

## **Juniata Township Meeting**

**September 07, 2021**

### **Minutes**

Chairman Stein called the meeting to order at 6:00 p.m. at the Juniata Township Municipal Building.

### **Attendance**

Present:

- Greg Stein – Chairman
- Dean Parks – Co-chairman; Supervisor
- Wib Hall - Supervisor
- Leslie McDermott – Secretary/Treasurer

Guests:

- Tom Levine, Levine Engineering
- Yvonne Stein
- Barry Parks
- Joe Dinardi
- Pete Castle

Reading and approval of the regular meeting minutes from the August 03, 2021 monthly township meeting.

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

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

## **PUBLIC FORUM:**

### **RIDGEVIEW Dixie Ridge Campground**

- Plans for campground were filed with Tom Levine. He made sure plans were complete and sent set to Huntingdon County Planning
- Reviewed drawings, spoke with the engineer from Hawbaker's and sent him marked up plans and a comment letter.
- Plan set is under review by Tom and the county planning office.
- Tom reviewed township's ordinance. The project is consistent with ordinance.
- Many steps need completed before approval. Still need approvals from Huntingdon County Conservation District and DEP.
- Board of Supervisors must deny or approve plan within 90 days. Owners may request a time extension.

### **Castle**

- Pete Castle attended the meeting to inquire about building permits. Supervisors provided him with Jamie's contact information.

## **NEW BUSINESS:**

### **TCC Appointment Resolution**

- Act 32 requires the governing bodies of townships to appoint one voting delegate to be township's tax collection committee representative.
- Julie Johns, Walker Township Secretary, has agreed to take this position. Therefore, a resolution is needed to appoint her as the TCC representative/voting delegate.

Supervisor Hall made a motion to approve Resolution 2021-03 appointing Julie Johns as the township's TCC representative/voting delegate for Huntingdon Area School District municipalities and boroughs. Seconded by Supervisor Parks. Unanimously approved by the board.

### **New Employee**

- Shanon Boyle resigned and Michael Grandusky was hired to replace her at a rate of \$15.00/hour.
- Will schedule drug testing for Mike.

Supervisor Parks motioned to approve the hiring of Michael Grandusky at a rate of \$15.00/hour. Seconded by Supervisor Hall. Unanimously approved by the Board.

## **OLD BUSINESS**

### **Posting Meeting Agendas**

- Agendas must be posted at the township building 24 hours in advance of the meeting.

### **Examination of Liquid Fuels Tax Fund for the period January 1, 2019 to December 31, 2020**

- Completed, no findings.

### **PSAT Website**

- Supervisor Stein is working with PSATs to develop website.

### **American Rescue Plan Funding for Townships**

- Supervisor Stein mailed the letter that he wrote to Senator John Joyce on August 12, 2021. Received confirmation of receipt on August 20, 2021.
- Supervisor Stein will follow up with a telephone call.

### **Amusement Tax**

- No new developments.

### **Jill Jones Property**

- Solicitor Newfield is in the process of preparing letter of violation

### **Construction Code Enforcement**

- Received a call to replace a deck at the house next to Corbin's Bridge on Point Road. Met with contractor on site but have not heard back from them.
- Gave Nick info on Jill Jones rental
- Received preliminary drawings for Ridgeview Campground.
- Andy from GHD emailed regarding sewage flows for campground. DEP says 100 gpd per site. They have flow meter data from similar campgrounds that show 30 gpd per site. We could allow mid 30 gpd for flows. Should speak with owners about flows before giving approval to numbers.
- Larry Baker, perc testing for lot on Ripka Road.

## **Planning Commission**

- No Report.

## **Road Master Report**

- Striped roads from township line to Overlook.
- Blacktop River Road
- Penn Township is going to mow Baker's Hollow in the next couple days.
- Terry Hawn has not mowed township yet. He is waiting on part for tractor.
- Working on Mountain Road
- Lost berm at Stone House on Point Road from flooding.
- When finished on Mountain Road, guys will work on cleaning ditches and cross drains.

## **Supervisor Report**

- Supervisor Stein would like to get road signs made listing the township's website address and contact information to place at points throughout to the township.
- Need new signs listing the township's contact telephone number.
- Supervisor Stein will get pricing for next meeting.

