

Juniata Township Meeting

April 11, 2023

Agenda:

- **Call Meeting to Order**
- **Pledge of Allegiance**
- **Approval of Minutes and Financial Report**
- **Meeting Etiquette Guidelines**
- **Engineer Report**
- **Solicitor Report**
- **Public Forum**
 -
- **New Business** M.PEACHED
 -
- **Reports**
 - Construction Code Enforcement
 - Road Master/Supervisor
- **Old Business**
 - 2023 PA Act 13 Marcellus Legacy Fund Grant
 - Amusement Tax Enforcement Position
 - Dirt & Gravel Program
 - Mountain Road Repair with FEMA Funds
 - Email on Potential Safety Problems (Harlan Byers)
- **Announcements**
 - Next Meeting: Tuesday, May 09, 2023 @ 6:00 p.m.
- **Adjourn Meeting**

Juniata Township

March 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
- Leslie McDermott – Secretary/Treasurer
- Wayne Bradburn – Solicitor
- Tom Levine - Engineer
- Jamie Catanese - CEO
- Butch Dysard – Roadmaster

Guests:

- See Attached

Reading and approval of the regular meeting minutes from the monthly township February 14, 2023 meeting.

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

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

PUBLIC FORUM

- **Tim Brown & Judy Reed**
 - Tim Brown and Judy Reed, received the Amusement Tax Ordinance 2019-01 questionnaire. They own a boat storage business in Juniata Township.
 - Brown and Reed reviewed the Amusement Tax Ordinance and found nothing in the ordinance regarding boat storage.
 - Solicitor Bradburn will review the ordinance and get back to Judy.

- **Tim Snare**

- Tim Snare, owns a recreation rental in Juniata Township and asked if owners should have been notified ahead of time before of the short-term rental ordinance going into effect.
- The short-term rental ordinance was advertised in The Daily News as well as the public hearing that was held regarding the Short-Term Rental Ordinance.
- The short-term rental ordinance is being voted on tonight by the Board of Supervisors but will not be enforced until the Board of Supervisors hire an enforcement officer.
- Snare asked if Supervisors are aware of all rentals in the township. Supervisor Stein stated the only rentals that the board are aware of are the ones that are advertised in the Huntingdon County Visitor's Bureau Guide. That is why an enforcement officer is needed to identify rentals and enforce the ordinance.
- An advertisement has been placed in The Daily News for an enforcement officer but there has been no interest in the position.
- Judy Brown suggested contacting Huntingdon County to get a list of rentals in the township since the county collects the 3% fee on rentals.

- **Carl Grove**

- Township resident, Carl Grove, addressed Tom Levine about the Ridgeview Campground sediment ponds.
- At an earlier meeting, Grove asked Levine about the sediment ponds and how the water would be released. Grove said Levine stated that there would be no additional running water above what naturally runs down through the area.
- Levine stated what he said was Justin's engineer prepared a storm water management plan that showed that the pond would not release any water more than what would naturally flow down the hollow.
- Grove informed the Board of Supervisors that more water than naturally flows is coming from the pond. Due to the excess water flow, 3 trees that have been on the property for 100 years became saturated and fell.
- Stacey from the Huntingdon County Conservation District visited the site. Stacey was surprised at the damage and would try to have amendment done to do what is necessary to change the water flow.
- Carl said there has never been running water in that area.
- Steve Grove stated that the area has always been wet.

- Ken Stewart, owner of the property where the trees fell, thinks that the bottom of the sediment pond is not level and is causing the water to gush out of the side of the pond instead of coming out of the pond and spreading out. Ken spoke with Stacey and thought that she was going to ask for an amendment to have Justin adjust the pond so that the water comes out more evenly but Justin is just going to keep an eye on the situation.
- Ken stated that unfortunately the damage is done. The trees are down and there is a wash out down below it. Ken doesn't know where to go at this point.
- Tom asked for permission to visit the property to verify species of trees that fell. Species of the trees, in Tom's mind, is the bigger issue.
- Tom doesn't feel the trees fell due to the discharge from the pond because the trees were in the waterway in the fall way of the ditch below the pond.
- Tom stated that the ditch line carried water long before the campground project.
- Carl Grove disagreed stating that the ditch line has never carried water until the campground project. Grove said it was a road that they drove every day.
- Ken Stewart asked what would cause three trees to fall if there wasn't more water under them. Tom stated that trees fall for a variety of reasons and it could be due to the species of the trees. Ken stated that there will not be a ditch there because he is filling it in so he won't have the water issue.
- At the end of the discussion, Ken Stewart, became angry and approached the Board of Supervisors' table, stating that the Board of Supervisors are really starting to piss him off. Stewart then went on to say that the Board of Supervisors talk about all the ordinances and following them by the book but don't do a f**king thing. Supervisor Stein asked Stewart to sit down to which Stewart replied screw you and screw you too jerk, which was directed to Justin Stoner. Stewart then left the meeting.
- Carl Grove also spoke with Stacey about the eyesore that the tree tops, stumps and limbs have created on the property line. Stacey stated that if the township has an ordinance prohibiting this due to esthetics of a nearby house that the township ordinance overrides the Huntingdon County Conservation District telling Justin to keep the debris there.

