

Minutes for Regular Meeting of East Union Township Supervisors

Held on Wednesday, January 10th, 2024, at 5:30 pm located at 10 E Elm St. Shepton PA 18248

- **Time Meeting Called to Order: 5:30 pm**
- **Supervisors/Officers Present at the Meeting: Present** – Chairperson – K. Mummey, Vice-Chairperson – W. Danchision, Supervisor – J. Careyva, Attorney Donald Karpowich, Engineer - Benesch – Dominic Yannuzzi, Code Office – Rich Verbonitz, Zoning/UCC Inspector – Henry Mleczynski, Treasurer – Michael Gaizick, Secretary – Stephanie Van Gieson

Public participation on agenda items only (Chairperson reserves the right to limit each person to five minutes). Note: Attendees may make public comments; your name and address may be recorded in meeting minutes. Comments/questions not serving legitimate Township purpose may not be addressed or answered by the Supervisors.

M. Kutsko – seeking an update on the Police survey. K. Mummey advised that this was not an agenda item and that there would be an opportunity to discuss this later in the meeting.

- Motion to approve 2024 Reorganization Meeting Minutes: Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y – Danchision, Y – Careyva
Motion carried.
- Motion to approve December 2023 Treasurer’s Report / Motion to approve all bills for payment: Motion made by W. Danchision seconded by J. Careyva.
Roll Call: Y – Mummey, Y – Danchision, Y – Careyva
Motion carried.

Treasury Updates – Mr. Gaizick advised of the following that was occurring with the Townships account(s). The Liquid Fuels funds were misallocated. There were multiple outstanding invoices that were not paid in a timely manner; some resulting in penalties. There is some area of concern that due to these funds not being allocated properly, therefore not being utilized properly, there may be an issue with having to return monies for these items that were purchased. (All monies were added to the General Fund which is an issue as certain monies need to be designated to the appropriate account.

- **Township Officers’ Reports:**
 - Solicitor’s Report: Motion to accept report was made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y – Danchision, Y – Careyva
Motion carried.

Attorney Karpowich advised that he will be working in conjunction with Mr. Yannuzzi (Benesch) for grant opportunities and he is looking forward to future endeavors with East Union Township.

- Engineer’s Report: Motion to accept report was made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y – Danchision, Y – Careyva
Motion carried.

Mr. Yannuzzi advised that they would be looking into doing a road review study of Girard Manor Rd. & 2nd Blvd. He advised that John Davis (Liquid Fuels Municipal Service Supervisor) was not aware of the completion of these roads and not receive any feedback regarding Liquid Fuels.

Mr. Yannuzzi requested a motion to be made to investigate this project and meet with the previous contractor. He would like to review the contract with PennDOT, assess the drainage concerns, review the spec book for stormwater concerns, evaluate areas that have already had erosion damage, etc. Motion was made by W. Danchision, seconded by J. Careyva. All in favor, motion carried. Roll Call: Y– Mummey, Y- Danchision, Y– Careyva

The reapplication for the PIB Loan (\$750,000.00) will be to complete paving additional roads (Elm St., finish Girard Manor to Pole Rd., Old Mill, Walnut-Green St., Pump Station Rd, etc.) with a 4.25% interest rate which will be paid back within 10 years. If grants are received the total amount will not have to be utilized and Liquid Fuel monies made also be used to offset costs.

American Legion Park – Mr. Yannuzzi stated that DCNR has not received correspondence from the Township for well over a year. This grant must be completed this year 2024 and he was advised that a new contract needs to be completed. The plans will need to be updated in compliance with DCNR and must be approved by them also. Once this has been completed, Mr. Yannuzzi will have the project put on bid, subsequently then award a bidder with the contract.

Motion to have Benesch take over the American Legion Part project was made by W. Danchision, seconded by K. Mummey. All in favor, motion carries. Roll Call: Y– Mummey, Y- Danchision, Y– Careyva

- Police Report: Motion to accept report was made by J. Careyva, seconded by W. Danchision.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.

- Road Report: Motion to accept report was made by W. Danchision, seconded by J. Careyva.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.

