

SUPERVISORS MEETING MINUTES

July 16, 2024

The regular meeting of the Sugarloaf Township Supervisors was held on Tuesday July 16, 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 Mleczynski, Township Office Manager Elizabeth Tolan and Attorney Joseph Baranko. Also in attendance was Dennis Peter from Peter's Consultants, Inc., and John Ackerman from Twin Oaks, LLC.

Pledge of Allegiance to the Flag:

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

Bid Openings: There were three projects scheduled for bid openings for this meeting.

Sugarloaf Mountain Road Project 3356-24-12A Sub-base Repair and Pipe Installation:

Supervisor Yost opened and announced the bids submitted. Atty. Baranko reviewed the bids for legal requirements and Engineer Dennis Peters reviewed the bids for compliance. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to award this project to M&J Excavating at a bid amount of \$70,120.00. The motion passed unanimously. Bid Talley Sheets are attached to this agenda.

Sugarloaf Mountain Road Project 3356-24-12B Overlay Project:

Supervisor Yost opened and announced the bids submitted. Atty. Baranko reviewed the bids for legal requirements and Engineer Dennis Peters reviewed the bids for compliance. A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to award this project to Asphalt Maintenance Solutions LLC at a bid amount of \$196,601.25. The motion passed unanimously. Bid Talley Sheets are attached to this agenda.

Joe Larock Recreation Complex Exercise Trail Rehabilitation:

Supervisor Yost opened and announced the bids submitted. This project is being funded by the Larock Recreation Rehabilitation LSA Grant awarded in 2024. Atty. Baranko reviewed the bids for legal requirements and Engineer John Ackerman reviewed the bids for compliance. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to award this project to Minichi Inc. at a bid amount of \$93,000.00 which included the Base Bid and Alternatives 1&2. The motion passed unanimously. Bid Talley Sheets are attached to this agenda.

Minutes: Chairman DiSabella asked if there were any additions or corrections to the Minutes of the Regular Meeting on June 18, 2024. 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, and the minutes were placed on the front table for public review.

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

Police Department: (Chairman DiSabella)

1. Chairman DiSabella reviewed the police activity report for June 2024. There were 98 Total Calls.
2. We received reimbursement for the Buckle Up program in the amount of \$273.44 through PTS Grant.
3. Magistrate fines collected for June 2024 amounted to \$1,019.27

Fire Company: Fire Chief Duane Hildebrand reviewed the report for June 2024. There were 34 Fire and Rescue calls, and 82 EMS calls for the month.

Road Department: (Supervisor Weaver)

1. The road department activity for June 2024 was reviewed by Supervisor Weaver.
2. We have received a project construction estimate from Engineer Dennis Peters for the Frederick Road Project. The project was estimated at \$34,500.00. A motion was needed and passed to approve going out to bid on this project for opening at the August 2024 Board of Supervisors Meeting. However, our PennDOT district representative Chris Goetz reviewed the project and felt the costs would be below the bid threshold. Three phone quotes were obtained, and all of the quotes were below the threshold for written bids. The project was awarded to Kulaga Excavation for the lowest bid price of \$17,458.00. Other phone quotes received were from M&J Excavating at \$21,672.00 and Don E. Bower at \$22,860.00.
3. A decision was required in regard to this year's DCED LSA Local Grant Submissions. A motion was made by Supervisor Weaver, seconded by Chairman DiSabella to submit grant applications for the following road projects for the 2025 grant award: Municipal Vehicle and Municipal Freightliner. The motion passed unanimously.

Zoning Report: (Chairman DiSabella)

1. The Zoning Officer read the Zoning Report for June 2024. There were eleven permits issued and four denied.
2. The zoning officer provided an update on the Foster Park Associates matter.
3. Three Zoning Hearings were held on July 22, 2024, Northeast Pennsylvania SMSA Limited Partnership d/b/a Verizon Wireless, Bolus Land Development and Scott & Sheri Boyle.

Emergency Management:

EMA Coordinator Wendy Hildebrand provided an update to the board.

Sugarloaf Recreation Board: (Chairman DiSabella)

1. The recreation board meeting for July was held on July 3, 2024 and the minutes have been received.

2. A request was made for the committee to purchase a dog kennel from Facebook and then turn the receipt in for reimbursement. This gated area was to be used to hold garbage. Road Foreman Duane Hildebrand mentioned that they had an older gated holding area down by the garage that they were not using. The gated holding device was painted by a teenager in need of community service and was moved down to Larock by the concession stand.
3. The doors are on order from Auto Glass. They will be advising us of the installation date.
4. The road department did an excellent job of trimming the existing trees along the trail in preparation of the walking path restoration.
5. A decision was required in regard to this year's DCED LSA Local Grant Submissions. A motion was made by Chairman DiSabella, seconded by Supervisor Yost, to submit a grant application to complete the final items on the Larock Recreation Project for the 2025 grant award. The motion passed unanimously.
6. Final reimbursement payment has been received from DCED for the tennis court restoration for the 2023 grant project. This project is now complete.

