

SUPERVISORS MEETING MINUTES  
March 18, 2025

The regular meeting of the Sugarloaf Township Supervisors was held on Tuesday, March 18, 2025 at 6:30 P.M. as duly advertised in the Standard Speaker on December 26, 2024.

In attendance were Chairman DiSabella, Supervisor Yost, Supervisor Weaver, Atty. Baranko, Engineer Dennis Peters, Zoning Officer Henry Mieczynski and Township Office Manager Elizabeth Tolan.

**Pledge of Allegiance to the Flag:**

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

**Minutes:** Chairman DiSabella asked if there were any additions or corrections to the Minutes of the Regular Meeting on February 18, 2025. 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 copies were placed on the front table for review.

**Executive Session:** An executive session was held on March 6, 2025 regarding Zoning Fees.

**Bills:** Supervisor Yost reviewed the Expenses Report of the General Fund for February 2025. 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 reading and approve the financial report. The motion passed unanimously, and Supervisor Yost signed the financial statement.

**Police Department:** Chairman DiSabella reviewed the police activity report for February 2025. There were 96 Calls for service. Magistrate fines collected for February 2025 amounted to \$887.32. Police Report Revenue for the month of February was \$135.00. The police department requested authorization to sell the following vehicles on Municibid:

2012 Dodge SDN

2004 Volkswagen SDN

A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to post the two police vehicles for sale on Municibid at a starting bid price to be determined by the police department. The motion passed unanimously.

**Fire Company:** Fire Chief Duane Hildebrand reviewed the report for February 2025. There were 29 Fire and Rescue calls, and 71 Ambulance calls for a total of one hundred calls for service for the month.

**Road Department:**

1. The road department activity for February 2025 was reviewed by Supervisor Weaver.
2. Payment has been received from PennDOT for the following for 2025:
  - a. Liquid Fuels - \$183,453.59
  - b. Turnback - \$40,280.00
3. Information has been received from PennDOT regarding a Local Road Counting Program between March 2025- November 2025. A list of roads to be monitored is available on PennDOT's website. A link has been provided.
4. Supervisor Weaver provided an update on Stormwater Maintenance Activities that had been done in late February and early March and also advised on future work to be done in the upcoming month.
5. Atty. Baranko prepared and distributed a draft of an Ordinance reflective of Butler Township's Draft Ordinance regarding weight restrictions on St. John's Road. A motion was made by Chairman DiSabella, seconded by Supervisor Yost, to have Atty. Baranko proceed with advertising the ordinance and also set a time for a public hearing at 6:00 PM before the April Board of Supervisors meeting. The motion passed unanimously. It was also confirmed by Atty. Baranko that the Ordinance allows for exceptions for School and Emergency vehicles.
6. A motion was needed to proceed with releasing bid documents for fuel supply for the following:
  1. 5,000 Gallons (More or Less), over the road, low sulfur dyed diesel fuel delivered to the Township.
  2. 5,000 Gallons (More or Less), unleaded gasoline (87) octane delivered to the township.

A motion was made by Supervisor Weaver, seconded by Supervisor Yost, to advertise for bids for fuel to be opened at the April 2025 Board of Supervisors Meeting. The motion passed unanimously. It was noted that once again the Board reserves the right to split the award for diesel and gas to two different bidders dependent upon pricing.
7. Mitchel Knorr Contracting sent notice that it will be working with the Pennsylvania Department of Transportation on a project located in Sugarloaf Township to install a Box Culvert with the project location being SR3040 over Tributary Nescopeck Creek. The work will be located at St. John's Road to Ganc Lane in our township. A traffic detour will be put in place.
8. PennDOT provided the municipality with notice of potential resurfacing that is planned for the next several years in Luzerne County. We will be posting this information on our website.

**Zoning Report:** Chairman DiSabella read the Zoning Report for February 2025. There was one permit issued, and one denied.