- Carl requested that the Board of Supervisors visit the properties affected by the debris and enforce their ordinance.
- Solicitor Bradburn directed the Board of Supervisors not to respond to Carl because Ken Stewart has sent the township notice of litigation and this is a potential area of the lawsuit.
- Response from the township will be given in the litigation.
- **Engineer Report**
 - **Filson Land Development Planning Module**

Tom reviewed the planning module submission and consulted with Jamie. The planning module package is in order and ready for action by the Board of Supervisors.

Tom recommended that the Board of Supervisors, by motion, approve the following 2 separate actions:

 - Standard DEP resolution

Supervisor Parks motioned to approve the DEP resolution adopting this component as an amendment to the Act 537 plan. Seconded by Supervisor Stein. The motion carried.

 - Authorize Secretary McDermott to sign on behalf of the Board of Supervisors.

Supervisor Parks motioned to authorize Secretary McDermott to sign on behalf of the Board of Supervisors. Seconded by Supervisor Stein. The motion carried.

Supervisor Parks motioned to require a hydrogeologic study for the Filson Land Development. Seconded by Supervisor Stein. The motion carried.

 - Jamie asked that the supervisors have clear standards on who will be required to obtain a hydrogeologic study and update the ordinance to reflect the standards.
- **Solicitor Report**
 - Solicitor Bradburn drafted a letter to send to the campground owners that have been non-compliant and have not returned the amusement tax questionnaire.
 - Researched how other municipalities handle Recreational Cabin Affidavits. Many limit the location of recreational cabins and the acreage

that is allowed to build a recreation cabin and require that the cabin affidavit be filed with the recorder of deeds.

- Currently there are 6 recreational cabins in Juniata Township.
- Board of Supervisors may amend the SALDO to address recreational cabins.
- The Short-Term Rental Ordinance was readvertised to be voted on at tonight's meeting.

NEW BUSINESS

- **Short-Term Rental Ordinance 2023-02**

- Supervisor Parks motioned to approve the Short-Term Rental Ordinance 2023-02. Seconded by Supervisor Stein. The motion carried.

- **2023 Liquid Fuel Allocation**

- The 2023 liquid fuel allocation in the amount of \$51,192.40 was received on March 01, 2023.

- **2023 Mowing**

- Butch Woodward has agreed to mow at the township building for \$20.00/hour.

Supervisor Parks motioned to approve Butch Woodward to mow at the township building for \$20.00/hour. Seconded by Supervisor Stein. The motion carried.

- **2023 PA Act 13 Marcellus Legacy Fund Grant**

- Each year Huntingdon County receives funds from Marcellus Shale. With these funds, the county makes 3-\$10,000 grants available to municipalities.
- Supervisor Stein is going to submit an application for a grant to make the restroom at the township building ADA accessible.

- **Roby Lot Merger Plan**

- Secretary McDermott receive a lot merger plan from Stiffler McGraw. Tom Levin will review and provide feedback.

REPORTS

- **Construction Code Enforcement**
 - See attached report.
- **Road Master/Supervisor Report**
 - Mountain Road – trimmed, cut trees, cleaned ditches. Ready to go for repairs.
 - Butch spoke with Cary Lightner from the USDA office. USDA has 28 million dollars available for the Dirt and Gravel program. Lightner would like to help Juniata Township get funding for roads.
 - Butch and Jon will attend the 2-day Dirt and Gravel seminar in Altoona in June.

Supervisor Stein motioned to send Butch and Jon to the Dirt and Gravel seminar in Altoona. Seconded by Supervisor Parks. The motion carried.

- Mountain Road FEMA funding work needs to be completed by May 31, 2023. \$10,300 was received to purchase stone and rent equipment for repairs.
- Township plans to repair 11,000 feet 16 feet wide by 3 inches deep from the top of the mountain to down below the former Awkerman property. Stone will cost approximately \$55,800 for 3,520 tons.
- Secretary McDermott suggested doing just what needs to be done to satisfy the FEMA grant and wait for Dirt and Gravel funds instead of depleting township funds.

