

SUPERVISORS MEETING AGENDA

September 14, 2021

The regular meeting of the Sugarloaf Township Supervisors is being held on Tuesday evening, September 14, 2021, at 7:00 p.m. at the Municipal Building, 858 Main Street, Sugarloaf, PA 18249, as was duly advertised in the Standard Speaker on December 15, 2020.

Attendance: Yost, _____; DiSabella, _____; Weaver, _____.

Pledge of Allegiance to the Flag:

Public Comment on Items on Agenda Only: There is a five (5) minute limit for residents and taxpayers.

Executive Work Session: An Executive Work Session was held on August 26, 2021, for personnel reasons.

Minutes: Chairman Weaver will ask if there were any additions or corrections to the Minutes of the Regular Meeting, August 10, 2021. A motion by _____, seconded by _____, to (approve, table, deny) the minutes of the Regular Meeting as presented.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

(Copies are on the front table for public review)

Public Hearing: A Public Hearing was held on August 12, 2021, for the Supervisors to consider a rezoning request from Tom Trella of Sugarloaf 93, LLC. Chairman Weaver will ask if there were any additions or corrections to the Minutes of the Public Hearing August 12, 2021. A motion by _____, seconded by _____, to (approve, table, deny) the minutes of the Public Hearing as presented.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

(Copies are on the front table for public review)

Police Station Parking Lot: Chairman Weaver will ask for any outstanding bids. The bids were duly advertised in the Standard Speaker on August 27, 2021, and September 2, 2021. The bids were for the excavation and paving of the new Police Station Parking Lot. Please refer to the last page of the Agenda for the Bid Sheet for contractors who received the bid documents. A motion by _____, seconded by _____ to (award, not award, table) the bid for the excavation and paving of the new Police Station Parking Lot to _____ in the amount of _____.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

Welsh Road Stormwater Improvements: Chairman Weaver will ask for any outstanding bids. The bids were duly advertised in the Standard Speaker on August 27, 2021, and September 2, 2021. The bids are for the installation of Storm Water Improvements along Welsh Road (T-333). Please refer to the last page of the Agenda for the Bid Sheet for contractors who received the bid documents. A motion by _____, seconded by _____ to (award, not award, table) the bid for the Installation of Storm Water Improvements along Welsh Road, (T-333) to _____ in the amount of _____.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

Bills: Supervisor Yost will read the Income and Expenses Report of the General Fund for August 2021. A motion by _____, seconded by _____, to approve the bills as read, and to pay any and all bills in all funds that become due before the next regular meeting.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

Financial Statement: Chairman Weaver will mention that the financial statement is attached to all agendas. A motion by _____, seconded by _____, to dispense reading and approve the financial report.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

Supervisor Yost will sign the Financial Statement.

Police Department: (Chairman Weaver)

1. Chairman Weaver will review the police activity report for August 2021.
2. Magistrate fines collected for August 2021 amounted to \$2,219.63.
3. Northern Trust, at the recommendation of the Board of Directors of the Marquis George MacDonald Foundation, Inc. gifted a grant in the amount of \$1,000.00 to the Sugarloaf Township Police Department. A Thank You card was sent on behalf of the Board of Supervisors and the Police Chief to the trust on August 18, 2021.
4. Apology letters and restitution have been received from the two minors who damaged the parking area at Larock Recreational Field.

Fire Company: (Chairman Weaver)

1. Fire Chief Duane Hildebrand will provide the Fire Department Activity Report for August 2021.
2. Northern Trust, at the recommendation of the Board of Directors of the Marquis George MacDonald Foundation, Inc. gifted a grant in the amount of \$1,000.00 to the Sugarloaf Township Fire Company. A Thank You card was sent on behalf of the Board of Supervisors and the Fire Chief to the trust on August 18, 2021.
3. The Sugarloaf Fire Company has sent a request for the Township to purchase an advertisement in its anniversary book which will be printed to commemorate their history. A motion is needed to purchase a full-page ad in the amount of \$125.00 to support this initiative. A motion by _____, seconded by _____, to (approve, table, deny) to place a full-page ad at the rate of \$125.00 to support this Fire Company initiative.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