**Emergency Management:** EMA Coordinator Wendy Hildebrand provided an update to the board. She advised that the EMA Team would once again receive a Grant from the county for materials for the program and would be advising the municipality in the near future about materials to purchase for this use.

**Sugarloaf Recreation Board:**

1. Kris Kelchner has agreed to maintain the bathrooms for Larock Park again this year. The recreation committee requested that the Board of Supervisors consider a raise in salary for this position from \$200.00 a week (\$400.00 per pay period), to \$240.00 per week (\$480.00 per pay period). A motion was made Chairman DiSabella, seconded by Supervisor Yost, to approve a pay increase. The motion was for a pay increase to \$225.00 a week and the motion passed unanimously.
2. The committee has provided us with a list of rules for the season.
3. A situation occurred this month where it was uncertain if the water would be turned on in time for practice. One of the committee members suggested that the municipality should be responsible for providing portable toilets in cases where the restrooms are not available. The board discussed and are agreeable to providing a portable toilet next season if we are not able to turn on the water by the first practice to bridge the gap until the water can be turned on.
4. The board requested that the Police Chief be asked if the door to the playhouse can be seen in the camera footage, and if so, to see if that footage can be reviewed to determine who has vandalized the playhouse once again. We will place signage to advise people that they are under video surveillance.

**Tomhicken Recreation Board:** The Tomhicken Recreation Board will have their first meeting of the season on April 16<sup>th</sup>, 2025.

**Planning Commission:** The Planning Commission met on March 3, 2025 and the minutes have been received.

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

**Verizon Wireless Land Development – 115 Fredericks Farm Road:**

1. The second review report was received from Engineer Peters Consultants with comments.

**Sugarloaf Logistics Building #382:**

1. A notice letter was received from PA DEP stating that the NPDES permit was issued for the discharges of stormwater associated with construction activities for building #382.
2. A notice was received from e-permitting at PennDOT stating that HOP has been issued for the curb, sidewalk, and drainage project.

**Crossroads XOXO, LLC Final Major Subdivision:** Review letters were received from Luzerne County Planning and Engineer.

**CSJMA Project Construction Costs:** Atty. Baranko reviewed the status of the costs of permitting and the ongoing dialogue with Pioneer Builders and their legal counsel.

**Sugarloaf Logistics:**

1. Mr. Thomas Meagher addressed the board. He is requesting a letter of support for a grant application through DCED for the Sugarloaf Logistics Project on Tomhicken Road.

**Alterra Recycling Center:** Member from Alterra were at the meeting to address the board and the zoning officer regarding their company which is interested in establishment at the site Mr. Vozar is developing. The business is a closed loop recycling center that recycles over 100K tons of plastic a year. The company would employ over one hundred individuals and would also employ up to three hundred workers during the construction phase. Their flagship company is located in Akron, Ohio. The company left information for the board to review. The next steps for this company will be to address the Planning Commission with a similar information session at the next Planning Commission meeting.

**New Business:**

1. The municipality has been contacted by the Standard Speaker, and additionally has been advised of residents being contacted, regarding a plan to build approximately twelve miles of new 500kV transmission line as well as two new switchyards, part of which is proposed to run through Sugarloaf Township. We have contacted the project manager for additional information. Chairman DiSabella discussed the project, including a petition that is circulating online called "Stop the line." At this point, there is not much the municipality can do other than educate themselves on the project.
2. Local Realty Transfer Tax received for February was \$6,765.58.
3. MS4 Activity and responsibility. Chairman DiSabella had the township engineer review activity taken to date.
4. License Fee Distribution was received from the Pennsylvania Liquor Control Board. Our total distribution was \$1,200.00.
5. It is time once again for The Great American Clean Up. The dates for cleanup are April 25,26 and 28. We will be approaching local businesses and asking them to commit to cleaning the area around their property. Resident groups are also encouraged to contact the office to volunteer. Supplies and refreshments will be provided.
6. A notification was received from the Department of Military and Veteran Affairs that Mr. Wayne Zehner is qualified for a State Veteran's Real Estate Tax Exemption. The tax collector has been notified.
7. A BENECON Loyalty Credit check was received in the amount of \$242.64.
8. An American Power Gas rebate check was received in the amount of 25% of our month supply charge. We do not have this vendor listed, but we have deposited the \$9.56 check into the general fund.
9. Confirmation has been received and submitted to the Luzerne County Bureau of Elections regarding May 20, 2025 Primary Election. The board requested that the Township Office Manager contact the local election coordinator to discuss plans for the upcoming election.

