

## **Juniata Township Meeting**

**November 14, 2023**

### **Agenda:**

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
- **Solicitor Report**
- **Public Forum**
  -
- **New Business**
  - 2024 Budget
  - Hazardous Material Endorsement Quote
- **Reports**
  - STR Enforcement
  - Construction Code Enforcement
  - Road Master/Supervisor
- **Old Business**
  - Truck Purchase
  - Definition of Commercial Business Property
  - Amusement Tax Ordinance Amendments
  - Dirt & Gravel Program
- **Announcements**
  - Next Meeting: December 12, 2023 @ 6:00 p.m.
- **Adjourn Meeting**

## **Juniata Township**

**October 10, 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 September 12, 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 Levine**

- Road Repairs**

- Tom reported the he and Supervisor Stein met to inspect Point Road. There is approximately 250 ft. of road that is sliding into the river.
    - Checked on obtaining a water obstruction encroachment permit for the work from DEP.

- Permitting for this type of work is a long process and costly. Based on a similar repair project that Levine did for Smithfield Township, costs could be in excess of \$200,000
- Not a safety issue at this time but may need to be addressed at some point in the future.
- Joe Dinardi suggested contacting the Army Corps of Engineers to assist with the repair cost.
- Butch Dysard stated that the Army Corps of Engineers has been approached in the past about cost sharing Point Road repairs with the township and the Corps stated that they would close Point Road and use the other access road.
- Dinardi suggested exploring grants for repairs.
- Levine also inspected Henderson Hollow, Stone Bridge Hollow and Riverview Heights.
- Henderson Overlook has several layers of chip seal approximately 2 ½" thick. Stone Bridge Hollow and Riverview Heights has one layer of chip seal approximately 1" – 1 ¼" thick.
- Stone Bridge has strong base, while Henderson Overlook shows signs of water retention in the base and Riverview Heights has a decent base.
- The thickness of each road, by today's standards, is inadequate.
- The issue that Levine found on Henderson Overlook is that water runs to the edge of the road and runs the edge for yards allowing water to seep under the surface of the road causing cracks in the surface of the road.
- To help with the issue until proper repairs can be made, Levin suggested contacting a neighboring township that owns a grader to fix edge of roads.
- Supervisors will come up with budget number for road repairs then Levin will work with Butch to determine which roads to repair first.

#### **Robert Payne – Urban Saddle Ranch**

- Payne reported that at the corner of Henderson Outlook Road and Ripka Road water is flowing off Henderson and washing out Ripka.
- Township will look at installing a drain tile.

#### **Bruce Thomas Sub-Division**

- Levin looked into the Bruce Thomas sub-division.
- Township has no records of the sub-division. Levin checked with secretary at the Huntingdon County Planning Commission. Planning

commission has no record of the plan being recorded. Secretary will look in the archives.

- Levine thinks that the sub-division was never approved. Surveyor, John Young disagreed.
- Jamie Catanese stated that there were many issues with this parcel of land with power, roads, etc. and he is not surprised that the sub-division was never completed.
- Land is still shown as a whole parcel on Huntingdon County mapping.
- Supervisors will ask land owner to restart the sub-division process.

#### **Urban Saddle Ranch Land Development Plan**

- John Young submitted an amended land development plan for the Urban Saddle Ranch that conforms to the Juniata Township SALDO to the supervisors for approval. Levin reviewed the plan and recommended the plan for approval by the supervisors.

Supervisor Parks motioned to approve the amended land development plan for Urban Saddle Ranch. Seconded by Supervisor Brown. Unanimously approved by the Board.

#### **• Solicitor Report – Wayne Bradburn**

##### **Hazardous Material Spill**

- Received follow up letter from David Miller, claims adjuster from Cincinnati Insurance Company, but has been unable to speak with Miller.
- Supervisor Stein compiled a list of expenses related to the spill and will submit to Cincinnati Insurance Company for reimbursement.
- Solicitor Bradburn advised supervisors at last meeting to add a hazardous material endorsement to the township's liability policy. Bradburn asked if quote has been received. Secretary McDermott stated that the quote has not been received but will have quote for next meeting.