Road Department: (Chairman Weaver)

1. The road department report for August 2021 will be reviewed by Chairman Weaver.
2. A Pipe is in need of replacement at the Pilot Old Berwick Road Entrance to SR93. It was determined that the work will fall below the formal bid threshold and as such we have contacted three vendors for phone quotes. The Township received only one response from Robert C. Young in the amount of \$21,200.00 to complete the work as specified. A motion is needed to proceed with work. A motion by _____, seconded by _____ to (award, not award, table) the quote for Pipe Replacement at the Pilot Old Berwick Road Entrance to SR93 to _____ in the amount of _____.

Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.

3. **Culvert Replacement Project St. Johns Road:** A display is set up in the front of the meeting room by PennDOT to introduce the project, display and describe the planned traffic maintenance, and receive input regarding the question or concerns with the project. There are forms to be used for submitted inquires to PennDOT by the agendas in the back of the meeting room. The link containing information on this project is <https://www.penndot.gov/RegionalOffices/district-4/PublicMeetings/Luzerne%20County/Pages/SR-3040-Sugarloaf-Culvert-Replacement-Project.aspx>.
4. **East County Road Bridge:** A ribbon cutting was held on August 24, 2021, to re-open the East County Road Bridge.

Zoning Report: (Chairman Weaver)

1. The Zoning Officer will read the Zoning Report for August 2021 which included eight (8) permits that were issued, and none denied. Chairman Weaver will place the Zoning Log for August 2021 on the front table.
2. The Zoning Officer will introduce one new ordinance relating to Storage Containers and two Amendments to existing Ordinances for the consideration of the Board of Supervisors.
3. A Zoning Hearing Board Meeting is scheduled for September 27, 2021, at 7:00 p.m. in the Township Municipal Building. Meeting is posted in the glass notice area at the municipal building.

Emergency Management: (Chairman Weaver)

1. Thomas Mundie, Emergency Management Coordinator, will give a report for August 2021.

Sugarloaf Recreation Board (Larock Field): (Supervisor DiSabella)

1. The Recreation Committee for September 1, 2021, at 7:00 p.m. was cancelled.
2. The next meeting will be held on October 6, 2021.

Tomhicken Playground Association: (Supervisor DiSabella)

1. A meeting of the Tomhicken Playground Committee was held on August 18, 2021. The minutes will be placed on the front table for review. A request was made to have the hall floors cleaned which has been done. Still outstanding are requested Children at Play Signs, a commercial garbage can, and a Carbon Monoxide Detector and Smoke Alarm installation. The committee is also requesting that the Basketball Court be sealed.
2. The next scheduled meeting will be held on Wednesday, September 15, 2021, at 7:00 p.m.

Planning Commission: (Supervisor DiSabella)

1. The Planning Commission meeting was held on Tuesday, September 7, 2021, at 7:00 p.m. The minutes have not yet been received. The minutes from the meeting on August 2, 2021, have been received and will be placed on the front table for review.
2. The next scheduled meeting of Planning Committee will be held on October 4, 2021, at 7:00 p.m.

Subdivision/Lot Consolidations/Land Development: (Supervisor DiSabella)

1. **Charles J. Mason Subdivision:** Revised plans were received on August 20, 2021, from JTB Engineering requesting conditional approval based on obtaining the Planning Module so long as it has not been greater than 30 days since submission, if it is greater than 30 days, he is requesting Final Approval from the Planning Commission. Correspondence received from RJD Engineering recommending approval pending the Sewage Facilities Planning Module being approved by the DEP.