**Old Business:**

Supervisor Weaver discussed some upcoming road projects and also some local road concerns, particularly the roads in the Meadows. The board also discussed the recently purchased solar speed signs and determined that they are too large for the use intended, and requested the Township Office Manager reach out to the vendor to explore possibilities in regard to returns and other options. It was suggested that there be a work session scheduled to further explore what can be done for this situation.

**Correspondence:**

Atty. Baranko regarding act 537 status.

Atty Baranko regarding Stormwater Management Ordinance.

Atty Baranko regarding the CSJMA Wastewater Treatment Plant Upgrade and Expansion Project Construction permit cost and assessment.

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

A resident from Ardennes Lane requested that the township take responsibility for the lane including maintenance and snow removal. He stated that in the past he has tried to maintain the lane but is no longer able to do it. The board and the solicitor responded that the lane is a private lane, not owned by the township. It is a common road for the benefit of the landowners in that area. The resident insisted that the municipality owns the lane, but the board advised that our records show the lane as private. The solicitor suggested that the resident research ownership of the property.

Gary Marsch from Merry L Drive brought the condition of that road to the board and requested that repairs be made as the budget allowed. He also inquired if the burn ban had been lifted and stated that he did not know how that information was being distributed. He was advised that the information is on the township website and also on our Facebook page. He and several other residents suggested that the township purchase a wooden flip sign and place it in a prominent area. He also advised that the condition of the road and signs at the Pilot are poor and that in spite of signage, trucks are still parked in the middle of the road. He suggested a greater police presence in the area might help.

**Adjournment:** Chairman DiSabella wished all in attendance a Happy Easter and a motion to adjourn was made by Supervisor Weaver and seconded by Supervisor Yost at 7:45 P.M.

A handwritten signature in black ink, reading "Richard C. Yost". The signature is written in a cursive style with a long, sweeping tail on the letter "t".



# FINANCIAL STATEMENT

February 2025

<u>GENERAL FUND</u>	\$	<u>257,342.07</u>
<u>STATE FUND</u>	\$	<u>3766.91</u>
<u>MACHINERY FUND</u>	\$	<u>132,817.16</u>
<u>FIRE FUND</u>	\$	<u>4,260.61</u>
<u>PAYROLL FUND</u>	\$	<u>12,859.80</u>
<u>OAKHILL VILLAGE STREET LIGHT FUND</u>	\$	<u>6,229.41</u>
<u>DIPPLE MANOR STREET LIGHT FUND</u>	\$	<u>683.27</u>
<u>SUGARLOAF SEWER FUND</u>	\$	<u>766,107.10</u>
<u>PETTY CASH FUND Office</u>	\$	<u>26.38</u>
<u>PETTY CASH FUND Police</u>	\$	<u>112.06</u>
<u>SUGARLOAF RECREATION BOARD</u>	\$	<u>12,192.67</u>
<u>TOMHICKEN PLAYGROUND ASSOC</u>	\$	<u>2,926.98</u>
<u>ARP FUNDS</u>	\$	<u>0</u>
<u>FIRE ESCROW ACCOUNT (HOLDING ACCOUNT)</u>	\$	<u>8,442.00</u>
<u>SINKING FUND CSJMA OBLIGATION</u>	\$	<u>21,721.78</u>
<u>SEWER ESCROW ACCOUNT (HOLDING ACCOUNT)</u>	\$	<u>5,000.00</u>

*Richard E. Post*  
*March 18, 2025*

