

Juniata Township Meeting

May 09, 2023

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
- **Solicitor Report**
- **Public Forum**
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- **New Business**
 - Resignations/Appointment
- **Reports**
 - Construction Code Enforcement
 - Planning Commission
 - Road Master/Supervisor
- **Old Business**
 - 2023 PA Act 13 Marcellus Legacy Fund Grant
 - Recreational Cabins
 - Short-Term Enforcement Position
 - Dirt & Gravel Program
 - Mountain Road Repair with FEMA Funds
- **Announcements**
 - Next Meeting: Tuesday, June 13, 2023 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

April 11, 2023

Minutes

Chairman Stein called the meeting to order at 6:00 p.m. at the Juniata Township Municipal Building and led the meeting in the Pledge of Allegiance.

Attendance

Present:

- Greg Stein – Chairman
- Dean Parks – Co-chairman; Supervisor
- Leslie McDermott – Secretary/Treasurer
- Wayne Bradburn – Solicitor
- Tom Levine - Engineer
- Jamie Catanese - CEO
- Butch Dysard – Roadmaster

Guests:

- See Attached

Reading and approval of the regular meeting minutes from the monthly township March 14, 2023 meeting.

Supervisor Parks motioned to accept the minutes as recorded for this meeting. Seconded by Supervisor Stein. Unanimously approved by the Board.

The financial report was presented. Supervisor Parks motioned to approve the financial report as recorded for this meeting. Seconded by Supervisor Stein. Unanimously approved by the Board.

- **Meeting Etiquette**

- Supervisor Stein asked Solicitor Bradburn to review meeting etiquette guidelines with the public after Ken Stewart's outburst at last month's meeting.
- Attorney Bradburn stated that in general at public meetings, Robert's Rules of Order are to be followed. Yelling, shouting, threatening at a public meeting is in violation of Robert's Rules of Order.

- Supervisors are very reluctant to revoke the privilege of any member of the public from attending the meetings but there is concern of a repeat of last month's meeting.
- Due to this concern, Solicitor Bradburn advised the board to officially adopt Robert's Rules of Order or at least a modified version of it.
- Supervisor Stein stated that the supervisors welcome public comment but will not tolerate the berating of individuals at the meetings.
- **Engineer Report**
 - Tom reported that the Filson planning module package was filed with DEP with amendments.
 - Tom reviewed the Roby lot merger plan last month and provided comments. Has received no response to date.
- **Solicitor Report**
 - Solicitor Bradburn reported that he has been contacted by the Huntingdon County Sheriff's office, the township is being sued. Bradburn will not comment further until official paperwork is received by supervisors.
 - Reviewed the Amusement Tax Ordinance after a question was asked at last month's meeting if camper and boat storage rentals are subject to tax.
 - Issued a position letter indicating that the amusement tax does include camper and boat storage rental.
 - Suggested that Supervisors revise the amusement tax ordinance to make the wording in the ordinance clearer and more specific to businesses in Juniata Township.

PUBLIC FORUM

- **Carl Grove**
 - Carl Grove asked Tom Levine if he inspected the downed trees on Ken Stewart's property that were discussed at last month's meeting.
 - Tom did inspect the trees but declined to comment due to pending litigation against the township by Ken Stewart.
 - Carl asked how residents can keep their properties from being destroyed by neighboring commercial properties.
 - Carl stated that neighboring property owners adjacent to Ridgeview Campground were assured by Stoner and Levine that their properties would not be affected by the construction of the campground.
 - Carl disputes this because there is more water running onto neighboring properties than there has ever been in the past saturating the ground and

- destroying trees. Carl feels that this is not normal and something is wrong.
- Tom declined to comment again due to pending litigation against the township by Ken Stewart.

NEW BUSINESS

- Supervisor Stein thanked Daily News Reporter, Meredith Peachey, for encouraging Board of Supervisors to readvertise the Short-Term Rental Ordinance before adoption.

REPORTS

- **Construction Code Enforcement**
 - See attached report.
- **Road Master/Supervisor Report**
 - Filled potholes. Have the road is good shape.
 - Cleaned stumps off the banks along River Road to prepare for mowing.
 - Cary Lightner from the Dirt and Gravel program visited the township and laid out where drain tiles need to be placed.
 - Butch asked for permission to purchase 9-18" drain tiles suggested by Lightner.

Supervisor Parks motioned to approve the purchase of 9-18" drain tile at a cost of \$2,700 - \$3000. Seconded by Supervisor Stein. Unanimously approved by the Board.

- Butch asked that the Board of Supervisors approve Michael Grundusky to attend the Dirt and Gravel training along with Butch and Jon. The township will receive more points for more people that go.

Supervisor Parks motioned to approve Michael Grundusky attending the Dirt and Gravel training. Seconded by Supervisor Stein. Unanimously approved by the Board.

- Butch contacted Ken Foster, East Branch Construction, for pricing for Foster to do the ditch work and lay the stone down with paver on the Mountain Road (Ida Recovery Project). The cost will be \$85.00/hour for operator and equipment plus fuel for equipment.

