

SUGARLOAF TOWNSHIP SUPERVISORS  
REGULAR MEETING AND REORGANIZATION AGENDA  
JANUARY 3, 2023

The regular meeting of the Sugarloaf Township Supervisors is being held on Tuesday, January 3, 2023 at 6:00 P.M. as duly advertised in the Standard Speaker on December 15, 2022.

**Attendance:** Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver \_\_\_\_\_.

**Pledge of Allegiance to the Flag:**

**Public Comment on Items on the Agenda:** There is a 5-minute limit for residents and taxpayers.

**Reorganization:** The first order of business for the Supervisors is to reorganize for 2023.

**Appoint Temporary Chairman:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Temporary Chairman.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver \_\_\_\_\_.

**Appoint Permanent Chairman:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Chairman of the Board of Supervisors for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Vice Chairman:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Vice Chairman of the Board of Supervisors for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Secretary/Treasurer:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Secretary/Treasurer of the Board of Supervisors for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Bond Rate for Secretary/Treasurer:**

Currently \$250,000.00.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to set the Secretary/Treasurer Bond Rate at \$250,000.00 for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Bond Rate for Bookkeeper:**

Currently \$30,000.00.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to set the Bond Rate for the Bookkeeper at \$30,000.00 for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Primary Township Solicitor:**

The rate for 2022 was \$125.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Primary Township Solicitor at the rate of \$\_\_\_\_\_ per hour for 2023.

Roll call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Secondary Township Solicitor:**

The rate for 2022 was \$110.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Secondary Township Solicitor at the rate of \$ \_\_\_\_\_ per hour for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Vacancy Board:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to the Vacancy Board for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Depository for the Township:**

Currently Mid Penn Bank.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as depository for all Township accounts for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Planning Commission Solicitor:**

The rate for 2022 was \$105.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as Solicitor to the Planning Commission at the rate of \$ \_\_\_\_\_ per hour for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Planning Commission Board Members Rate:**

The rate for 2022 was \$25.00 per meeting.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the rate of \_\_\_\_\_ per meeting for the Planning Commission Board members for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Planning Commission Terms:**

Joseph DiSabella filled Mann Schoffner's term for the balance of 2022. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ to serve a four-year term on the Planning Commission expiring on December 31, 2026. Bart Ecker's and Harry Reed's terms are through December 31, 2025. Michael Morrison resigned his position on the board in 2022 leaving a vacancy. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ to serve a four-year term on the Planning Board expiring 2026.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Zoning Hearing Board Solicitor:**

The rate for 2022 was \$115.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Solicitor to the Zoning Hearing Board at the rate of \$ \_\_\_\_\_ per hour for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Zoning Hearing Board Alternate Attorney:**

The rate for 2022 was \$105.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Alternate Solicitor to the Zoning Hearing Board at the rate of \$ \_\_\_\_\_ per hour for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Zoning Hearing Board Member's Rate:**

The rate for 2022 was \$25.00 per meeting.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the rate of \_\_\_\_\_ per meeting for the Zoning Hearing Board members for the year 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Zoning Hearing Board Appointments 2023:**

Dean Hilliard was appointed in 2022 to a three-year term expiring on December 31, 2024. George Maue's term expires in December of 2023. Richard Morelli was appointed to a three-year term as alternate member in 2022. Tom Mundie's term expires December 31, 2022. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ to a three (3) year term expiring December 31, 2025. Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**UCC Appeals Board Appointments 2023:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to serve on the UCC Appeals Board.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint a Solicitor for the UCC Appeals Board:**

The rate for 2022 was \$115.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Solicitor for the UCC Appeals Board at the rate of \$ \_\_\_\_\_ per hour for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Primary Township Engineer:**

The rate for 2022 was \$120.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 1 of 2023 appointing \_\_\_\_\_ as Primary Township Engineer for the year 2023 at the rate of \$ \_\_\_\_\_ per hour per the attached Rate Schedule.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Secondary Township Engineer:**

The rate for 2022 was \$80.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 2 of 2023 appointing \_\_\_\_\_ as Secondary Township Engineer at the rate of \$ \_\_\_\_\_ per hour for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Zoning Officer:**

The pay rate for 2022 was \$35.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 3 of 2023 appointing \_\_\_\_\_ as Zoning Officer for 2023 at the rate of \$ \_\_\_\_\_ per hour.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Central Sewer Officer:**

The rate for 2022 was \$80.00 per hour.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 4 of 2023 appointing \_\_\_\_\_ as Central Sewer Officer for 2023 at the rate of \$ \_\_\_\_\_ per hour for inspections and also for any additional work.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Primary and Alternate On-Lot Sewer Enforcement Officers:**

