

Juniata Township Meeting

October 10, 2023

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
 - Point Road Embankment Rehabilitation
 - Bruce Thomas Minor Sub-Division
- **Solicitor Report**
- **Public Forum**
 -
- **New Business**
 - Amusement Tax Ordinance Update
- **Reports**
 - STR Enforcement
 - Position Guidance Discussion
 - Construction Code Enforcement
 - Update on Property with 5 Campers
 - Road Master/Supervisor
 - Ford F550 Dump Truck
 - D&G Grant Funding
 - FEMA Ida Recovery
- **Old Business**
 - Commercial Property Definition
- **Announcements**
 - Next Meeting: November 14, 2023 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

September 12, 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
- 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 August 08, 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.

- **Engineer Report**
 - Tom was unable to attend meeting. See attached report.
- **Solicitor Report**
 - **Hazardous Material Spill**
 - There was a hazardous material spill on August 08, 2023 at the spillway caused by the mowing contractor East Branch Construction.

- Solicitor Bradburn notified East Branch Construction and township's insurance company.
 - Solicitor Bradburn discovered that township's insurance policy has a hazardous material exclusion therefore, hazardous material spills are not covered.
- Solicitor Bradburn advised Supervisors to add hazardous material spills coverage to insurance policy for township. Secretary McDermott will obtain quote of additional insurance and report at next meeting.
- Smithfield Fire Department sent their Ventrak power brush out to sweep absorbent into piles for easier clean up. Supervisor Stein anticipates no additional costs from the fire department.
- Expenses incurred by the township were minimal consisting of labor and the cost of disposal containers. Will submit costs to East Branch Construction's insurance company.
- **Stewart Litigation**
 - Amended complaint was timely filed by the Stewarts.

PUBLIC FORUM

- **John Young/Urban Saddle Ranch**
 - Young reported that the Urban Saddle Ranch plan has been through a DEP review and two county reviews.
 - Young gave report to supervisors addressing items that Engineer Levin identified at last meeting.
 - All roads are private with a locked gate.
 - Clear site triangle. Adequate site distance.
 - Adequate parking on site.
 - Corrected plan to show, adequate site distance, parking and gate.
 - Submitted preliminary final land development and submitted \$125 fee to township.
 - Requested additional approval to move forward with Bureau of Veritas pending Engineer Levine's final review.

Supervisor Parks made a motion to grant conditional approval of the Urban Saddle Ranch Land Development Plan pending Engineer Levine's final review. Seconded by Supervisor Brown. Unanimously approved by the Board.

- **Carl Grove/Illegal Campgrounds**

- Grove reported that a property owned by Jeremey Eichelberger on Snyder's Run Road has multiple campers on it that are being occupied. The occupants of the campers are also running atv's and golf carts on the public roads.
- Jamie Catanese has spoken with Mr. Eichelberger twice regarding the excess campers on his property. Eichelberger was approved for only one camper on the property.
- Supervisors advised Grove to call the state police regarding atv's and golf carts.
- Catanese will provide Solicitor Bradburn necessary information to send Mr. Eichelberger letter of violation.
- Catanese will investigate the Wagner property on Baja Drive for excessive campers on their property.
- Catanese advised Supervisors to develop and adopt a campground ordinance as soon as possible.
- Grove stated that the planning commission developed a campground ordinance and submitted it to the Supervisors. Grove asked why it was never adopted. Supervisor Stein stated that the Supervisors never received a copy of the ordinance.
- Harlan Byers stated that he has a copy of the campground ordinance developed by the planning commission although Byers was not a member of the planning commission. Supervisor Stein asked Byers to provide Supervisors a copy of the campground ordinance.
- Stein stated that on February 1, 2022, Supervisors tasked the planning commission with reviewing the SALDO 2018-3 to improve or revise the ordinance to meet the needs of Juniata Township residents. Instead of working on the above task as directed by Board of Supervisor, the planning commission developed a short-term rental ordinance and apparently a campground ordinance.
- Stein stated that minutes of the planning commission show that a campground ordinance was being developed. Supervisor Stein asked for a copy of the ordinance but was told by members of the planning commission (Grove and Biddle) that the ordinance was just discussed and does not exist which contradicts Grove's statement above.
- Grove agreed to provide Supervisor Brown with copy of campground ordinance that was being developed by former planning commission.