Supervisor Parks motioned to approve hiring Ken Foster, East Branch Construction, a cost of \$85.00/hour plus fuel to do repairs on Mountain Road. Seconded by Supervisor Stein. Unanimously approved by the Board.

OLD BUSINESS

- **2013 Act 13 Marcellus Shale Grant**
 - Supervisor Stein submitted grant application to update restrooms making them ADA compliant.
- **Amusement Tax Enforcement Position**
 - No interest in the position.
- **Dirt & Gravel Program**
 - Supervisor Stein and Butch met with Cary Lightner to discuss Dirt & Gravel funds for township roads.
- **Announcements**
 - Next meeting Tuesday, June, 13, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 6:40 p.m. Seconded by Supervisor Stein.

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY
Profit & Loss by Class

April 12 through May 9, 2023

Ordinary Income/Expense	ARPA	General Fund	State Fund	TOTAL
Income				
GENERAL FUND INCOME				
G321.70 · Amusement Tax Permits	0.00	200.00	0.00	200.00
G321.71 · Amusement Tax	0.00	778.63	0.00	778.63
G361.30 · Zoning Subdivision & Land Devel	0.00	125.00	0.00	125.00
Total GENERAL FUND INCOME	0.00	1,103.63	0.00	1,103.63
STATE FUND INCOME				
S431.00 · INTEREST EARNINGS				
S431.01 · Interest on Checking	0.00	0.00	3.13	3.13
Total S431.00 · INTEREST EARNINGS	0.00	0.00	3.13	3.13
Total STATE FUND INCOME	0.00	0.00	3.13	3.13
G301.00 · REAL PROPERTY TAXES				
G301.10 · Real Estate Taxes Current Year	0.00	7,596.74	0.00	7,596.74
G301.30 · Real Estate Taxes Delinquent TC	0.00	781.81	0.00	781.81
Total G301.00 · REAL PROPERTY TAXES	0.00	8,378.55	0.00	8,378.55
G310.00 · PER CAPITA TAXES				
G310.01 · Per Capita Taxes Current Year	0.00	475.30	0.00	475.30
Total G310.00 · PER CAPITA TAXES	0.00	475.30	0.00	475.30
G310.20 · EARNED INCOME TAX				
G310.21 · Earned Income Tax Current Year	0.00	2,281.37	0.00	2,281.37
G310.22 · Earned Income Tax Prior Year	0.00	1,641.13	0.00	1,641.13
Total G310.20 · EARNED INCOME TAX	0.00	3,922.50	0.00	3,922.50
G310.50 · LST TAX				
G310.51 · LST Current Year	0.00	5.00	0.00	5.00
Total G310.50 · LST TAX	0.00	5.00	0.00	5.00
G341.00 · INTEREST EARNINGS				
G341.01 · Interest on Checking	0.00	0.72	0.00	0.72
G341.00 · INTEREST EARNINGS - Other	250.39	0.00	0.00	250.39
Total G341.00 · INTEREST EARNINGS	250.39	0.72	0.00	251.11
G362.0 · PUBLIC SFTY				
G362.41 · Bldg Pmts	0.00	415.12	0.00	415.12
Total G362.0 · PUBLIC SFTY	0.00	415.12	0.00	415.12
Total Income	250.39	14,300.82	3.13	14,554.34
Expense				
GENERAL FUND EXPENSES				
PUBLIC WRKS HIGHWAYS ROADS & ST				
G438.00 · Maint & Repair Roads Bridges	0.00	5,573.66	3,087.00	8,660.66
Total PUBLIC WRKS HIGHWAYS ROADS & ST	0.00	5,573.66	3,087.00	8,660.66
Total GENERAL FUND EXPENSES	0.00	5,573.66	3,087.00	8,660.66
GENERAL GOVERNMENT				
408.00 · Engineering Services	0.00	1,337.16	0.00	1,337.16
Total GENERAL GOVERNMENT	0.00	1,337.16	0.00	1,337.16
PAYROLL EXPENSES				
P400.05 · Supervisor Wages	0.00	468.75	0.00	468.75
P400.12 · Roadmaster Wages	0.00	0.00	0.00	0.00
P405.10 · Secretary Wages	0.00	810.00	0.00	810.00
P409.37 · Building Repair/Maint	0.00	0.00	0.00	0.00
P432.00 · Winter Maintenance	0.00	0.00	0.00	0.00
P437.00 · Repairs of Tools & Machinery	0.00	18.00	0.00	18.00
P438.00 · Repair/Maint Roads & Bridges	0.00	630.00	0.00	630.00
P438.20 · Land Slide	0.00	0.00	0.00	0.00
PAYROLL EXPENSES - Other	0.00	203.65	0.00	203.65
Total PAYROLL EXPENSES	0.00	2,130.40	0.00	2,130.40
STATE FUND EXPENSES				
S437.00 · Repairs of Tools & Machinery	0.00	0.00	263.90	263.90
S438.00 · Repair/Maint Roads & Bridges	0.00	0.00	321.86	321.86
Total STATE FUND EXPENSES	0.00	0.00	585.76	585.76
G403.00 · Tax Collection				
G403.28 · Tax Collection Fees	0.00	88.64	0.00	88.64
G403.35 · Insurance & Bonding	0.00	100.00	0.00	100.00
Total G403.00 · Tax Collection	0.00	168.64	0.00	168.64
G442.00 · Utilities	0.00	128.80	0.00	128.80