##### **Stewart Litigation**

- Spoke with Matthew Vodzak, the township's insurance council, in regards to the Stewart litigation. Vodzak informed Bradburn that he had filed an answer with new matter on or about September 29, 2023. Indicated that he had propounded written discovery. Bradburn has not received any of the documents yet but everything from the township's perspective is in compliance with the courts.

#### **PUBLIC FORUM**

- **No Public Comment**

## **NEW BUSINESS**

- **No New Business**

## **REPORTS**

- **Construction Code Enforcement – Jamie Catanese**
  - See attached report.
  - Urban Saddle Ranch/Payne's hired Greg Larson to bring building up to code.
  - Provided Solicitor Bradburn with Jeremy Eichelberger's information to send letter addressing excess campers on property.
- **Road Master/Supervisor Report**
  - Cleaning ditches and installing rip rap in Riverview Heights.
  - Installed King's drain tiles. King's will reimburse township for material.
  - Supervisor Stein would like to amend the Amusement Tax Ordinance to change the \$100 yearly permit fee to a onetime fee for the life of the owner.
  - Asked Supervisors Brown and Parks to review ordinance for any amendments they may like to see in the ordinance. Supervisor Stein would like to adopt amended ordinance before end of 2023.
  - Supervisor Stein hopes to have FEMA paperwork complete this week.
- **Short Term Rental Enforcement – Judy Reed/Tammy Dysard**
  - Currently at a standstill. Most owners are waiting until the end of year to obtain permit.
  - Jamie Catanese is getting bombarded by telephone calls due to the septic questions in the short-term rental application.
  - Need to schedule a workshop to get a plan for moving forward.

## **OLD BUSINESS**

- **Truck Purchase**
  - Supervisor Brown reported that the truck will be complete this Friday.
  - Financing approved from two lenders. No interest rates yet.
  - Extended warranty for an additional \$4,035 and undercoating available which Supervisor Brown highly recommends both.

Supervisor Brown motioned to purchase the truck with appropriate financing along with extended warranty for an additional \$4,035 and undercoating if it is a reasonable price. Seconded by Supervisor Parks. Unanimously approved by the Board.

- **Amusement Tax Ordinance Amendments**
  - Supervisor Stein would like to amend the Amusement Tax Ordinance to change the \$100 yearly permit fee to a onetime fee for the life of the owner.
  - Asked Supervisors Brown and Parks to review ordinance for any amendments they may like to see in the ordinance. Supervisor Stein would like to adopt amended ordinance before end of 2023.
  - Supervisor Stein hopes to have FEMA paperwork complete this week.
- **Dirt & Gravel Program**
  - Butch signed Dirt & Gravel contract.
  - Matching funds due from the township have been met by in-kind work.
- **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, November 12, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:46 p.m. Seconded by Supervisor Brown.

## BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

## Profit &amp; Loss by Class

October 11 through November 14, 2023

11/14/23

Cash Basis

	General Fund	MAA/ARPA	State Fund	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>GENERAL FUND INCOME</b>				
G321.60 · STR Permits	600.00	0.00	0.00	600.00
G321.71 · Amusement Tax	1,311.94	0.00	0.00	1,311.94
Total GENERAL FUND INCOME	1,911.94	0.00	0.00	1,911.94
<b>STATE FUND INCOME</b>				
S431.00 · INTEREST EARNINGS.				
S431.01 · Interest on Checking	0.00	0.00	2.53	2.53
Total S431.00 · INTEREST EARNINGS.	0.00	0.00	2.53	2.53
Total STATE FUND INCOME	0.00	0.00	2.53	2.53
<b>G301.00 · REAL PROPERTY TAXES</b>				
G301.10 · Real Estate Taxes Current Year	251.38	0.00	0.00	251.38
G301.40 · Real Estate Taxes Delinquent TB	282.18	0.00	0.00	282.18
Total G301.00 · REAL PROPERTY TAXES	533.56	0.00	0.00	533.56
<b>G310.00 · PER CAPITA TAXES</b>				
G310.01 · Per Capita Taxes Current Year	15.75	0.00	0.00	15.75
Total G310.00 · PER CAPITA TAXES	15.75	0.00	0.00	15.75
<b>G310.20 · EARNED INCOME TAX</b>				
G310.21 · Earned Income Tax Current Year	2,607.17	0.00	0.00	2,607.17
G310.22 · Earned Income Tax Prior Year	42.02	0.00	0.00	42.02
Total G310.20 · EARNED INCOME TAX	2,649.19	0.00	0.00	2,649.19
<b>G310.50 · LST TAX</b>				
G310.51 · LST Current Year	10.50	0.00	0.00	10.50
Total G310.50 · LST TAX	10.50	0.00	0.00	10.50
<b>G341.00 · INTEREST EARNINGS</b>				
G341.01 · Interest on Checking	1.71	0.00	0.00	1.71
G341.00 · INTEREST EARNINGS · Other	0.00	333.35	0.00	333.35
Total G341.00 · INTEREST EARNINGS	1.71	333.35	0.00	335.06
<b>G362.0 · PUBLIC SFTY</b>				
G362.41 · Bldg Pmts	25.00	0.00	0.00	25.00
G362.44 · Sewage Permits/SEO Fees	1,930.00	0.00	0.00	1,930.00
Total G362.0 · PUBLIC SFTY	1,955.00	0.00	0.00	1,955.00
G391.20 · Insurance Claims	877.08	0.00	0.00	877.08
Total Income	7,954.73	333.35	2.53	8,290.61
<b>Expense</b>				
<b>GENERAL FUND EXPENSES</b>				
<b>PUBLIC WRKS HIGHWAYS ROADS &amp; ST</b>				
G437.00 · Repairs of Tools & Machinery	545.96	0.00	0.00	545.96
G438.00 · Maint & Repair Roads Bridges	337.27	0.00	0.00	337.27
Total PUBLIC WRKS HIGHWAYS ROADS & ST	883.23	0.00	0.00	883.23
Total GENERAL FUND EXPENSES	883.23	0.00	0.00	883.23
<b>INSURANCE CASUALTY &amp; SURETY</b>				
G486.10 · Insurance - Liability	412.81	0.00	0.00	412.81
G486.30 · Insurance - Automobile	339.89	0.00	0.00	339.89
G486.60 · Fidelity & Surety Bonds	368.00	0.00	0.00	368.00
G486.70 · Worker's Compensation	223.73	0.00	0.00	223.73
Total INSURANCE CASUALTY & SURETY	1,344.43	0.00	0.00	1,344.43
<b>PAYROLL EXPENSES</b>				
P400.05 · Supervisor Wages	468.75	0.00	0.00	468.75
P400.12 · Roadmaster Wages	47.50	0.00	0.00	47.50
P405.10 · Secretary Wages	810.00	0.00	0.00	810.00
P409.37 · Building Repair/Maint	0.00	0.00	0.00	0.00
P413.00 · Code Enforcement Officer	45.00	0.00	0.00	45.00
P419.00 · STR Enforcement	240.00	0.00	0.00	240.00
P432.00 · Winter Maintenance	0.00	0.00	0.00	0.00
P437.00 · Repairs of Tools & Machinery	209.00	0.00	0.00	209.00
P438.00 · Repair/Maint Roads & Bridges	2,501.50	0.00	0.00	2,501.50
PAYROLL EXPENSES - Other	448.44	0.00	0.00	448.44
Total PAYROLL EXPENSES	4,770.19	0.00	0.00	4,770.19
<b>STATE FUND EXPENSES</b>				
S437.00 · Repairs of Tools & Machinery	0.00	0.00	1,973.67	1,973.67
S438.00 · Repair/Maint Roads & Bridges	0.00	0.00	290.00	290.00
Total STATE FUND EXPENSES	0.00	0.00	2,263.67	2,263.67

## BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

## Profit &amp; Loss by Class

October 11 through November 14, 2023

	General Fund	MAA/ARPA	State Fund	TOTAL
G400.00 · Travel Reimbursement				
G400.33 · Mileage - Supervisor/Roadmaster	89.21	0.00	0.00	89.21
Total G400.00 · Travel Reimbursement	89.21	0.00	0.00	89.21
G403.00 · Tax Collection				
G403.28 · Tax Collection Fees	47.56	0.00	0.00	47.56
Total G403.00 · Tax Collection	47.56	0.00	0.00	47.56
G410.00 · Public Safety				
G419.31 · Sewage Permits (SEO Fees)	2,040.00	0.00	0.00	2,040.00
Total G410.00 · Public Safety	2,040.00	0.00	0.00	2,040.00
G430.00 · General Services				
G430.74 · Machinery & Equip Capital Purch	20,000.00	0.00	0.00	20,000.00
Total G430.00 · General Services	20,000.00	0.00	0.00	20,000.00
G442.00 · Utilities	93.07	0.00	0.00	93.07
G471.00 · Debt Service				
G471.10 · Debt Principal	6,190.75	0.00	0.00	6,190.75
G472.10 · Debt Interest	25.47	0.00	0.00	25.47
Total G471.00 · Debt Service	6,216.22	0.00	0.00	6,216.22
G489.39 · Bank Service Charges	260.00	0.00	0.00	260.00
Total Expense	35,743.91	0.00	2,263.67	38,007.58
Net Ordinary Income	-27,789.18	333.35	-2,261.14	-29,716.97
Net Income	-27,789.18	333.35	-2,261.14	-29,716.97



BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of November 14, 2023

	Nov 14, 23
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	18,532.58
G101.00 · MUNICIPAL ADVANTAGE ACCT/ARPA	73,453.49
S101.00 · STATE FUND	55,464.52
Total Checking/Savings	147,450.59
Total Current Assets	147,450.59
TOTAL ASSETS	147,450.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	475.76
G211.00 · Social Security Withheld	485.93
G211.10 · Social Security - Company	485.93
G212.00 · Local Income Taxes Withheld	108.65
G213.00 · Medicare Tax Withheld	227.30
G217.00 · State Income Tax Withheld	240.64
G219.00 · EMST Tax Withheld	0.80
G221.00 · PA UC Tax Withheld	4.83
G222.00 · PA UC Company	231.08
G21000 · PAYROLL LIABILITIES - Other	21.05
Total G21000 · PAYROLL LIABILITIES	2,281.97
Total Other Current Liabilities	2,281.97
Total Current Liabilities	2,281.97
Total Liabilities	2,281.97
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	108,655.26
Net Income	12,844.55
Total Equity	145,168.62
TOTAL LIABILITIES & EQUITY	147,450.59

Truck Loan \$ 89,117.81

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# JUNIATA TOWNSHIP

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## SEPTEMBER REPORT 2023 ACTIVITY REPORT FOR OCTOBER 2023 MEETING

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**Mark Savino, Point Rd.-** Mr. Savino called for an update to his flood plain permit. I left Mr. Savino a message informing him that Mr. Lavine had emailed his engineer Josh Gunnett on June 11<sup>th</sup> asking him to contact him about the ordinance and advised he call Mr. Gunnett.

**Andrew & Ashley Dicken.11532 Point Rd.-** It appears there is a modern sandmound in place and I will work with the property owner moving forward to see what needs to be completed for reuse.

**Gisela Peace, 11091 Piney Ridge Rd.-** I issued a permit for a replacement septic tank.

**William Roll 11199 Big Bend Drive-** Pre permit checks for a over 100sf pole building.

# Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: October 10, 2023

Signature

Print Name

Burt Dysard  
Tammy Dysard  
Judith H. Reed  
Justin Stoner  
Deb Goss  
Tom Weitz  
Carl Grove  
Joe Dinardi

Burt Dysard  
Tammy Dysard  
Judith H. Reed  
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Deb Goss  
Tom Weitz  
Carl Grove  
Joe DINARDI