

## Supervisors Regular Meeting and Reorganization — January 3, 2023

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

**Attendance:** In attendance were Chairman Rick Weaver, Supervisor Richard Yost, and Supervisor Joseph DiSabella. Also in attendance were Atty. Joseph Baranko, Township Office Manager Elizabeth Tolan and Township Engineer Dennis Peters.

### **Pledge of Allegiance to the Flag:**

**Public Comment:** There was no public comment on the agenda items.

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

**Appoint Temporary Chairman:** A motion was needed to appoint a Temporary Chairman. A motion was made by Chairman Weaver, seconded by Supervisor Yost, to appoint Atty. Baranko as Temporary Chairman. The motion passed unanimously.

**Appoint Permanent Chairman:** A motion was needed to appoint a Chairman of the Board of Supervisors for the year 2023. A motion was made by Chairman Weaver, seconded by Supervisor Yost, to appoint Supervisor DiSabella as Chairman of the Board of Supervisors for the year 2023. The motion passed unanimously.

Atty. Baranko returned the Chair to Chairman DiSabella.

**Appoint Vice Chairman:** A motion was needed to appoint a Vice Chairman of the Board of Supervisors for the year 2023. A motion was made by Supervisor Yost, seconded by Chairman DiSabella to appoint Supervisor Weaver as Vice Chairman of the Board of Supervisors for the year 2023. The motion passed unanimously.

**Appoint Secretary/Treasurer:** A motion was needed to appoint a Secretary/Treasurer of the Board of Supervisors for 2023. A motion was made by Supervisor Weaver, seconded by Chairman DiSabella, to appoint Supervisor Yost as Secretary/Treasurer of the Board of Supervisors for the year 2023. The motion passed unanimously.

### **Bond Rate for Secretary/Treasurer:**

Currently the rate is \$250,000.00. A motion was needed to set the Secretary/Treasurer Bond Rate for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to set the Secretary/Treasurer Bond Rate at \$250,000.00 for 2023. The motion passed unanimously.

### **Bond Rate for Bookkeeper:**

Currently the rate is \$30,000.00. A motion was needed to set the Bookkeeper Bond Rate for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to set the Bond Rate for the Bookkeeper at \$30,000.00 for the year 2023. The motion passed unanimously.

**Appoint Primary Township Solicitor:**

The rate for 2022 was \$125.00 per hour. A motion was needed to appoint a Primary Township Solicitor and to set the per hour rate for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Atty. Joseph Baranko of the Slusser Law Firm as Primary Township Solicitor at the rate of \$125.00 per hour for 2023. The motion passed unanimously.

**Appoint Secondary Township Solicitor:**

The rate for 2022 was \$110.00 per hour. A was motion needed to appoint a Secondary Township Solicitor and to set the per hour rate for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint Atty. Nina DeCosmo as Secondary Township Solicitor at the rate of \$110.00 per hour for 2023. The motion passed unanimously.

**Appoint Vacancy Board:** A motion was needed for appointment to the Vacancy Board for 2023. A motion was made by Supervisor Yost, seconded by Chairman DiSabella, to appoint Jim Kennedy to the Vacancy Board for the year 2023. The motion passed unanimously.

**Depository for the Township:**

Currently Mid Penn Bank is the Township Depository. A motion was needed to select the depository for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Mid Penn Bank as depository for all Township accounts for 2023. The motion passed unanimously.

**Appoint Planning Commission Solicitor:**

The Planning Commission Solicitor rate for 2022 was \$105.00 per hour. A motion was needed to appoint a Planning Commission Solicitor and the set the per hour rate for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost to appoint Peter Fagan as Solicitor to the Planning Commission at the rate of \$105.00 per hour for 2023. The motion passed unanimously.

**Planning Commission Board Members Rate:**

The rate for 2022 was \$25.00 per meeting. A motion was needed to set the rate per meeting for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to set the rate of \$25.00 per meeting for the Planning Commission Board members for the year 2023. The motion passed unanimously.

**Planning Commission Terms:**

Joseph DiSabella filled Mann Schoffner's term for the balance of 2022. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Joseph DiSabella to serve a four year term on the Planning Commission expiring on December 31, 2026. Bark 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 was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Nicholas Larock to serve a four year term on the Planning Board expiring 2026. The motion passed unanimously.