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

April 12 through May 9, 2023

	ARPA	General Fund	State Fund	TOTAL
G471.00 - Debt Service				
G471.10 - Debt Principal	0.00	487.37	0.00	487.37
G472.10 - Debt Interest	0.00	33.66	0.00	33.66
Total G471.00 - Debt Service	0.00	521.03	0.00	521.03
Total Expense	0.00	9,859.89	3,672.76	13,532.45
Net Ordinary income	250.39	4,441.13	-3,689.83	1,021.89
Net Income	250.39	4,441.13	-3,689.83	1,021.89

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of May 9, 2023

	May 9, 23
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	21,999.70
G101.00 · MUNICIPAL ADVANTAGE ACCT	71,412.29
S101.00 · STATE FUND	77,950.65
Total Checking/Savings	<u>171,362.64</u>
Total Current Assets	<u>171,362.64</u>
TOTAL ASSETS	<u><u>171,362.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	299.76
G211.00 · Social Security Withheld	346.11
G211.10 · Social Security - Company	346.11
G212.00 · Local Income Taxes Withheld	68.33
G213.00 · Medicare Tax Withheld	161.90
G217.00 · State Income Tax Withheld	171.40
G219.00 · EMST Tax Withheld	0.80
G221.00 · PA UC Tax Withheld	3.24
G222.00 · PA UC Company	172.42
G21000 · PAYROLL LIABILITIES - Other	40.50
Total G21000 · PAYROLL LIABILITIES	<u>1,610.57</u>
Total Other Current Liabilities	<u>1,610.57</u>
Total Current Liabilities	<u>1,610.57</u>
Total Liabilities	<u>1,610.57</u>
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	108,644.74
Net Income	37,438.52
Total Equity	<u>169,752.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>171,362.64</u></u>

Truck Loan \$ 8557.28

JUNIATA TOWNSHIP

MARCH 2023 ACTIVITY REPORT FOR APRIL 2023 MEETING

Ridge View Campground- Most mains and laterals are complete. If the weather holds the actual sand mound bed will be installed soon. A preconstruction meeting was held today, April 11, 2023 for the bed installation and placement of the chambers.

Family Campground, Piney Ridge- finished the pre permit set back checks for the pavion at Family Campground and also issued the the building sewer modification permit that will add another bathroom at the pavilion in addition to the single existing bathroom. No sewage flow increase.

Mark Savino, 11263 Point Rd. - I have not heard anything from Mr. Savino or his engineer. I will contact him and yet again and if he does not move forward, I will turn it over to the solicitor for action.

12134 Eagles View Dr. - (The house that was started without permits) Mr. Yingling the contractor contacted me and let me know Bureau Veritas had issued the permit and he wanted permission to remobilize to the site. I contacted Bureau Veritas to confirm the permits had been issued and gave Mr. Yingling permission to restart construction. The owner of the lot called me and inquired about starting a land development to add another house to the lot. I gave him an overview of the process and sent him an application to start testing for sewage.

Greg Stein, RiverView Heights -Mr. Stein contacted me about a permit for a less than 1000sf shed. I visited the site and issued the permit for the shed.

Brian Chrisemer, 12537 Piney Ridge Rd.- Mr. Chrisemer contacted me about setbacks for a cabin and camper. I am checking the setbacks today. He is also installing a septic system for 500gpd flows.

Corey Buterbaugh Lot 3 Vista Rise Dr.- Mr. Buterbaugh contacted me about adding a deck to his property. I sent him the paperwork and it came back incomplete. I returned it to him so he can finish it. Once the paperwork is complete and if all is in order, I will fill out the paperwork and send him to bureau Veritas to get a UCC permit.

Jay Kopp, CrestWood Estates- Greg Larson is the architect and contacted me about the pre permit checks for Mr. Kopp's new house. I reminded him that they needed a modification sewage permit to hook to the existing sandmound. I will issue the sewage modification permit and as soon as Mr. Larson returns the pre-construction paperwork I will fill out the township portion and refer them to Bureau Veritas for the UCC permitting.

Todd Roby, Snyders Run Rd.- I received a non-building subdivision plan from Tom Lavine. No sewage is involved. It is the merging of two vacant lot. I will sign my portion at tonight's meeting if presented.

Tim Brown, Valitine Lane- I received a call from Mr. Brown about a replacement dwelling and septic system reuse. I sent Mr. Brown the forms needed to proceed with his project.

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: 4/11/2023

Signature

Print Name

Debra Goss	Debra Goss
Meredith Peachey	Meredith Peachey
Lee Goss	Lee Goss Lee Goss
AH	Justin Stoner
Carl Grouse	Carl Grouse
Lindsay Levy	Lindsay Levy
Tim Brown	Judith Peun
Steven Grouse	Steven Grouse