

SUPERVISORS MEETING MINUTES November 21, 2023

The regular meeting of the Sugarloaf Township Supervisors was held on Tuesday November 21, 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 Township Office Manager Elizabeth Tolan. Also in attendance was Tyler Kotch, a Representative from Peters Consultants, Inc., and Attorney Joseph Baranko.

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 October 17, 2023 were presented for approval. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the minutes as presented. The motion passed unanimously. Copies of the minutes were put on the front table for public review.

Ordinance No. 5 of 2023: Ordinance No. 5 of 2023, International Property Maintenance Code Amending Ordinance was presented to the Board of Supervisors for adoption. A motion was made by Supervisor Yost, seconded by Chairman Joseph DiSabella to adopt Ordinance No. 5 of 2023. The motion passed unanimously.

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

2024 Budget on Display: The 2024 Budget is now available to be advertised for display. A motion was made by Supervisor Yost, Seconded by Supervisor Weaver, to advertise the 2024 Budget for Display. The motion passed unanimously. The budget will be on display for not less than 20 days. It will be presented to the Board of Supervisors for adoption at the December Board of Supervisors meeting.

Police Department:

1. Chairman DiSabella reviewed the police activity report for October 2023.
2. Magistrate fines collected for October, 2023 amounted to \$846.64. Magistrate fines collected for September 2023 were received in the amount of \$933.99.
3. A check was received in the amount of \$6.95 for restitution.

Fire Company:

Fire Chief Duane Hildebrand reviewed the report for October 2023. There were 85 EMS Calls and 30 Fire and Rescue for a total of 115 calls for the month of October.

Road Department:

1. Supervisor Weaver reviewed the road department activity for October 2023.

Zoning Report:

1. The zoning officer read the Zoning Report for October 2023. There were 11 permits issued and 1 denied. There were 2 violations issued.
2. A motion was made by Chairman DiSabella, seconded by Supervisor Yost, to proceed with Civil Action against two violations. Civil action will be taken against Mr. Stroup and Forest Park Associates.
3. Chairman DiSabella placed the Zoning Log for October 2023 on the front table.
4. There was no zoning hearing board meeting in October due to no business to discuss.

Emergency Management:

EMA Coordinator Wendy Hildebrand was on a call and not available for the meeting. Chairman DiSabella mentioned that they need a new digital clock for the EMA room for drills.

Sugarloaf Recreation Board:

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

1. The recreation board meeting for September was held on November 1st, 2023. The minutes have been received.
2. Grant work on the Tennis Court restoration has begun and is on schedule.
3. There is a matter concerning the use of Larock Field by Valley Chiefs that has been brought forward for the BOS's consideration and intervention. There have been numerous complaints regarding the condition of the park after the games, parking, and public disturbances. Pictures have been sent to the township to support these concerns. After listening to members of the audience, Chairman DiSabella and the board agreed that the Valley Chiefs seem to have outgrown the park. A special meeting will be scheduled with concerned citizens and the Valley Chiefs officers to discuss the situation.

Tomhicken Recreation Board:

The Tomhicken Recreation Board met on October 18, 2023 and their minutes have been received. They have provided a list of ongoing needs/concerns. The board agreed to allow Township Office Manager Elizabeth Tolan to work on a grant project for 2024 submission to Luzerne County LSA Grant Program specifically for Tomhicken Playground. We will begin working on the grant submission in Spring of 2024.

Planning Commission:

The November Meeting of the Planning Commission was held on November 6, 2023. The minutes have been received. The next scheduled Meeting of the Planning Commission will be Monday December 4, 2023 at 7:00 PM.

Subdivision/Lot Consolidation/Land Development:

1. Trella/Bellagio Fields:

- a. An Approval Letter was received from PA DEP.

2. Crossroads XOXO Building #1:

- a. A Review Letter was received from the Township Engineer Dennis Peters with comments.
- b. A Notice was received from e-permitting at PennDOT stating that they received the application for a Highway Occupancy Permit, and it is under review.

3. Crossroads XOX Building #4:

- a. A letter was received from Crossroads Engineer Pennoni stating that they have submitted a Remedial Investigation Report and Cleanup Plan to the Department of Environmental Protection indicating that the remediation will attain compliance with the site-specific cleanup standard. PA DEP stated that they received the report, and they have 90 days to review it.
- b. A Review Letter was received from Township Engineer Dennis Peters with comments.