**Zoning Hearing Board Solicitor:**

The rate for 2022 was \$115.00 per hour. A motion was needed to appoint a Solicitor for the Zoning Hearing Board and to set the rate per hour for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Atty. Stephen Seach of The Seach Law Firm as Solicitor to the Zoning Hearing Board at the rate of \$125.00 per hour for 2023. The motion passed unanimously.

**Zoning Hearing Board Alternate Attorney:**

The rate for 2022 was \$105.00 per hour. A motion was needed to appoint an Alternate Solicitor for the Zoning Hearing Board and to set the rate per hour for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint Atty. Peter Fagan as Alternate Solicitor to the Zoning Hearing Board at the rate of \$105.00 per hour for 2023. The motion passed unanimously.

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

The rate for 2022 was \$25.00 per meeting. A motion was needed to set the rate per meeting for 2023. A motion was made by Supervisor Yost, seconded by Chairman DiSabella, to set the rate of \$35.00 per meeting for the Zoning Hearing Board members for the year 2023. The motion passed unanimously.

**Zoning Hearing Board Appointments 2023:**

Dean Hilliard's term expires in December of 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 expired in December 2022. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Richard Morelli to a three (3) year primary member term expiring December 31, 2025. The motion passed unanimously. The board also appointed Tom Mundie as an alternate member of the board. The motion passed unanimously.

**UCC Appeals Board Appointments 2022:**

A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Thomas Lombardo, Dean Hilliard, and Scott Klesh to serve on the UCC Appeals Board for 2023. The motion passed unanimously.

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

The rate for 2022 was \$115.00 per hour. A motion was needed to appoint a Solicitor for the UCC Appeals Board and to set the rate per hour for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint Atty. Stephen Seach as Solicitor for the UCC Appeals Board at the rate of \$125.00 per hour for 2023. The motion passed unanimously.

**Primary Township Engineer:**

The rate for 2022 was \$120.00 per hour. Resolution No. 1 of 2023 was presented to appoint the Primary Township Engineer and to set the rate per hour for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to adopt Resolution No. 1 of 2023 appointing Peters Consulting Inc. as Primary Township Engineer for the year 2023 at the rate of \$120.00 per hour. The motion passed unanimously.

**Secondary Township Engineer:**

The rate for 2022 was \$80.00 per hour. Resolution No. 2 of 2023 was presented to appoint the Secondary Township Engineer and to set the rate per hour for 2023. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to adopt Resolution No. 2 of 2023 appointing Twin Oaks (J. Ackerman) as Secondary Township Engineer at the rate of \$80.00 per hour for 2023. The motion passed unanimously.

**Zoning Officer:**

The pay rate for 2022 was \$35.00 per hour. Resolution No. 3 of 2023 was presented to appoint the Zoning Officer and to set the rate per hour for 2023. A motion was made by Supervisor Yost, seconded by Chairman DiSabella to adopt Resolution No. 3 of 2023 appointing Henry Mlecynski as Zoning Officer for 2023 at the rate of \$35.00 per hour. The motion passed unanimously.

**Central Sewer Officer:**

The rate for 2022 was \$75.00 per hour. Resolution No. 4 of 2023 was presented to appoint the Central Sewer Officer and to set the rate per hour for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to adopt Resolution No. 4 of 2023 appointing Dennis Peters as Central Sewer Officer for 2023 at the rate of \$120.00 per hour for inspections and for any additional work. The motion passed unanimously.

**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. Resolution No. 5 of 2023 was presented to appoint the Primary and Alternate On-Lot Sewer Enforcement Officers and to set the fee schedule for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to adopt Resolution No. 5 of 2023 to appoint William Brior as Primary On-Lot Sewer Inspector, and Robert Fugate as Alternate Inspector for the year 2023 with fee schedule provided, and for the applicant to pay the full cost of fees. The motion passed unanimously.

**Municipal Fee Schedule:** Resolution No. 6 of 2023 was presented to establish the Zoning Fee Schedule for 2023. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to adopt Resolution No. 6 of 2023 establishing the Zoning Fee Schedule for 2023. The motion passed unanimously.

**State Convention Voting Delegate for 2022:** A motion was needed to appoint a voting delegate for the Pennsylvania State Association of Township Supervisors Convention for 2023. A motion was made by Supervisor Weaver, seconded by Chairman DiSabella to appoint Township Office Manager Elizabeth Tolan as the Voting Delegate for the year 2023 at the Pennsylvania State Association of Township Supervisors Convention. The motion passed unanimously.

