

Juniata Township Meeting

November 12, 2024

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Engineer Report**
 - LSA Grant
- **Solicitor Report**
 - Solar Farm Ordinance
- **Public Forum**
 - John Young
- **New Business**
 - 2025 Budget
- **Reports**
 - STR Enforcement
 - Construction Code Enforcement
 - Jamie Catanese Resignation Approval
 - Appointment of New Code Enforcement Officer
 - Road Master/Supervisor
 - D&G Project Final Report
- **Old Business**
 - Bright Speed Fiber Internet
- **Announcements**
 - Next meeting Tuesday, December 10, 2024 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

October 08, 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
- Tom Levine – Engineer
- Wayne Bradburn - Solicitor
- Jamie Catanese – Code Enforcement
- Butch Dysard – Roadmaster
- Tammy Dysard – STR Enforcement

Guests:

- See Attached

Reading and approval of the regular meeting minutes from the monthly township meeting held on September 10, 2024.

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

- **2025 Budget**
 - Secretary McDermott presented the 2025 Budget for advertisement.

Supervisor Parks motioned to advertise the 2025 Budget. Seconded by Supervisor Grove. Unanimously approved by the board.

- **Engineer Report – Tom Levine**
 - Received the performance bond, payment bond and certificate of insurance from Grannas Brothers for the Riverview Heights and Stone Bridge Hollow improvement project.
 - Issued the notice to proceed to Grannas Bros.
 - Presented contract to be signed by the Board of Supervisors.

Solicitor Report – Wayne Bradburn

- Filed the Roby minor sub-division plan
- Sent certified letter of STR Ordinance violation to Fedash.
- Edited excess maintenance agreement to fit Juniata Township. Would like supervisors to determine if there are any old road weight limit resolutions or ordinances already in place for Juniata Township.
- Solar Farm Ordinance – still need to meet with Supervisor Grove to finalize.
- Advised Supervisors that it is non-productive to pursue a CAFO ordinance due to state guidelines. Supervisors agreed not to pursue an ordinance at this time.

PUBLIC FORUM

- No Public

NEW BUSINESS

- **2025 Budget**
 - Secretary McDermott presented the 2025 Budget for advertisement.

Supervisor Parks motioned to advertise the 2025 Budget. Seconded by Supervisor Grove. Unanimously approved by the Board.

REPORTS

- **STR Enforcement – Tammy Dysard**
 - After receiving a certified letter of violation for the STR Ordinance, Mike Fedash worked with Tammy to comply with the ordinance and Tammy issued Fedash an STR Permit.
 - Received another septic pumping report that Tammy turned over to Jamie.
 - Tim Snare’s septic pumping will be completed in November.

- Watson's – JSM Realty – Tammy gave Jamie pumping sheets to review. Jamie pulled the Watson file and found that DEP and Juniata Township permitted Watson's for 32 campsites, 2 cabins and 1 bathhouse. The drawing of the campground submitted by Watson shows more cabins than what they were permitted for. Jamie will need to do more research and report at a later meeting.
- **Flood Plain Administration – Tammy Dysard**
 - Nothing to report.
- **Construction Code Enforcement**
 - See attached report.
- **Roadmaster/Supervisor Report**
 - Replaced drain tiles in Riverview Heights for residents.
 - Supervisor Grove does not feel that the township should be supplying the labor to replace drain tiles for Juniata Township residents without having something in writing to protect the township from liability. Grove also stated that if you do it for one resident you will have to do it for all residents.
 - Supervisor Stein believes that replacing drain tiles for residents is not only helping the residents but also helping the township mitigate water issues.
 - Supervisors agreed that the board should research this and have a set cost and a waiver for replacing drain tiles for residents.
 - Tim smoothed the berms in Riverview Heights preparing for the road project.
 - The red truck is at Bilger's garage for repairs.
 - Supervisor Stein submitted another Dirt & Gravel application to continue work on the mountain road.
 - Have not received a start date from Weikert for the road repair on Baker's Hollow.
 - Supervisor Parks attended the yearly COG meeting. At the meeting, it was suggested that every township should purchase a copy of a book titled Beyond Code Book as a valuable township resource. The purchase price of the book is \$50.00.

Supervisor Stein motioned to purchase the Beyond Code Book at a cost of \$50.00. Seconded by Supervisor Grove. Unanimously approved by the board.

- Supervisor Parks also attended a hazard mitigation plan meeting held by Huntingdon County. Every township is expected to have a hazard mitigation plan in place by July 01, 2025. If the township doesn't want to develop their own plan, the township can adopt the county's plan when it is complete.

OLD BUSINESS

- **LSA Grant Status (Point Road Project)**
 - Levine that he received an email with a list of approved projects awarded to date. The email stated that the rest of the projects have not been considered yet.
 - Supervisor Stein contacted Walter at Rich Irvin's office regarding the LSA Grant. Was told that there is a grant meeting scheduled for mid-November.
- **Township Code Enforcement Position**
 - Supervisors scheduled a meeting for October 17, 2024 @ 5:30 p.m. to meet with applicant Tim Corbin and Jamie to go over the job description.
- **Bright Speed Fiber Internet**
 - Supervisor Stein has been unable to make contact with the representative to schedule a meeting.
- **Solar Farm/CAFO Ordinance**
 - See above solicitor's report.

