

Juniata Township Meeting

June ~~14~~¹³, 2023

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
- **Solicitor Report**
- **Recognition of Wilbur Hall, Jr.**
- **New Business**
 - Appointment of Supervisor to serve remaining term.
 - Short-Term Enforcement Position
- **Public Forum**
- **Reports**
 - Construction Code Enforcement
 - Planning Commission
 - Road Master/Supervisor
- **Old Business**
 - Recreational Cabins
 - Dirt & Gravel Program
 - Mountain Road Repair/ FEMA
- **Announcements**
 - Next Meeting: Tuesday, July ~~12~~¹¹, 2023 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

May 09, 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 April 11, 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.

- **Engineer Report – Tom Levine**
 - Filson planning module had to be revised and the revision was filed on 04/07/2023.
 - Received comment letter from the Huntingdon County Planning Commission on the Roby lot merger plan on 04/24/2023. Leslie gave Tom the plans to review.
 - Tom reviewed plans and recommended that the supervisor approve the merger plan.

Supervisor Parks motioned to approve the Roby lot merger plan. Seconded by Supervisor Stein. Unanimously approved by the Board.

- **Solicitor Report – Wayne Bradburn**

- Received paperwork stating that the township is being sued by Ken and Dianne Stewart regarding the buffer zone that exists between the Stewart property and Ridgeview Campground.
- Preliminary objections were filed on behalf of the township. The Stewarts have 20 days to file an amended pleading or to file a response to the township's preliminary objections.
- Working on a plan of action for recreational cabins with Supervisor Stein.

PUBLIC FORUM

- **Justin Stoner, Ridgeview Campground**

- Campground is well underway. All utilities will be live in approximately 2 weeks.
- Asked supervisors for occupancy when the utilities are approved and to approve camper storage in the campground.

Supervisor Parks motioned to approve camper storage and allow occupancy when utilities are approved at Ridgeview Campground. Seconded by Supervisor Stein. Unanimously approved by the Board.

- Will send final approvals to township as they are received.
- Will send trash contract to township.
- Stoner has some questions regarding a home being built by Carl Grove. Grove is the owner of C2 Tactical Training which is a commercial business with the address of the new home.
- Grove is advertising on Facebook tactical training at the address. Stoner asked if Grove is required to adhere to Juniata Township's SALDO.
- Jamie assured the supervisors that Grove went through all the proper channels to build a residential home not a commercial business.

- **John Young –Payne, Urban Saddle Ranch**

- Presented DEP Component 2 for the Urban Saddle Ranch, has been reviewed and commented on by the Huntingdon County Planning Commission.
- After review, Engineer Levine recommended the supervisors approve the DEP Component 2 and authorize Secretary McDermott to execute the

check list letter, transmittal letter, component 2 section Q and the completeness checklist form.

- Levine will complete documents and make a complete planning module submission on behalf of the township.

Supervisor Parks motioned to adopt the standard DEP Resolution for new plan revision for Robert Payne/Urban Saddle Ranch holding tank. Seconded by Supervisor Stein. Unanimously approved by the Board.

Supervisor Parks motioned to authorize Secretary McDermott to execute the check list letter, transmittal letter, component 2 section Q and the completeness checklist form. Seconded by Supervisor Stein. Unanimously approved by the Board.

NEW BUSINESS

- **Resignations/Appointment**

- Supervisor, Wilbur Hall, Jr., submitted letter of resignation to the Juniata Township Board of Supervisors.
- Solicitor Bradburn recommended accepting the resignation with an effective date of May 15, 2023 which will allow the township 45 days to advertise for interested citizens of the township to fill the position.

Supervisor Stein motioned to accept Wilbur Hall's resignation effective May 15, 2023 with regret. Seconded by Supervisor Parks. Unanimously approved by the Board.

Supervisor Stein motioned to authorize Solicitor Bradburn to advertise for the board vacancy. Seconded by Supervisor Parks. Unanimously approved by the Board.

