

# MINUTES

## January 6, 2025

The Board of Supervisors met for their organization meeting at the Township Building. Members present: Mark Starkweather, Gary Phelps, Kyle Wheatley, and Patricia A. Reese.

**VISITOR'S:** Kelli and John Wills, Ben Sayers, Linda Reese, Hilma Cooper, Sheila Yungwirth, Carol Phelps, Barb Richards, Louis Rachiele, Allyn Hemenway, Randy Jelliff, Amanda and Chad Collins, and Martha Rusk.

### **PLEDGE OF ALLEGIANCE**

#### **The Board Organized as follows:**

Chairman     Mark Starkweather

V. Chairman   Gary Phelps

Road Master   Kyle Wheatley

Kyle made a motion to Organize the Board as noted above. Gary seconded the motion. All in favor. Carried.

**MINUTES:** Kyle made a motion to accept the minutes with one correction. Hilma Cooper noted during visitor's comments that it is not the Wellsboro Library it should of read The Green Free Library. Linda Reese also noted she did not talk about the Beuters on going clean up in the last meeting. Gary seconded the motion with the corrections noted. All in favor. Carried.

**VISITOR'S COMMENTS:** Carol Phelps had questions about the Building Code Enforcement and Erb Inspections.

Linda Reese discussed changing the Planning Commission Board from a nine person Board to a seven person Board. She suggested having a Supervisors sit on the Planning Commission Board. She also discussed large trucks traveling on the twp

roadways. Kyle noted he talked with Seneca regarding them traveling on the two roadways.

Hilma Cooper said Happy New Year.

Sheila Yungwirth said Happy New Year. She also noted in the new year she hopes the Board can get something done with the Beuters ongoing Clean -up. She also asked about a truck being out on December 29, 2024 when there was no need for the trucks to be out. The Supervisors noted that there were trees down and the truck was needed to haul the branches and trees away. She also asked about how fast the employees are driving while spreading cinders or plowing. The Board discussed the speed limits.

Randy Jelliff discussed the Suzanne Thomas Estate Subdivision. The Subdivision has been revised and now is a 2 lots Subdivision. After a lot of discussion, it was noted that the revised Subdivision has been forwarded to the Charleston Township Planning Commission for review.

**OLD BUSINESS:** Spending limits- After some discussion regarding spending limits and the spending limits set by the state, Gary made a motion to approve the Road-Master to have a spending limit of \$12500.00 for needed materials that are not bid. This limit will exclude daily maintenance for parts for trucks or equipment. Anything over the \$12500.00 limit will need to be discussed with the Supervisors. Kyle seconded the motion. All in favor. Carried.

**NEW BUSINESS/ CORRESPONDENCE:** Building Permits issued in December 2024 by Erb Inspections were reviewed and filed.

Building, Zoning, or Demolition Permits issued in December 2024 by the Zoning/Building Permit Officer, Mike Carson were reviewed and filed.

Seneca Resources sent notice of two proposed well pad sites one in Delmar Twp and the other in Middlebury Twp. Reviewed and filed.

Seneca Resources sent notice of a proposed well site named Goodwin 6139 in Charleston Township. Letter reviewed and filed.

Seneca Recourses sent notice of intent for coverage under the Erosion and Sediment Control General Permit for the proposed Crooked Creek to Goodwin Waterline in Middlebury and Charleston Twp. Information was reviewed and forms will be signed and returned.

Penndot sent a notice of a proposed resurfacing project on S.R. 06. Reviewed and filed.

The Annual Wellsboro Fire and Ambulance Banquet will be held on February 8, 2025.

**SOLICITOR:** The Board agreed to use Chris Lantz as solicitor for the Township. If the time comes when the Twp needs a different Solicitor due to conflict they will contact Florence Prough.

**SEO:** Terry Meyers will be the Sewage Enforcement Officer. Alternate will be Robert Bertin. Chris Lantz will be the Solicitor for the SEO when needed. Terry will be collecting an extra \$25 fee for costs associated with the on-lot sewage program. The fee will be forwarded to the Twp.

**EMERGENCY MANAGEMENT:** Gary Phelps is the coordinator for Emergency Management. Alternate is Ben Phelps.

**PLANNING COMMISSION BOARD:** will organize at their regular scheduled meeting

**MUNICIPAL AUTHORITY BOARD:** will organize at their regular scheduled meeting.

**ZONING HEARING BOARD:** will organize at their regular scheduled meeting. The Solicitor for the Zoning Hearing Board will be Jeff Loomis. The engagement letter and annual retainer fee in the amount of \$375 was signed and returned. Russell Tomlinson will be the Zoning Secretary; he will be paid \$18.00 Hour.

**BUILDING/ ZONING PERMIT OFFICER:** Mike Carson is retained as Building/Zoning Permit and Zoning Hearing Officer. Wage rate is 75% Commission of permits collected. Mileage for checking for violations will be the same as the federal mileage rate.

**SHORT TERM RENTAL FEE:** The fees for short term rentals will be collected by the Zoning Officer, wage rate is 50% Commission of Short Term Rental permits. The fees will be \$150 for a new Short Term Rental and \$75 for a yearly renewal for Short Term Rentals.

**BUILDING PERMITS:** A Resident needing to get a Building Permit must get a Zoning Permit from Mike Carson, Permit Officer. He will then direct them to contact a Certified Building Permit Officer on the approved list if the building they are planning on constructing needs to be built following the rules and regulations of the International Building Code that was adopted by Charleston Township in 2004.

Demolition Permit will be given by Mike Carson.