NEW BUSINESS

- **New Equipment Purchases/Leases**

- Supervisor Brown presented a quote from Stuckey Ford through the Co-Star program for the purchase of a 2023 Ford F-550 Dump Truck with a 9 ft. aluminum dump bed with stainless steel spreader and 9 ft. plow. The price is \$63,035 and the total upfitting price is \$44,547 with a trade allowance of \$2,500 the purchase price is \$105,082.81. Liquid fuel funds in the amount of \$26,300 can be used toward the purchase of the truck.
- Secretary McDermott suggested making a down payment of \$20,000 from the Municipal Advantage Account, pay off the other truck, trade the old truck in and borrow the remaining balance from Kish Bank and make payments from the general fund on the balance.

Supervisor Brown made a motion to purchase the truck for \$105,082.81 by making a down payment of \$20,000, paying off the other truck, trading the old truck in for \$2,500 and borrow the remaining funds from Kish Bank and make monthly payments from the general fund. Seconded by Supervisor Parks. Unanimously approved by the Board.

REPORTS

- **Construction Code Enforcement – Jamie Catanese**

- See attached report.

- **Road Master/Supervisor Report**

- Riverview Heights – Cleaning ditches and putting gabion stones in.
- Excessive rain is wreaking havoc on the roads.

- **Short Term Rental Enforcement – Judy Reed/Tammy Dysard**

- A list of short-term rentals in the township has been compiled and submitted to Supervisor Stein.
- Struggling to contact some short-term rental owners.
- Need to review list and send letters by regular and certified mail to owners that Reed and Dysard have been unable to contact.
- Supervisor Stein suggested that anyone that pays the initial application fee of \$300 in 2023 the fee will carry over and cover the 2024 fee. Supervisors Parks and Brown agreed.
- Judy Reed contacted Jill Jones regarding STR Ordinance. Jones has been very responsive but she is traveling out of the country. Reed will follow up with Jones and report at next meeting.

OLD BUSINESS

- **Recreational Cabins**
 - No new developments.
- **Dirt & Gravel Program**
 - Received paperwork to submit a bid for the first section of Corbin Road.
- **Announcements**
 - Supervisor Stein asked Supervisors Parks and Brown to review the definition of a Commercial Property for the next meeting to adopt to be added to SALDO.
 - Next meeting Tuesday, October 10, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:40 p.m. Seconded by Supervisor Brown.

