

## SUPERVISORS MEETING MINUTES

October 17, 2023

The regular meeting of the Sugarloaf Township Supervisors was held on Tuesday October 17, 2023, at 6:30 P.M. as duly advertised in the Standard Speaker on December 15, 2022.

In attendance was Chairman Joseph DiSabella, Supervisor Rick Weaver, Supervisor Richard Yost, Zoning Officer Henry Mieczynski and Administrative Assistant Lori Webster. Also in attendance was Tyler Kotch, a Representative from Peters Consultants, Inc. and Attorney Brando. Attorney Joseph Baranko was absent due to illness.

### Pledge of Allegiance to the Flag:

Public Comment on Items on Agenda Only: There was no public comment.

Minutes: The Minutes of the Regular Supervisors Meeting which was held on September 18, 2023 were presented for approval. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the minutes as presented. The motion passed unanimously. Copies of the minutes were put on the front table for public review.

Resolution No. 15 of 2023: Resolution No. 15 of 2023 eliminating Police Officer's contribution to the Police Pension Plan for the Year is presented to the Board of Supervisors for consideration. A motion was made by Supervisor Weaver, seconded by Chairman Joseph DiSabella to approve Resolution No. 15 of 2023. The motion passed unanimously.

A motion was made by Supervisor Weaver, seconded by Chairman DiSabella, to table three additional Resolutions until a preparation fee estimate is received from the Township Engineer Dennis Peters. The motion passed unanimously.

- (1) Resolution No. 16 of 2023 to apply for a State LSA Grant for Stormwater improvements for Royal Crest/Klinger Estates
- (2) Resolution No. 17 of 2023 to apply for a State LSA Grant for Stormwater improvements for Prospect Road
- (3) Resolution No. 18 of 2023 to apply for a State LSA Grant for Stormwater Improvements for Lamar Development.

Bills: Supervisor Yost reviewed the Expenses Report of the General Fund for September 2023. 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 Chairman DiSabella, seconded by Supervisor Yost, to dispense the reading and approve the financial report. The motion passed unanimously. Supervisor Yost signed the Financial Statement.

### Police Department:

1. Chairman DiSabella reviewed the police activity report for September 2023. There was a total of 120 calls.
2. Magistrate fines collected for September 2023 have not yet been received. One check was received for restitution from probation services totaling \$8.38.
3. We have received approval from the DCED to use the remaining \$5,549.00 of the Police Building LSA Grant to extend the landscaping from the front of the municipal building to the front of the police building for

\$2,500.00. The remaining funds will be combined with a small amount of General Funds to pave the access road from Main Street to the back of the police station which is now a dirt/gravel access road. This will eliminate muddy conditions and will allow for better access in the winter months. The Landscaping has been completed.

**Fire Company:**

1. Fire Chief Duane Hildebrand reviewed the report for September 2023. There were 29 Fire/Rescue calls and 96 EMS calls for a total of 125 calls.
2. Volunteer Fire Relief Association State Aid Allocation in the amount of \$27,680.35 was received in September and payment was made from the General Fund to the Sugarloaf Volunteer Relief Association in the amount of \$27,680.35 in compliance with Act 205.
3. The Sugarloaf Firemen's Relief Association Compliance Audit has been received for the period of January 1, 2020 to December 31, 2022.

**Road Department:**

1. Supervisor Weaver reviewed the road department activity for September 2023.
2. A Luzerne LSA Grant was submitted in September in the amount of \$266,458.96 for two new road department Vehicles (a Plow Truck and a Pickup Truck). We had reached out to Representative Cabell and Senator Culver for support of this application.

**Zoning Report:**

1. Zoning Officer Henry Mieczynski read the Zoning Report for September 2023. There were seven permits approved and none denied. There was one violation issued in September.
2. Chairman DiSabella placed the Zoning Log for September on the front table for public review.
3. There was no Zoning Hearing Board Meeting in September due to no business to discuss.
4. **Proposed Ordinance No. 5 of 2023:** A recommendation has been made by the Zoning Officer to adopt Ordinance No.5 of 2023 regarding an amendment to the International Property Maintenance Code. This will amend the code from 2009 to the 2018 code reference. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to advertise the proposed Amendment to the International Property Maintenance Code and to set a date of November 21 at 6pm for Public Comment. The motion passed unanimously.