Tomhicken Recreation Board: (Chairman DiSabella)

1. The Tomhicken Recreation Board met on June 19, 2024 and their minutes have been received. They have provided a list of ongoing needs/concerns.
2. Due to staffing situations, Mr. Gera has not started on the Handicapped Ramp Project he was given but will be starting the project on August 5, 2024.

Planning Commission:

The planning commission met on July 1, 2024 and their minutes have been received.

Reakes Subdivision:

1. A Review Letter with comments was received from Luzerne County Planning Commission.
2. A Review Letter was received from Zoning Officer Henry Mleczynski.
3. A Review Letter was received from Twin Oaks addressing the comments from Luzerne County Planning Commission.
4. The Plans will be presented to the Planning Commission on August 5, 2024 for approval and signature.

Laputka Subdivision:

1. An Approval Letter was received from PADEP.

SAI Sugarloaf Realty Gas Station:

1. Received a Review Letter with comments from Peters Consultants in regard to the amended Plans with the charging stations.
2. A Notice was received from e-permitting at PennDOT stating that the HOP has expired, and no extension has been requested.
3. An email was received on 6/28/2024 from Jesse Smith, Director of Transportation, and Infrastructure at LIVIC Civil stating that an extension was now requested.
4. A Notice was received from PennDOT stating that they issued the HOP Supplement. The Permit will expire on 6/21/2025.
5. Amended Final Rolled Plans were received from Peters Consultants. The Plans were reviewed and recommended for approval by Engineer Dennis Peters. Six additional parking spaces have been added to the plans and meet the requirements of the SALDO

per the Engineer. The Planning Commission approved and signed the plans at their meeting on July 1, 2024 and they are now presented to the Supervisors.

6. A motion was made by Supervisor Yost, seconded by Chairman DiSabella to approve the Amended Final Rolled Plans. Supervisor Weaver expressed concern regarding the charging stations and trailer traffic in the parking lot.
The motion passed with the following roll call: Yost – Yes, Weaver – No, DiSabella- Yes.
The plans were signed after the meeting.

Trella Bellagio Fields:

1. A Waiver Request was received from Attorney Karpowich. The Waiver is in regard to eliminating two of the landscaped island areas that were shown on the original approved land development plans. The Waiver Request was approved by the Planning Commission and is now presented to the Supervisors.
2. A motion was made by Chairman DiSabella, seconded by Supervisor Weaver to approve the waiver request. The motion passed unanimously.

Old Business:

1. Correspondence has been received from Atty. Baranko on the matter of Conyngham Sugarloaf Joint Municipal Authority Penn Vest Financing Documents. The CSJMA are requesting various municipal finance documents and are also requesting that Sugarloaf Township Guarantee the loan for the authorities' sewer upgrades. A motion was needed to (approve, table, deny) to agree to Guarantee the loan and to advertise the Ordinance doing so to be advertised in advance of the August 20, 2024 meeting for adoption. Included in this motion was to advertise a public hearing at 5:30 before the regular Board of Supervisors meeting to allow for public comment.
2. A motion was made by Chairman DiSabella, seconded by Supervisor Yost to table advertising this ordinance and holding a public hearing on August 20, 2024 at 5:30 pm prior to the regular meeting. The motion passed unanimously.
3. A motion was needed if the Final Revision of Ordinance NO. 2 of 2024 regarding the LERTA Request for Sugarloaf Industrial and Logistics was available by the time of the meeting. A motion was made by Chairman DiSabella, seconded by Supervisor Yost to table this request. The motion passed unanimously.

New Business:

1. Two executive sessions were held during the month of June regarding contract negotiations.
2. A notice was received from Elite Revenue regarding a repository sale for 58-Q581-006-009-000 on James Drive owned by Edward Nahay and Ronald McCarthy by Andrew Hertaler for the amount of \$500.00.
3. Local Realty Transfer Tax was received for the month of June in the amount of \$8,887.68.
4. Notification has been received from Mark Dimiro, Present and Business agent of Teamsters Local Union No. 401 signaling intent to open our present working agreement which will expire on December 31, 2024 for negotiations.
5. Notice was received from the PA Dept. of Labor and Industry acknowledging receipt of our request for mediation services as required by the provisions of the Public Employee Relations Act. No. 195 of 1970. Our Mediator for these negotiations will be Mr. Martin Carr.
6. Representative Cabell held a Senior Expo at Insalaco Hall, Misericordia University at 301 Lake Street, Dallas, Pa. 18612 on Thursday August 1st from 10:00 am to 1:00 pm.

