

Juniata Township Meeting

December 12, 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**
 - Septic System Inspection/Walk Around Verification/Pumper Reporting Form
 - Ordinance Violation Complaint Form
- **Reports**
 - STR Enforcement
 - Construction Code Enforcement
 - Road Master/Supervisor
- **Old Business**
 - 2024 Budget Adoption
 - Hazardous Material Endorsement Quote
 - Definition of Commercial Business Property
 - 2024 Amusement Tax Ordinance Revisions
 - Dirt & Gravel Program
- **Announcements**
 - Next Meeting: Re-organization meeting January 02, 2023 @ 5:00 p.m. Regular monthly meeting to follow @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

November 14, 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 October 10, 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**

Point Road

- Tom reported that he has prepared an LSA Grant application for the repair of 300 feet of Point Road with retaining wall system for \$264,045. The grant requires no match from the township but is highly competitive.
- Tom presented a Commonwealth Finance Authority resolution to be signed by Secretary McDermott to proceed with the grant.

Supervisor Parks motioned to authorize Secretary McDermott to sign the resolution. Seconded by Supervisor Brown. Unanimously approved by the Board.

Bruce Thomas Sub-Division

- Nothing new to report on the Bruce Thomas sub-Division

- **Solicitor Report – Wayne Bradburn**

Hazardous Material Spill

- Cincinnati Insurance Company has reimbursed the township for out-of-pocket costs incurred related to the spill.

Jeremy Eichelberger

- Wayne sent Eichelberger notice of potential violation.
- The postal service has tried to deliver the notice twice with no success. The postal service will only try to deliver one more time.
- Township may want to consider hiring a constable to deliver the notice to Eichelberger if the third attempt to deliver by the post office fails.

Supervisor Parks motioned to have Solicitor Bradburn hire a constable deliver the notice to Eichelberger if the third attempt to deliver by the post office fails. Seconded by Supervisor Brown. Unanimously approved by the Board.

Stewart Litigation

- Spoke with Matthew Vodzak, township's insurance council, in regards to the Stewart litigation. Vodzik informed Bradburn that the matter remains in the pleading and discovery stage.

PUBLIC FORUM

Payne – Urban Saddle Ranch

- Robert Payne does not feel that the STR Ordinance applies to his business based on the language in the ordinance.
- In Section 2b of the ordinance it states that the chapter does not apply resorts, camps, hotels, motels and bed and breakfasts, which is what Payne operates.
- Ordinance also states that it applies to residential rentals, not commercial. Payne's property is commercial.

- Solicitor Bradburn read the definition of dwelling unit which is a building or portion thereof providing complete housekeeping facilities for one family or a group of unrelated persons using such facilities.
- Solicitor Bradburn also read definition under section 7b of the ordinance which states that for multiunit buildings and multiunit dwellings on one parcel of land having common and appropriately sized and approved water and sewage systems one short-term rental permit shall be required.
- Referring to Payne's website, Solicitor Bradburn stated that Payne's property clearly meets the definition of a dwelling unit and will need to comply with the Juniata Township Short-Term Rental Ordinance.

NEW BUSINESS

- **2024 Budget**

- Secretary McDermott presented the 2024 Budget to the board of supervisors for approval and advertisement.

Supervisor Parks motioned to approve and advertise the 2024 Budget to be adopted at the December 12, 2023. Seconded by Supervisor Brown. Unanimously approved by the Board.

- **Hazardous Material Endorsement**

- Secretary McDermott presented a quote from Brown & Walters Insurance Company to add a hazardous material endorsement to the township insurance coverage for a premium of \$2,525.00 per year.
- Solicitor Bradburn recommended adding the endorsement to township's insurance coverage.
- Supervisor Brown and members of the public feel that the main exposure to the township comes from sub-contractors. Therefore, instead of the township carrying the insurance, the township would just need to require that all sub-contractors carry the insurance.
- Supervisors agreed to table a decision until December's meeting until more information can be gathered.
- Secretary McDermott will provide Solicitor Bradburn with insurance agent contact information to gather additional information.

REPORTS

- **Construction Code Enforcement – Jamie Catanese**
 - See attached report.
- **Road Master/Supervisor Report**
 - Butch is in the process of finding someone with a grader to help with road repairs in the township.
- **Short Term Rental Enforcement – Judy Reed/Tammy Dysard**
 - Issued one permit still have a few owners that have not responded.
 - Many rental owners are questioning wording in the ordinance and are concerned with the township being allowed to inspect their properties.
 - Need to schedule a workshop to clarify wording in ordinance.
- **Definition of a Commercial Property**
 - Solicitor Bradburn stated that the definition of a commercial property is so broad and that is where the problem arises.
 - Justin Stoner stated that the Bureau of Veritas has a definition of a commercial property that follows the international building codes that the township may want to research.

