

## **SUPERVISORS MEETING MINUTES**

### **March 19, 2024**

The regular meeting of the Sugarloaf Township Supervisors was held on Tuesday March 19, 2024, at 6:30 P.M. as duly advertised in the Standard Speaker on December 15, 2023.

In attendance was Chairman Joseph DiSabella, Supervisor Rick Weaver, Supervisor Richard Yost, Zoning Officer Henry Mleczyński, Township Office Manager Elizabeth Tolan and Attorney Joseph Baranko. Also in attendance was Tyler Kotch from Peter's Consultants, Inc.

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

**Addition to Agenda:** A motion was needed for approval to advertise the proposed Conyngham Mutual Aid Ordinance. A motion was by Supervisor Yost, seconded by Supervisor Weaver to advertise the proposed ordinance. The motion passed unanimously.

A motion was needed to set a public hearing date of April 16, 2024 at 6:15 PM prior to the April BOS Meeting to hear public comment on the Conyngham Mutual Aid Ordinance. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to set the date and time for the public hearing. The motion passed unanimously.

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

**Minutes:** The Minutes of the Regular meeting which was held on March 7, 2024 were presented for approval. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to approve the minutes of the regular meeting as presented. The motion passed unanimously. Copies of the minutes were put on the front table for public review.

**Minutes:** The Minutes of the Special meeting which was held on February 20, 2024 were presented for approval. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the minutes of the special meeting as presented. The motion passed unanimously. Copies of the minutes were put on the front table for public review.

**Executive Sessions:** There were two executive sessions since the last meeting. One on February 29, 2024 for sewer discussions, and one on March 5, 2024 for personnel matters.

**Fuel Bids:** Chairman DiSabella asked if there are any outstanding bids. Bids were opened by Supervisor Yost and reviewed by Atty. Baranko. A motion by Supervisor Yost, seconded by Supervisor Weaver, to award the yearly contract to M&J Fuel and Excavation LLC for Deisel Fuel at a cost of .35 over Rack and a motion was made by Supervisor Weaver, seconded by Supervisor Yost, to award the yearly contract for Gas to Button Energy at a cost of .50 over Rack. Both motions passed unanimously. A copy of the bid tally sheet is attached to these minutes.

**Bills:** Supervisor Yost reviewed the Expenses Report of the General Fund for February 2024. 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 Supervisor Weaver, 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 will review the police activity report for February 2024.
2. Magistrate fines collected for February 2024 amounted to \$639.83.

**Fire Company:**

1. Fire Chief Duane Hildebrand will review the report for February 2024 at the April Meeting.

**Road Department:**

1. Supervisor Weaver reviewed the road department activity for February 2024.
2. Supervisor Weaver indicated that he would like to make improvements this year to Sugarloaf Mtn. Road and will have Regional District Representative Chris Goetz from PennDOT come to review the road for improvement suggestions this spring.
3. Liquid Fuels payment was received in the amount of \$183,228.50. Turnback payment was received in the amount of \$40,280.00.
4. A meeting will be arranged with County Manager Romilda Crocarno to further discuss the requested takeover of county road.

**Zoning Report:**

1. The Zoning Officer read the Zoning Report for February 2024. There were 8 permits issued and none denied.
2. Chairman DiSabella placed the Zoning Log for February 2024 on the front table.

**Emergency Management:**

EMA Coordinator Wendy Hildebrand provided an update to the board. She spoke about the upcoming plant tour of the Talon facility, and also advised that there will be a practice drill in June or July.

**Sugarloaf Recreation Board:**

The recreation board is meeting for a walk through the park this month, date to be determined. Regular meetings will begin in April.

**Tomhicken Recreation Board:**

The Tomhicken Recreation Board will begin their meetings on April 17, 2024.

**Planning Commission:**

The planning held their meeting for March on March 4, 2024. The minutes have been received. The planning commission's next meeting will be April 1, 2024.