- Township employee, Jon Kyle, submitted letter of resignation to the Juniata Township Board of Supervisors.

Supervisor Stein motioned to accept Jon Kyle's effective May 09, 2023. Seconded by Supervisor Parks. Unanimously approved by the Board.

Supervisor Stein motioned to approve the hiring of Duane McConaughy, Jr. to replace Jon Kyle. Seconded by Supervisor Parks. Unanimously approved by the Board.

OLD BUSINESS

- **2023 Act 13 Marcellus Legacy Fund Grant**
 - Submitted grant to update restrooms at township building to ADA accessible.
 - Township did not receive funds.
 - Will reapply again next year.
- **Short Term Rental Enforcement Position**
 - Tammy Dysard is interested in the position.
 - Supervisor Stein would like to have 2 people to fill the position.
- **Dirt & Gravel Program**
 - No new developments.

REPORTS

- **Construction Code Enforcement**
 - See attached report.
- **Road Master/Supervisor Report**
 - New backhoe tire needed. Price is approximately \$500.00.

Supervisor Stein motioned to purchase a backhoe tire. Seconded by Supervisor Parks. Unanimously approved by the Board.

- Butch picked up drain tile for Mountain Road.
 - Stone delivered on Monday for Mountain Road.
 - Supervisor Stein filed for an extension with FEMA until the end of June.
 - Supervisor Stein would like suggestions for uses of the ARPA funds.
 - A complaint was received about the Jill Jones rental property regarding several trash cans scattered around and 12 vehicles parked along the road over a weekend. The cleaning lady sets the trash cans out on Sunday and the trash company doesn't pick up until mid-week.
 - Supervisor Stein is working to develop a formal complaint form to be used for all future complaints.
- **Announcements**
 - Next meeting Tuesday, June, 13, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:25 p.m. Seconded by Supervisor Stein.

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

May 10 through June 13, 2023

	ARPA	General Fund	State Fund	TOTAL
Ordinary Income/Expense				
Income				
GENERAL FUND INCOME				
G321.70 · Amusement Tax Permits	0.00	210.00	0.00	210.00
G321.71 · Amusement Tax	0.00	1,884.99	0.00	1,884.99
G321.80 · Franchise Fees	0.00	842.10	0.00	842.10
Total GENERAL FUND INCOME	0.00	2,937.09	0.00	2,937.09
STATE FUND INCOME				
S431.00 · INTEREST EARNINGS.				
S431.01 · Interest on Checking	0.00	0.00	3.61	3.61
Total S431.00 · INTEREST EARNINGS.	0.00	0.00	3.61	3.61
Total STATE FUND INCOME	0.00	0.00	3.61	3.61
G301.00 · REAL PROPERTY TAXES				
G301.10 · Real Estate Taxes Current Year	0.00	14,981.07	0.00	14,981.07
Total G301.00 · REAL PROPERTY TAXES	0.00	14,981.07	0.00	14,981.07
G310.00 · PER CAPITA TAXES				
G310.01 · Per Capita Taxes Current Year	0.00	524.70	0.00	524.70
Total G310.00 · PER CAPITA TAXES	0.00	524.70	0.00	524.70
G310.10 · Real Estate Transfer Tax	0.00	1,401.79	0.00	1,401.79
G310.20 · EARNED INCOME TAX				
G310.21 · Earned Income Tax Current Year	0.00	4,347.24	0.00	4,347.24
G310.22 · Earned Income Tax Prior Year	0.00	425.63	0.00	425.63
Total G310.20 · EARNED INCOME TAX	0.00	4,772.87	0.00	4,772.87
G310.50 · LST TAX				
G310.51 · LST Current Year	0.00	268.39	0.00	268.39
Total G310.50 · LST TAX	0.00	268.39	0.00	268.39
G331.00 · FINES				
G331.13 · State Police Fines	0.00	344.16	0.00	344.16
Total G331.00 · FINES	0.00	344.16	0.00	344.16
G341.00 · INTEREST EARNINGS				
G341.01 · Interest on Checking	0.00	1.08	0.00	1.08
G341.00 · INTEREST EARNINGS - Other	305.33	0.00	0.00	305.33
Total G341.00 · INTEREST EARNINGS	305.33	1.08	0.00	306.41
G342.00 · RENTS & ROYALTIES				
G342.20 · Rent of Buildings	0.00	40.00	0.00	40.00
Total G342.00 · RENTS & ROYALTIES	0.00	40.00	0.00	40.00
G362.0 · PUBLIC SFTY				
G362.41 · Bldg Pmts	0.00	1,306.25	0.00	1,306.25
G362.44 · Sewage Permits/SEO Fees	0.00	4,085.00	0.00	4,085.00
Total G362.0 · PUBLIC SFTY	0.00	5,391.25	0.00	5,391.25
Total Income	305.33	30,862.40	3.61	30,971.34
Expense				
GENERAL GOV'T BLDG & PLANT				
G409.37 · Building Repair/Maintenance	0.00	120.00	0.00	120.00
Total GENERAL GOV'T BLDG & PLANT	0.00	120.00	0.00	120.00
GENERAL GOVERNMENT				
G404.00 · Solicitor	0.00	175.00	0.00	175.00
Total GENERAL GOVERNMENT	0.00	175.00	0.00	175.00
INSURANCE CASUALTY & SURETY				
G486.10 · Insurance - Liability	0.00	825.98	0.00	825.98
G486.30 · Insurance - Automobile	0.00	880.09	0.00	880.09
G486.70 · Worker's Compensation	0.00	447.67	0.00	447.67
Total INSURANCE CASUALTY & SURETY	0.00	1,953.74	0.00	1,953.74