10:45 AM

10/10/23

Cash Basis

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

September 13 through October 10, 2023

	ARPA	General Fund	State Fund	TOTAL
Ordinary Income/Expense				
Income				
GENERAL FUND INCOME		300.00	0.00	300.00
G321.60 · STR Permits	0.00	754.09	0.00	754.09
G321.71 · Amusement Tax	0.00	17,049.40	0.00	17,049.40
G353.00 · Federal Payments in Lieu of Tax	0.00	89.37	0.00	89.37
G355.01 · PURTA	0.00	4,114.25	0.00	4,114.25
G355.07 · Foreign Fire Insurance Tax Dist	0.00			
Total GENERAL FUND INCOME	0.00	22,307.11	0.00	22,307.11
STATE FUND INCOME				
S431.00 · INTEREST EARNINGS.		0.00	2.59	2.59
S431.01 · Interest on Checking	0.00		2.59	2.59
Total S431.00 · INTEREST EARNINGS.	0.00	0.00	2.59	2.59
Total STATE FUND INCOME				
G301.00 · REAL PROPERTY TAXES	0.00	203.56	0.00	203.56
G301.10 · Real Estate Taxes Current Year		203.56	0.00	203.56
Total G301.00 · REAL PROPERTY TAXES				
G310.00 · PER CAPITA TAXES	0.00	5.25	0.00	5.25
G310.01 · Per Capita Taxes Current Year	0.00	10.50	0.00	10.50
G310.03 · Per Capita Delinquent		15.75	0.00	15.75
Total G310.00 · PER CAPITA TAXES	0.00	2,288.30	0.00	2,288.30
G310.10 · Real Estate Transfer Tax				
G310.20 · EARNED INCOME TAX		2,354.78	0.00	2,354.78
G310.21 · Earned Income Tax Current Year	0.00	494.97	0.00	494.97
G310.22 · Earned Income Tax Prior Year	0.00			
Total G310.20 · EARNED INCOME TAX	0.00	2,849.75	0.00	2,849.75
G341.00 · INTEREST EARNINGS	0.00	1.18	0.00	1.18
G341.01 · Interest on Checking	300.85	0.00	0.00	300.85
G341.00 · INTEREST EARNINGS - Other				
Total G341.00 · INTEREST EARNINGS	300.85	1.18	0.00	302.03
Total Income	300.85	27,665.65	2.59	27,969.09
Expense				
GENERAL FUND EXPENSES				
PUBLIC WRKS HIGHWAYS ROADS & ST		29.94	0.00	29.94
G437.00 · Repairs of Tools & Machinery	0.00	-7,281.66	0.00	-7,281.66
G438.00 · Maint & Repair Roads Bridges	0.00			
Total PUBLIC WRKS HIGHWAYS ROADS & ST	0.00	-7,251.72	0.00	-7,251.72
G411.54 · Fireman Relief		4,114.25	0.00	4,114.25
Total GENERAL FUND EXPENSES	0.00	-3,137.47	0.00	-3,137.47
GENERAL GOV'T BLDG & PLANT				
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
INSURANCE CASUALTY & SURETY				
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
PAYROLL EXPENSES				
P400.05 · Supervisor Wages	0.00	468.75	0.00	468.75
P400.12 · Roadmaster Wages	0.00	133.00	0.00	133.00
P405.10 · Secretary Wages	0.00	810.00	0.00	810.00
P413.00 · Code Enforcement Officer	0.00	75.00	0.00	75.00
P419.00 · STR Enforcement	0.00	195.00	0.00	195.00
P438.00 · Repair/Maint Roads & Bridges	0.00	2,356.50	0.00	2,356.50
PAYROLL EXPENSES - Other	0.00	441.52	0.00	441.52
Total PAYROLL EXPENSES	0.00	4,479.77	0.00	4,479.77
STATE FUND EXPENSES				
S438.00 · Repair/Maint Roads & Bridges	0.00	0.00	8,482.14	8,482.14
Total STATE FUND EXPENSES	0.00	0.00	8,482.14	8,482.14
G400.00 · Travel Reimbursement	0.00	194.97	0.00	194.97
G400.33 · Mileage - Supervisor/Roadmaster				
Total G400.00 · Travel Reimbursement	0.00	194.97	0.00	194.97

10:45 AM

10/10/23

Cash Basis

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

September 13 through October 10, 2023

	ARPA	General Fund	State Fund	TOTAL
G403.00 · Tax Collection	0.00	49.87	0.00	49.87
G403.28 · Tax Collection Fees				49.87
Total G403.00 · Tax Collection	0.00	49.87	0.00	49.87
G410.00 · Public Safety	0.00	55.00	0.00	55.00
G419.31 · Sewage Permits (SEO Fees)				55.00
Total G410.00 · Public Safety	0.00	55.00	0.00	55.00
G430.00 · General Services	0.00	180.00	0.00	180.00
G430.39 · Equipment Rental				180.00
Total G430.00 · General Services	0.00	180.00	0.00	180.00
	0.00	90.10	0.00	90.10
G442.00 · Utilities				496.60
G471.00 · Debt Service	0.00	496.60	0.00	496.60
G471.10 · Debt Principal	0.00	24.43	0.00	24.43
G472.10 · Debt Interest				521.03
Total G471.00 · Debt Service	0.00	521.03	0.00	521.03
Total Expense	0.00	3,499.72	8,482.14	11,981.86
Net Ordinary Income	300.85	24,165.93	-8,479.55	15,987.23
Net Income	300.85	24,165.93	-8,479.55	15,987.23

