

Juniata Township Meeting

February 13, 2024

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
- **Solicitor Report**
- **Public Forum**
 -
- **New Business**
 - Clay McMath - Hazardous Material Endorsement
 - Quotes for Service Truck Tires
 - Badging of Vehicles with Juniata Township Logo
 - Gas Powered Tamper for D&G Project
 - Road Resurfacing
- **Reports**
 - STR Enforcement
 - Construction Code Enforcement
 - Road Master/Supervisor
- **Old Business**
 - Amusement Tax Ordinance Amendments
- **Announcements**
 - Next Meeting Tuesday, March 12, 2024 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

January 02, 2024

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
- Carl Grove - Supervisor
- Leslie McDermott – Secretary/Treasurer
- Wayne Bradburn – Solicitor
- 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 December 12, 2023 meeting.

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

The financial report was presented. Supervisor Grove motioned to approve the financial report as recorded for this meeting. Seconded by Supervisor Parks. Unanimously approved by the Board.

- **Engineer Report – Tom Levine**

No Report – Levin not present.

- **Solicitor Report – Wayne Bradburn**

Hazardous Material Endorsement Quote

- Bradburn contacted Tara Frey, at Brown and Walters for a quote for \$500,000 in coverage for the Hazardous Material Endorsement. The \$1,000,000 coverage is actually cheaper than the \$500,000 coverage.
- Supervisor Grove would like more time to research the coverage. Secretary McDermott suggested that Grove contact Clay McMath and if needed, have McMath attend February's meeting to go over coverage
- Tabled decision until next meeting.
- Chairman Stein suggested developing a form outlining insurance expectations for contractors.

Jeremy Eichelberger Ordinance Violation

- Bradburn reported that serving the violation to Jeremy Eichelberger by a constable is underway.

Gail Galloway – Marcus & Mack

- Board of Supervisors received a letter from Marcus & Mack, personal injury law firm, notifying the township of a claim regarding the accident with the backhoe accident involving Galloway back in May of 2023.
- Tammy Dysard asked if Butch can be sued personally for the accident. Bradburn assured Tammy that Butch will be protected by the township's insurance coverage.

PUBLIC FORUM

- **No public.**

NEW BUSINESS

- **Speed Limit – Piney Ridge Road**

- Penn Dot Speed Limit Study
 - After the completion of the Piney Ridge Road speed limit study, Penn Dot has posted Piney Ridge Road from the township line to Parks Road 45 mph. Also, as a result of the study, the speed limit from

Leffards Bench to the bottom of the ridge will be lowered from 45 mph to 35 mph.

REPORTS

- **Short Term Rental Enforcement – Judy Reed/Tammy Dysard**
 - Still nothing from Urban Ranch and a few others.
 - Most owners have complied.
- **Construction Code Enforcement – Jamie Catanese**
 - No report. Catanese not present.
- **Road Master/Supervisor Report**
 - Butch reported that the backhoe has a cracked rim. Ordered a new one. Taking the cracked rim to see if it can be repaired to be used as a spare.
 - Looking for a tire that matches the size that is on the rim to be used as a spare.
 - Equipment inventory completed on 12/26/2023. Need to inventory tools in the trucks.
 - Backhoe was serviced by John Deere last Thursday. Ordered a few small parts that need replaced.

OLD BUSINESS

- **2024 Amusement Tax Ordinance Revisions**
 - Tabled until Supervisor Grove has a chance to review revisions. Board will schedule a workshop to complete revisions.

ANNOUNCEMENTS

- Next meeting Tuesday, February 13, 2024 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:02 p.m. Seconded by Supervisor Grove.