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

**Sugarloaf Industrial & Logistics Holdings, LP:**

1. Received letter from Attorney Baranko stating that the Supervisors authorized him to move forward with coordinating a public hearing and processing of the LERTA request. The Request to move forward with the LERTA was also approved by the Planning Commission at their meeting on March 4, 2024.
2. Received a Letter from Attorney Conrad Falvello stating that they would like to withdraw the LERTA request at this time.

**SAI Sugarloaf Realty Gas Station:**

1. Justin Ross of LIVIC Civil addressed the Planning Commission in regard to adding EV Charging Stations. The Planning Commission discussed their concerns and tabled the project until they do more research.
2. Received Letter from PADEP regarding ECB-Storage Tanks Program Chapter 245 Technical Summary CR Review and UST Closure Report

**Crossroads XOXO Building #1 and #3:**

1. A Notice Letter was received from Pennoni stating that they are applying for an individual NPDES Permit for Stormwater Discharges Associated with Construction Activities from the PADEP.
2. Received the Municipal Notification of Planned Land Development for Chapter 102 Permits and Completeness Checklist from our Engineer Dennis Peters.
3. Received a Notice from e-permitting at PennDOT that they have received Application #271620 Cycle #7 for the HOP, and it is under review.
4. A Review Letter with comments was received from Engineer Peters Consultants.

**Crossroads XOX LLC:**

1. Received a Notice from e-permitting at PennDOT (for Application #332500) that the Application was received and is under review.
2. A request for a 180 Day Extension was received from Crossroad's Engineer, Pennoni. The Planning Commission approved the Extension which will now expire on September 2, 2024. The Extension Request was presented to the Supervisors.
3. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the 180 Day Extension which will expire on September 2, 2024. The motion passed unanimously.

**Crossroads XOX LLC Final Major Subdivision / Lot Line Adjustment for proposed Building #4:**

1. A Request for a 180 Day Extension was received from Crossroad's Engineer, Pennoni. The Planning Commission approved the Extension which will now expire on August 31, 2024. The Extension Request was presented to the Supervisors. A motion was made by Chairman DiSabella, seconded by Supervisor Yost, to approve the 180 Day Extension which will expire on August 31, 2024. The motion passed unanimously.
2. A Review Letter with comments was received from Engineer Peters Consultants.

**Rutkowski Subdivision:**

1. A Review Letter was received from Zoning Officer Henry Mleczyński stating that the intended requirements are in compliance with the township's ordinance for the A1 District.
2. A Review Letter was received from Peters Consultants stating that the Plans are complete, and all comments were met. The Plans were accepted and signed by the Planning Commission and were presented to the Supervisors for approval and signature. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the Final Plans. The motion passed unanimously, and the plans were signed after the meeting.

**New Business:**

1. **Cleanup America:** Sugarloaf Township will once again be participating in this important event and is looking for volunteers to help us clean up along our roadways. Vests, Gloves, Bags, Coffee, and Donuts will be provided! Please contact Liz Tolan in person or call 570-788-3575 to register to help us clean up on April 19<sup>th</sup> and 20<sup>th</sup>. Thank you in advance for caring about the cleanliness of your township. You can pick the road you clean up, so long as it is located in the township.
2. **Local Realty Transfer Tax:** Local Realty Transfer Tax was received in the amount of \$4,116.00 for the month of February.
3. **Liquor Control Board:** Payment was received in the amount of \$400.00 for refund of Liquor and Malt Beverage License fees for the period of August 1, 2023 – January 11, 2024.
4. **SR3018-352 over UNT To Nescopeck Creek and Culvert Replacement.** In accordance with Act 14, we have received written notice regarding this project. An official municipal Response Form must be executed.