Roadmaster II (D. Danchision) – advised that a major drainage issue was corrected. He advised that this is one of many and that they are doing their best to address them all based on severity. Mr. Danchision stated that the Road Crew will be given daily schedules for more structure and ensure productivity.

- Code & Zoning Report: Motion to accept report was made by J. Careyva, seconded by W. Danchision.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.

Zoning Report – Eight permits were issued (report was completed by the previous Zoning Officer). Henry Mleczynski introduction.

Code Report – No report given. Rich Verbonitz introduction.

Pumpy Project Report: Motion to accept report was made by J. Careyva, seconded by W. Danchision.

Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.

No updates to report.

- Other Officer Reports: NONE
- **Old Business: NONE**
- **New Business:**
 - Discussion/Motion on new informational Facebook page – Motion made by W. Danchision, seconded by K. Mummey.
Roll Call: Y– Mummey, Y- Danchision, Y - Careyva
Motion carried.
 - Discussion/Motion on schedules for Road Crew – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.
 - Discussion/Motion on updating the Employee Handbook / job descriptions -Motion made by J. Careyva, seconded by W. Danchision.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.
 - Discussion/Motion on Resolution for Zoning & Planning Board members – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.
 - Discussion/Motion on creating a Recreation Board – TABLED – Motion was made by J. Careyva, seconded by W. Danchision.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.
 - Discussion/Motion on upcoming road projects and any grant opportunities – discussion had; no action needed.
 - Discussion/Motion regarding the adoption of 457(b) retirement plan for the Township through MissionSquare Retirement per their proposal with no fees to be borne by the Township – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva
Motion carried.
 - Discussion/Motion on creating EUT Crimewatch – Motion made by W. Danchision, seconded by K. Mummey.
Roll Call: Y– Mummey, Y- Danchision, Y– Careyva

Motion carried.

- Discussion/Motion on advertisement for ACT 120 certified full-time Police officer – Motion made by W. Danchision, seconded by K. Mummey.
Roll Call: Y – Mummey, Y- Danchision, N – Careyva
Motion carried.
- Discussion/Motion on approval of the second annual fire tax disbursement (this was not completed in December 2023 in the amount of \$8,000.00 – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion to approve Ralph Bley as the contractor for snow removal, on an as needed basis in the amount of \$120.00 per hour – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion on amending Township’s fee schedule – Motion made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion on updating the codification of ordinances & zoning ordinances – Motion made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion on WEX card for Road Crew/Police – Motion made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion on streamlining the process of making purchases using credit cards – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion snow ban Ordinance/Resolution – TABLED (will be updated with the codification) – Motion to table was made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion on Sewer Authority vacancy – TABLED (no letter of interest has been received) – Motion to table was made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva

Motion carried.

- Discussion/Motion on Planning Board vacancy – Board member Ray Trojan has regretfully resigned. Motion to accept Mr. Trojan’s resignation was made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion purchase of a smaller plow/maintenance truck – Motion made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Discussion/Motion on advertising for a Part-time/as-needed plow/maintenance person – Motion made by J. Careyva, seconded by W. Danchision.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Motion/Discussion on the Repository Sale: (09-20-0325.000 – Saddle Dr. Eagle Rock Resort) – Motion made by W. Danchision, seconded by J. Careyva.
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
Motion carried.
- Motion/Discussion on applying/re-apply for PIB Loan – (\$750,000.00) Motion made by W. Danchision, seconded by K. Mummey.
Roll Call: Y – Mummey, Y- Danchision, N – Careyva
Motion carried.

Facebook – J. Careyva was seeking clarification if there would be an issue with the American Disability Act with the creation of the Facebook page. Attorney Karpowich advised there would not be and if there were to be an issue it would have also applied to the Township website.

Handbook/Job Description – K. Mummey advised that it would be beneficial if the handbook was updated overall (i.e. – descriptions/expectations for each job title, drug testing, etc.)

Resolution for Zoning/Planning Board – there was some concern that expiration dates of terms were not being kept up on. This will be completed with the codification and the website will reflect the information accordingly.

Recreation Board – this will also be updated in the codification – the Ordinance will be amended. The stipulations for Board members will be changed and the Supervisors will decide how many members, the terms, etc.

