**WHITE DEER TOWNSHIP BOARD OF SUPERVISORS**

**MEETING MINUTES**

**October 22, 2024**

The regular meeting of the Board of Supervisors of White Deer Township was held on October 22, 2024. Present were Supervisors Carroll Diefenbach, Donald Wilver, Jr. and Paul Saber, Township Secretary Michelle Finck and Jason Brudecki, Esq. Also in attendance were Road Master Clint Heintzelman, David Hines, CKCOG Zoning Officer, Michael Hiras of JMT, Dale Nonemaker and Richard Hause of White Deer Park Association, Nathaniel Gearhart, Stevan Wilver, Colton Loreman, and Vernon & Heather Morgan.

The minutes from the September 17, 2024 meeting were approved following a motion by Mr. Saber and seconded by Mr. Wilver.

**PAYMENT OF BILLS**

Following a motion by Mr. Wilver and seconded by Mr. Saber, the Board of Supervisors voted unanimously to approve the bill sheet dated October 22, 2024 totaling $82,479.40.

**PUBLIC COMMENT**

Dale Nonemaker of the White Deer Community Park Association was present to share an update on the park and to ask the Township to consider budgeting for another donation to park in the 2025 budget. Mr. Wilver shared that a donation has been added to the proposed budget for the coming year. Mr. Wilver commended on the work being done at the park.

Mr. Nonemaker expressed his concerns about the manholes on White Deer Pike being dug up after the road was paved. Discussion ensued.

Nathaniel Gearhart shared that improvements are being planned for the roads in the Highland Cemetery. Mr. Gearhart requested assistance from the Township with staff and equipment with some of the planned work. A motion was made by Mr. Wilver and seconded by Mr. Saber to approve the assistance from the Township.

**OLD BUSINESS**

**Building Cleaning Service**

Prices were obtained for the cleaning of the municipal building from Freda Bowers ($70 to clean once per month with the Township providing supplies and paper products), Jennifer Smith Cleaning Service ($135 per clean which includes cleaning products and paper products), and Eagle Janitorial ($375 per service which includes cleaning and paper products). A motion was made by Mr. Wilver and seconded by Mr. Saber to accept the quote from Freda Bowers to clean the building.

**Adopt Sewer Lateral Inspection Ordinance #78**

A motion to adopt the Sewer Lateral Inspection Ordinance with the amendment to transfer the responsibility of the inspections to the Sewer Authority. A motion was made by Mr. Saber and seconded by Mr. Wilver to adopt Ordinance #78.

**Repayments for 2019 to 2023 Pension Audit Findings**

Mr. Brudecki shared there were three findings on the final Compliance Audit Report for the Pension Audit for 2019 to 2023. The first finding found an overpayment of state aid in 2022; therefore, the excess aid plus interest in the amount of $327.01 needs to be returned to the State. Finding #3 found a member plan account was underfunded in 2021 requiring $255.21 needing to paid into the member’s plan. These two reimbursements will be coming out of the General Account.

Finding # 2 of the Audit Report found excess state aid was received in 2019 and 2020 and the entirety of the aid was paid into the pension plan exceeding the actual municipal pensions costs in the amount of $6820. Contacts were made to PSATS for guidance as to the correct amounts that need repaid to the Commonwealth as well as which accounts those funds should be reimbursed from. Additional clarification is needed from PSATS. Mr. Brudecki will be in contact with PSATS before he contacts the Auditor General’s Office to ensure that our repayments comply with the audit findings.

A motion was made by Mr. Saber and seconded by Mr. Wilver to reimburse the Commonwealth from the General Fund for Finding #1 and Finding #3 and authorizing the repayment of Finding #2 from the account for the amount of the final determination. Approval to fund the pension plan with the 2024 State Aid allocation to satisfy the timeframe requirement upon receiving the State Aid was given by the Supervisors.

**NEW BUSINESS**

**Service Electric Franchise Agreement**

The current franchise agreement with Service Electric is due to expire December 31, 2024. A letter from Service Electric was received confirming Service Electric’s exercise of its option to request renewal for an additional five years through and including December 31, 2029. Once the new agreement is received, action will be taken at a future meeting to execute the Agreement.

**Right-to-Know Policy Adoption – Resolution # 24-4**

Mr. Brudecki shared that there have been anonymous right-to-know requests and to address this issue, the Right-to-Know law has been updated. With these changes, Mr. Brudecki indicated that this was a good time to update the Township’s policy. Michelle Finck will continue to service as the Township Office of Open Records Officer. A new policy was signed by the Board of Supervisors. A motion was made by Mr. Wilver and seconded by Mr. Saber to adopt Resolution # 24-4 adopting the revised Right-to-Know Policy.

