

## **Juniata Township Meeting**

**August 08, 2023**

### **Agenda:**

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
- **Solicitor Report**
- **STR Enforcement Report**
- **Public Forum**
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- **New Business**
  - Equipment Pricing
  - Solicitations for Seal Coat repair Riverview Heights
- **Reports**
  - Construction Code Enforcement
  - Road Master/Supervisor
- **Old Business**
  - Recreational Cabins
  - Dirt & Gravel Program
- **Announcements**
  - Next Meeting: September 12, 2023 @ 6:00 p.m.
- **Adjourn Meeting**

## **Juniata Township**

**July 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
- Tim Brown - Supervisor
- Leslie McDermott – Secretary/Treasurer
- Wayne Bradburn – Solicitor
- Tom Levine - Engineer
- Jamie Catanese - CEO
- Butch Dysard – Roadmaster
- Tammy Dysard – STR Enforcement
- Judy Reed – STR Enforcement

Guests:

- See Attached

Reading and approval of the regular meeting minutes from the monthly township June 13, 2023 meeting.

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

Supervisor Stein welcomed appointed Supervisor, Tim Brown to the Juniata Township Board of Supervisors.

- **Engineer Report**

Levin reviewed the Filson Land Company Sub-Division and provided the following comments for the consideration of the supervisors. The below items could be included in the sub-division plan voluntarily by the applicant or by direction of the Board of Supervisors.

- Norris Farm Drive and Windstar Way are not township roads but are public dirt roads/joint use driveways and by creating the subdivision it will amplify traffic on these roads.

*Developer stated that the sub-division covenants state that the roads are to be maintained by the residents of sub-division.*

- Require stop signs and street signs in development.

*Supervisors are letting placement of signs up to the developer.*

- Require erosion and sedimentation control be noted on site plans.

Supervisor Parks made a motion to require that lot construction activities under the sub-division shall conform to the erosion and sediment control requirements of the Huntingdon County Conservation District and be noted on site plans. Seconded by Supervisor Brown. Unanimously approved by the Board.

- Urban Saddle Ranch/Payne planning module was approved.
- No activity on Savino flood plain issue.

- **Solicitor Report**

- In the Ken Stewart litigation, the preliminary objections have been rescheduled to July 31, 2023 @ 1:30 p.m.
- Researched if STR enforcement officers should be bonded and found that they do not need to be bonded but it would be a good idea for them to be bonded.
- Supervisor Stein presented a formal definition of a commercial property for Bradburn's review.

Supervisor Stein made a motion to have Solicitor Bradburn formalize a definition for commercial properties. Seconded by Supervisor Brown. Unanimously approved by the board.

## **PUBLIC FORUM**

- **Filson Sub-Division**

- Kirby Lockard presented the Filson Sub-Division plan for approval. Levine asked Lockard to add a general note to the plan stating that lot construction activities under the sub-division shall conform to the erosion and sediment control requirements of the Huntingdon County Conservation District to which Lockard agreed,

Supervisor Parks made a motion to grant conditional approval of the Filson sub-division with the erosion and sediment control note to be added to plan. Seconded by Supervisor Brown. Unanimously approved by the Board.

## **NEW BUSINESS**

- Adding Supervisor Tim Brown as a signer on Kish Bank Accounts

Supervisor Parks made a motion to add Supervisor Tim Brown as a signer on all Juniata Township bank accounts. Seconded by Supervisor Brown. Unanimously approved by the Board.

## **REPORTS**

- **Construction Code Enforcement**

- See attached report.

- **Road Master/Supervisor Report**

- FEMA work completed on Mountain Road.
- Need to address equipment issues. Equipment is falling apart.

- **Short Term Rental Enforcement**

- Susan Harry, Tax Collector, included a notice pertaining to the hotel tax in all Juniata Township real estate tax bills.

## **OLD BUSINESS**

- **Recreational Cabins**

- No new developments.

- **Dirt & Gravel Program**

- Dirt and Gravel training complete. Township is now eligible to receive Dirt and Gravel funding.
- Dirt and Gravel representative, Cary Lightner, will visit township to look at repairing first section of Corbin's Road.