ANNOUNCEMENTS

- Next meeting Tuesday, November 12, 2024 @ 6:00 p.m.
- Supervisor Parks motioned to adjourn the meeting @ 6:58 p.m. Seconded by Supervisor Grove.

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

October 9 through November 12, 2024

	General Fund	State Fund	TOTAL
Ordinary Income/Expense			
Income			
GENERAL FUND INCOME			
G321.71 · Amusement Tax	4,702.10	0.00	4,702.10
G361.30 · Zoning Subdivision & Land Devel	75.00	0.00	75.00
Total GENERAL FUND INCOME	4,777.10	0.00	4,777.10
G301.00 · REAL PROPERTY TAXES			
G301.10 · Real Estate Taxes Current Year	1,021.02	0.00	1,021.02
G301.40 · Real Estate Taxes Delinquent TB	669.70	0.00	669.70
Total G301.00 · REAL PROPERTY TAXES	1,690.72	0.00	1,690.72
G310.00 · PER CAPITA TAXES			
G310.01 · Per Capita Taxes Current Year	36.75	0.00	36.75
G310.03 · Per Capita Delinquent	10.50	0.00	10.50
Total G310.00 · PER CAPITA TAXES	47.25	0.00	47.25
G310.10 · Real Estate Transfer Tax	1,884.05	0.00	1,884.05
G310.20 · EARNED INCOME TAX			
G310.21 · Earned Income Tax Current Year	2,091.73	0.00	2,091.73
Total G310.20 · EARNED INCOME TAX	2,091.73	0.00	2,091.73
G310.50 · LST TAX			
G310.53 · LST Delinquent	9.90	0.00	9.90
Total G310.50 · LST TAX	9.90	0.00	9.90
G331.00 · FINES			
G331.10 · Court - District Magistrate	100.00	0.00	100.00
Total G331.00 · FINES	100.00	0.00	100.00
G341.00 · INTEREST EARNINGS			
G341.01 · Interest on Checking	4.24	0.00	4.24
G341.00 · INTEREST EARNINGS - Other	308.95	0.00	308.95
Total G341.00 · INTEREST EARNINGS	313.19	0.00	313.19
G362.0 · PUBLIC SFTY			
G362.41 · Bldg Pmts	445.70	0.00	445.70
G362.44 · Sewage Permits/SEO Fees	1,185.00	0.00	1,185.00
Total G362.0 · PUBLIC SFTY	1,630.70	0.00	1,630.70
Total Income	12,544.64	0.00	12,544.64
Expense			
GENERAL FUND EXPENSES			
PUBLIC WRKS HIGHWAYS ROADS & ST			
G437.00 · Repairs of Tools & Machinery	346.32	0.00	346.32
G438.00 · Maint & Repair Roads Bridges	1,950.36	0.00	1,950.36
Total PUBLIC WRKS HIGHWAYS ROADS &...	2,296.68	0.00	2,296.68
Total GENERAL FUND EXPENSES	2,296.68	0.00	2,296.68
GENERAL GOV'T BLDG & PLANT			
G409.37 · Building Repair/Maintenance	40.00	0.00	40.00
Total GENERAL GOV'T BLDG & PLANT	40.00	0.00	40.00
INSURANCE CASUALTY & SURETY			
G486.10 · Insurance - Liability	449.98	0.00	449.98
G486.30 · Insurance - Automobile	500.21	0.00	500.21
G486.60 · Fidelity & Surety Bonds	368.00	0.00	368.00
G486.70 · Worker's Compensation	208.57	0.00	208.57

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

October 9 through November 12, 2024

	General Fund	State Fund	TOTAL
Total INSURANCE CASUALTY & SURETY	1,526.76	0.00	1,526.76
MEETINGS, CONF, CONTINUING EDUC			
G403.46 · Tax Collector	50.00	0.00	50.00
Total MEETINGS, CONF, CONTINUING EDUC	50.00	0.00	50.00
PAYROLL EXPENSES			
P400.05 · Supervisor Wages	468.75	0.00	468.75
P400.12 · Roadmaster Wages	28.50	0.00	28.50
P403.11 · Tax Collector Wages	52.89	0.00	52.89
P405.10 · Secretary Wages	810.00	0.00	810.00
P409.37 · Building Repair/Maint	27.00	0.00	27.00
P419.00 · STR Enforcement	142.50	0.00	142.50
P432.00 · Winter Maintenance	0.00	0.00	0.00
P437.00 · Repairs of Tools & Machinery	171.00	0.00	171.00
P438.00 · Repair/Maint Roads & Bridges	1,125.00	0.00	1,125.00
PAYROLL EXPENSES - Other	296.65	0.00	296.65
Total PAYROLL EXPENSES	3,122.29	0.00	3,122.29
STATE FUND EXPENSES			
S438.00 · Repair/Maint Roads & Bridges	0.00	431.47	431.47
Total STATE FUND EXPENSES	0.00	431.47	431.47
G403.00 · Tax Collection			
G403.28 · Tax Collection Fees	36.60	0.00	36.60
Total G403.00 · Tax Collection	36.60	0.00	36.60
G405.21 · Office Supplies	108.51	0.00	108.51
G405.23 · Postage and Delivery	1.50	0.00	1.50
G405.34 · Advertising	18.25	0.00	18.25
G410.00 · Public Safety			
G419.31 · Sewage Permits (SEO Fees)	665.00	0.00	665.00
Total G410.00 · Public Safety	665.00	0.00	665.00
G430.00 · General Services			
G430.39 · Equipment Rental	1,840.68	0.00	1,840.68
Total G430.00 · General Services	1,840.68	0.00	1,840.68
G442.00 · Utilities	209.55	0.00	209.55
G471.00 · Debt Service			
G471.10 · Debt Principal	856.94	0.00	856.94
G472.10 · Debt Interest	544.62	0.00	544.62
Total G471.00 · Debt Service	1,401.56	0.00	1,401.56
Total Expense	11,317.38	431.47	11,748.85
Net Ordinary Income	1,227.26	-431.47	795.79
Net Income	1,227.26	-431.47	795.79

