

## SOLICITOR'S MEMORANDUM

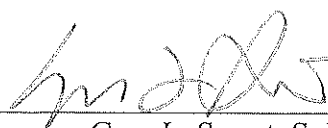
**TO:** Union Township  
**FROM:** Gary L. Sweat, Esq., Solicitor for Union Township  
**DATE:** February 19, 2020  
**RE:** Missing Minutes – Township Minute Book

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I was informed by Nicole Wright, the Township Secretary, that she was unable to locate any Minutes on the Township's computer server for the Non-Legislative Meeting held March 13, 2019. Mrs. Wright was on maternity leave during this time and a temporary secretary was appointed by the Board of Supervisors to take the Minutes of the monthly meetings. The temporary secretary was Joan Carmen who is no longer employed by the Township. Based upon this information, I have taken the following actions:

1. I requested a signed statement from Nicole Wright confirming her inability to locate any Minutes for the March 13, 2019 Non-Legislative Meeting. In her statement, she confirms that she was the acting Secretary for Union Township but was on maternity leave during this time frame.
2. Nicole Wright obtained copies of the March 13, 2019 Non-Legislative Agenda from Supervisor Robert Dooley and from the Township Engineer, Jessica Barringer, of Harshman CE Group. Both Robert Dooley and Jessica Barringer were in attendance at this meeting and they provided mark-ups of the Agenda with their notes indicated on their copies.
3. I have requested information from the other Supervisors concerning what action was taken at this meeting, and it is believed that most if not all of the items under Paragraph 9 – Unfinished Business were approved.
4. The statement of Nicole Wright, Mr. Dooley's copy of the Agenda with markings and Jessica Barringer's copy of the Agenda with markings, along with my Solicitor's Memorandum are to be inserted into the Corporate Minute Book to cover the March 13, 2019 Non-Legislative Meeting of the Union Township Board of Supervisors.

I hereby certify the accuracy of the information contained herein.

By:   
Gary L. Sweat, Solicitor



## UNION TOWNSHIP

3904 Finleyville-Elrama Road, Finleyville PA 15332

Phone (724) 348-4250 Fax (724) 348-8234 www.uniontwp.com

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Dear Mr. Sweat,

There are no signed bound minutes in the Union Township minute book for the November 13, 2019 Non-Legislative meeting. I am unable to locate any minutes on the computer server for the March 13, 2019 Non-Legislative meeting. During this time, I was serving as the Union Township Secretary. However, I was on FMLA on Maternity Leave. I have attached a copy of the agenda that I received from Supervisor, Robert Dooley and Engineer, Jessica Barringer-Stiner files.

Best Regards,

Nicole L. Wright, Secretary

UNION TOWNSHIP  
3904 FINLEYVILLE-ELRAMA ROAD  
FINLEYVILLE, PENNSYLVANIA 15332

Heather Daerr, Chairman  
Charles Trax, Vice-Chairman  
Paul Chasko, Supervisor  
Richard Lawson, Supervisor  
Robert Dooley, Supervisor