OLD BUSINESS

- **Amusement Tax**
 - Supervisor Stein reported that there are still 4 campgrounds that have not returned questionnaire.
- **Petition Against Ridgeview Campground**
 - Secretary McDermott received the petition from Carl Grove.
- **Announcements**
 - Next meeting Tuesday, May 09, 2023 @ 6:00 p.m.

Supervisor Parks motioned to adjourn the meeting @ 7:37 p.m. Seconded by Supervisor Stein.

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

March 15 through April 11, 2023

	ARPA	General Fund	State Fund	TOTAL
Ordinary Income/Expense				
Income				
GENERAL FUND INCOME				
G321.70 · Amusement Tax Permits	0.00	300.00	0.00	300.00
G321.71 · Amusement Tax	0.00	1,337.50	0.00	1,337.50
Total GENERAL FUND INCOME	0.00	1,637.50	0.00	1,637.50
STATE FUND INCOME				
S431.00 · INTEREST EARNINGS.				
S431.01 · Interest on Checking	0.00	0.00	3.54	3.54
Total S431.00 · INTEREST EARNINGS.	0.00	0.00	3.54	3.54
Total STATE FUND INCOME	0.00	0.00	3.54	3.54
G310.10 · Real Estate Transfer Tax	0.00	1,323.00	0.00	1,323.00
G310.20 · EARNED INCOME TAX				
G310.21 · Earned Income Tax Current Year	0.00	21.10	0.00	21.10
G310.22 · Earned Income Tax Prior Year	0.00	2,680.66	0.00	2,680.66
Total G310.20 · EARNED INCOME TAX	0.00	2,701.76	0.00	2,701.76
G341.00 · INTEREST EARNINGS				
G341.01 · Interest on Checking	0.00	0.78	0.00	0.78
G341.00 · INTEREST EARNINGS - Other	265.41	0.00	0.00	265.41
Total G341.00 · INTEREST EARNINGS	265.41	0.78	0.00	266.19
G362.0 · PUBLIC SFTY				
G362.41 · Bldg Prmts	0.00	48.00	0.00	48.00
G362.44 · Sewage Permits/SEO Fees	0.00	625.00	0.00	625.00
Total G362.0 · PUBLIC SFTY	0.00	673.00	0.00	673.00
Total Income	265.41	6,336.04	3.54	6,604.99
Expense				
GENERAL FUND EXPENSES				
PUBLIC WRKS HIGHWAYS ROADS & ST				
G438.00 · Maint & Repair Roads Bridges	0.00	21.18	0.00	21.18
Total PUBLIC WRKS HIGHWAYS ROADS & ST	0.00	21.18	0.00	21.18
Total GENERAL FUND EXPENSES	0.00	21.18	0.00	21.18
INSURANCE CASUALTY & SURETY				
G486.10 · Insurance - Liability	0.00	396.96	0.00	396.96
G486.30 · Insurance - Automobile	0.00	319.89	0.00	319.89
G486.70 · Worker's Compensation	0.00	158.14	0.00	158.14
Total INSURANCE CASUALTY & SURETY	0.00	874.99	0.00	874.99
PAYROLL EXPENSES				
P400.05 · Supervisor Wages	0.00	468.75	0.00	468.75
P400.12 · Roadmaster Wages	0.00	247.00	0.00	247.00
P405.10 · Secretary Wages	0.00	854.00	0.00	854.00
P409.37 · Building Repair/Maint	0.00	0.00	0.00	0.00
P432.00 · Winter Maintenance	0.00	0.00	0.00	0.00
P437.00 · Repairs of Tools & Machinery	0.00	0.00	0.00	0.00
P438.00 · Repair/Maint Roads & Bridges	0.00	2,085.50	0.00	2,085.50
P438.20 · Land Slide	0.00	0.00	0.00	0.00
PAYROLL EXPENSES - Other	0.00	401.99	0.00	401.99
Total PAYROLL EXPENSES	0.00	4,057.24	0.00	4,057.24
STATE FUND EXPENSES				
S432.00 · Winter Maintenance Snow Removal	0.00	0.00	45.00	45.00
Total STATE FUND EXPENSES	0.00	0.00	45.00	45.00
G400.00 · Travel Reimbursement				
G400.33 · Mileage - Supervisor/Roadmaster	0.00	66.16	0.00	66.16
Total G400.00 · Travel Reimbursement	0.00	66.16	0.00	66.16
G403.00 · Tax Collection				
G403.28 · Tax Collection Fees	0.00	47.28	0.00	47.28
Total G403.00 · Tax Collection	0.00	47.28	0.00	47.28