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

January 3 through February 13, 2024

	General Fund	State Fund	TOTAL
Ordinary Income/Expense			
Income			
GENERAL FUND INCOME			
G321.60 · STR Permits	1,200.00	0.00	1,200.00
G321.71 · Amusement Tax	32,050.16	0.00	32,050.16
G321.80 · Franchise Fees	745.50	0.00	745.50
Total GENERAL FUND INCOME	33,995.66	0.00	33,995.66
STATE FUND INCOME			
S431.00 · INTEREST EARNINGS.			
S431.01 · Interest on Checking	0.00	2.40	2.40
Total S431.00 · INTEREST EARNINGS.	0.00	2.40	2.40
Total STATE FUND INCOME	0.00	2.40	2.40
G301.00 · REAL PROPERTY TAXES			
G301.20 · Real Estate Taxes Prior Year	798.35	0.00	798.35
G301.40 · Real Estate Taxes Delinquent TB	179.32	0.00	179.32
Total G301.00 · REAL PROPERTY TAXES	977.67	0.00	977.67
G310.00 · PER CAPITA TAXES			
G310.02 · Per Capita Taxes Prior Year	94.50	0.00	94.50
Total G310.00 · PER CAPITA TAXES	94.50	0.00	94.50
G310.10 · Real Estate Transfer Tax	4,420.34	0.00	4,420.34
G310.20 · EARNED INCOME TAX			
G310.21 · Earned Income Tax Current Year	3,196.49	0.00	3,196.49
G310.22 · Earned Income Tax Prior Year	149.63	0.00	149.63
Total G310.20 · EARNED INCOME TAX	3,346.12	0.00	3,346.12
G310.50 · LST TAX			
G310.51 · LST Current Year	17.20	0.00	17.20
Total G310.50 · LST TAX	17.20	0.00	17.20
G341.00 · INTEREST EARNINGS			
G341.01 · Interest on Checking	1.89	0.00	1.89
G341.00 · INTEREST EARNINGS · Other	348.24	0.00	348.24
Total G341.00 · INTEREST EARNINGS	350.13	0.00	350.13
G362.0 · PUBLIC SFTY			
G362.41 · Bldg Pmts	154.90	0.00	154.90
Total G362.0 · PUBLIC SFTY	154.90	0.00	154.90
Total Income	43,356.52	2.40	43,358.92
Expense			
GENERAL FUND EXPENSES			
PUBLIC WRKS HIGHWAYS ROADS & ST			
G437.00 · Repairs of Tools & Machinery	341.40	0.00	341.40
G438.00 · Maint & Repair Roads Bridges	0.00	4,840.00	4,840.00
Total PUBLIC WRKS HIGHWAYS ROADS & ST	341.40	4,840.00	5,181.40
Total GENERAL FUND EXPENSES	341.40	4,840.00	5,181.40
INSURANCE CASUALTY & SURETY			
G486.10 · Insurance - Liability	825.59	0.00	825.59
G486.30 · Insurance - Automobile	979.36	0.00	979.36
G486.70 · Worker's Compensation	447.46	0.00	447.46
Total INSURANCE CASUALTY & SURETY	2,252.41	0.00	2,252.41
PAYROLL EXPENSES			
P400.05 · Supervisor Wages	468.75	0.00	468.75
P400.12 · Roadmaster Wages	28.50	0.00	28.50
P405.10 · Secretary Wages	810.00	0.00	810.00
P409.37 · Building Repair/Maint	234.00	0.00	234.00
P419.00 · STR Enforcement	393.75	0.00	393.75
P432.00 · Winter Maintenance	1,528.50	0.00	1,528.50
P437.00 · Repairs of Tools & Machinery	190.00	0.00	190.00
P438.00 · Repair/Maint Roads & Bridges	1,221.00	0.00	1,221.00

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

January 3 through February 13, 2024

	General Fund	State Fund	TOTAL
PAYROLL EXPENSES - Other	526.82	0.00	526.82
Total PAYROLL EXPENSES	5,401.32	0.00	5,401.32
STATE FUND EXPENSES			
S432.00 · Winter Maintenance Snow Removal	0.00	880.00	880.00
S437.00 · Repairs of Tools & Machinery	0.00	3,598.77	3,598.77
S438.00 · Repair/Maint Roads & Bridges	0.00	2,543.67	2,543.67
Total STATE FUND EXPENSES	0.00	7,022.44	7,022.44
G400.00 · Travel Reimbursement			
G400.33 · Mileage - Supervisor/Roadmaster	37.52	0.00	37.52
G419.33 · Mileage - STR Enforcement	5.36	0.00	5.36
Total G400.00 · Travel Reimbursement	42.88	0.00	42.88
G403.00 · Tax Collection			
G403.28 · Tax Collection Fees	58.56	0.00	58.56
Total G403.00 · Tax Collection	58.56	0.00	58.56
G405.21 · Office Supplies	29.44	0.00	29.44
G442.00 · Utilities	835.39	0.00	835.39
G471.00 · Debt Service			
G471.10 · Debt Principal	787.16	0.00	787.16
G472.10 · Debt Interest	614.40	0.00	614.40
Total G471.00 · Debt Service	1,401.56	0.00	1,401.56
Total Expense	10,362.96	11,862.44	22,225.40
Net Ordinary Income	32,993.56	-11,860.04	21,133.52
Net Income	32,993.56	-11,860.04	21,133.52