2. **Richard R. And Kathy A. Taylor – Final Plan - Minor Subdivision:**
 Executed, notarized final plans have been submitted to the Planning Commission for signature. When signatures are complete, plans will be forwarded to the Board of Supervisors for final consideration for approval. Should signatures be obtained prior to the Supervisor’s meeting, then a motion will be needed to approve and execute plans as submitted. A motion by _____, seconded by _____ to (approve, not approve, table) Final Plans as submitted to be signed.
 Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.
3. **Shuman Subdivision Final Plan, Minor/Reverse Subdivision:** Correspondence was received Luzerne County Planning Commission with comments. Correspondence was received from Luzerne Country Engineering with comments. Received revised plans from Dennis B. Evans, Engineer, however they were incomplete, and were not submitted in proper format and were refused. Received first Zoning Review on August 20, 2021, from Township Zoning Officer with comments. Received second review from JTB Engineering with comments on August 27, 2021. Received second Zoning Review from Township Zoning Officer on September 2, 2021, with comments.
4. **Pecora Subdivision:** Received plans on August 24, 2021, from JTB Engineering. Plans were reviewed by RJD Engineering on August 24, 2021 and deemed administratively complete. Received review with comments on August 30, 2021, from Brior Environmental Service with comments.
5. **Preliminary Final Minor Subdivision Lands of Schavo and Simons:** Received plans on September 1, 2021, from Schumacher Engineering. Plans reviewed by JTB Engineering and deemed administratively complete on September 1, 2021.

Old Business:

1. **UGI Public Utility ROW Agreement – New Police Station Gas Line:** The Township Solicitor has had discussions with UGI regarding compensation for the easement UGI is requesting. The Solicitor has provided several names for consideration to appraise the property and place and figure on the value of the easement. A discussion is needed to determine if the Township wishes to proceed obtaining quotes for the appraisal or would like to set a value for the Township for easement.
2. **Old Berwick Road Fuel Spill:** Response Environmental completed remediation work on behalf of Metropolitan Trucking, the company owning the vehicle that was involved in the accident and subsequent fuel spill near the RT93/Old Berwick Road intersection. During remediation the Environmental Company damaged our new drainage pipe, despite markings and detailed discussion regarding location and depth of the pipe. The company repaired the pipe following BIA direction ensuring that the pipe was repaired according to manufacturer guidelines. Additionally, BIA has submitted their recommendation regarding possible damage to the pavement structure as a result of the spill. BIA is recommending that the Township request a twenty-four month maintenance bond in the amount of 110% of the cost of the impacted area to insure that if any failure occurs in the area of the spill, that pavement structure will be removed, remediated and replaced by a contractor approved by Sugarloaf Township and paid by the maintenance bond from Metropolitan Trucking or it’s insurance company with all work to be performed in accordance with construction drawings approved for the reconstruction of Old Berwick Road dated 8/24/2020.

New Business:

1. The next scheduled meeting of the Supervisors will be held on Tuesday, October 12, 2021, at 7:00 PM.
2. **2022 Financial Requirement and Minimum Municipal Obligation:** The actuarial firm of Thomas Anderson & Associates has prepared the 2022 Annual Report for both pension plans. The MMO for the Non-Uniform pension plan is \$35,820.00 and the MMO for the Uniform pension plan is \$53,022.00 based on the projected figures. A motion by _____, seconded by _____, to (approve, table, deny) the MMO budgets for both plans for the year 2022. Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.
3. **Transfer Tax Refund:** A request has been received from Elite Revenue to refund taxes in the amount of \$897.23 for the Township's portion of transfer taxes that were paid for a parcel sale which was reversed and canceled. A motion to refund taxes in the amount of \$897.23 to Deysis Encarnacion is needed to proceed. A motion by _____, seconded by _____ to (approve, not approve, table) the tax refund in the amount of \$897.23. Roll Call: Yost, _____; DiSabella, _____; Weaver, _____.
4. **PA DEP Municipal Notification of Planned Land Development for Chapter 102 Permits:** A Municipal Plan Ordinance Information checklist has been submitted to be completed by the Township and requires Municipal Acknowledgement. The correspondence has been submitted to the Township Engineer for review and approval.