10:45 AM

10/10/23

Cash Basis

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of October 10, 2023

Oct 10, 23

ASSETS

Current Assets

Checking/Savings

G100.00 · GENERAL FUND

G101.00 · MUNICIPAL ADVANTAGE ACCT

S101.00 · STATE FUND

46,295.02

73,120.14

57,725.66

177,140.82

Total Checking/Savings

177,140.82

Total Current Assets

177,140.82

TOTAL ASSETS**LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

G21000 · PAYROLL LIABILITIES

G210.00 · Federal Income Tax Withheld

G211.00 · Social Security Withheld

G211.10 · Social Security - Company

G212.00 · Local Income Taxes Withheld

G213.00 · Medicare Tax Withheld

G217.00 · State Income Tax Withheld

G219.00 · EMST Tax Withheld

G221.00 · PA UC Tax Withheld

G222.00 · PA UC Company

G21000 · PAYROLL LIABILITIES - Other

428.76

432.21

432.21

186.21

202.16

107.96

0.80

8.50

451.64

29.78

2,280.23

Total G21000 · PAYROLL LIABILITIES

2,280.23

Total Other Current Liabilities

2,280.23

Total Current Liabilities

2,280.23

Total Liabilities

Equity

30000 · Opening Balance Equity

32000 · Retained Earnings

Net Income

23,668.81

108,655.26

42,536.52

174,860.59

Total Equity

177,140.82

TOTAL LIABILITIES & EQUITY

From: Thomas Levine

Sent: Monday, September 11, 2023 9:31 PM

To: Greg Stein; Leslie A. McDermott; Jamie Catanese; Wayne Bradburn

Subject: Juniata Township - Engineers Report for September

Greg, my report for the September 12, 2023 meeting of the Board of Supervisors includes the following:

1. Urban Saddle Ranch Land Development: John Young provided me with a plan on Monday night which is currently under review.

2. Manges flood plain review: No report

3. Mallonee flood plain review: No report

4. Road Inspections completed on August 20, 2023. I will provide a report at the October meeting

--
Thomas M Levine, P.E.

Levine Engineering, LLC

1108 13th Avenue / PO Box 429

Altoona, PA 16603-0429

814-946-4859 (Office)

814-942-1175 (Fax)

tmlevine81@gmail.com

JUNIATA TOWNSHIP

AUGUST REPORT 2023 ACTIVITY REPORT FOR SEPTEMBER 2023 MEETING

Ron Mangus, Awkerman Rd.- Received conditional review from Tom Lavine for the floodplain project. Still needs building permits.

Andrew & Ashley Dicken.11532 Point Rd.- Mr.Dicken researched the property and found the previous owner and also uncovered the septic tank, pump tank and cleanouts on the existing sandmound septic system. Will need tested and some repairs preformed.

Tim Still, 12192 Henderson Overlook Rd. – Issued a permit for a less than 1000sf shed.

Thomas Mallonee 11415 Point Rd.- Mr. Mallonee was placing a gabion wall along the Juniata without proper floodplain permitting. Mr Mallonee had approvals from DEP, The conservation district and no concern from the game commission. He did not have his floodplain permit or building permit. I called Bureau Veritas and explained that it is a retaining wall over four feet high and Mr. Green stated that Mr. Mallonee did not need a building permit from their office. I issued the floodplain permit and construction continued.

Gisela Peace, 11091 Piney Ridge Rd.- Mrs. Peace called and stated that Charles Lake had pumped her septic and found the tank to be compromised. I am sending Mr. Peace a permit application for a replacement septic tank.

Call from Dale Manning about septic system records for the short-term rental ordinance requirements.

Call from Frances Scalia about a permit to pave part of her driveway. No tie into Henderson Overlook. No permit from the township is needed.

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: September 12, 2023

Signature

Print Name

Tammy Dysard
Butch Dysard
Judy Reed.
Justin Stoner
Deb Goss
Lee Goss
Carl Goss

Tammy Dysard
Butch Dysard
Judy Reed.
Justin Stoner
Deb Goss
Lee Goss
Carl Goss