OLD BUSINESS

- **Truck Purchase**
 - Truck purchase complete.
- **Dirt & Gravel Program**
 - Submitted.
 - Should know in December if the township will receive the grant.
- **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, December 12, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:15 p.m. Seconded by Supervisor Brown.

Profit & Loss by Class

November 15 through December 12, 2023

	General Fund	MAA/ARPA	State Fund	TOTAL
Ordinary Income/Expense				
Income				
GENERAL FUND INCOME				
G321.60 · STR Permits	600.00	0.00	0.00	600.00
G321.71 · Amusement Tax	98.25	0.00	0.00	98.25
G321.80 · Franchise Fees	797.09	0.00	0.00	797.09
Total GENERAL FUND INCOME	1,495.34	0.00	0.00	1,495.34
STATE FUND INCOME				
S431.00 · INTEREST EARNINGS.				
S431.01 · Interest on Checking	0.00	0.00	2.33	2.33
Total S431.00 · INTEREST EARNINGS.	0.00	0.00	2.33	2.33
Total STATE FUND INCOME	0.00	0.00	2.33	2.33
G301.00 · REAL PROPERTY TAXES				
G301.10 · Real Estate Taxes Current Year	706.31	0.00	0.00	706.31
Total G301.00 · REAL PROPERTY TAXES	706.31	0.00	0.00	706.31
G310.00 · PER CAPITA TAXES				
G310.01 · Per Capita Taxes Current Year	78.75	0.00	0.00	78.75
Total G310.00 · PER CAPITA TAXES	78.75	0.00	0.00	78.75
G310.10 · Real Estate Transfer Tax	188.84	0.00	0.00	188.84
G310.20 · EARNED INCOME TAX				
G310.21 · Earned Income Tax Current Year	4,536.18	0.00	0.00	4,536.18
G310.22 · Earned Income Tax Prior Year	-504.00	0.00	0.00	-504.00
Total G310.20 · EARNED INCOME TAX	4,032.18	0.00	0.00	4,032.18
G310.50 · LST TAX	105.31	0.00	0.00	105.31
G331.00 · FINES				
G331.13 · State Police Fines	414.72	0.00	0.00	414.72
Total G331.00 · FINES	414.72	0.00	0.00	414.72
G341.00 · INTEREST EARNINGS				
G341.01 · Interest on Checking	0.84	0.00	0.00	0.84
G341.00 · INTEREST EARNINGS - Other	0.00	313.94	0.00	313.94
Total G341.00 · INTEREST EARNINGS	0.84	313.94	0.00	314.78
G342.00 · RENTS & ROYALTIES				
G342.20 · Rent of Buildings	40.00	0.00	0.00	40.00
Total G342.00 · RENTS & ROYALTIES	40.00	0.00	0.00	40.00
G362.0 · PUBLIC SFTY				
G362.41 · Bldg Pmts	80.85	0.00	0.00	80.85
G362.44 · Sewage Permits/SEO Fees	725.00	0.00	0.00	725.00
Total G362.0 · PUBLIC SFTY	805.85	0.00	0.00	805.85
Total Income	7,868.14	313.94	2.33	8,184.41
Expense				
GENERAL FUND EXPENSES				
PUBLIC WRKS HIGHWAYS ROADS & ST				
G437.00 · Repairs of Tools & Machinery	253.00	0.00	0.00	253.00
Total PUBLIC WRKS HIGHWAYS ROADS & ...	253.00	0.00	0.00	253.00
Total GENERAL FUND EXPENSES	253.00	0.00	0.00	253.00
GENERAL GOV'T BLDG & PLANT				
G409.37 · Building Repair/Maintenance	60.00	0.00	0.00	60.00
Total GENERAL GOV'T BLDG & PLANT	60.00	0.00	0.00	60.00
GENERAL GOVERNMENT				
G408.00 · Engineering Services	3,594.32	0.00	0.00	3,594.32
Total GENERAL GOVERNMENT	3,594.32	0.00	0.00	3,594.32