**Emergency Management:**

EMA Coordinator Wendy Hildebrand provided an update to the board.

**Sugarloaf Recreation Board:**

Chairman DiSabella gave a report in regards to the Sugarloaf Recreation Board.

1. The Recreation Board Meeting for September was held on September 6, 2023. The minutes have been received.
2. The drainage pipe at Larock Field was snaked and it was found to be choked with roots. It has since been cleared out, but a nearby tree will need to be removed to eliminate future problems. Supervisor Weaver is working on having the tree removed. The plumbing at the park is now working correctly.
3. A Luzerne County LSA Grant submission was made in September to the DCED in the amount of \$193,544.50 to continue work on the Larock Recreation Rehabilitation project. We have reached out to Representative Cabell and Senator Culver for support of this application.
4. There is a Community Change Grant opportunity through America Walks. The grant is awarding 10 grantees \$1,500.00 for projects relating to creating healthy, active, and engaged places to live, work and play. A grant application was submitted in the amount of \$1,500.00 to restore the exercise signs on the walking path at Larock Park.
5. Grant work on the Tennis Court restoration has begun. The asphalt is being removed and replaced.

6. The Recreation Committee has requested assistance from the Board of Supervisors regarding an ongoing issue with the teams using the facility and leaving the area unsecured and in disarray. Comments and ideas were discussed in regards to how to handle these problems. Concerns also included parking issues. Cars are parking on neighbor's properties which results in damage to those properties. Some ideas that were mentioned were possibly anyone using the field would need to ask for permission, sign an agreement, follow a list of rules, have a representative that is responsible for any issues and that the agreements should be enforced. Chairman DiSabella will also try to talk with Rick Morelli for any other ideas and input.

**Tomhicken Recreation Board:**

The Tomhicken Recreation Board met on September 20, 2023. The minutes have not been received.

**Planning Commission:**

The October Meeting of the Planning Commission was held on October 2, 2023. The minutes have been received. The next scheduled Meeting of the Planning Commission will be on Monday November 6, 2023 at 7:00 PM.

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

**Berroa Land Development:**

Final Plans have been approved and signed and are now presented to the Board of Supervisors for signature. The motion to approve took place at last month's meeting, and the plans are now here to be signed.

**Trella/Bellagio Fields LLC:**

A waiver request was received from the client's engineer, Peters Consultants Inc. The Plan shows proposed landscaped islands throughout the parking lot, which the client would like to eliminate. The Planning Commission and Zoning Officer expressed concerns regarding this request, and so the issue was tabled. The client will provide Plans on moving rather than eliminating the islands and the issue will be revisited at the next Planning Commission Meeting. The client was given a 90-day extension which will expire on February 1, 2024. A motion was made by Supervisor Yost, seconded by Supervisor Weaver to approve the Planning Committee's recommendation of a 90 Day Extension. The motion passed unanimously.

**Crossroads XOXO Building #1:**

A request for a 90-day extension which will expire on January 30, 2024 was approved by the Planning Committee. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the Planning Committee recommendation. The motion passed unanimously.

**Crossroads XOX:**

The DEP sent a notice acknowledging receipt of the Notice of Intent to Remediate from JVI.LLC.

**Sugarloaf Logistics LLC:**

A notice was received from PennDOT Permitting advising that it has been 30 days and they have not received a revised application.

**Randall Skuba Minor Subdivision:** A request was made by Dennis Evans, the client's engineer, for a 90-day extension which would expire on January 26, 2024. The extension was approved by the Planning Committee. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the Planning Commission's recommendation of a 90 day extension. The motion passed unanimously.

**Moisey-Hoover Minor Subdivision:**

A request for a Planning Waiver and Non-Building Declaration was received from Brior Environmental which was approved by the Planning Committee. It was presented to the Board of Supervisors for approval and signature. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the Planning Waiver and Non-Building Declaration. The motion passed unanimously. Review Letters were received with comments from Luzerne County Planning, Luzerne County Engineer and also the Township Zoning Officer.