**Authorize Supervisors, Township Solicitor, Township Office Manager and the EMA Coordinator to attend the PSATS State Convention:** A motion was needed to authorize the Supervisors, the Township Solicitor, the 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. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to authorize the Supervisors, the Township Solicitor, the Township Office Manager and the EMA Coordinator to attend the 2022 Pennsylvania State Association of Township Supervisors State Convention, and to authorize payment of all expenses. The motion passed unanimously.

**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 was needed for recommendation to the Auditors for the Pay Rate for Supervisors who work on the roads. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to recommend to the Auditors the rate of \$21.71 per hour for Supervisors to work on the roads if needed in 2023. The motion passed unanimously.

**Resolution No. 7 of 2023 Authorizing Supervisors to sign documents:** Resolution No. 7 of 2023 was presented to the Supervisors for authorization to sign documents. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to adopt Resolution No. 7 of 2023 to authorize all Supervisors to sign documents on behalf of Sugarloaf Township for 2023. The motion passed unanimously.

**Appoint Roadmaster:** A motion was needed to appoint a Roadmaster for the year 2023 with a pay rate set by the Auditors. A motion was made by Supervisor Yost, seconded by Chairman DiSabella, to appoint Supervisor Weaver as Roadmaster for the year 2023 with the rate set by the Auditors. The motion passed unanimously.

**Appoint Road Foreman:** A motion was needed to appoint a Road Foreman for 2023. A motion was made by Supervisor Yost, seconded by Chairman DiSabella, to appoint Barry Ervin as Road Foreman for 2023. The motion passed unanimously.

**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 was made by Supervisor Weaver, seconded by Supervisor Yost, to adopt the above Rate Schedule for the Non-Union Seasonal Employees for 2023. The motion passed unanimously.

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

1. **The Supervisors will meet the 3<sup>rd</sup> Tuesday of each month at 6:30 P.M. Residents are asked to note this change of time.**
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 was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the above meeting schedules as read and advertised in the Standard Speaker on December 15, 2022 and to advertise the time change for the Board of Supervisors meeting. Any additional meetings or Work Sessions will be duly advertised. The motion passed unanimously.

**Tax Collector Pay for 2023:**

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

A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to set the Tax Collector's pay at \$3,600.00 per year for 2023. The motion passed unanimously.

**Accounting Firm for 2023:**

The Accounting Firm of Frey and Company contract to perform the Audit of all Township accounts and for the preparation of all financial statements expired on December 31, 2022. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint The Accounting Firm of Frey and Company as accounting firm for the years 2023,2024, and 2025 at the rate schedule provided. The motion passed unanimously.

**IRS Mileage Rate:**

A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to set the Mileage Rate at 65.5 cents per mile for 2023 in accordance with the IRS schedule published on December 30, 2022. The motion passed unanimously.

**Residential Code Enforcement Officer:** Resolution No. 8 of 2023 was presented to the Supervisors to appoint a Residential Code Enforcement Officer for 2023 at the fee schedule attached to the Resolution. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to adopt Resolution No. 8 of 2023 appointing Brad Kowalski and Henry Mleczynski as Residential Code Enforcement Officers for 2023 at the Fee Schedule attached to the Resolution. The motion passed unanimously.

**Commercial UCC Enforcement Officer:** Resolution No. 9 of 2023 was presented to the Supervisors to appoint a Commercial UCC Enforcement Officer for 2023 at the Fee Schedule attached to the resolution. A motion was made by Supervisor Yost, seconded by Supervisor Weaver to adopt Resolution No. 9 of 2023 appointing Carl Faust as Commercial UCC Enforcement Officer for 2023 at the Fee Schedule attached to the resolution. The motion passed unanimously.

**Sugarloaf Recreation Board:**

Millini Skuba and Jessica Busch's terms expire on December 31, 2026. Raleigh Masters term will expire on 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 was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint Angel Mae Webby as recreation committee member for 2023 for a four year term. The motion passed unanimously.

**Tomhicken Playground Recreation Board:**

Sharon Judge's term expires on December 31, 2025. Nora Bellum's term was through December 31, 2022, and Gary Nensteil's term expires on December 31, 2024. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to appoint Nora Bellum to serve a five-year term on the Tomhicken Playground Association Board expiring on December 31, 2027. The motion passed unanimously.