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of February 13, 2024

	Feb 13, 24
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	51,096.13
G101.00 · MUNICIPAL ADVANTAGE ACCT/ARPA	74,420.44
S101.00 · STATE FUND	41,955.56
Total Checking/Savings	167,472.13
Total Current Assets	167,472.13
TOTAL ASSETS	167,472.13
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	412.76
G211.00 · Social Security Withheld	405.62
G211.10 · Social Security - Company	405.62
G212.00 · Local Income Taxes Withheld	106.24
G213.00 · Medicare Tax Withheld	189.72
G217.00 · State Income Tax Withheld	200.87
G219.00 · EMST Tax Withheld	20.80
G221.00 · PA UC Tax Withheld	3.91
G222.00 · PA UC Company	196.16
G21000 · PAYROLL LIABILITIES - Other	9.71
Total G21000 · PAYROLL LIABILITIES	1,951.41
Total Other Current Liabilities	1,951.41
Total Current Liabilities	1,951.41
Total Liabilities	1,951.41
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	119,736.13
Net Income	22,115.78
Total Equity	165,520.72
TOTAL LIABILITIES & EQUITY	167,472.13

Truck Loan \$ 86754.81
ARPA Funds \$ 55965.06

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date:

Signature

Print Name

Judith Reed
John

Judith Reed
Tim Brown

Tammy Dysard
Dennis Dysard

Tammy Dysard
Dennis Dysard

Tim Carbin

John
AT

Justin Stoner

JUNIATA TOWNSHIP 2024 REORGANIZATION MEETING

The 2024 reorganization meeting for Juniata Township was held on January 2, 2024 and was called to order at 5:00 p.m. by secretary/treasurer Leslie McDermott.

Greg Stein was appointed Chairman of the Board on a motion by Dean Parks. Seconded by Carl Grove. Greg Stein accepted the position and proceeded with the meeting.

RE-ORGANIZATIONAL MEETING 01/02/2024	
CHAIRMAN	Greg Stein
VICE CHAIRMAN	Dean Parks
SUPERVISOR	Carl Grove
SECRETARY/TREASURER	Leslie McDermott
ROADMASTER	Duane Dysard
SEWAGE ENFORCEMENT OFFICER	Jamie Catanese
ASSISTANT SEWAGE ENFORCEMENT OFFICER	Edward Swartz
CODE ENFORCEMENT/BLDG CODE OFFICER > 1000 Sq. Ft.	Bureau of Veritas
CODE ENFORCEMENT/BLDG CODE OFFICER < 1000 Sq. Ft.	Jamie Catanese
SOLICITOR	Wayne Bradburn
ENGINEER	Tom Levine, Levine Engineering
BANK	Kish Bank
SECRETARY/TREASURER BOND	\$150,000
VACANCY BOARD CHAIRMAN	Timothy Brown
VACANCY BOARD	Vacant
PLANNING BOARD	Vacant
AUDITOR	CPA Associates
TAX COLLECTOR	Marcia Fisher
DEPUTY TAX COLLECTOR	Karl Lang
MEETINGS	
2024 MEETING TIME	2nd Tues of Month @ 6:00 p.m.
2024 WORK SHOP MEETING TIME	2nd Tues of Month @ 5:30 p.m.
LOCATION OF MEETING	Juniata Township Municipal Bldg.
RENT OF TOWNSHIP BUILDING	
RESIDENT	\$40.00
NON-RESIDENT	\$60.00
CHARITY	\$20.00