Nicole Dooley, Secretary/Treasurer  
Joan Carmen, Asst. Secretary/Treasurer

AGENDA  
UNION TOWNSHIP BOARD OF SUPERVISORS  
NON-LEGISLATIVE MEETING  
March 13, 2019  
7:00 pm

1. Call Meeting to Order.
2. Moment of Prayer.
3. Pledge of Allegiance.
4. Roll Call.
5. Public Comments. \*Agenda items only\*  
Comments Limited to Four Minutes Please
6. Department Reports:
  - Road Superintendent
  - Police
  - Code Enforcement/Zoning Officer
  - Planning Department
  - Animal Control
  - Fire Department Report
7. Engineer's Report:
8. Solicitor's Report:
9. UNFINISHED BUSINESS
  - A. Approve/Deny Vacancy Chairman Position
  - B. Approve/Deny DCNR Grant Resolution (50% Match Not to Exceed \$50,000)
  - C. Approve/Deny Caton Well Road Improvement Recommendations
  - D. Approve/Deny Township Credit Card with Limit for Restricted Purposes
  - E. Approve/Deny Backhoe Tire Purchase Request in the amount of \$1,073.00 Valley Tire
  - F. Approve/Deny Truck Number 4 Spreader Haudralic Quote of \$1,050.42 Push & Pull
  - G. Approve/Deny Elrama Sewage Back Up Battery Repair Quote of \$1,101.67 Cummins Sales & Service
  - H. Approve/Deny Front Door Switch Replacement Quote of \$321.07 to Security Systems
  - I. Approve/Deny Additional Camera Installation Quote of \$869.60 to Security Systems

Don't check

- J. Discuss Installation of an Additional 8 Cameras
- K. Approve/Deny Task Force to Discuss Future Developments
- L. Approve/Deny Municipal Records Resolution and Advertisement
- M. Reconsider State Representative Michael J. Puskaric Using a Table in the Conference Room the Second Monday of Each Month.
- N. Discuss Charles Trax Quotes

10. NEW BUSINESS

- A. Discuss Line/Batter Box Baseball Measurements and Potential Meeting With UFAA President
- B. Discuss Courtney Hill Update
- ~~C. Discuss Ridge Avenue Culvert Meeting Recommendations from PennDot Liquid Fuels Department~~
- D. Discuss Parks & Recreation Department Disbursements of Funds for Events
- E. Discuss Park Cleaning Applicants
- F. Discuss Township Newsletter
- G. Discuss Railroad Street Meeting Next Steps
- H. Discuss Spring Paving Next Steps
- O. Discuss 2019 Engineering Project
- P. Discuss Contacting Washington County Furlough Department
- Q. Discuss Tax Card Machine

Task  
2/22/19

no help from the Rail  
by next Thur  
move

11. Public Comment:

12. Remarks from Supervisors:

13. Executive Session.

14. Adjourn.

March 29

10:30 Gilmore

Next Thur 5:00 Task

**UNION TOWNSHIP  
3904 FINLEYVILLE-ELRAMA ROAD  
FINLEYVILLE, PENNSYLVANIA 15332**

Heather Daerr, Chairman  
Charles Trax, Vice-Chairman  
Paul Chasko, Supervisor  
Richard Lawson, Supervisor  
Robert Dooley, Supervisor

Nicole Dooley, Secretary/Treasurer  
Joan Carmen, Asst. Secretary/Treasurer

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3. Pledge of Allegiance.

4. Roll Call.

5. Public Comments. **\*Agenda items only\***  
**Comments Limited to Four Minutes Please**

6. Department Reports:

- Road Superintendent
- Police
- Code Enforcement/Zoning Officer
- Planning Department
- Animal Control
- Fire Department Report

7. Engineer's Report:

8. Solicitor's Report:

9. **UNFINISHED BUSINESS**

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*review  
new plans*

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10. NEW BUSINESS

- A. Discuss Line/Batter Box Baseball Measurements and Potential Meeting With UFAA President
- \* B. Discuss Courtney Hill Update - *dogs in my pit?*
- C. Discuss Ridge Avenue Culvert Meeting Recommendations from PennDot Liquid Fuels Department ]
- D. Discuss Parks & Recreation Department Disbursements of Funds for Events
- E. Discuss Park Cleaning Applicants
- F. Discuss Township Newsletter
- \* G. Discuss Railroad Street Meeting Next Steps ] → *add to 2019 Eng. Project List*
- H. Discuss Spring Paving Next Steps
- O. Discuss 2019 Engineering Project
- P. Discuss Contacting Washington County Furlough Department
- Q. Discuss Tax Card Machine

11. Public Comment:

12. Remarks from Supervisors:

13. Executive Session.

14. Adjourn.

*- trash behind subway*  
 \* *↳ Jarrod send ~~Electric~~ code enforcement letter*