11:57 AM

12/12/23

Cash Basis

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

November 15 through December 12, 2023

	General Fund	MAA/ARPA	State Fund	TOTAL
INSURANCE CASUALTY & SURETY				
G486.10 · Insurance - Liability	1,412.81	0.00	0.00	1,412.81
G486.30 · Insurance - Automobile	489.69	0.00	0.00	489.69
G486.70 · Worker's Compensation	223.72	0.00	0.00	223.72
Total INSURANCE CASUALTY & SURETY	2,126.22	0.00	0.00	2,126.22
PAYROLL EXPENSES				
P400.05 · Supervisor Wages	468.75	0.00	0.00	468.75
P400.12 · Roadmaster Wages	104.50	0.00	0.00	104.50
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
P419.00 · STR Enforcement	285.00	0.00	0.00	285.00
P432.00 · Winter Maintenance	0.00	0.00	0.00	0.00
P437.00 · Repairs of Tools & Machinery	139.00	0.00	0.00	139.00
P438.00 · Repair/Maint Roads & Bridges	666.00	0.00	0.00	666.00
PAYROLL EXPENSES - Other	236.64	0.00	0.00	236.64
Total PAYROLL EXPENSES	2,709.89	0.00	0.00	2,709.89
STATE FUND EXPENSES				
S438.00 · Repair/Maint Roads & Bridges	0.00	0.00	1,116.90	1,116.90
Total STATE FUND EXPENSES	0.00	0.00	1,116.90	1,116.90
G400.00 · Travel Reimbursement				
G400.33 · Mileage - Supervisor/Roadmaster	30.92	0.00	0.00	30.92
Total G400.00 · Travel Reimbursement	30.92	0.00	0.00	30.92
G403.00 · Tax Collection				
G403.28 · Tax Collection Fees	74.25	0.00	0.00	74.25
Total G403.00 · Tax Collection	74.25	0.00	0.00	74.25
G405.23 · Postage and Delivery	10.28	0.00	0.00	10.28
G405.34 · Advertising	19.45	0.00	0.00	19.45
G410.00 · Public Safety				
G419.31 · Sewage Permits (SEO Fees)	725.00	0.00	0.00	725.00
Total G410.00 · Public Safety	725.00	0.00	0.00	725.00
G442.00 · Utilities	79.32	0.00	0.00	79.32
G471.00 · Debt Service				
G471.10 · Debt Principal	775.36	0.00	0.00	775.36
G472.10 · Debt Interest	626.20	0.00	0.00	626.20
Total G471.00 · Debt Service	1,401.56	0.00	0.00	1,401.56
G489.39 · Bank Service Charges	15.00	0.00	0.00	15.00
Total Expense	11,099.21	0.00	1,116.90	12,216.11
Net Ordinary Income	-3,231.07	313.94	-1,114.57	-4,031.70
Net Income	-3,231.07	313.94	-1,114.57	-4,031.70

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of December 12, 2023

	Dec 12, 23
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	14,850.94
G101.00 · MUNICIPAL ADVANTAGE ACCT/ARPA	73,767.43
S101.00 · STATE FUND	54,349.95
Total Checking/Savings	142,968.32
Total Current Assets	142,968.32
TOTAL ASSETS	142,968.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	344.76
G211.00 · Social Security Withheld	337.61
G211.10 · Social Security - Company	337.61
G212.00 · Local Income Taxes Withheld	145.74
G213.00 · Medicare Tax Withheld	157.92
G217.00 · State Income Tax Withheld	167.18
G219.00 · EMST Tax Withheld	0.80
G221.00 · PA UC Tax Withheld	6.23
G222.00 · PA UC Company	278.50
G21000 · PAYROLL LIABILITIES - Other	21.05
Total G21000 · PAYROLL LIABILITIES	1,797.40
Total Other Current Liabilities	1,797.40
Total Current Liabilities	1,797.40
Total Liabilities	1,797.40
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	108,655.26
Net Income	8,846.85
Total Equity	141,170.92
TOTAL LIABILITIES & EQUITY	142,968.32

Truck Loan - \$ 88,342.45

JUNIATA TOWNSHIP

OCTOBER REPORT 2023 ACTIVITY REPORT FOR NOVEMBER 2023 MEETING

Dogwood Dog Lodge- I received a question about adding dog grooming to the facility and what sewage needs are required.

Andrew & Ashley Dicken.11532 Point Rd. I received a call from the property owner. I returned the call and have not heard back from him. Once the owner decides what he wants to do on the lot they can work on a path forward.

Gisela Peace, 11091 Piney Ridge Rd.- New septic tank installed.

Kepple Lot 10 Raystown Reach- Metz builders will be constructing a new home in Raystown Reach (Lot 10). I received a septic application and prebuilding app.

Wagner Baha Dr.- Prepared a letter addressing the ongoing holding tank issue at the site.

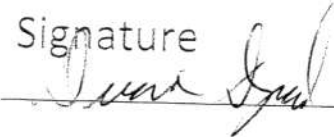
Raystown Reach- I received a call from a homeowner in Raystown Reach with a nuisance complaint. The complaint was that the homeowner's association cut swales and directed water onto the landowners property from Echo Heights drive in advance of paving the corners of Echo Heights Dr. I advised that Echo Heights Dr. is a private road with no township maintenance or involvement.

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: Nov. 14, 2023

Signature

Print Name



DYANNE DYSARD

Tammy Dysard

TAMMY DYSARD

Justin Stoner



Deb Goss

Deb Goss

Tom Walz

Tom Walz

Carl Groue

Carl Groue

Tim Corbin



JOE PINARDI