Supervisor Hall motioned to adjourn the meeting @ 7:40 p.m. Seconded by Supervisor Parks.

Next meeting will be held October 05, 2021 @ 6:00 p.m.

## BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

## Profit &amp; Loss by Class

September 2021

10/05/21

Cash Basis

|  | General Fund     | State Fund    | TOTAL            |
|--|------------------|---------------|------------------|
| <b>Ordinary Income/Expense</b>                   |                  |               |                  |
| <b>Income</b>                                    |                  |               |                  |
| <b>GENERAL FUND INCOME</b>                       |                  |               |                  |
| G355.07 · Foreign Fire Insurance Tax Dist        | 3,605.17         | 0.00          | 3,605.17         |
| G361.30 · Zoning Subdivision & Land Devel        | 150.00           | 0.00          | 150.00           |
| <b>Total GENERAL FUND INCOME</b>                 | <b>3,755.17</b>  | <b>0.00</b>   | <b>3,755.17</b>  |
| <b>STATE FUND INCOME</b>                         |                  |               |                  |
| <b>S431.00 · INTEREST EARNINGS.</b>              |                  |               |                  |
| S431.01 · Interest on Checking                   | 0.00             | 1.70          | 1.70             |
| <b>Total S431.00 · INTEREST EARNINGS.</b>        | <b>0.00</b>      | <b>1.70</b>   | <b>1.70</b>      |
| <b>Total STATE FUND INCOME</b>                   | <b>0.00</b>      | <b>1.70</b>   | <b>1.70</b>      |
| <b>G310.00 · PER CAPITA TAXES</b>                |                  |               |                  |
| G310.03 · Per Capita Delinquent                  | 52.50            | 0.00          | 52.50            |
| <b>Total G310.00 · PER CAPITA TAXES</b>          | <b>52.50</b>     | <b>0.00</b>   | <b>52.50</b>     |
| <b>G310.10 · Real Estate Transfer Tax</b>        | 3,434.90         | 0.00          | 3,434.90         |
| <b>G310.20 · EARNED INCOME TAX</b>               |                  |               |                  |
| G310.21 · Earned Income Tax Current Year         | 4,007.26         | 0.00          | 4,007.26         |
| G310.22 · Earned Income Tax Prior Year           | -21.52           | 0.00          | -21.52           |
| <b>Total G310.20 · EARNED INCOME TAX</b>         | <b>3,985.74</b>  | <b>0.00</b>   | <b>3,985.74</b>  |
| <b>G310.50 · LST TAX</b>                         |                  |               |                  |
| G310.51 · LST Current Year                       | 202.99           | 0.00          | 202.99           |
| <b>Total G310.50 · LST TAX</b>                   | <b>202.99</b>    | <b>0.00</b>   | <b>202.99</b>    |
| <b>G341.00 · INTEREST EARNINGS</b>               |                  |               |                  |
| G341.01 · Interest on Checking                   | 3.28             | 0.00          | 3.28             |
| G341.02 · Interest on Savings                    | 2.62             | 0.00          | 2.62             |
| <b>Total G341.00 · INTEREST EARNINGS</b>         | <b>5.90</b>      | <b>0.00</b>   | <b>5.90</b>      |
| <b>G362.0 · PUBLIC SFTY</b>                      |                  |               |                  |
| G362.44 · Sewage Permits/SEO Fees                | 1,075.00         | 0.00          | 1,075.00         |
| <b>Total G362.0 · PUBLIC SFTY</b>                | <b>1,075.00</b>  | <b>0.00</b>   | <b>1,075.00</b>  |
| <b>Total Income</b>                              | <b>12,512.20</b> | <b>1.70</b>   | <b>12,513.90</b> |
| <b>Expense</b>                                   |                  |               |                  |
| <b>GENERAL FUND EXPENSES</b>                     |                  |               |                  |
| <b>PUBLIC WRKS HIGHWAYS ROADS &amp; ST</b>       |                  |               |                  |
| G437.00 · Repairs of Tools & Machinery           | 311.04           | 0.00          | 311.04           |
| G438.00 · Maint & Repair Roads Bridges           | 525.00           | 326.99        | 851.99           |
| <b>Total PUBLIC WRKS HIGHWAYS ROADS &amp; ST</b> | <b>836.04</b>    | <b>326.99</b> | <b>1,163.03</b>  |
| <b>Total GENERAL FUND EXPENSES</b>               | <b>836.04</b>    | <b>326.99</b> | <b>1,163.03</b>  |
| <b>GENERAL GOV'T BLDG &amp; PLANT</b>            |                  |               |                  |
| G409.37 · Building Repair/Maintenance            | 90.00            | 0.00          | 90.00            |
| <b>Total GENERAL GOV'T BLDG &amp; PLANT</b>      | <b>90.00</b>     | <b>0.00</b>   | <b>90.00</b>     |
| <b>GENERAL GOVERNMENT</b>                        |                  |               |                  |
| G404.00 · Solicitor                              | 375.00           | 0.00          | 375.00           |
| G406.48 · Website                                | 440.00           | 0.00          | 440.00           |
| <b>Total GENERAL GOVERNMENT</b>                  | <b>815.00</b>    | <b>0.00</b>   | <b>815.00</b>    |
| <b>INSURANCE CASUALTY &amp; SURETY</b>           |                  |               |                  |
| G486.10 · Insurance - Liability                  | 327.09           | 0.00          | 327.09           |
| G486.20 · Insurance - Property/Casualty          | 68.18            | 0.00          | 68.18            |
| G486.30 · Insurance - Automobile                 | 341.18           | 0.00          | 341.18           |
| G486.70 · Worker's Compensation                  | 182.82           | 0.00          | 182.82           |
| <b>Total INSURANCE CASUALTY &amp; SURETY</b>     | <b>919.27</b>    | <b>0.00</b>   | <b>919.27</b>    |