- **Announcements**

- Next meeting Tuesday, August 08, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:08 p.m. Seconded by Supervisor Brown.

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# JUNIATA TOWNSHIP

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## JUNE 2023 ACTIVITY REPORT FOR JULY 2023 MEETING

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**Brian Chrisemer, 12537 Piney Ridge Rd.**- Has completed the work required by Bureau Veritas. He is waiting for his occupancy permit. The secretary for Bureau Veritas is out of the office and everything is being run through the Mifflin Co. office. Slowing the issuance of permits in some cases.

**Tim Brown, 6697 Valantine Ln., Huntingdon.**- I met Casy McGraw on site to verify setbacks from the property line for a replacement home.

**11002 Big Bend Dr., Huntingdon.** - I received multiple calls about the lot for sale. Most looking for information for recreational use such as campers and or a cabin.

**Andrew & Ashley Dicken, 11532 Point Rd.**- It appears they have multiple campers on site. I will contact them and start the violation process as necessary.

**Tim Still, 12192 Henderson Overlook Rd.** - Called for a 10 x 16 shed permit. I emailed him the application and will check the setbacks when he gets the application back to my office.

**Eric Norris, 12134 Eagles View Dr.,**- Conducted deep probes for a primary and replacement area septic location so the owner can start a land development to add a dwelling to the property.

**Robert Payne, Cottage Circle.**- DEP has approved the planning module and authorized me to permit commercial low flow holding tanks for sewage part of the project.

# Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: July 11, 2023

Signature

Print Name

Butch Dysard

Butch Dysard

Carl Grone

Carl Grone

Deb Goss

Deb Goss

Ben Filsen

Ben Filsen

Barry J Filsen

Barry J Filsen

Kirby D Lockard

KIRBY D. LOCKARD

9:30 AM

08/08/23

Cash Basis

## BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

## Profit &amp; Loss by Class

July 12 through August 8, 2023

|  | ARPA   | General Fund | State Fund | TOTAL    |
|--|--------|--------------|------------|----------|
| <b>Ordinary Income/Expense</b>             |        |              |            |          |
| <b>Income</b>                              |        |              |            |          |
| <b>GENERAL FUND INCOME</b>                 |        |              |            |          |
| G321.71 · Amusement Tax                    | 0.00   | 2,454.82     | 0.00       | 2,454.82 |
| Total GENERAL FUND INCOME                  | 0.00   | 2,454.82     | 0.00       | 2,454.82 |
| <b>STATE FUND INCOME</b>                   |        |              |            |          |
| S431.00 · INTEREST EARNINGS.               |        |              |            |          |
| S431.01 · Interest on Checking             | 0.00   | 0.00         | 3.17       | 3.17     |
| Total S431.00 · INTEREST EARNINGS.         | 0.00   | 0.00         | 3.17       | 3.17     |
| Total STATE FUND INCOME                    | 0.00   | 0.00         | 3.17       | 3.17     |
| <b>G301.00 · REAL PROPERTY TAXES</b>       |        |              |            |          |
| G301.10 · Real Estate Taxes Current Year   | 0.00   | 830.70       | 0.00       | 830.70   |
| G301.40 · Real Estate Taxes Delinquent TB  | 0.00   | 509.92       | 0.00       | 509.92   |
| Total G301.00 · REAL PROPERTY TAXES        | 0.00   | 1,340.62     | 0.00       | 1,340.62 |
| <b>G310.00 · PER CAPITA TAXES</b>          |        |              |            |          |
| G310.01 · Per Capita Taxes Current Year    | 0.00   | 25.50        | 0.00       | 25.50    |
| Total G310.00 · PER CAPITA TAXES           | 0.00   | 25.50        | 0.00       | 25.50    |
| <b>G310.20 · EARNED INCOME TAX</b>         |        |              |            |          |
| G310.21 · Earned Income Tax Current Year   | 0.00   | 2,617.08     | 0.00       | 2,617.08 |
| G310.22 · Earned Income Tax Prior Year     | 0.00   | 186.00       | 0.00       | 186.00   |
| Total G310.20 · EARNED INCOME TAX          | 0.00   | 2,803.08     | 0.00       | 2,803.08 |
| <b>G310.50 · LST TAX</b>                   |        |              |            |          |
| G310.51 · LST Current Year                 | 0.00   | 9.90         | 0.00       | 9.90     |
| Total G310.50 · LST TAX                    | 0.00   | 9.90         | 0.00       | 9.90     |
| <b>G341.00 · INTEREST EARNINGS</b>         |        |              |            |          |
| G341.01 · Interest on Checking             | 0.00   | 1.53         | 0.00       | 1.53     |
| G341.00 · INTEREST EARNINGS - Other        | 303.40 | 0.00         | 0.00       | 303.40   |
| Total G341.00 · INTEREST EARNINGS          | 303.40 | 1.53         | 0.00       | 304.93   |
| <b>G362.0 · PUBLIC SFTY</b>                |        |              |            |          |
| G362.41 · Bldg Pmts                        | 0.00   | 224.75       | 0.00       | 224.75   |
| G362.44 · Sewage Permits/SEO Fees          | 0.00   | 560.00       | 0.00       | 560.00   |
| Total G362.0 · PUBLIC SFTY                 | 0.00   | 784.75       | 0.00       | 784.75   |
| Total Income                               | 303.40 | 7,420.20     | 3.17       | 7,726.77 |
| <b>Expense</b>                             |        |              |            |          |
| <b>GENERAL FUND EXPENSES</b>               |        |              |            |          |
| <b>PUBLIC WRKS HIGHWAYS ROADS &amp; ST</b> |        |              |            |          |
| G438.00 · Maint & Repair Roads Bridges     | 0.00   | 4,495.00     | 0.00       | 4,495.00 |
| Total PUBLIC WRKS HIGHWAYS ROADS & ST      | 0.00   | 4,495.00     | 0.00       | 4,495.00 |
| Total GENERAL FUND EXPENSES                | 0.00   | 4,495.00     | 0.00       | 4,495.00 |
| <b>GENERAL GOV'T BLDG &amp; PLANT</b>      |        |              |            |          |
| G409.37 · Building Repair/Maintenance      | 0.00   | 90.00        | 0.00       | 90.00    |
| Total GENERAL GOV'T BLDG & PLANT           | 0.00   | 90.00        | 0.00       | 90.00    |
| <b>GENERAL GOVERNMENT</b>                  |        |              |            |          |
| G402.00 · Auditing Services                | 0.00   | 2,675.00     | 0.00       | 2,675.00 |
| G408.00 · Engineering Services             | 0.00   | 1,344.24     | 0.00       | 1,344.24 |
| Total GENERAL GOVERNMENT                   | 0.00   | 4,019.24     | 0.00       | 4,019.24 |
| <b>INSURANCE CASUALTY &amp; SURETY</b>     |        |              |            |          |
| G486.10 · Insurance - Liability            | 0.00   | 412.82       | 0.00       | 412.82   |
| G486.30 · Insurance - Automobile           | 0.00   | 339.89       | 0.00       | 339.89   |
| G486.70 · Worker's Compensation            | 0.00   | 223.74       | 0.00       | 223.74   |
| Total INSURANCE CASUALTY & SURETY          | 0.00   | 976.45       | 0.00       | 976.45   |
| <b>PAYROLL EXPENSES</b>                    |        |              |            |          |
| 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     |
| P413.00 · Code Enforcement Officer         | 0.00   | 15.00        | 0.00       | 15.00    |
| P419.00 · STR Enforcement                  | 0.00   | 63.75        | 0.00       | 63.75    |
| P432.00 · Winter Maintenance               | 0.00   | 0.00         | 0.00       | 0.00     |
| P437.00 · Repairs of Tools & Machinery     | 0.00   | 0.00         | 0.00       | 0.00     |
| P438.00 · Repair/Maint Roads & Bridges     | 0.00   | 1,449.00     | 0.00       | 1,449.00 |
| PAYROLL EXPENSES - Other                   | 0.00   | 301.47       | 0.00       | 301.47   |
| Total PAYROLL EXPENSES                     | 0.00   | 3,107.97     | 0.00       | 3,107.97 |