**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 2023(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:**

**Minutes:** Chairman DiSabella asked if there were any additions or corrections to the Minutes of the Regular Meeting, December 20, 2022, the Special Meeting, December 28, 2022 and the Public Hearing December 20, 2022. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the minutes of the Regular Meeting, Special Meeting and the Public Hearing as presented. The motion passed unanimously. (Copies were put on the front table for public review)

**Bills:** Supervisor Yost read the Income and Expenses Report of the General Fund for December 2022. A motion was made by Supervisor Weaver, seconded by Chairman DiSabella, to approve the bills as read, and to pay any and all bills in all funds that become due before the next regular meeting. The motion passed unanimously.

**Financial Statement:** Chairman DiSabella mentioned that the financial statement was attached to all agendas. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to dispense reading and approve the financial report. The motion passed unanimously. Supervisor Yost signed the Financial Statement.

**Police Department:**

Supervisor Weaver reviewed the police activity report for December 2022 and reviewed Department of Probation fines collected for December 2022.

**Fire Company:**

Fire Chief Duane Hildebrand reviewed the activity report for December 2022 and for the year of 2022. He reported 35 Fire and Rescue Call and 69 EMS Calls for the month of December 2022 and a total of 365 Fire and Rescue Calls and 869 EMS Calls for the year at a total of 1234 Calls. It was noted that this is a significant amount of responses from a completely volunteer Fire Company. The Board of Supervisors expresses their thanks to the Hildebrand Family and all of the volunteers for their service.

**Road Department:**

The road department report for December 2022 was reviewed by Supervisor Weaver.

**Zoning Report:** Chairman DiSabella read the Zoning Report for December 2022 which included four permits that were issued and no permits that were denied. He also reviewed the yearly report for 2022. Chairman DiSabella placed the Zoning Log for December 2022 on the front table.

**Emergency Management:**

Thomas Mundie, Emergency Management Coordinator, was not present to give a report for December 2022.

**Sugarloaf Recreation Board:**

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

**Tomhicken Recreation Board:**

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

**Planning Commission:**

The Planning Commission Meeting and Reorganization was held Tuesday, January 3, 2023, at 7:00 P.M .

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

1. **Crossroads XOXO:** Preliminary plan review was completed by Peter's Consultants Inc. with comments.
2. **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.

**Old Business:** 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 Board of Supervisors for agreement. UGI has stated that once the route is finalized, they will begin ROW Agreement and Compensation negotiations.

**New Business:**

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



**Correspondence:** Correspondence for the month of December was reviewed.

**Public Comment (Residents and Taxpayers only) 5-minute limit:** There was no public comment.

**Adjournment:** A motion was made to adjourn by Supervisor Yost, seconded by Chairman DiSabella at 6:45 PM.

It was noted that all reports or correspondence mentioned during the meeting could be reviewed at the front table.

A handwritten signature in black ink, appearing to read "Richard E. Yost". The signature is written in a cursive style with a large, stylized initial "R".

# FINANCIAL STATEMENT

December 30, 2022

<u>GENERAL FUND</u>	\$	<u>343,401.18</u>
<u>STATE FUND</u>	\$	<u>11,791.52</u>
<u>MACHINERY FUND</u>	\$	<u>81,605.72</u>
<u>FIRE FUND</u>	\$	<u>645.24</u>
<u>PAYROLL FUND</u>	\$	<u>9,780.44</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	\$	<u>6,551.53</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	\$	<u>1924.23</u>
<u>SUGARLOAF SEWER FUND</u>	\$	<u>589,551.39</u>
<u>PETTY CASH FUND</u> Office	\$	<u>35.76</u>
<u>PETTY CASH FUND</u> Police	\$	<u>89.09</u>
<u>LSA GRANT ACCOUNT – PHASE 1 OLD BERWICK ROAD</u>	\$	<u>0- Closed</u>
<u>LSA GRANT ACCOUNT – PHASE 111 OLD BERWICK ROAD</u>	\$	<u>0- Closed</u>
<u>MTF GRANT ACCOUNT – PHASE 111 OLD BERWICK ROAD</u>	\$	<u>8,585.22</u>
<u>SUGARLOAF RECREATION BOARD</u>	\$	<u>9,945.95</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	\$	<u>2,685.53</u>
<u>ARP FUNDS</u>	\$	<u>27,262.49</u>

Jan. 3, 2023  
Richard E. Fort