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

10/05/21

Profit & Loss by Class

Cash Basis

September 2021

|   | General Fund     | State Fund        | TOTAL             |
|---|------------------|-------------------|-------------------|
| <b>PAYROLL EXPENSES</b>                     |                  |                   |                   |
| P400.05 · Supervisor Wages                  | 468.75           | 0.00              | 468.75            |
| P400.12 · Roadmaster Wages                  | 662.00           | 0.00              | 662.00            |
| P405.10 · Secretary Wages                   | 620.50           | 0.00              | 620.50            |
| P409.37 · Building Repair/Maint             | 0.00             | 0.00              | 0.00              |
| P432.00 · Winter Maintenance                | 0.00             | 0.00              | 0.00              |
| P437.00 · Repairs of Tools & Machinery      | 1,050.00         | 0.00              | 1,050.00          |
| P438.00 · Repair/Maint Roads & Bridges      | 4,312.50         | 0.00              | 4,312.50          |
| P438.20 · Land Slide                        | 0.00             | 0.00              | 0.00              |
| PAYROLL EXPENSES - Other                    | 612.13           | 0.00              | 612.13            |
| <b>Total PAYROLL EXPENSES</b>               | <b>7,725.88</b>  | <b>0.00</b>       | <b>7,725.88</b>   |
| <b>STATE FUND EXPENSES</b>                  |                  |                   |                   |
| S432.00 · Winter Maintenance Snow Removal   | 0.00             | 838.62            | 838.62            |
| S437.00 · Repairs of Tools & Machinery      | 0.00             | 2,222.76          | 2,222.76          |
| S438.00 · Repair/Maint Roads & Bridges      | 0.00             | 10,205.10         | 10,205.10         |
| S471.00 · Debt Service                      |                  |                   |                   |
| S471.10 · Debt Principal                    | 0.00             | 1,327.31          | 1,327.31          |
| S472.10 · Debt Interest                     | 0.00             | 72.69             | 72.69             |
| <b>Total S471.00 · Debt Service</b>         | <b>0.00</b>      | <b>1,400.00</b>   | <b>1,400.00</b>   |
| <b>Total STATE FUND EXPENSES</b>            | <b>0.00</b>      | <b>14,666.48</b>  | <b>14,666.48</b>  |
| G400.00 · Travel Reimbursement              |                  |                   |                   |
| G400.33 · Mileage - Supervisor/Roadmaster   | 62.64            | 0.00              | 62.64             |
| <b>Total G400.00 · Travel Reimbursement</b> | <b>62.64</b>     | <b>0.00</b>       | <b>62.64</b>      |
| G403.00 · Tax Collection                    |                  |                   |                   |
| G403.28 · Tax Collection Fees               | 79.09            | 0.00              | 79.09             |
| <b>Total G403.00 · Tax Collection</b>       | <b>79.09</b>     | <b>0.00</b>       | <b>79.09</b>      |
| G405.23 · Postage and Delivery              | 107.85           | 0.00              | 107.85            |
| G410.00 · Public Safety                     |                  |                   |                   |
| G419.31 · Sewage Permits (SEO Fees)         | 1,075.00         | 0.00              | 1,075.00          |
| <b>Total G410.00 · Public Safety</b>        | <b>1,075.00</b>  | <b>0.00</b>       | <b>1,075.00</b>   |
| G442.00 · Utilities                         | 95.73            | 0.00              | 95.73             |
| G471.00 · Debt Service                      |                  |                   |                   |
| G471.10 · Debt Principal                    | 453.89           | 0.00              | 453.89            |
| G472.10 · Debt Interest                     | 67.14            | 0.00              | 67.14             |
| <b>Total G471.00 · Debt Service</b>         | <b>521.03</b>    | <b>0.00</b>       | <b>521.03</b>     |
| <b>Total Expense</b>                        | <b>12,327.53</b> | <b>14,993.47</b>  | <b>27,321.00</b>  |
| <b>Net Ordinary Income</b>                  | <b>184.67</b>    | <b>-14,991.77</b> | <b>-14,807.10</b> |
| <b>Net Income</b>                           | <b>184.67</b>    | <b>-14,991.77</b> | <b>-14,807.10</b> |

**BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY**

**Balance Sheet**

As of October 5, 2021

|                                       | <u>Oct 5, 21</u>         |
|---------------------------------------|--------------------------|
| <b>ASSETS</b>                         |                          |
| Current Assets                        |                          |
| Checking/Savings                      |                          |
| G100.00 · GENERAL FUND                | 43,932.36                |
| G102.00 · SAVINGS ACCOUNT             | 10,835.56                |
| G103.00 · ARPA                        | 27,894.34                |
| S101.00 · STATE FUND                  | 29,697.59                |
| Total Checking/Savings                | <u>112,359.85</u>        |
| Total Current Assets                  | <u>112,359.85</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>112,359.85</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                          |
| Liabilities                           |                          |
| Current Liabilities                   |                          |
| Other Current Liabilities             |                          |
| G21000 · PAYROLL LIABILITIES          |                          |
| G210.00 · Federal Income Tax Withheld | 617.76                   |
| G211.00 · Social Security Withheld    | 600.97                   |
| G211.10 · Social Security - Company   | 600.97                   |
| G212.00 · Local Income Taxes Withheld | 238.32                   |
| G213.00 · Medicare Tax Withheld       | 281.08                   |
| G217.00 · State Income Tax Withheld   | 519.66                   |
| G219.00 · EMST Tax Withheld           | 11.40                    |
| G221.00 · PA UC Tax Withheld          | 8.04                     |
| G222.00 · PA UC Company               | 163.69                   |
| G21000 · PAYROLL LIABILITIES - Other  | 10.35                    |
| Total G21000 · PAYROLL LIABILITIES    | <u>3,052.24</u>          |
| Total Other Current Liabilities       | <u>3,052.24</u>          |
| Total Current Liabilities             | <u>3,052.24</u>          |
| Total Liabilities                     | 3,052.24                 |
| Equity                                |                          |
| 30000 · Opening Balance Equity        | 23,668.81                |
| 32000 · Retained Earnings             | 54,444.30                |
| Net Income                            | 31,194.50                |
| Total Equity                          | <u>109,307.61</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>112,359.85</u></u> |
| <br>                                  |                          |
| TRUCK LOAN                            | 17,530.81                |
| CRESTWOOD LOAN                        | 18,661.05                |