**ONE MAN VACANCY BOARD:** William Wilson.

**MILLAGE:** Real Estate millage at 1.2132%.

**EARNED INCOME TAX:** ½ of 1.5% to be collected by the Keystone Collections Group.

**EMPLOYEE POLICY:** All Full-time, Part-time Class 11 Operators and the Secretary/Treasurer will follow the Employee Policy that was adopted in December of 2024.

**FULL-TIME/PART-TIME CLASS 11 OPERATORS:** After

discussion the Board approved that all Full-time and Part-time Class 11 Operators receive a 3.5% increase for 2025. Mark Starkweather will be a full-time Class II Operator. Pay is to be set by the Township Auditors. Kyle Wheatley will be a part-time Class 11 Operator. Pay is also to be set by the Township Auditors.

**FULL-TIME CLASS 11 OPERATORS:**

Jared Whitney-Roadmaster/Class 11 Operator

Dale Collins- Class 11 Operator

Allyn Hemenway – Class 11 Operator

Mark Starkweather- Working Supervisor/Class 11 Operator

**PART-TIME CLASS 11 OPERATORS:**

Kyle Wheatley- Working Supervisor/Class 11 Operator

Danny Waters- Class 11 Operator

Chad Collins- Class 11 Operator

Robert Confer- Class 11 Operator

Chris Redell- Class 11 Operator

**FULL-TIME SECRETARY/TREASURER:**

Patricia A. Reese will be the Full-Time Secretary/Treasurer and she will receive a 3.5% increase for 2025

**EMPLOYEE CELL PHONE REIMBURSEMENT:** Each Full-time

employee will be reimbursed \$50 monthly for their cell phone.

**SECRETARY BOND:** As of 2025, the Board of Supervisors set the

Secretary's Bond at \$2,000,000.00.

**OPEN RECORDS OFFICER:** The open records officer will be the

Secretary, Patricia A. Reese for 2025.

**TCC DELEGATES FOR ACT 32:** Resolution # 609-The Primary Voting

Delegate will be Gary Phelps, First Alternate Voting Delegate will be Mark

Starkweather, and Second Voting Alternate Voting Delegate will be Kyle Wheatley. Kyle made a motion to approve Resolution #609. Mark seconded the motion. All in favor.

Carried.

**MEETINGS:** Will be held the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. If Monday is a holiday, the meeting will be held Tuesday of the week. Subdivisions will be accepted at either meeting. Meeting pay will be paid quarterly for the Supervisors. \$60 a meeting. And the Secretary will be paid her hourly rate for meetings.

**DRIVEWAY PERMITS:** The driveway permits will be \$100 a permit.

**CONSTABLE:** Greg Watson was elected Charleston Township Constable.

After discussion on each item, Gary made a motion to approve all items and changes noted above. Kyle seconded the motion. All in favor. Carried.

### **INVENTORY:**

1. 2015 Ford F550
2. 1986 H&S Trailer
3. 2000 Volvo Dump Truck
4. 2016 Ford F250
5. 1993 Mack Dump Truck
6. 2017 Mack Truck Everest Wing System and plow
7. 2015 Mack Truck Everest Wing System and Plow
8. 2016 Mack Truck Everest Wing System and plow
9. 2016 Ford F250
10. 2019 Ford F250
11. 2019 Towmaster Trailer
12. 2019 Western Star Truck 4700
13. 4 Stone Spreaders
14. 2 V Plows
15. Wing Plow for Grader
16. Fink High Speed Plow
17. Pressure Washer
18. Air Jack
19. Floor Jack
20. Bulk Truck Chain
21. Stone Rack (old)

22. Storage Tank
23. 500/1500 Fuel Tank
24. John Deere Sickle Bar Mower
25. New Holland Sickle Bar Mower
26. Stone Rake
27. Air Compressor
28. Chain Saws
29. Road Signs
30. 2014 John Deere 524 K Loader with pallet forks
31. 2011 Caterpillar 430 Backhoe W/ Buckets/Couplers
32. 3 Western All Angle Plows
33. Alkin Stainless Steel Tailgate Cinder Spreader
34. Miscellaneous Tools/Box
35. 2013 Grader
36. 2013 Rosco Power Broom/Rosco /Power Broom
37. 2013 New Holland 475 Tractor
38. Stone Rake
39. John Deere Bulldozer 450 HLT
40. 2018 John Deere Tractor
41. 2000 Cat CS5413
42. 2018 Pequea Trailer
43. Caterpillar Broom Attachment
44. Takeuchi Excavator/ Cab and Angle Blade w/stump grinder
45. 1994 Belt Loader
46. 2019 Kubota Diesel Tractor
47. 1994 Peterbilt Water Truck
48. 2021 Landpride Batwing Mower
49. Buffalo Turbine Blower attachment

**Authority Items:**

Vacuum trailer  
Submersible pump w/attachments  
Line Locator  
Misc tools/box  
CS10 Digital Recorder/Monitor w/charger  
Jameson Easy Buddy rodder 1/4"x300'  
200' See Snake (camera)

**Non-insured items:**

Cinders  
Gravel Stockpile

Kyle made a motion to approve the 2025 Inventory List. Mark seconded the motion. All in favor. Carried.

**ROADMASTER REPORT:** Trish read the Roadmaster report.

**BILLS: GENERAL** - After review Gary made a motion to accept all the General Bills as read. Kyle seconded the motion. All in favor. Carried.

**ADJOURN:** Gary made a motion to adjourn the meeting. Mark seconded the motion. All in favor. Carried.

**GENERAL FUND**

**CHECKING: 1272694.95**

**IMPACT FEE: 334213.10**

**AM RESCUE PL: 202939.26**

**EXP: 30960.19**

**STATE FUND**

**CHECKING: 3172.15**

**EXP: 0**