BANK SIGNERS FOR 2024	
Gregory S. Stein	
Dean Parks	
ADD Carl F. Grove as a signer on all bank accounts	
Leslie A. McDermott	
REMOVE Timothy Brown as a signer	
WAGES	
ROADMASTER	\$19.00/hour
LABORER/EQUIPMENT OPERATOR	\$18.00/hour
CLEANING TOWNSHIP BUILDING	\$16.00/hour
SECRETARY/TREASURER	\$18.00/hour
ASSISTANT SECRETARY	\$12.00/hour
SUPERVISORS	\$156.25/month
CODE ENFORCEMENT/BLDG CODE OFFICER	\$16.00/hour
LABORER	\$15.00/hour
TAXES	
REAL ESTATE	3.25 mills
EARNED INCOME TAX	1.50%
PER CAPITA	\$5.00
TRANSFER TAX	1/2 of 1%
PAYROLL DEDUCTIONS	
SOCIAL SECURITY	6.20%
MEDICARE	1.45%
STATE	3.07%
LOCAL	1.50%
UNEMPLOYMENT EMPLOYER	3.4938%
UNEMPLOYMENT EMPLOYEE	0.07%
OCCUPATIONAL TAX	\$10.00
MILEAGE	.67 per mile

Dean Parks made a motion to accept the above items for 2024. Seconded by Carl Grove. Unanimously approved by the Board. Meeting adjourned at 5:45 p.m.

The purchasing, telephonic price quotes and public bidding requirements for 2024 are as follows:

- Purchases/Contracted work \$0.01 - \$12,600.00 – no phone quotes or bidding necessary
- Purchases/Contracted work \$12,600.00 - \$23,200.00 – (3) Written or telephonic quotes required
- Purchases/Contracted work > \$23,200.00 – Public bidding/advertising is required



Valley Rural Electric Cooperative, Inc.

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Your Touchstone Energy® Cooperative



Huntingdon District
10787 Station Road
PO Box 477
Huntingdon, PA 16652
814-643-2650 (Voice)
800-432-0680 (Toll-free)
814-627-0464 (Fax)



Juniata Township Supervisors
Attn: Board of Supervisors
PO Box 248
Huntingdon PA 16652-0248

1-1-4

January 22, 2024

Dear property owner,

The purpose of this letter is to notify you that Asplundh Tree Expert, LLC will be completing right-of-way vegetation management services along the cooperative's power lines in your area. This work is necessary for maintaining the safe and reliable operation of our electric facilities.

The cooperative's goal is to provide you with the reliable electric service you've come to expect while keeping rates as low as possible for all members. Well-maintained rights-of-way are essential for dependable service. Tree limbs contacting electric lines is a leading cause of blinking lights and power outages. A properly maintained right-of-way helps to reduce these costly factors in delivering reliable electric service to our members.

WHAT TO EXPECT:

Tree Trimming

- Trees with limbs encroaching the facilities will be trimmed to obtain the proper clearance.

Tree Removal

- Trees that represent a hazard to the distribution facilities will be identified and cut down as necessary.

Debris Disposal

- Any large wood resulting from the tree work will remain on your property. In maintained lawn areas, limbs and brush resulting from the tree work will be chipped and hauled away. In unmaintained, or wooded areas, the limbs and brush will be mulched by a mower or manually with a chainsaw along the right-of-way edge.

Herbicide

- Targeted, selective, application of EPA-approved herbicides will be used to control incompatible brush species on the right of way.

As a courtesy, Asplundh Tree Expert, LLC will attempt to notify each property owner to discuss the vegetation maintenance work required. The cooperative and our contractors contact nearly 4,000 property owners each year concerning right-of-way vegetation management. Because of the large number of property owners on our system, there are scenarios in which a property owner may be missed. *If you have specific questions or concerns about this work, please take this opportunity to contact me at 814-506-1635 or 1-800-432-0680 Ext. 1635.*

Sincerely,

Kevin Detwiler
Utility Forester/ Arborist



JUNIATA TOWNSHIP
CARL GROVE

HUNTINGDON PA 16652

Stock #: 1234567890
0
Mileage In:0 Mileage Out:0
Kilometer In:0 Kilometer Out:0

COMMENTS & DESCRIPTION OF CHARGES	PRICE	PARTS & LOBRICANTS USED	QTY	TOTAL
		-TRAVELSTAR LT245/75R17 A/T TIRES	6.00	1,040.28
		-MOUNT/SPIN BALANCE INCLUDED IN TIRE PURCHASE	6.00	0.00
			Hazmat.....:	0.00
			Sublet.....:	0.00
			Parts.....:	1,040.28
			Labor Hours.....:	0.00
			Labor.....:	0.00
			Sales Tax.....:	62.42
			Shipping.....:	0.00
			Total:	1,102.70
			Balance Due:	1,102.70

REPAIR/INSPECTION COMPLETED _____

ACCEPTANCE SIGNATURE _____

Thank You!
Schedule Ahead For Your Next Appointment!