Correspondence received since the last meeting:

1. Gillespie, Miscavige, & Ferdinand, LLC regarding Act 537 Ordinance Language.
2. Slusser Law Firm regarding Changes to the Pennsylvania Sunshine Act.
3. Notification from the Greater Hazleton Chamber of renewal of Township Membership.
4. Correspondence received from Gillespie, Miscavige, & Ferdinand regarding comments relating to Act 537 Plan/Draft Ordinance.
5. PA Department of Protection. Notice of permit correction Surface Mining Permit No. 40180101C

Public Comment: There is a five (5) minute limit for residents and taxpayers.

Adjournment: With no further business to attend to, a motion by _____, seconded by _____, to adjourn the meeting at _____ p.m.

Please note that all reports or correspondence mentioned during this meeting can be reviewed at the front table. If you would like to have a copy, one will be provided to you after the meeting.

FINANCIAL STATEMENT

August 31, 2021

<u>GENERAL FUND</u>	<u>\$</u>	<u>799478.68</u>
<u>STATE FUND</u>	<u>\$</u>	<u>168460.74</u>
<u>MACHINERY FUND</u>	<u>\$</u>	<u>129148.66</u>
<u>FIRE FUND</u>	<u>\$</u>	<u>1607.86</u>
<u>PAYROLL FUND</u>	<u>\$</u>	<u>10826.39</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	<u>\$</u>	<u>6638.65</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	<u>\$</u>	<u>2785.40</u>
<u>SUGARLOAF SEWER FUND</u>	<u>\$</u>	<u>516346.81</u>
<u>PETTY CASH FUND</u>	<u>\$</u>	<u>95.02</u>
<u>LSA GRANT ACCOUNT – PHASE 1 OLD BERWICK ROAD</u>	<u>\$</u>	<u>2.23</u>
<u>LSA GRANT ACCOUNT – PHASE 111 OLD BERWICK ROAD</u>	<u>\$</u>	<u>0 - Closed</u>
<u>MTF GRANT ACCOUNT – PHASE 111 OLD BERWICK ROAD</u>	<u>\$</u>	<u>8546.02</u>
<u>SUGARLOAF RECREATION BOARD</u>	<u>\$</u>	<u>10102.51</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	<u>\$</u>	<u>2,673.90</u>

**POLICE STATION PARKING LOT
 BID OPENING SEPTEMBER 14, 2021**

BID PACKAGES RECEIVED	BID AMOUNT	10% BID BOND	BID COMPLETE
M&J Excavation Inc. 1618 Spruce Street Bloomsburg, PA 17815 Melissa Sidari			
Linde Corporation 118 Armstrong Road Pittston, PA 18640			
Columbia Excavating LLC 7398 Columbia Boulevard Berwick PA. 18603 (570)759-2222			
Robert C. Young PO Box K Mifflinville, PA 18631 570-759-8917			
Don E. Bower Inc. Asphalt Paving & Excavating 1206 Salem Blvd. Berwick, PA. 18603			
Lehigh Asphalt Paving & Construction Co. PO Box 549 Tamaqua PA 18252 Carla Najarro			

**Welsh Road Project
Bid Tabulation Sheet**

BID PACKAGES RECEIVED	BID AMOUNT	10% BID BOND	BID COMPLETE
M&J Excavation Inc. 1618 Spruce Street Bloomsburg, PA 17815 Melissa Sidari			
ConstructConnect 30 Technology Parkway South Suite 100 Norcross, GA 30092 Julianne Pike			
Columbia Excavating LLC 7398 Columbia Boulevard Berwick PA. 18603 (570)759-2222			
Robert C. Young PO Box K Mifflinville, PA 18631 570-759-8917			
Don E. Bower Inc. Asphalt Paving & Excavating 1206 Salem Blvd. Berwick, PA. 18603			
Lehigh Asphalt Paving & Construction Co. PO Box 549 Tamaqua PA 18252 Carla Najarro			
Linde Corporation 118 Armstrong Road Pittston, PA 18640			