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Profit & Loss by Class

March 15 through April 11, 2023

	ARPA	General Fund	State Fund	TOTAL
G405.21 · Office Supplies	0.00	151.72	0.00	151.72
G405.34 · Advertising	0.00	198.88	0.00	198.88
G410.00 · Public Safety				
G419.31 · Sewage Permits (SEO Fees)	0.00	625.00	0.00	625.00
Total G410.00 · Public Safety	0.00	625.00	0.00	625.00
G442.00 · Utilities	0.00	102.85	0.00	102.85
G471.00 · Debt Service				
G471.10 · Debt Principal	0.00	488.99	0.00	488.99
G472.10 · Debt interest	0.00	32.04	0.00	32.04
Total G471.00 · Debt Service	0.00	521.03	0.00	521.03
Total Expense	0.00	6,665.13	45.00	6,711.13
Net Ordinary Income	265.41	-330.09	-41.46	-106.14
Net Income	265.41	-330.09	-41.46	-106.14

BOARD OF SUPERVISORS JUNIATA TWP HUNTINGDON COUNTY

Balance Sheet

As of April 11, 2023

Apr 11, 23

ASSETS	
Current Assets	
Checking/Savings	
G100.00 · GENERAL FUND	18,505.61
G101.00 · MUNICIPAL ADVANTAGE ACCT	70,956.90
S101.00 · STATE FUND	81,620.28
Total Checking/Savings	171,082.79
Total Current Assets	171,082.79
TOTAL ASSETS	<u>171,082.79</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
G21000 · PAYROLL LIABILITIES	
G210.00 · Federal Income Tax Withheld	334.76
G211.00 · Social Security Withheld	417.00
G211.10 · Social Security - Company	417.00
G212.00 · Local Income Taxes Withheld	181.16
G213.00 · Medicare Tax Withheld	195.00
G217.00 · State Income Tax Withheld	206.49
G219.00 · EMST Tax Withheld	40.80
G221.00 · PA UC Tax Withheld	9.29
G222.00 · PA UC Company	492.29
G21000 · PAYROLL LIABILITIES - Other	58.82
Total G21000 · PAYROLL LIABILITIES	2,352.61
Total Other Current Liabilities	2,352.61
Total Current Liabilities	2,352.61
Total Liabilities	2,352.61
Equity	
30000 · Opening Balance Equity	23,668.81
32000 · Retained Earnings	108,644.74
Net Income	36,416.63
Total Equity	168,730.18
TOTAL LIABILITIES & EQUITY	<u>171,082.79</u>

Truck Loan: \$ 9044.65

Juniata Township Board of Supervisors Meeting Sign-in Sheet

Date: 3/14/2023

Signature

Print Name

[Handwritten Signature] Justin Stover

Carl Grone Carl Grone

Tim Grone Tim Grone

Butch Dysard Butch Dysard

Judy Reed

Tim Brown

Steve Gron STEVEN GRON

Ken Stewart Ken Stewart

JUNIATA TOWNSHIP

FEBRUARY 2023 ACTIVITY REPORT FOR MARCH 2023 MEETING

Kirt Koennc, River View Hgts. – Called to start permitting process for a less than 1000sf carport and driveway. Sent his applications out and have not heard back from him.

Ridge View Campground- Mr. Stoner is applying for the building permit for the water treatment facility. He provided a drawing with the setbacks for the building. Amaron Construction began to install the sewer main, forced main and some of the laterals for the campsites.

Mimosa Dr., Per permit and set back checks for a house and pole barn for William Felton. Planning and septic permits in place.

Family Campground, Piney Ridge- I met with Mr. Worthey about the unpermitted campground expansion. Upon investigation it appears that they were turning 20 sites that were previously utilized for tent sites to be able to support campers. This is an increase in flows and would require permitting and possibly planning. Although some of the sites had partial utilities they were not being utilized. Mr. Worthey is working with me to correct the issue. Mr. Worthey is also going to place a pool and a pavilion for the campground. While on site it came to my attention, he plans on adding a bathroom to the pavilion area. The pavilion is for existing campground guests so there will be no increase in flows. I intend to issue Mr. Worthey a permit to connect the new bathroom to the existing lines at the existing pavilion.

Mark Savino, 11263 Point Rd. - Mr. Savion contacted me about the unpermitted flood plain construction and let me know he is working with an engineer to apply for the permit.

Urban Saddle, Cottage Circle - Young's surveying intends to present the plan to our engineer for review against our ordinance. They are proposing the use of holding tanks to service the commercial facility to account for the sewage.

12134 Eagles View Dr. - A house was started without any permits, including sewer & building. Contractor contacted me about a sewer permit. I contacted Bureau Veritas to put a stop work order on the property until permits are acquired. The lot has been tested and approved for sewage. The lot was approved as part of the Phelps subdivision. I received a design from Ann Reynolds and plan on issuing the septic permit tomorrow. I met with the contractor to check the setbacks and fill out the pre permit checklist today. The permit is for a single-family dwelling.