected. **CITATIONS FILED. Awaiting plea.**

#### **136 Blaine St- GRASS, Rubbish**

The notice was sent certified and noncertified to the property owners on June 7, 2024. The property will be reinspected. **CITATIONS FILED. Awaiting plea.**

**130 Fulton St- Rubbish**

The property was posted on 9/5/24. The inspection date is 9/10/24. 1st QOL ticket was sent on 9/19/24. The 2nd QOL Ticket was sent on 9/25/24. The 3rd QOL Ticket was sent 10/3/24. **Citations have been filed as the violations remain in the back of the property. Awaiting plea.**

**76 Fulton St-Rubbish**

The notice was sent certified and noncertified to the property owners. The delivery was attempted on 9/13/24. The property was reinspected, and violations remain. The 1st QOL ticket was sent on 10/3/24. The 2nd QOL ticket was sent on 10/11/24. The 3rd QOL ticket was sent on 10/22/24. A final inspection is scheduled for 11/1/24. The violations remain. **Citations have been filed with the new magistrate.**

Thank you,



Jarrod D'Amico, BCO, CZO  
Code Enforcement  
[permits@harshmanllc.com](mailto:permits@harshmanllc.com)