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

May 10 through June 13, 2023

	ARPA	General Fund	State Fund	TOTAL
MEETINGS, CONF, CONTINUING EDUC				
G400.46 · Supervisors	0.00	100.00	0.00	100.00
Total MEETINGS, CONF, CONTINUING EDUC	0.00	100.00	0.00	100.00
PAYROLL EXPENSES				
P400.05 · Supervisor Wages	0.00	312.50	0.00	312.50
P400.12 · Roadmaster Wages	0.00	114.00	0.00	114.00
P405.10 · Secretary Wages	0.00	810.00	0.00	810.00
P409.37 · Building Repair/Maint	0.00	90.00	0.00	90.00
P413.00 · Code Enforcement Officer	0.00	90.00	0.00	90.00
P432.00 · Winter Maintenance	0.00	0.00	0.00	0.00
P437.00 · Repairs of Tools & Machinery	0.00	475.00	0.00	475.00
P438.00 · Repair/Maint Roads & Bridges	0.00	1,733.00	0.00	1,733.00
PAYROLL EXPENSES - Other	0.00	403.94	0.00	403.94
Total PAYROLL EXPENSES	0.00	4,028.44	0.00	4,028.44
STATE FUND EXPENSES				
S437.00 · Repairs of Tools & Machinery	0.00	0.00	706.00	706.00
S438.00 · Repair/Maint Roads & Bridges	0.00	0.00	2,007.74	2,007.74
Total STATE FUND EXPENSES	0.00	0.00	2,713.74	2,713.74
G400.00 · Travel Reimbursement				
G400.33 · Mileage - Supervisor/Roadmaster	0.00	102.97	0.00	102.97
Total G400.00 · Travel Reimbursement	0.00	102.97	0.00	102.97
G403.00 · Tax Collection				
G403.28 · Tax Collection Fees	0.00	92.91	0.00	92.91
Total G403.00 · Tax Collection	0.00	92.91	0.00	92.91
G410.00 · Public Safety				
G419.31 · Sewage Permits (SEO Fees)	0.00	4,085.00	0.00	4,085.00
Total G410.00 · Public Safety	0.00	4,085.00	0.00	4,085.00
G442.00 · Utilities	0.00	92.62	0.00	92.62
G471.00 · Debt Service				
G471.10 · Debt Principal	0.00	490.29	0.00	490.29
G472.10 · Debt Interest	0.00	30.74	0.00	30.74
Total G471.00 · Debt Service	0.00	521.03	0.00	521.03
Total Expense	0.00	11,271.71	2,713.74	13,985.45
Net Ordinary Income	305.33	19,390.69	-2,710.13	16,985.89
Net Income	<u>305.33</u>	<u>19,390.69</u>	<u>-2,710.13</u>	<u>16,985.89</u>