Grant Opportunities – options are being explored and Senator Argall and State Representative Dane Watro are also assisting.

457 (b) Retirement Plan – Treasurer – M. Gaizick advised that this program is similar to a 401K but specific to government agencies. He also stated that all specifications can be determined by the Supervisors. This is still in the early stages; however, updates will be provided as things transpire.

Crime Watch – seeking residents who would be interested in resurrecting this program.

Full-time Police Officer – K. Mummey advised that this would be in the best interest to have one dedicated officer instead of multiple part-time officers. Motion was made that the officer needs to be Act 120 certified, motion carried. J. Careyva stated that this was not necessary and that this should be decided upon later, due to the pending Police Survey. J. Careyva also advised that the Township does not have the funds to pay the hourly rate based on the Police Contract, health insurance, etc.

Contracted snow removal: Ralph Bley – J. Careyva stated that this is another expense that the Township cannot afford, and the last storm was not that severe. The public disagreed. J. Careyva stated that he did not need to be paid in monies, however, the Township in the past reimbursed him for the salt that was used from what the Township had. Attorney Karpowich advised that this is not something that Township should be doing, nor is it legal.

Township Fee Schedule – Attorney Karpowich proposed a Resolution will need to be drafted to amend the 2020 permitting fees.

Codification – Attorney Karpowich advised that he'll be consulting with codifying and updating the Zoning Map. K. Mummey advised that there were some stipulations that should be updated due to miniscule dimensional differences (i.e. – garage limit size).

WEX Card – K. Mummey advised that this keeps the fuel process seamless, as there have been some discrepancies with utilizing using the slips. He also stated that with the use of this card taxes are handled, as well as, getting the COSTAR discount at the pump.

Snow Ban – K. Mummey was seeking clarification on whether signage was needed and if with the codification if that was able to be added. Attorney Karpowich stated that permanent signs can be utilized and that emergency routes could be established as well.

Purchasing of small truck – Attorney Karpowich advised that equipment can be purchased on Muncibid (COSTAR affiliated). W. Danchision advised that this vehicle was looked at. There is some rusting on the box; however, there is a plow that is attached, and mileage is low. Overall, the vehicle is in good condition.

Part-Time Maintenance – on an as needed basis. Advertisements will be placed on the website and the Facebook page.

Public participation on non-agenda items only (Chairperson reserves the right to limit each person to five minutes). Note: Attendees may make public comments; your name and address may be recorded in meeting minutes. Comments/questions not serving legitimate Township purpose may not be addressed or answered by the Supervisors.

R. Trojan – advised that there is a dumping issue near Hunters Rd. K. Mummey suggested contacting Eagle Rock as that is near property.

M. Kutsko – seeking an update on the Police Survey and that traffic needs to be slowed down in Brandonville.

T. Houser – advised that there was a disturbance at her home and that there should be additional Police coverage.

L. Tolan – stated that it was National Law Enforcement Week – thanked the Police for their service to the community.

P. Hartz – L&B Landholdings – questioning about their permits, if they had a permit for the light up sign that was installed. J. Careyva advised that they did indeed have a permit for this, K. Mummey stated that this would be a Zoning concern. It was advised that the previous Engineer passed these permits (3). Ms. Hartz was instructed to complete a complaint form so this issue is on record and can be handled accordingly.

K. Mummey stated that the credit cards will be consolidated to one company (i.e. – Capital One) for incentive purposes. This will alleviate multiple cards being utilized.

Attorney Karpowich advised that a volunteer can be utilized for Animal Control Officer.

J. Careyva advised that volunteers never worked on the equipment and Attorney Karpowich stated that volunteering is covered under the insurance policy. He also advised that D. Danchision was appointed as the second Road Master.

Audience member advised of a culvert pipe on Pole Rd. – D. Danchision informed that this was already handled and replaced with new piping.

R. Gabardi – mentioned a speed/clocking machine.

- **Motion to Adjourn: Motion to adjourn was made by J. Careyva, seconded by K. Mummey. All in favor, motion carried.**
Roll Call: Y – Mummey, Y- Danchision, Y – Careyva
- **Time Meeting Adjourned: 7:38 pm**
- **Members of Public in Attendance (please see attached sign-in sheet):**