**Personnel Handbook Revisions Update**

Mr. Wilver shared that he continues to review the current handbook and discussion will ensue at a later time regarding the proposed updates.

**Motion to Advertise the 2025 Proposed Budget**

Mr. Wilver shared that Ms. Finck worked on updating the chart of accounts and allocating the expenses to the correct accounts in preparation of the proposed budget. Generally, a 3% increase was figured into the budget for most categories. Other categories were increased to give a more realistic figure to reflect some of the projects being completed in the next year and new equipment that will be purchased in 2025. Overall, the proposed budget for 2025 is showing a surplus of $144,238.31. A motion to advertise the proposed budget was made by Mr. Wilver and seconded by Mr. Saber. An advertisement for public review will be placed in the Standard Journal in November and the budget will be adopted at the December Board Meeting.

**Kyle Fera Improvements Guaranty & Storm Water Management Agreements**

This item was not ready for any action. A motion to table this item until the next Board meeting was made by Mr. Saber and seconded by Mr. Wilver.

**ZONING AND PLANNING**

**Rabbittransit Union County Facility Land Development Plan Parcel # 014-060-010-00000**

This property is located in the Commercial Manufacturing Zoning District for a proposed development for the construction of the shared ride bus storage and operator support facility. The plan was reviewed at the Planning Commission on October 1, 2024. A PennDOT Highway Occupancy Permit has been issued. The proposed on-lot sewage system is currently being reviewed by the SEO. PA American Water has issued a letter stating there is public water to supply the site. An Improvement Guaranty Agreement and Financial Security is needed between the Township and the Developer. Water and discharge calculations have not been provided and are not anticipated to be met based on DEP’s Managed Release Concept; therefore, a waiver will need to be granted.

A motion was made by Mr. Wilver and seconded by Mr. Saber to grant the waiver for the water quality and ground water discharge (Sections 4.15.2.2 and 4.15.2.3). A motion was made by Mr. Saber and seconded by Mr. Wilver to approve the plan contingent upon receiving the Improvements Guaranty, the Financial Security and the approved Sewage Module.

**Vernon & Heather Morgan Final Subdivision Plan #014-061-037.00000**

The property is located in the Village District and is proposed for a single-family dwelling. The use of the residual has not been identified and will remain vacant at this time. Lot 1 has an existing single-family dwelling and has access to community sewer and water. Lot 2 is vacant and is proposed for a single-family dwelling. Lot 2 and the residual will have access to public sewer and a well may be required for the water supply. Approval from the Sewer Authority has been granted and the Will-Serve letters have been obtained for Lot 1. A motion was made by Mr. Wilver and seconded by Mr. Saber to approve the plan.

**Duane L. Kling Subdivision Plan #014-053-123.00000**

This property is located in the Rural Residential Zoning District and is proposed for a single-family dwelling. The use of the residual tract will be used for agricultural purposes. A sewage planning module has been submitted to DEP. A driveway permit will be issued by the Township. A motion was made by Mr. Saber and seconded by Mr. Wilver to approve the plan.

**SUPERVISOR/SOLICITOR/OTHER COMMENTS**

Mr. Heintzelman shared that new bristles will need to be purchased for the broom for approximately $1500. Keystone Communication is still waiting on two pieces for the repeater for the installation of the new radio system with a target date still being set for the end of the year. The current system will suffice until the new system is installed. No news has been received on the insurance claim for the belt conveyor/berm box damage.

Mr. Diefenbach shared that excavation has started at the Park for the construction of the new pavilion. There was more topsoil than anticipated which required more 2RC which will increase the price about $2,200. The foundation is level and block is being laid. The split-faced block has arrived at Beavertown. Discussion ensued. Mr. Heintzelman will be meeting with the contractors regarding the water lines and the electrical conduits. Paul Rapp will be contacted regarding the new septic tank installation.

Mr. Diefenbach shared that Colton Loreman brought the Fire Company’s utility truck with all the lights installed to the meeting for anyone who wished to see it. This truck is the GMC pickup that was donated by the Township. Mr. Diefenbach also introduced Colton Loreman as our new hire who started on October 14th. He will replace Nevin Yost who will be retiring December 31st.

**ADJOURNMENT**

There being no further business to discuss, a motion to adjourn was made by Mr. Wilver and seconded by Mr. Saber and carried.

Michelle Finck, Secretary

Don Wilver, Jr., Treasurer

**“ALL SUPPORTING DOCUMENTATION NOT CONTAINED HEREIN ARE MAINTAINED IN A SEPARATE FILE AT THE WHITE DEER TOWNSHIP MUNICIPAL OFFICE.”**