

SUPERVISORS MEETING MINUTES OCTOBER 15, 2024

The regular meeting of the Sugarloaf Township Supervisors was held on Tuesday, October 15, 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 Mieczynski, Township Office Manager Elizabeth Tolan and Attorney James Brando in for Atty. Baranko. Also in attendance was Tyler Kotch from Peter's Consultants.

Pledge of Allegiance to the Flag:

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

Minutes: Chairman DiSabella asked if there were any additions or corrections to the Minutes of the Regular Meeting on September 17, 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.

Minutes: Chairman DiSabella asked if there were any additions or corrections to the Minutes of Public Hearing on September 27, 2024. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to approve the minutes of the Public Hearing as presented. The motion passed unanimously, and the minutes were placed on the front table for public review.

Minutes: Chairman DiSabella asked if there were any additions or corrections to the Minutes of the Special Meeting on September 27, 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.

Resolution No. 15 of 2024 – Eliminating Police Officers Contribution to the Police Pension Plan for 2025: A motion was needed for approval of this resolution. A motion was made by Supervisor Yost, seconded by Supervisor Weaver to approve Resolution No. 15 of 2024 as presented. The motion passed unanimously.

Ordinance No. 2 of 2024 Sugarloaf Industrial and Logistics LERTA: The Board of Supervisors previously approved Ordinance No. 2 of 2024, and the ordinance was presented to the Planning Committee for consideration at their October 7, 2024 meeting. The ordinance was passed unanimously by the Planning Committee and was signed by the Board of Supervisors after the meeting.

Executive Sessions: Executive Sessions were held on October 1, 2024 and October 4, 2024 to discuss contract negotiations for the Uniformed and Non-Uniformed Collective Bargaining Agreements for the 2025-2027 Contract Period.

Bills: Supervisor Yost reviewed the Expenses Report of the General Fund for September 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 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: (Chairman DiSabella)

1. Chairman DiSabella reviewed the police activity report for September 2024. There were 100 calls for service.
2. Magistrate fines collected for September 2024 amounted to \$1,920.55.
3. A grant check was received in the amount of \$214.40 from the DUI Rover program.
4. Rebecca Larock resigned her position as a part time secretary for the police department to accept a full-time position at another place of employment. We wish her well and thank her for her service to the municipality. Chief Winters has selected Cathleen Menghini to fill this part-time position, and a motion of approval is now requested from the Board of Supervisors. A motion was made by Supervisor Yost, seconded by Supervisor Weaver, to hire Ms. Menghini as part time police secretary. The motion passed unanimously.

Fire Company: There were 34 calls for service in September.

Road Department: (Supervisor Weaver)

1. The road department activity for September 2024 was reviewed by Supervisor Weaver.
2. Notification of estimated Liquid Fuel Funds and Turnback allocation for 2025 had been received. The amounts were based on 35.8 miles of roads and a population of 3846. The anticipated Liquid Fuels Payment for 2025 is \$179,618.53. This is \$1,679.36 more than last year's allocation. Anticipated Turnback Payment is \$40,280.00 which is the same amount as allocated in 2024. Total Anticipated allocation for 2025 is \$219,898.53.
3. A bid request has been released for a used street sweeper for the Road Department as our old sweeper was no longer cost-effective to repair, and as such it was donated to Conyngham Borough for parts as previously approved by the board. Bids will be opened at a Special Meeting on October 25, 2024 at 8:00 am at the municipal building.
4. A TSMA application was forwarded to the board for approval by Township Engineer Peters Consultants, regarding a change in timing for the light at S.R.93 and Interstate 81 NB Ramps necessitated by the development of Sugarloaf Logistics. We have been asked to sign a new traffic signal application and agreement including the acceptance of all maintenance and required training of staff as it relates to the signal and all municipal traffic signals. The Board has requested that this be tabled until they can discuss it with the engineer and obtain more information.
5. The Local LSA Grant Application for a new freightliner for the Road Department has been submitted.

Zoning Report: (Chairman DiSabella)

1. Zoning Officer Henry Mieczynski reviewed the zoning report.
2. A letter was received from Attorney Seach with the decision regarding 300 Delaware Street, LLC's Application seeking a variance for use as an Auto Towing Company. This was approved with conditions.
3. An Invitation to Comment was received from Terracon in regard to a proposed Monopole Telecommunication Tower at 115 Fredericks Farm Road, Sugarloaf, PA 18249. It was presented to the Planning Commission at their meeting on October 7, 2024 and there were no concerns mentioned.

Emergency Management:

The EMA Deputy Coordinator provided an update to the board. There will be a Federal Drill on October 22, 2024. A new radio and a tablet update may be needed. Residents are invited to observe the drill.

Sugarloaf Recreation Board: (Chairman DiSabella) The Recreation Committee met on October 2, 2024 and their minutes have been received.

1. A closing date for the park will be determined by the weather.
2. The new doors have been installed on the concession stand and keys have been distributed to necessary personnel.

