

# MINUTES

**May 4, 2026**

The Board of Supervisors met for their scheduled meeting at the Township Building. Members present: Kyle Wheatley, Gary Phelps, Mark Starkweather. Meeting was called to order at 19:00 hours.

**VISITORS:** Pamela English, Cleo Warren, Linda Reese, Hilma Cooper, Chad Collins, Cindy Collins, Ted Rusk, Brenda Thomas, Fred Metarko, Mike Fuller, Roger Cochran, Sheila Holdren, Sheila Yungwirth, Martha Rusk, Barb Richards, Carol Phelps, Stan Krotowski, Nate Lineaweaver, and Clinton Kain.

## **PLEDGE OF ALLEGIANCE**

### **MINUTES:**

After review Gary made a motion to accept the minutes as read with noted corrections. Shelia Youngwirth noted she did not mention unregistered or uninspected vehicles when she questioned the Beuter property. Kyle seconded the motion with these noted. All in favor. Carried.

### **VISITOR COMMENTS:**

Clinton Kain requested further information regarding the posting of the Operator II position.

Cleo Warren noted that the board will be receiving a revised audit submission as not all pages were attached to the original submission. Also noted that there is some disagreement with the auditor meeting minutes and the PSATS advised that each auditor take their own minutes. She asked about a Certificate of Insurance (COI) and workers comp for Dale Collins and provided statute noting that because he was an employee, that the mowing bid needed to be public. Additionally, noted that Dale Collins was not paid properly last year and should have been given a 1099.

Sheila Youngwirth agreed with Cleo's comment and commented that if the township was going to enforce the ordinance of residents living in campers that it needed to be enforced the same with everyone.

Sheila Holdren asked which cemeteries the township mows. She also mentioned that she had requested minutes from the auditors' meeting and had questions about the agenda item regarding the auditor report.

Fred Metarko asked how mowing a cemetery becomes the township's responsibility.

Linda Reese asked why ordinance 162 was moved from ordinances to notices on the website. Also asked why pages are turned horizontal and could they be rotated. Linda also asked about COI for Dale Collins.

Brenda Thomas expressed a concern that someone from the township other than codes enforcement reportedly had been approaching residents regarding sheds and that it should be limited to codes enforcement not others affiliated with the township.

**SUBDIVISIONS:** None.

**OLD BUSINESS:** Resubmission of the auditor report – It was discovered that the Auditors report previously submitted to the township supervisors was incomplete due to being copied single sided by the county staff. Auditor Cleo Warren provided clarification that the original report filed with the county and with the state were complete. Confirmed that the auditors had access to required information. Included with the auditors' report was a letter containing the observation, findings and suggestions of the auditors. Also included was a letter from Auditor April Fuller requesting that her name be removed from the letter. Gary noted that the matter of removing a name from the letter would most appropriately be addressed at the auditor's meeting prior to their minutes being accepted. All pages were confirmed to be present and there was a raised seal identified. A motion to accept the resubmission of the auditor's report by Mark and seconded by Gary. All in favor. Motion carried.

**NEW BUSINESS/CORRESPONDENCE:** Letter received from Mansfield Independence Day Committee regarding sponsorship opportunities. Read and filed.

Letter received from Tioga County Commissioners, regarding status of EMS within the community. Read and filed.

Letter received from UGI regarding infrastructure improvements scheduled for June 2026 along Dartt Settlement Road, Wood Lane, Longview Lane, Charleston Road and Williams Circle. Read and filed.

Letter received from Honor the Hero's Ride regarding a scheduled motorcycle ride and requesting approval as required by PennDOT. It was noted that according to information provided, the ride does not enter Charleston Township.

A posting for a Class II operator position was discussed. Posting was amended to include salary based on experience, township residency preferred and applications/LOI's/resume's due by 7PM June 1, 2026. To be posted in Penny saver and on the township website.

Building permit report received. Read and filed.

**ROADMASTER REPORT:** Gary read the Roadmaster Report.

**BILLS: GENERAL AND STATE** - After review Kyle made a motion to accept all the General and State Bills as read with the addition of UGI, WECO, and Dale Collins. Gary seconded the motion. All in favor. Carried.

**ADJOURN:** Kyle made a motion to adjourn the meeting. Gary seconded the motion. All in favor. Carried. Adjourned 19:54.

**GENERAL FUND**

**STATE FUND**

**CHECKING: 465023.62**

**IMPACT FEE MM: 599209.00**

**MONEY MARKET: 650000.00**

**CHECKING: 145715.52**

**EXP: 72394.39**

**EXP: 50968.96**