**SAI Sugarloaf Realty:**

We received the approved Storm Water Permit from Peter's Consultants LLC.

**Joseph Smolock:**

The client is requesting a ground mount solar system at 210 Maple Drive Drums. The request was tabled by the Planning Committee until the Glare Study is reviewed by the Township Engineer.

**New Business:**

1. The next scheduled meeting of the Supervisors will be held on Tuesday, November 21, 2023 at 6:30 PM.
2. Applications are now being accepted for RISE Sugarloaf Grant Program. They can be found on the township website and hard copies are available in the office. The grants are available for small businesses, community groups and not for profit agencies located in Sugarloaf. Grant submissions close on October 31, 2023.
3. PURTA Distribution Payment for the year 2022 was received in the amount of \$1,575.48.
4. General Municipal Pension System State Aid Allocation has been received in the amount of \$75,762.54 and allocations have been made to both pension funds as directed by Thomas J. Anderson and Associates.
5. The 2023 Act 44 Annual Disclosure Form has been received from Thomas J. Anderson and Associated and has been placed on the Township Website as required.

**Correspondence:**

1. Correspondence was received from Peter's Consultants, Inc. regarding a status Report for the Act 537 Special Study for Tomhicken Road and State Route 93.
2. Copy of Notice of Violation to Jihad Abdulrahman regarding J&N Top of the 80S LLC Underground Storage Tank Facility Operations Inspection which was due on 2/10/23 was received from the DEP.
3. Copy of Notice of Proposed Assessment/Delivery Prohibition/ Permit Suspension from the DEP to J & N Realty Investments LLC regarding Tank Violations unresolved at J & N Tops of the 80S LLC was received.
4. Correspondence was received from Atty.Baranko regarding possible mediation in the Kress litigation case.
5. A chapter 102 inspection report was received from the Conservation District in regard to the property at Royal Crest Drive Lot No.3.
6. A notice with comments was received from Luzerne Conservation District in regard to the inspection done at Royal Crest Drive Lot No.4.
7. A response letter was received from Peter's Consultants Inc. regarding Lot No.3 Royal Crest Drive.
8. An inspection was done by Peter's Consultants on Lot's No. 3&4 of that project and a report was provided with comment.
9. An inspection report was received from Peter's Consultants Inc., regarding stormwater issues at Klinger Estates.
10. A letter with comments was received from Atty. Baranko in regard to the Act 537 Special Study.
11. A letter was received from Entech Engineering in regard to the CSJMA Wastewater Upgrades. They are applying to PennVEST for financing for the proposed upgrades. A review letter was received from Peter's Consultants Inc. for the project.
12. A chapter 12 inspection report was received from Luzerne Conservation District in regard to the property at 1165 St. Rt. 93 Drums.

**Public Comment:** Laura Motel addressed the Board of Supervisors with comments in regards to the Stormwater issues at Klinger Estate and Royal Crest.

With no other business to attend to, a motion was made by Supervisor Yost, seconded by Supervisor Weaver to adjourn at 7:25 pm.



# FINANCIAL STATEMENT

September 29, 2023

<u>GENERAL FUND</u>	\$	<u>725,338.67</u>
<u>STATE FUND</u>	\$	<u>44,072.19</u>
<u>MACHINERY FUND</u>	\$	<u>107,820.51</u>
<u>FIRE FUND</u>	\$	<u>1,021.10</u>
<u>PAYROLL FUND</u>	\$	<u>3,388.47</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	\$	<u>6,830.42</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	\$	<u>2,323.69</u>
<u>SUGARLOAF SEWER FUND</u>	\$	<u>653,990.01</u>
<u>PETTY CASH FUND</u> Office	\$	<u>61.68</u>
<u>PETTY CASH FUND</u> Police	\$	<u>83.84</u>
<u>SUGARLOAF RECREATION BOARD</u>	\$	<u>10,278.72</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	\$	<u>2,736.06</u>
<u>ARP FUNDS</u>	\$	<u>27,262.49</u>
<u>FIRE ESCROW ACCOUNT (HOLDING ACCOUNT)</u>	\$	<u>31,962.62</u>

*Richard E. G...* 10/17/23