

# MINUTES

**April 20, 2026**

The Board of Supervisors met for their scheduled meeting at the Township Building.

Members present: Kyle Wheatley, Gary Phelps, Mark Starkweather, and Secretary;

Patricia A. Reese.

**VISITORS:** Barb Richards, Donna LeSchander, Shelia Holdren, Martha Rusk, Linda Reese, Hilma Cooper, Robert Janeski, Clinton Kain, Nate Lineaweaver, Chad Collins, Cleo Warren, Ted Rusk, Sheila Yungwirth, Carol Phelps, Ben Sayers, Mike Sedor, Mike Fuller, Fred Metarko, Roger Cochran, and, Stan Krotowski.

## **PLEDGE OF ALLEGIANCE**

**MINUTES:** After review Gary made a motion to accept the minutes as read with some corrections. Gary noted that it was not a Memorandum of Agreement that was signed with Code Assessment Professionals it was supposed to be a Memorandum of Understanding. Trish will contact CAP to confirm this. Shelia Holdren also noted she wanted it noted in the minutes that she asked the Board while the New Business items were being reviewed if there were any findings found in the 2025 Audit. Trish reported that there were not. Kyle seconded the motion with these items noted. All in favor. Carried.

**VISITOR COMMENTS:** Shelia Holdren asked again if there were any findings reported from the 2025 Audit. Trish reported there were minor suggestion and items found. And they have been corrected.

Martha Rusk noted that she was asked at her CTMA Board meeting if an employee was hurt while working on the sewer line if they were covered on the CTMA's Workers Compensation plan or were they covered by the Twp's plan. She noted she inquired online to the Commonwealth of PA website and reported that the Twp would be

responsible for the employee if they were injured while working on the sewer line because they are employees of the Twp.

Linda Reese had concerns related to the Twp quotes for mowing the cemeteries. She asked in the future that it is advertised before accepting a quote. There was a lot of discussion regarding this matter.

Stan Krotowski reported on the Shelman Compressor Station. He noted he has been in contact with Nationals Fuels and they should have a “hay wall” up in May. This will help with the noise coming from the Compressor Station.

Chad Collins had questions regarding the mowing quotes. He had concerns related to Insurance. After more discussion it was noted that mowing will be considered contracted services and carry their own insurance.

Carol Phelps requested that residents residing in campers or motor homes be sent letters noting they are not allowed to reside in temporarily housing in Charleston Township. Minimum square footage is 500 sq feet for a home in Charleston Township.

Sheila Yungwirth had questions regarding the ongoing clean-up of the Beuters property. She is concerned about the number of unlicensed and un inspected vehicles.

Cleo Warren, Twp Auditor noted concerns she had about completing the 2025 Audit. She noted \$842 was not included in the audit but is documented on Bank Statements as Township funds. She noted the Secretary, Trish Reese withheld public records from the Supervisors and accused Trish of tampering with public records. Cleo provided the possible charges and sentencing guidelines that Trish could be facing if found guilty. Cleo noted there were in fact “findings”. She read the “memo/findings document” that she believes was withheld from the completed audit report. Cleo claimed that the “memo/finding document” listed the “findings”. The “memo/findings document” was also read at the Auditors closing meeting on March 17, 2026 and then a copy was given to the Secretary, Trish Reese that evening to be attached to the 2025 Audit. The auditors submitted the 2025 audit to DECD on March 17, 2026, presented a recorded and

notarized copy from the Prothonotary's office to the Twp on March 18, 2026. The Twp Secretary presented all documents she received from the Auditors to the Supervisors at the April 7, 2026 Board meeting. Cleo also claims that the secretary withheld documents needed to complete the 2025 audit. Trish noted that the "memo/finding document" was attached to the audit when it was presented to the Supervisors on April 7, 2026. After lots of discussion from several residents it was noted that the recorded 2025 audit and the "memo/findings document" will be placed on the website.

Nate Lineaweaver discussed the auditor's concerns. He noted that mowing should be offered to not just one resident or employee. He felt the Board should advertise the quotes for mowing. He also requested the Board Members to do their jobs.

**SUBDIVISIONS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS/CORRESPONDENCE:** MOWING QUOTE: Dale Collins presented a quote that he will mow and trim all five Charleston Township Cemeteries (\$390) and the Township Building (\$60) for \$450 per mowing. Mowing will be done twice a month except for Labor Day and Memorial Day it will be mowed one extra time those months. After review of the Quote there was discussion regarding getting more Quotes and advertising the Mowing Quotes in the future. Mr. Collins will need to provide proof of Insurance and will be considered contracted services for 2026. Gary made the motion to approve the mowing quote once proof of Insurance is received. Kyle seconded the motion. All in favor. Carried.

Larson Design Group sent notice of submitting permits to PA DEP in the future. They plan to submit a General Permit 11: Maintenance, Testing, Repair, Rehabilitation or Replacement of water Obstructions and Encroachments and National Pollutant Discharge Elimination System Individual Permit. Letter was reviewed and filed.

Larson Design Group sent notice of the completed 2025 Mills Hills Bridge report. Signs will need to be updated and replaced. Read and filed.

**ROADMASTER REPORT:** Trish read the Roadmaster Report. Mark noted that they will be graveling the Mills Hills Road in the near future.

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

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

**GENERAL FUND**

**CHECKING: 987648.19**

**IMPACT FEE: 597630.62**

**EXP: 46541.82**

**STATE FUND**

**CHECKING: 196684.48**

**EXP: 73682.46**