4. Le Famiglia Compagnia LLC Minor Subdivision:

- a. Plans were received and reviewed for completeness by the Township Engineer Dennis Peters. The Plans were accepted as Administratively Complete by the Planning Commission and are now presented to the Board of Supervisors for acceptance as Administratively Complete. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to accept the Plans as Administratively Complete. The motion passed unanimously.
- b. The Sewage Planning Module was received by Brior Environmental. It was approved by the Planning Commission and was presented to the Board of Supervisors for approval and signature. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the Sewage Planning Module. The motion passed unanimously.
- c. The First Review Letter was received from Township Engineer Dennis Peters with comments.
- d. Review Letters with comments were received from Luzerne County Engineer and also Luzerne County Planning.
- e. A Review Letter with comments was received from Zoning Officer Henry Mieczynski.

5. Moisey-Hoover Minor Subdivision:

- a. A Review Letter with comments was received from the Township Engineer Dennis Peters.
- b. Final Rolled Plans were received and approved by the Planning Commission. The Plans were presented to the Board of Supervisors for approval and signature. A motion was made by Chairman DiSabella, seconded by Supervisor Yost to approve the Final Rolled Plans. The motion passed unanimously, and the plans were signed after the meeting.

6. SAI Sugarloaf Realty:

- a. A notice was received from e-permitting at PennDOT stating that they received the Application for the Highway Occupancy Permit, and it is under review.

7. Randall Skuba Subdivision:

- a. A Review Letter was received from Conyngham Borough Planning Commission stating that the Subdivision proposal is consistent with their municipality's official plan.
- b. An Approval Letter-Exception was received from DEP in regard to the subdivision.
- c. A Review Letter with comments was received from Zoning Officer Henry Mieczynski.
- d. A Review Letter with comments was received from the Township Engineer Dennis Peters.
- e. Final Rolled Plans were received and approved by the Planning Commission. They were presented to the Board of Supervisors for approval. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the final plans. The motion passed unanimously and the plans were signed after the meeting.

8. Sugarloaf Logistics LLC:

- a. A Notice was received from e-permitting at PennDOT stating that they received the Application for the Highway Occupancy Permit, and it is under review.
- b. A Letter was received from Luzerne Conservation District stating that they reviewed the application for the NPDES Permit and they have determined that it is incomplete and must be resubmitted.
- c. The Planning Commission approved a 90 Day Extension Request. The Extension will expire on March 1, 2024. The Extension Request was presented to the Board of Supervisors for approval. A motion was made by Supervisor Yost, seconded by Chairman DiSabella, to approve the 90-day Extension. The motion passed unanimously.

Old Business:

RISE Sugarloaf: 24 Applications have been received. A meeting is scheduled with the Committee of Volunteers to review applications and make recommendations on awards. Awards should be presented late December/ early January. Special thanks to Helen Roth for assembling the volunteer committee.

New Business:

1. A motion was needed to advertise the appointment of a Certified Public Accounting Firm in lieu of the elected auditors. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to advertise the use of a Certified Public Accounting Firm. The motion passed unanimously.
2. In an effort to increase storage, we have accumulated a list of items which can be destroyed in accordance with the Municipal Records Act. A motion was needed to proceed with shredding of the records included in the list provided. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the proper disposal of these records. The motion passed unanimously.
3. We are short two auditors for the Auditors Reorganization Meeting for 2024. Mr. Larock resigned earlier this year to take a position on the Planning Committee, and Mr. Rabbitz in being deployed in late December. Mr. Jim Bayliff and Mr. Joe Capece have volunteered to serve as auditors along with Auditor Secretary Kimberly Platek. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint Mr. Bayliff to replace Mr. Rabbitz for the remainder of his term. The motion passed unanimously. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to appoint Mr. Capece to complete the term of Mr. Larock. The motion passed unanimously.
4. The Sugarloaf Township Tax Collector has requested a refund to Mr. Barry Irvin in the amount of \$4.04. A motion was made by Chairman DiSabella, seconded by Supervisor Weaver to approve the refund. The motion passed unanimously.
5. A letter of support was provided to Luzerne County for their grant application to the Pennsylvania Department of Transportation for a Multimodal Transportation Fund Grant to make road improvements and to install bike lanes along West County Road.
6. A Realty Transfer Tax Payment in the amount of \$1656.20 was received for transfer for the month of October.
7. An MA-1M Dividend check was received from Selective Insurance in the amount of \$14.95.
8. Notifications of Judicial Tax Sales were received from Luzerne County Court of Common Pleas.
9. Debbie Disabella is taking a collection for homeless veterans in the area. Personal Care Items, new and gently used clothing and blankets are welcome. The donations needed to be in by the end of November. The collection box is located in the meeting room.