9:30 AM

08/08/23

Cash Basis

## BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

## Profit &amp; Loss by Class

July 12 through August 8, 2023

|   | ARPA   | General Fund | State Fund | TOTAL      |
|---|--------|--------------|------------|------------|
| STATE FUND EXPENSES                       |        |              |            |            |
| S437.00 · Repairs of Tools & Machinery    | 0.00   | 0.00         | 64.57      | 64.57      |
| S438.00 · Repair/Maint Roads & Bridges    | 0.00   | 0.00         | 3,895.25   | 3,895.25   |
| Total STATE FUND EXPENSES                 | 0.00   | 0.00         | 3,959.82   | 3,959.82   |
| G400.00 · Travel Reimbursement            |        |              |            |            |
| G400.33 · Mileage - Supervisor/Roadmaster | 0.00   | 117.25       | 0.00       | 117.25     |
| Total G400.00 · Travel Reimbursement      | 0.00   | 117.25       | 0.00       | 117.25     |
| G403.00 · Tax Collection                  |        |              |            |            |
| G403.28 · Tax Collection Fees             | 0.00   | 49.06        | 0.00       | 49.06      |
| Total G403.00 · Tax Collection            | 0.00   | 49.06        | 0.00       | 49.06      |
| G405.23 · Postage and Delivery            | 0.00   | 12.06        | 0.00       | 12.06      |
| G410.00 · Public Safety                   |        |              |            |            |
| G419.31 · Sewage Permits (SEO Fees)       | 0.00   | 560.00       | 0.00       | 560.00     |
| Total G410.00 · Public Safety             | 0.00   | 560.00       | 0.00       | 560.00     |
| G471.00 · Debt Service                    |        |              |            |            |
| G471.10 · Debt Principal                  | 0.00   | 493.80       | 0.00       | 493.80     |
| G472.10 · Debt Interest                   | 0.00   | 27.23        | 0.00       | 27.23      |
| Total G471.00 · Debt Service              | 0.00   | 521.03       | 0.00       | 521.03     |
| Total Expense                             | 0.00   | 13,948.06    | 3,959.82   | 17,907.88  |
| Net Ordinary Income                       | 303.40 | -6,527.86    | -3,956.65  | -10,181.11 |
| Net Income                                | 303.40 | -6,527.86    | -3,956.65  | -10,181.11 |

9:29 AM

## BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

08/08/23

## Balance Sheet

Cash Basis

As of August 8, 2023

|                                       | Aug 8, 23         |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| G100.00 · GENERAL FUND                | 25,990.83         |
| G101.00 · MUNICIPAL ADVANTAGE ACCT    | 72,503.95         |
| S101.00 · STATE FUND                  | 70,458.13         |
| Total Checking/Savings                | 168,952.91        |
| Total Current Assets                  | 168,952.91        |
| <b>TOTAL ASSETS</b>                   | <b>168,952.91</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Liabilities                           |                   |
| Current Liabilities                   |                   |
| Other Current Liabilities             |                   |
| G21000 · PAYROLL LIABILITIES          |                   |
| G210.00 · Federal Income Tax Withheld | 291.88            |
| G211.00 · Social Security Withheld    | 283.92            |
| G211.10 · Social Security - Company   | 283.92            |
| G212.00 · Local Income Taxes Withheld | 71.53             |
| G213.00 · Medicare Tax Withheld       | 132.80            |
| G217.00 · State Income Tax Withheld   | 140.61            |
| G219.00 · EMST Tax Withheld           | 0.80              |
| G221.00 · PA UC Tax Withheld          | 2.65              |
| G222.00 · PA UC Company               | 141.01            |
| G21000 · PAYROLL LIABILITIES - Other  | 13.22             |
| Total G21000 · PAYROLL LIABILITIES    | 1,362.34          |
| Total Other Current Liabilities       | 1,362.34          |
| Total Current Liabilities             | 1,362.34          |
| Total Liabilities                     | 1,362.34          |
| Equity                                |                   |
| 30000 · Opening Balance Equity        | 23,668.81         |
| 32000 · Retained Earnings             | 108,655.26        |
| Net Income                            | 35,266.50         |
| Total Equity                          | 167,590.57        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>168,952.91</b> |

Truck Loan \$ 7082.15