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of June 13, 2023

	<u>Jun 13, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	41,585.68
G101.00 · MUNICIPAL ADVANTAGE ACCT	71,712.62
S101.00 · STATE FUND	75,240.52
Total Checking/Savings	<u>188,538.82</u>
Total Current Assets	<u>188,538.82</u>
TOTAL ASSETS	<u><u>188,538.82</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	233.76
G211.00 · Social Security Withheld	304.00
G211.10 · Social Security - Company	304.00
G212.00 · Local Income Taxes Withheld	113.38
G213.00 · Medicare Tax Withheld	142.20
G217.00 · State Income Tax Withheld	150.55
G219.00 · EMST Tax Withheld	1.60
G221.00 · PA UC Tax Withheld	5.55
G222.00 · PA UC Company	295.38
G21000 · PAYROLL LIABILITIES - Other	50.44
Total G21000 · PAYROLL LIABILITIES	<u>1,600.86</u>
Total Other Current Liabilities	<u>1,600.86</u>
Total Current Liabilities	<u>1,600.86</u>
Total Liabilities	<u>1,600.86</u>
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	108,644.74
Net Income	54,624.41
Total Equity	<u>186,937.96</u>
TOTAL LIABILITIES & EQUITY	<u><u>188,538.82</u></u>

Truck Loan \$ 8066.⁹⁹

JUNIATA TOWNSHIP

APRIL 2023 ACTIVITY REPORT FOR MAY 2023 MEETING

Ridge View Campground- Pressure tested the sand mound. Minor issue with delivery line. The engineer was notified, and I am waiting for a response.

Chris Confer – Grand View Ln., -Mr. Confer started the sandmound for new home that will be constructed at his recently subdivided property.

Clayton Cooper 17070 Grand View Ln.-Mr. Cooper applied for his septic permit for a proposed new home build. The contractor contacted me a while ago about building permits and I told him we had to square away the septic permit first.

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 owner of this lot did apply and is seeking to pursue a land development to add a house to an existing 10 acre lot with an existing house, well and septic.

Brian Chrisemer, 12537 Piney Ridge Rd.- Mr. Chrisemer's septic system was installed and approval to cover was given. Mr. Chrisemer wanted to use the recreational cabin affidavit to "permit" his rental cabin. The townships stance is the cabin must meet code to be a rental for various reasons and the recreational cabin affidavit is not applicable. Mr. Crisimer is going to work with Bureau Veritas to bring the cabin into compliance.

Tim Brown, Valitine Lane- I visited the site on Valintine Lane. Mr. Brown intends to replace one house with another.

12792 Bakers Hollow Rd., - Installing a deck under 30" in height with no roof. No permit required.

Will Roll, Piney Ridge Rd., - Called and left a message about placing a building on his property. I called him back and left a message, however I have not heard back from him.

Timothy Caracciolo 12345 Henderson Overlook Rd., - They applied for a demolition permit to remove the trailer from the lot back in January. G&R Excavating removed the trailer last of the past couple of weeks and leveled out the site.

Jeremy Eichelberger 11684 Snyder's Run Rd. - Installed a car port to park his camper under. There are two lots and set backs have been met from the dividing line between the lots.

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: 5/9/2023

Signature

Print Name

Tammy Dysard

Tammy Dysard

~~Steve Stoner~~

Burt Dysard

~~John H.~~

Justin Stoner

Bob Goss

Bob Goss

Kee Goss

Kee Goss

John D. Young

John D. Young