

Juniata Township Meeting

January 02, 2024

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
- **Solicitor Report**
- **Public Forum**
 -
- **New Business**
 -
- **Reports**
 - STR Enforcement
 - Construction Code Enforcement
 - Road Master/Supervisor
- **Old Business**
 - Definition of Commercial Business Property
 - Amusement Tax Ordinance Amendments
- **Announcements**
 - Next Meeting: February 13, 2024 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

December 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 November 14, 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**

- **Payne/Urban Saddle Ranch**

- Levin reported that he received two documents from Jamie Catanese in regards to the Urban Saddle Ranch water system.
 - There was a question as to whether the drinking water well for the event center is required to obtain a public water supply permit.

- Levine reviewed documents and then contacted Derek Dillon, Sanitarian at the Altoona DEP office. Dillon informed Levine that since no food is being prepped on site at the event center, no public water supply permit is needed.
- **LSA Grant**
 - Chairman Stein contacted PA State Representative, Rich Irvin, and asked him to write a letter in support of Juniata Township's grant application. Irvin wrote the letter to DCED and provided a copy to the township.

- **Solicitor Report – Wayne Bradburn**

- Ken and Dianne Stewart Litigation**

- On or about November 16, 2023, the Stewarts filed a precipe to withdrawal complaint. Therefore, from the perspective of the board and the insurance company the matter has been resolved.

- Road Bond**

- Township received a request from Brumbaugh Lumber to bond a road in Juniata Township.
 - Bradburn assisted Chairman Stein in preparing a document to bond a road in Juniata Township. Bradburn included in the document an additional insured clause requiring that all vendors/sub-contractors in the township list the township as additional insured.

- Hazardous Material Endorsement Quote**

- Bradburn spoke with Tara, Brown and Walters Insurance for clarification on the quote.

- The coverage would protect the township for both pollution and environmental exposure.
 - To provide the township with options, Bradburn requested a quote on \$500,000 in coverage in addition to the \$1,000,000 quote that was already received.

- Jeremy Eichelberger Potential Violation**

- Bradburn sent Eichelberger notice of potential violation via certified mail.

- The postal service has returned the certified letter to Bradburn undelivered.
- Bradburn is working to find a constable in the area where Eichelberger resides to deliver notice.

PUBLIC FORUM

- **No public.**

NEW BUSINESS

- **Septic System Inspection Reporting Form/Ordinance Violation Reporting Form**
 - Chairman Stein presented two forms that he developed for short-term rentals and
 - STR Septic System Inspection Walk Around Verification and Pumper Reporting to gain information needed for STR septic systems.
 - Ordinance violation reporting form to help the township gather pertinent information needed to initiate an investigation.

REPORTS

- **Construction Code Enforcement – Jamie Catanese**
 - See attached report.
- **Road Master/Supervisor Report**
 - Butch reported that the township was awarded \$70,328.27 in Dirt and Gravel funding for the mountain road.
 - Butch signed the contract today.
 - Butch reported that the red truck is currently at Marks Bros. The auger motor is being replaced and the truck is being inspected.
 - Township resident, Jamie Stuller, asked if the township would install a drain pipe for him. Butch told him if he purchased the pipe the township would install it.
 - Supervisor Brown asked if it is normal practice for the township to install drains for residents. Butch explained that by helping residents install drain pipes, it also benefits the township by controlling water run off which causes damage to the township roads.
 - Supervisor Parks reminded board that roads were not striped for winter. Will need to put on calendar for 2024.

- **Short Term Rental Enforcement – Judy Reed/Tammy Dysard**
 - Reed provided Solicitor Bradburn with a list of short-term rental owners that have not complied with the ordinance.
 - Reed had a few applicants apply for permit by signing a statement that they will have their septic systems pumped in 2024.

OLD BUSINESS

- **2024 Budget Adoption**
 - Secretary McDermott presented the 2024 Budget to the board of supervisors for adoption.

Supervisor Parks motioned to adopt the 2024 Budget. Seconded by Supervisor Brown. Unanimously approved by the Board.

- **Definition of a Commercial Property**
 - Tabled.
- **2024 Amusement Tax Ordinance Revisions**
 - Chairman Stein provided Supervisors with revisions to the amusement tax ordinance to review for their input. Stein would like to be able to schedule public meeting for ordinance at January meeting.
- **Announcements**
 - Reorganization meeting Tuesday, January 02, 2024 @ 5:00 p.m. Regular meeting to follow at 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 6:57 p.m. Seconded by Supervisor Brown.