5. **Electronics Recycling:** It is Sugarloaf Townships year to host the Electronics Recycling Event which will be held on July 13, 2024 at Valley Elementary School. The event will be held from 8 AM- to 11 AM. Car fee is \$20.00 per resident of Sugarloaf or Butler. More information is found on the community bulletin board or on our website.
6. **Bake Sale Tricky Tray benefiting Sugarloaf FOP:** A tricky tray and bake sale will be held on May 18<sup>th</sup>, 2024 at the Sugarloaf Fire Company benefiting the Sugarloaf Township Police Association.

**Correspondence:**

1. Received a letter from Attorney Baranko in regard to the Act 537 Special Study for the Candlewood/Hampton Inn/Top of the 80's along with draft version of the sewer line takeover.
2. A Letter was received from PA DEP in regard to SAI and the ECB-Storage Tanks Program with comments.
3. The Zoning Officer, Henry Mieczynski presented Ordinance #1 of 2016 to the Planning Commission for discussion only. The Ordinance is the Amendment of the Sugarloaf Township Subdivision and Land Development and Creating a lot Consolidation Subdivision Procedure.
4. A Letter was received from Attorney Baranko in regard to the Civil Hearing with Larry Stroup being cancelled. The parties have amicably resolved the case.
5. We received a copy of the letter that Attorney Baranko sent to the Hamister Group in regard to the Act 537 Special Study with comments.
6. Notice was received from Attorney Baranko that Civil Hearing for Foster Park Associates, LLC has been continued and will be heard on April 24, 2024.
7. The Planning Commission approved a Ground Mount Solar System for Douglas Vanhorn at 111 Center Hill Road, Sugarloaf, PA 18249. The application was forwarded to the Zoning Officer.
8. Correspondence was received from the Luzerne County Conservation District regarding PACT ONE, LLC, approval of Minor Amendment to Permit Coverage.
9. A letter was received from Atty. Baranko regarding RT.93 weight restrictions.
10. A letter was received from Atty. Baranko requesting an update regarding the Mutual Aid Agreement proposed ordinance.

**Public Comment:**

Gary Marsh spoke about Merry L Drive and requested that it be looked at for repairs this year.

Mr. and Mrs. Kunko spoke to the board regarding the issue with trucks navigating the turn on Mundie's Road and the ongoing damage to their property. They asked if the road could be widened, and signage placed to avoid trucks getting stuck and doing damage to their property.

Mr. Lyon from Dipple Mannor spoke to the board regarding a skunk problem in his neighborhood which he had previously reported.

**Adjournment:** With no other business to attend to, a motion was made by Supervisor Yost, seconded by Supervisor Weaver to adjourn at 7:30 pm.



# FINANCIAL STATEMENT

February 29, 2024

<u>GENERAL FUND</u>	\$	<u>387,162.67</u>
<u>STATE FUND</u>	\$	<u>2312.41</u>
<u>MACHINERY FUND</u>	\$	<u>106,108.59</u>
<u>FIRE FUND</u>	\$	<u>463.96</u>
<u>PAYROLL FUND</u>	\$	<u>1,251.03</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	\$	<u>6,482.26</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	\$	<u>1,971.70</u>
<u>SUGARLOAF SEWER FUND</u>	\$	<u>694,301.67</u>
<u>PETTY CASH FUND Office</u>	\$	<u>165.76</u>
<u>PETTY CASH FUND Police</u>	\$	<u>80.53</u>
<u>SUGARLOAF RECREATION BOARD</u>	\$	<u>11,894.29</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	\$	<u>7786.86</u>
<u>ARP FUNDS</u>	\$	<u>0</u>
<u>FIRE ESCROW ACCOUNT (HOLDING ACCOUNT)</u>	\$	<u>0</u>

*Michael E. Gost*  
*3/19/2024*

Bid Tabulation Sheet

Fuel Bids 2024

Bidder	Over Road Diesel, Dyed, Delivered	Unleaded Gasoline 87 Octane
Button Energy	Rack + 0.40	Rack + 0.50
M&J Fuel LLC	Rack + 0.35	No Bid