Correspondence:

1. Second Notice of Violation Notice received from the PA DEP regarding the Pilot Travel Center.
2. Woodland Design Associates Inc. provided information regarding Harwood-Palooka 1&2 69k V Project.
3. Additional historical documents were received regarding the sewer issue at Hampton Inn.
4. Luzerne County Conservation District sent a copy of a Technical Deficiency Letter sent to Bridging PA Developer 1, LLC.
5. PA DEP provided a copy of the review for Hazelton Associates Xpress Mart.
6. Municipal Notification of Planned Land Development for Chapter 102 Permits was received from PA DEP regarding PPL Electric Utilities.

Public Comment:

Ms. Wolfe expressed concern regarding the number of players using Larock Field now from Valley Chiefs and stated that it is left to the residents to police trespassers. She would like the board to take a decision regarding the situation.

Ms. Swenson stated that she has the house on the corner by the field and that people come to the games, park, and turn around on her lawn making big ruts in the grass.

Sugarloaf Township
Items for Destruction

The Following Information is eligible to be destroyed according to the Municipal Records Act/Manual:

(3)- Duplicate 2016 Auditor Reports
2016 Road Crew Time Logs
2016- Payroll Reports and Time Sheets
2016 Teamsters Insurance Information
2016 EMC Insurance Policies
2016 Brown & Brown Insurance Information
2015 Street Light Records/ Bank Statements-Dipple Manor and Oakhill Village
2015 Berkheimer EIT and LST
2015 Monthly Tax Collector Reports
2015 Fire Fund Statements and Checks
2015 Machinery Statements and Checks
2015 PLGIT Statements
2015 Delinquent Fire Company and Machinery Checks and Reports
2015 Real Estate Transfers and Tax Receipts
2015 Luzerne County Probation Checks
2015 Magistrate Checks
2015 Payroll, W2's, W3's, 1099's, Checks and Bank Statements
2015 1095B and 1094B Forms
2015 General Fund Bank Statements and Checks
2014 General Fund Bank Statements
2015 Paid Invoices
2015 to 2020 Right to Know's
2015 and 2016 Contractor License Application
2015 Selective Insurance Information
2015 Fuel Bids
2015 Paid Sewer Invoices
2015 Sewer Bank Deposit Slips, Bank Statements and Receipt Registers
2014 Barry Issett UCC Services Booklet
2013-2014 Trident Insurance Policy
2014 Twin Oaks Letter of Interest for Engineer Services
2015 RJD Letter of Interest for Services
2015 Snyder and Clement Insurance Information
2015 Paid Bills and Invoices
2013, 2014, 2015 Year End Entries
1982 Columbia Insurance Certificate
1992 Corporate Life Insurance Company Information
1992 Lincoln Heritage Insurance Information
2010 to 2018 Police and Non-Uniform Monthly Pension Statements
1995 to 1997 Rossi Sewer Collection File
1994 to 1997 Pamela Ross Stormwater Litigation Information
2008 to 2015 SEO Reports (Must retain 3 years-after Expiration of Certification)
2010 CBA Sewer Billing Information and Related Invoices

Ms. Cooper said that the people who come to the games are parking all over and are causing damage to the plumbing.

Ms. Kelchner requested that the road department check the swale along the fence at Larock Park.

Mr. Ferdinand questioned how to get violators to maintain property in Dipple Manor. He was referred to the zoning officer.

With no other business to attend to, Chairman DiSabella wished all a Happy Thanksgiving, and a motion was made by Supervisor Weaver, seconded by Supervisor Yost to adjourn at 7:15 pm.

A handwritten signature in black ink, appearing to read "Richard L. Yost". The signature is written in a cursive style and is positioned on the right side of the page.

FINANCIAL STATEMENT

October 31, 2023

<u>GENERAL FUND</u>	\$	<u>582,847.80</u>
<u>STATE FUND</u>	\$	<u>34,256.24</u>
<u>MACHINERY FUND</u>	\$	<u>107,932.08</u>
<u>FIRE FUND</u>	\$	<u>1,818.04</u>
<u>PAYROLL FUND</u>	\$	<u>27,421.98</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	\$	<u>6,714.21</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	\$	<u>2,140.21</u>
<u>SUGARLOAF SEWER FUND</u>	\$	<u>659,905.31</u>
<u>PETTY CASH FUND Office</u>	\$	<u>61.68</u>
<u>PETTY CASH FUND Police</u>	\$	<u>89.09</u>
<u>SUGARLOAF RECREATION BOARD</u>	\$	<u>10,301.43</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	\$	<u>2,742.10</u>
<u>ARP FUNDS</u>	\$	<u>27,262.49</u>
<u>FIRE ESCROW ACCOUNT (HOLDING ACCOUNT)</u>	\$	<u>31,962.62</u>

Richard E. Yates Nov. 21, 2023