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of November 12, 2024

	<u>Nov 12, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	96,960.66
G101.00 · MUNICIPAL ADVANTAGE ACCT/ARPA	77,541.67
S101.00 · STATE FUND	84,281.51
Total Checking/Savings	<u>258,783.84</u>
Total Current Assets	<u>258,783.84</u>
TOTAL ASSETS	<u>258,783.84</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	368.76
G211.00 · Social Security Withheld	416.50
G211.10 · Social Security - Company	416.50
G212.00 · Local Income Taxes Withheld	112.37
G213.00 · Medicare Tax Withheld	194.82
G217.00 · State Income Tax Withheld	206.25
G219.00 · EMST Tax Withheld	0.80
G221.00 · PA UC Tax Withheld	3.96
G222.00 · PA UC Company	197.47
G21000 · PAYROLL LIABILITIES - Other	<u>-10.75</u>
Total G21000 · PAYROLL LIABILITIES	<u>1,906.68</u>
Total Other Current Liabilities	<u>1,906.68</u>
Total Current Liabilities	<u>1,906.68</u>
Total Liabilities	<u>1,906.68</u>
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	119,757.78
Net Income	<u>113,450.57</u>
Total Equity	<u>256,877.16</u>
TOTAL LIABILITIES & EQUITY	<u>258,783.84</u>

Truck Loan - \$79,319.15

November 11, 2024

Email: greg_cairo@yahoo.com

Mr. Greg Stein, Chairman
Juniata Township Supervisors
P.O. Box 248
Huntingdon, PA 16652

**Re: Engineer's Report – November 12, 2024 Meeting
Juniata Township Supervisors / Juniata Township, Huntingdon County, Pennsylvania**

Dear Greg:

Unfortunately, I will not be able to attend the meeting of the Supervisors on Tuesday, November 12, 2024. Therefore, I have prepared this letter to serve as my report. The following are the agenda items in the same order and format as the meeting agenda with my report in **bold text**.

A. LSA Grant Award

Leslie should receive a grant agreement by email. The same should be provided to Wayne for review and a report on the conditions of the grant award.

B. 2024 Road Improvements

1. Contract Work with Grannas Brothers Stone and Asphalt Company

Grannas Brothers completed the work under this contract. The scope of work was modified on Stonebridge Road where the 19mm base repair was deleted, and an additional 1100 feet of road was reprofiled with 9.5 mm. Payment request will be provided to Leslie and a copy should be sent to me for review before payment is approved.

2. Shoulder Backup Work

I will defer to Butch for this report as I believe the work is being done by the road crew.

C. Drinking Water Analysis at 6250 Hunter Drive

On October 6, 2024 I met with Rachel Peters at her home and collected a water sample for analysis. See the Chain-of-Custody report enclosed. To date, I have not yet received the test results.

Please feel free to call me at (814) 935-1928 before 6:00 PM to discuss this report. In the meantime, if you have any questions, please do not hesitate to contact me at your convenience.

Very truly yours,



Thomas M. Levine, P.E.

TML/lrl

Enclosures

cc: Wayne Bradburn, Esquire
Leslie McDermott
Carl Grove

October 16, 2024

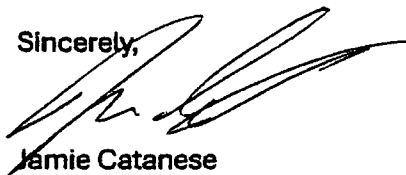
Juniata Twp. Board of Supervisors
6208 Parks Rd.,
Huntingdon, PA 16652

Supervisors,

I resign from my position of construction code enforcement officer effective October 12, 2024.

Thank you for the opportunity to serve our community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Catanese', with a stylized flourish extending to the right.

Jamie Catanese

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date:

Signature

Print Name

Judith Reed

Judith Reed

Timothy M Brown

Tim Brown

Chris Confer