7. Joe Snedeker from Channel 16 WNEP-TV stopped here at the municipal building on July 25, 2024 on day three of his ride to benefit St. Joseph's Children Hospital. Refreshments were served and Joe Snedeker was presented with the Key to Sugarloaf Township by Chairman DiSabella. A number of donations were made, and the event was very well attended by residents and various school groups.
8. For the first time in recent history, Sugarloaf Township will be participating in the National Night Out on our own municipal grounds. The event will be held on the municipal grounds on August 6, 2024 starting at 5:00 pm through 8:00 pm. Volunteers are needed to serve refreshments and for face painting and games. The police department will do a demonstration of their new drone and will have police car(s) on display. The fire department will be bringing a fire truck for a "Touch a Truck" event for the children and are asked to bring any Fire Alarms they may have left for public distribution. Our EMA officer Wendy Hildebrand will set up a demonstration of our Emergency Plan. The police department will assist with parking vehicles in the Zanolini lot across the street. We will have a tricky tray event for police donations to be used for next year's night out, and a boot donation available for the fire company. We will provide the children with police and fire company washable tattoos; coloring books provided by Ready PA and also candy and other refreshments. There will be information pamphlets for adults, also provided by Ready PA. The BOS are invited and requested to attend if their schedules allow. A motion was made by Supervisor Yost, seconded by Chairman DiSabella to allow for \$200.00 spending for items for the event out of the general fund. The motion passed unanimously. Many donations have been received in products and funds to make the date a success. The police department will also contribute items purchased from their association account.

Correspondence:

Correspondence has been received from Atty. Baranko regarding our Act 537 Plan and the Sewer Line Conveyance issue for the Top of the 80's/ Hampton Inn / Dementi's and Candlewood.

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

Milini Skuba, Chairwoman of the recreation committee expressed her gratitude for the work being done at Larock Recreation Center and advised that she has volunteer school groups lined up to paint the exercise stations once the trail is rehabilitated. She also said our court was recognized by an official pickleball group called the Pickle Heads. She expressed her appreciation for the new flag at the park, and noted that she had groups of student dancers, cheerleaders and sports teams coming to the "Go Joe" event.

Marian Chunko thanked the board for the new signs, but stated she still felt that more signs were needed, and mentioned a large tree that she would like to remove on Mundie's Road. As the tree is not on municipal property, the board could not help her with that request but suggested she reach out to the owner.

Larry Stroup from 81 Towing expressed his concern regarding the Bolus issue which was coming up at the Zoning Hearing Board Meeting. He was advised that the board had already denied the request, but it was now in the hands of the Zoning Hearing Board and suggested he attend that meeting to express his concerns.

Adjournment: A motion to adjourn was made by Supervisor Weaver, seconded by Chairman DiSabella at 7:25 P.M.

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



FINANCIAL STATEMENT

June 2024

<u>GENERAL FUND</u>		\$	<u>878,508.97</u>
<u>STATE FUND</u>		\$	<u>205,861.23</u>
<u>MACHINERY FUND</u>		\$	<u>132,607.45</u>
<u>FIRE FUND</u>		\$	<u>2,688.74</u>
<u>PAYROLL FUND</u>		\$	<u>5,972.29</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>		\$	<u>7,255.74</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>		\$	<u>2,729.61</u>
<u>SUGARLOAF SEWER FUND</u>		\$	<u>741,832.70</u>
<u>PETTY CASH FUND</u>	Office	\$	<u>112.07</u>
<u>PETTY CASH FUND</u>	Police	\$	<u>71.80</u>
<u>SUGARLOAF RECREATION BOARD</u>		\$	<u>11,993.13</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>		\$	<u>7,851.58</u>
<u>ARP FUNDS</u>		\$	<u>0</u>
<u>FIRE ESCROW ACCOUNT (HOLDING ACCOUNT)</u>		\$	<u>0</u>

Richard E. Gast July 16, 2024

Bid Tabulation Sheet
Sugarloaf Mtn. Road 2024

Bidder	Overlay Project	Sub-Base Repair and Pipe Instatation
M&J Excavating Inc.		\$70,120.00
Asphalt Maintenace Solutions LLC	\$196,601.25	
Don E. Bower Inc.	\$335,574.00	
Don E. Bower Inc.		\$114,634.50

Bid Tabulation Sheet
Larock Recreation Complex Exercise Trail Rehabilitation

Bidder	Base Project	Alt. No.1	Alt. No. 2
Don E. Bower, Inc.	\$105,800.40	\$8,085.00	\$1,419.60
Minichi, Inc.	\$86,000.00	\$5,700.00	\$1,300.00