For 2022, rates for new permits were \$690.00, repair work was \$450.00, and all other work was \$50.00 per hour. All fees were paid by applicant. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 5 of 2023 to appoint \_\_\_\_\_ as Primary On-Lot Sewer Inspector, and \_\_\_\_\_ as Alternate Inspector for the year 2023 with fee schedule listed on the attached sheet, and for the applicant to pay the full cost of fees.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Municipal Fee Schedule:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 6 of 2023 establishing the Zoning Fee Schedule for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**State Convention Voting Delegate for 2023:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Voting Delegate for the year 2023 at the Pennsylvania State Association of Township Supervisors Convention.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Authorize Supervisors, Township Solicitor, Township Office Manager, and the EMA Coordinator to attend the PSATS State Convention:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize the Supervisors, the Township Solicitor, Township Office Manager, and the EMA Coordinator to attend the 2023 Pennsylvania State Association of Township Supervisors State Convention, and to authorize payment of all expenses.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Recommend to the Auditors the Pay Rate for Supervisors who work on the roads:** The rate for 2022 was \$20.00 per hour. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to recommend to the Auditors the rate of \$\_\_\_\_\_ per hour for Supervisors to work on the roads if needed in 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Resolution No. 7 of 2023 Authorizing Supervisors to sign documents**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt Resolution No. 7 of 2023 to authorize all Supervisors to sign documents on behalf of Sugarloaf Township for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Roadmaster:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Roadmaster for the year 2023 with the rate set by the Auditors.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Appoint Road Foreman:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Road Foreman for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Wages for Part-Time Township Non-Union Seasonal Employees for 2023:**

Larock Field Grounds Keeper - \$12.00 per hour in 2022.

Larock Field Cleaning Person - \$200.00 per week in 2022.

Tomhicken Grounds Keeper - \$22.00 per hour (with use of his own equipment) in 2022.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the above Rate Schedule for the Non-Union Seasonal Employees for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Set Meetings for Township Boards for 2023:**

1. The Supervisors currently meet the 3<sup>rd</sup> Tuesday of each month at 6:00 P.M. A request has been made to move the meeting time to 6:30 P.M.
2. The Planning Commission meets the 1<sup>st</sup> Monday of each month at 7:00 P.M. The meeting for September will be Tuesday, September 5, 2023 due to the holiday.
3. The Zoning Hearing Board meets the 4<sup>th</sup> Monday of the month at 7:00 P.M. (only if a hearing is scheduled).
4. The Sugarloaf Recreation Board meets the 1<sup>st</sup> Wednesday of the month at 7:00 P.M.
5. The Tomhicken Recreation Board meets the 3<sup>rd</sup> Wednesday of the month at 7:00 P.M. at the Recreation Building on 2<sup>nd</sup> Street in Tomhicken.
6. The Sugarloaf UCC Hearing Appeals will meet on an as needed basis.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the above meeting schedules as read and to revise the Board of Supervisor Meeting time advertised in the Standard Speaker on December 15, 2022 to 6:30 P.M. Any additional meetings or Work Sessions will be duly advertised.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver \_\_\_\_\_.

**Tax Collector Pay for 2023:**

The rate for 2022 was \$3,600.00 per year.

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the Tax Collector's pay at \_\_\_\_\_ per year for 2023.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Accounting Firm for 2023:**

The Accounting Firm of Frey and Company contract to perform the Audit of all Township accounts and for preparation of all financial statements expired on December 31, 2022. A motion for appointment for the contract for financial audit and statements for the years 2023, 2024 and 2025 is needed. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as Accounting Firm for the years 2023, 2024, 2025 at the rate schedule provided.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**IRS Mileage Rate:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to set the Mileage Rate at 65.5 mile for 2023 in accordance with the IRS schedule published on December 30, 2022.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Residential Code Enforcement Officer:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution No. 8 of 2023 appointing \_\_\_\_\_ as Residential Code Enforcement Officer for 2023 per the Fee Schedule attached to the Resolution.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Commercial UCC Enforcement Officer:**

A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution No. 9 of 2023 appointing \_\_\_\_\_ as Commercial UCC Enforcement Officer for 2023 per the attached Fee Schedule.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Sugarloaf Recreation Board:**

Millini Skuba and Jessica Busch's terms expire on December 31, 2026. Raleigh Masters term will expire December 31, 2023. Robert Ackerman's term will expire December 31, 2024. Joseph DiSabella joined as an alternate position in 2022. Angel Mae Webby joined the recreation committee last year to replace Nathan Yost. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ as recreation committee member for 2023 for a four-year term.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Tomhicken Playground Recreation Board:**

Sharon Judge's term expires on December 31, 2025. Gary Nensteil's term expires on December 31, 2024. Nora Bellum's term is through December 31, 2022. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to appoint \_\_\_\_\_ to serve a five-year term on the Tomhicken Playground Association Board expiring on December 31, 2027.

Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_.

**Non-Uniform Wages per contract for 2023 (hourly):**

Non-Uniform wages were set per the International Brotherhood of Teamsters, Local #401 contract signed on November 22, 2021 for a three (3) year period from January 1, 2022 through December 31, 2024.

**Uniform Collective Bargaining Agreement Wages per Contract for 2020 (hourly):**

Uniform wages were set per the Collective Bargaining Agreement signed on November 23, 2021 for a three (3) year period from January 1, 2022 through December 31, 2024.

**Regular Meeting:**

The regular meeting of the Sugarloaf Township Supervisors is being held on Tuesday, January 3, 2023 immediately following the reorganization meeting, as duly advertised in the Standard Speaker on December 15, 2022.

**Attendance:** Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver \_\_\_\_\_.

**Pledge of Allegiance to the Flag:**

**Public Comment on Items on the Agenda:** There is a 5-minute limit for residents and taxpayers.

**Minutes:** Chairman Weaver will ask if there were any additions or corrections to the Minutes of the Regular Meeting, December 20, 2022, The Public Hearing December 20, 2022 and the Special Meeting, December 28, 2022. A motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to (approve, table, deny) the minutes of the Regular Meeting and Special Meeting as presented. Roll Call: Yost, \_\_\_\_\_; DiSabella, \_\_\_\_\_; Weaver, \_\_\_\_\_. (Copies are on the front table for public review)

**Bills:** Supervisor Yost will read the Income and Expenses Report of the General Fund for December 2022. 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 December 2022.
2. Magistrate fines for December 2022 have not yet been received. They will be reported in the February Meeting. A check was received in December in the amount of \$100.48 from The Department of Probation Services.

**Fire Company:** (Chairman Weaver)

Fire Chief Duane Hildebrand will review the activity report for December 2022.

**Road Department:** (Chairman Weaver)

The road department report for December 2022 will be reviewed by Chairman Weaver.

**Zoning Report:** (Chairman Weaver)

1. Henry Mieczynski, Zoning Officer, will read the Zoning Report for December 2022 and advise if there will be a Zoning Hearing in January 2023.
2. Chairman Weaver will place the Zoning Log for December 2022 on the front table.

**Emergency Management:** (Chairman Weaver)

Thomas Mundie, Emergency Management Coordinator, will give a report for December 2022.

**Sugarloaf Recreation Board:** (Supervisor DiSabella)

The next scheduled meeting will be held March 1<sup>st</sup>, 2023 at 7:00 P.M.

**Tomhicken Recreation Board:** (Supervisor DiSabella)

The next scheduled meeting will be held April 19, 2023 at 7:00 P.M.

**Planning Commission:** (Supervisor DiSabella) The next scheduled Meeting and Reorganization of the Planning Commission will be held Tuesday, January 3<sup>rd</sup>, (this evening) 2023 at 7:00 P.M or immediately following this meeting.

**Subdivision/Lot Consolidation/Land Development:**

**Crossroads XOXO:** Preliminary plan review was completed by Peter's Consultants, Inc. with comments.

**Orbit Energy and Power:** Zoning application was submitted to the Planning Committee in regard to a ground mount solar installation for 210 Maple Drive in Drums. As per Township Ordinance, any ground mount solar unit must be approved by planning before the zoning process can begin. The planning committee approved the application for zoning review.

**New Business:**

1. Trustees of the PSATS Unemployment Compensation Group paid a dividend to participating townships who had a commendable claims ratio for 2021 and are up to date filing their reports. Sugarloaf Township received a check in the amount of \$585.90.
2. PMHC (Pennsylvania Municipal Health Insurance Cooperative) provided the township with a second surplus claim fund check for 2021 in the amount of \$16,149.76.

**Old Business:**

1. UGI has sent a request for review and approval regarding temporary construction access within the Township ROW. The plans will be presented to the planning commission for review and comment, prior to being presented to the BOS for agreement. UGI has stated that once the route is finalized they will begin ROW Agreement and Compensation negotiations.

**New Business:** The Auditor's Reorganization meeting will be held on Wednesday January 4<sup>th</sup> at 6:00 P.M. The next meeting of the Board of Supervisors will be held on February 21, 2023.

**Correspondence:**

Notice was received from the Department of Environmental Protection in regard to Pilot Travel Centers LLC in regard to the RACR Approval Letter regarding the Storage Tanks Program.

**Public Comment (Residents and Taxpayers only) 5-minute limit:**

**Adjournment:** A motion to adjourn by \_\_\_\_\_, seconded by \_\_\_\_\_ 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.