

# UNION TOWNSHIP SUPERVISORS

December 5, 2023

## MEETING MINUTES

### CALL TO ORDER

The regular meeting of the Union Township Supervisors was held at the Union Township Building located at 125 Sycamore Lane, Julian, Pennsylvania and was called to order by Chair Donald Snyder at 7:00 PM. Attendees included Nick Taylor, Tammy Hanscom, Renee Swancer, Secretary/Treasurer, Solicitor Jeff Stover, Denny Ripka, Michael MacNamara, and John Sengle.

**AUDIO RECORDING DEVICES.** Tammy Hanscom, Township, and Michael MacNamara

**PUBLIC COMMENT** – Mr. MacNamara asked the solicitor about appointing all three supervisors as roadmasters as opposed to one roadmaster. Mr. Stover indicated that three roadmasters provides more flexibility for decision making; however, final actions regarding roads are still made at board meetings.

### PERSONS TO ADDRESS THE BOARD –

**John Sengle.** Mr. Sengle, the appointed member to Mid Centre Authority for Union Township, discussed the annual summary for the year which included the rate increase, Eagle Creek connection to the system, and the correction actions taken by the EPA for addressing reporting and monitoring at the Authority. It was noted the sewer line from Unionville will need to be upgraded to allow for future development.

### MINUTES

The minutes of the November 7, 2023 regular meeting were presented for approval. Mr. Taylor made a motion to approve the meeting minutes. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Snyder – yes                      Mr. Taylor – yes                      Ms. Hanscom – yes

### FINANCIAL

#### Fund Balances (11/30/2023) per Bank Statement

- General Fund- \$240,959.48
- State Fund-\$239,431.75
- Marcellus Shale- \$16,236.98
- SFTS-\$8,916.32

November 2023 Treasurer's Reports and Payables. Mr. Taylor made a motion to approve the November 2023 Treasurer's Reports (*Expenditures, Profit Loss & Bank Statements*) and the November 2023 payables. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes                      Mr. Snyder – yes                      Mr. Taylor – yes

### MONTHLY REPORTS

- Fire company oversight committee. Ms. Hanscom reported the forestry grant was awarded. Code Red is a service that interested individuals are able to sign up for and that the information could be provided on the Township website.
- Mid Centre Authority. The report was provided by John Sengle.
- Building Code Agency Reports. The report was received from Keystone Inspection Agency.
- **Roads** – Mr. Taylor said the door on the backhoe needs replaced and the estimated cost is \$500.00. Also lettering on the trucks can be completed for \$180.00. It was recommended that a Harbor Freight account be set up for purchasing. Ms. Hanscom made a motion to establish a Harbor Freight account. Mr. Taylor seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes                      Mr. Snyder – yes                      Mr. Taylor – yes

Mr. MacNamara asked if the board could approve placing bid packets out for 2024 road projects since a lot of tar and chipping needs to be completed, and Unionville Pike needs fixed. It was decided that the projects would be discussed after the Board reorganizes in January 2024.

**NEW BUSINESS**

Stone Bids. The Board reviewed the bids received from Glenn O. Hawbaker and from Heidelberg Materials Northeast, LLC. The Board discussed the costs and comparisons between the bid documents and upon consultation from the solicitor, it was decided the overall cost was less expensive from Glenn O. Hawbaker. The solicitor stated that since the overall cost was less was justification for approval of the bid to Glenn O. Hawbaker. Ms. Hanscom made a motion to accept the bid proposal from Glenn O. Hawbaker. Mr. Taylor seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes Mr. Snyder – yes Mr. Taylor – yes

2024 Township Budget. Ms. Hanscom made a motion to approve the 2024 Township Budget. Mr. Snyder seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes Mr. Snyder – yes Mr. Taylor – yes

ATV Road Designations. The Board discussed which roads should be included to allow for ATV use. It was decided the solicitor will prepare a resolution that all roads except for Unionville Pike will be permitted. The solicitor also suggested that the resolution, which number was not available at the time, could be approved at this meeting. Mr. Snyder made a motion to approve the resolution allowing ATV use on Township roads. Mr. Taylor seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes Mr. Snyder – yes Mr. Taylor – yes

Township Office IT recommendation. The Board reviewed the recommendation provided. Mr. Taylor made a motion to approve the IT office upgrades not to exceed \$3,000.00. Ms. Hanscom seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes Mr. Snyder – yes Mr. Taylor – yes

Ms. Hanscom stated that Quickbooks support is still needed for issues that could arise with the use of Quickbooks.

Advertising for January 2024 meetings. Mr. Taylor made a motion to advertise the following meetings:

**Supervisors**, January 2, 2024: reorganizational meeting start at 7:00 PM, and the regular meeting will occur immediately thereafter;

**Auditors**, January 3, 2024: reorganizational meeting to start at 7:00 PM and the regular meeting will occur immediately thereafter; and

**Planning Commission**, January 9, 2024: reorganizational meeting to start at 7:00 PM and the regular meeting will occur immediately thereafter.

Ms. Hanscom seconded the motion. Motion carried.

VOTE: Ms. Hanscom – yes Mr. Snyder – yes Mr. Taylor – yes

**OLD BUSINESS**

Floodplain Management Ordinance. Mr. Snyder discussed the floodplain ordinance. Mr. Snyder stated the Township has no enforcement officer for the ordinance. It was decided to remove this item from the agenda. The existing ordinance will remain.

**ITEMS NOT ON AGENDA**

**CORRESPONDENCE**

**ADJOURNMENT**

Mr. Taylor made a motion to adjourn the meeting at 8:36 PM. Mr. Hanscom seconded the motion. Motion carried.

VOTE: Mr. Snyder – yes Mr. Taylor – yes Ms. Hanscom – yes

Respectfully submitted by:

*Renee Swancer*

Secretary/Treasurer