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

December 13, 2023 through January 2, 2024

	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
G361.32 · Engineering Fees	1,344.24	0.00	0.00	1,344.24
G363.10 · Drain Install/Repairs	634.27	0.00	0.00	634.27
Total GENERAL FUND INCOME	2,578.51	0.00	0.00	2,578.51
STATE FUND INCOME				
S431.00 · INTEREST EARNINGS.				
S431.01 · Interest on Checking	0.00	0.00	2.18	2.18
Total S431.00 · INTEREST EARNINGS.	0.00	0.00	2.18	2.18
Total STATE FUND INCOME	0.00	0.00	2.18	2.18
G310.20 · EARNED INCOME TAX				
G310.21 · Earned Income Tax Current Year	2,131.35	0.00	0.00	2,131.35
G310.22 · Earned Income Tax Prior Year	90.51	0.00	0.00	90.51
Total G310.20 · EARNED INCOME TAX	2,221.86	0.00	0.00	2,221.86
G310.50 · LST TAX				
G310.51 · LST Current Year	5.25	0.00	0.00	5.25
Total G310.50 · LST TAX	5.25	0.00	0.00	5.25
G341.00 · INTEREST EARNINGS				
G341.01 · Interest on Checking	0.73	0.00	0.00	0.73
G341.00 · INTEREST EARNINGS - Other	0.00	304.77	0.00	304.77
Total G341.00 · INTEREST EARNINGS	0.73	304.77	0.00	305.50
G362.0 · PUBLIC SFTY				
G362.41 · Bldg Pmts	117.90	0.00	0.00	117.90
Total G362.0 · PUBLIC SFTY	117.90	0.00	0.00	117.90
Total Income	4,924.25	304.77	2.18	5,231.20
Expense				
MEETINGS, CONF, CONTINUING EDUC				
G400.46 · Supervisors	100.00	0.00	0.00	100.00
Total MEETINGS, CONF, CONTINUING EDUC	100.00	0.00	0.00	100.00
PAYROLL EXPENSES				
P400.05 · Supervisor Wages	468.75	0.00	0.00	468.75
P400.12 · Roadmaster Wages	19.00	0.00	0.00	19.00
P405.10 · Secretary Wages	810.00	0.00	0.00	810.00
P419.00 · STR Enforcement	138.75	0.00	0.00	138.75
P437.00 · Repairs of Tools & Machinery	74.00	0.00	0.00	74.00
P438.00 · Repair/Maint Roads & Bridges	409.00	0.00	0.00	409.00
PAYROLL EXPENSES - Other	188.77	0.00	0.00	188.77
Total PAYROLL EXPENSES	2,108.27	0.00	0.00	2,108.27
STATE FUND EXPENSES				
S437.00 · Repairs of Tools & Machinery	0.00	0.00	536.53	536.53
Total STATE FUND EXPENSES	0.00	0.00	536.53	536.53
G400.00 · Travel Reimbursement				
G400.33 · Mileage - Supervisor/Roadmaster	12.84	0.00	0.00	12.84
Total G400.00 · Travel Reimbursement	12.84	0.00	0.00	12.84
G403.00 · Tax Collection				
G403.28 · Tax Collection Fees	38.87	0.00	0.00	38.87
Total G403.00 · Tax Collection	38.87	0.00	0.00	38.87
G405.34 · Advertising	23.05	0.00	0.00	23.05
G410.00 · Public Safety				
G419.31 · Sewage Permits (SEO Fees)	110.00	0.00	0.00	110.00
Total G410.00 · Public Safety	110.00	0.00	0.00	110.00

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

December 13, 2023 through January 2, 2024

	General Fund	MAA/ARPA	State Fund	TOTAL
G471.00 · Debt Service				
G471.10 · Debt Principal	800.48	0.00	0.00	800.48
G472.10 · Debt Interest	601.08	0.00	0.00	601.08
Total G471.00 · Debt Service	1,401.56	0.00	0.00	1,401.56
Total Expense	3,794.59	0.00	536.53	4,331.12
Net Ordinary Income	1,129.66	304.77	-534.35	900.08
Net Income	1,129.66	304.77	-534.35	900.08

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of January 2, 2024

	Jan 2, 24
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	17,225.68
G101.00 · MUNICIPAL ADVANTAGE ACCT/ARPA	74,072.20
S101.00 · STATE FUND	53,815.60
Total Checking/Savings	<u>145,113.48</u>
Total Current Assets	<u>145,113.48</u>
TOTAL ASSETS	<u><u>145,113.48</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	261.76
G211.00 · Social Security Withheld	248.95
G211.10 · Social Security - Company	248.95
G212.00 · Local Income Taxes Withheld	174.53
G213.00 · Medicare Tax Withheld	116.50
G217.00 · State Income Tax Withheld	226.12
G219.00 · EMST Tax Withheld	0.80
G221.00 · PA UC Tax Withheld	7.24
G222.00 · PA UC Company	320.38
G21000 · PAYROLL LIABILITIES - Other	21.05
Total G21000 · PAYROLL LIABILITIES	<u>1,626.28</u>
Total Other Current Liabilities	<u>1,626.28</u>
Total Current Liabilities	<u>1,626.28</u>
Total Liabilities	<u>1,626.28</u>
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	119,736.13
Net Income	82.26
Total Equity	<u>143,487.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>145,113.48</u></u>

Truck Loan - \$ 88,342.45

JUNIATA TOWNSHIP

NOVEMBER REPORT 2023 ACTIVITY REPORT FOR DECEMBER 2023 MEETING

Kepple Lot 10 Raystown Reach- Received a call from the neighboring lot asking why lot 10 was permitted for a sand mound and they had to install a drip irrigation system. Explained soils change quickly and there are many factors including slopes and soil depths that affect system types.

Lot 10 Raystown Reach- Metz builders have started clearing and excavating for the new home.

Wagner Baha Dr.- Sent two certified letters to Mr. Wagner. One about the existing unpermitted holding tank and one about the campers on the adjoining lot. No response so far.

Urban Saddle Ranch- My office has received the design for the holding tank and the pre-construction permit check list from the architect. The only outstanding item I am aware of is the determination of the need for a public water supply permit.