3. The recreation committee has requested the Township Office Manager to obtain quotes for the installation of a prefabricated two-story shed to replace the existing equipment shed. We currently have an LSA grant application submitted to replace the concession stand. We do not have any funding request currently to finance this project. The Township Office Manger will check to see if DCNR funding might be available through a grant.
4. The road department will check the light on the pole by the field house. It is not working. It may just need a new bulb.
5. The opening date for the park has been set as March 1, 2025 weather permitting.
6. MMI students are coming once again to do community service work at Larock Park. They will be arriving on October 17th to clean and paint the exercise stations, which will provide further enhancement to the recently reconstructed walking path. The municipality will provide instruction, paint, supplies, and refreshments. We will submit this project to PSATS once it is completed for entry into their Youth Volunteer Awards for 2025. Five winners will receive a plaque at the state conference, recognition in a PSATS Publication, and a \$500.00 check for their group.

Tomhicken Recreation Board: (Chairman DiSabella) We have not received minutes for this month's meeting. The LSA Grant Application for a new basketball court for the playground has been submitted.

Planning Commission: (Chairman DiSabella) The planning commission met on October 7, 2024 and their minutes have been received.

Subdivision/Lot Consolidation/Land Development:

CSJMA WWTP Upgrade/ Expansion Land Development:

1. Review Letters with comments were received from Luzerne County Planning Commission and Engineer.
2. A Review Letter with comments received from Township Engineer Dennis Peters.
3. Kerry Good of Entech was present at the Planning Commission Meeting on October 7, 2024 and addressed the Board. There are two lots involved in this land development. Township Engineer Dennis Peters, along with Attorney Peter Fagan, stated that a Lot Consolidation will be needed. The Planning Commission also gave permission to start site preparation and earth movement. No construction is allowed yet at this point.

Sugarloaf Industrial & Logistics Holdings:

1. The LERTA Request was presented to the Planning Commission at their meeting on October 7, 2024. The Planning Commission approved the Request. The ordinance has now been signed and sent to the client's solicitor.
2. Received Engineer's 2nd Review Letters for both buildings with comments from Peters Consultants

Hilliard Subdivision:

1. Review Letters with comments received from Luzerne County Planning and Luzerne County Engineer

Ryba Storage Building Preliminary/Final Land Development:

1. Plans were received from Barry Isett and Associates. They have been deemed as Administratively Complete by Peters Consultants and accepted by the Planning Commission as Administratively Complete. They were presented to the Supervisors for acceptance as Administratively complete. A motion was made by Supervisor Yost, seconded by Chairman DiSabella, to accept the Plans as Administratively Complete. The motion passed unanimously.

New Business:

1. A tax appeal notice letter was received for October 23, 2024 for the appeal of SAMP Hospitality LLC.
2. Local Realty Transfer Tax was received in the amount of \$8,058.04.
3. PURTA Check for 2024 was received in the amount of \$1,611.93.
4. A check was received from the liquor control board in the amount of \$1,400.00.
5. A 2025 Preventative Schedule was received from Highmark and was distributed to all municipal staff who participate in our health care program.

Old Business: The township office manager will check on the repair of the streetlights by PPL.

Correspondence: Correspondence was received from Atty. Baranko regarding the Candlewood Sewer line and further action to be taken.

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

Nora Bellum thanked the Board for all of the improvements made to the Tom Hicken Playground and building this season. She also asked about a recent flyer from Valley Regional Ambulance. Wendy Hildebrand explained that the two companies have reciprocal agreements, and that Ms. Bellum was covered with either ambulance company if she has a Sugarloaf Fire Company membership.

Residents from Ardennis Lane questioned its upkeep, stating that they felt it was owned by the municipality and that local residents living on the lane had done the upkeep and plowing of the lane, but they were now requesting the Township to take responsibility for it. They stated that they had checked the ownership with the Luzerne County Recorder of Deeds. Supervisor Weaver stated that he believed it was a private lane, however that the township has upon request in the past salted and plowed the road when the residents called and requested help. The township will check regarding the ownership of the lane.

Mr. Gregory Orlander addressed the board regarding the upcoming sewer expansion project and stated that he would keep the board up to date on developments with the project.

Adjournment: A motion to adjourn was made by Supervisor Yost, seconded by Supervisor Weaver at 7:15 PM.



FINANCIAL STATEMENT

September 2024

<u>GENERAL FUND</u>	\$	<u>865,879.77</u>
<u>STATE FUND</u>	\$	<u>77,844.15</u>
<u>MACHINERY FUND</u>	\$	<u>133,258.41</u>
<u>FIRE FUND</u>	\$	<u>2,702.16</u>
<u>PAYROLL FUND</u>	\$	<u>6,436.75</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	\$	<u>6,804.04</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	\$	<u>1,993.70</u>
<u>SUGARLOAF SEWER FUND</u>	\$	<u>751,153.87</u>
<u>PETTY CASH FUND Office</u>	\$	<u>112.07</u>
<u>PETTY CASH FUND Police</u>	\$	<u>71.80</u>
<u>SUGARLOAF RECREATION BOARD</u>	\$	<u>12,071.13</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	\$	<u>2,897.81</u>
<u>ARP FUNDS</u>	\$	<u>0</u>
<u>FIRE ESCROW ACCOUNT (HOLDING ACCOUNT)</u>	\$	<u>0</u>
<u>SINKING FUND CSJMA OBLIGATION</u>	\$	<u>0</u>

Richard C. Galt 10/15/24

