

# **MINUTES**

## **January 5, 2026**

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:** Ben Sayers, Linda Reese, Hilma Cooper, Sheila Yungwirth, Carol Phelps, Chad Collins, Nate Lineaweaver, Kevin Connelly, Stan Krotowski, Aubrey Irion, and Martha Rusk.

### **PLEDGE OF ALLEGIANCE**

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

Chairman     Mark Starkweather

V. Chairman   Gary Phelps

Supervisor   Kyle Wheatley

Roadmaster Jared Whitney

Secretary/ Treasurer Patricia A. Reese

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

**MINUTES:** Gary made a motion to accept the minutes with a few corrections. Linda noted in her visitors' comments that there was a correction. It read that she did not give information and a key to the new auditors. It should of noted that the Secretary did not give the Auditors notes and a key to the new auditors. Also, it was noted Mike Seidel was not present at the meeting, it was Mike Sedor that was present. Kyle seconded the motion with these corrections noted. All in favor. Carried.

**VISITOR's COMMENTS:** Linda Reese noted that there was an article in the Wellsboro Gazette and it noted that a Twp official answered questions related a state

roadway right of way. The Secretary noted that she took the call and spoke with the Gazette. Linda noted that this is not a question that the Secretary is authorized to answer. The article was related to the Township maintaining a bike/walking path along a state roadway. Linda also had questions related to the Township Employee families being covered under the Health Insurance. She then noted that Kevin Connelly, Planning Chairman should not recommend the Dark Skys Ordinance to be adopted, because lighting is noted in the current Zoning Ordinance.

Hilma Cooper noted that she has presented all the information needed and requested in the past for the Board to consider to donate to the Green Free Library.

Kevin Connelly discussed the upcoming Subdivisions and noted that the Planning Commission is working on updating the Subdivision Ordinance. He thanked the Twp Employees for keeping the Roadways cleared. The Planning Commission Board is in need of one new member in the future. And he also discussed an upcoming Zoning Class being offered through the Commissioners. The class is scheduled for January 23, 2026.

Sheila Yungwirth suggested that the Supervisors look into other Health Insurance options for the employees. She also had questions regarding the Roadmaster having a time limit for improving.

**OLD BUSINESS:** Wellsboro Green Free Library proposed donation- After discussion Gary made a motion to give a one time \$3000.00 donation to the Library. Kyle and Mark both voted against the donation. Carried.

**NEW BUSINESS/ CORRESPONDENCE:** Building Permits issued in December 2025 by Erb Inspections were reviewed and filed.

Building, Zoning issued in December 2025 by the Zoning/Building Permit Officer, Mike Carson were reviewed and filed.

Seneca Resources sent notice of a proposed well site in Delmar Twp. Letter reviewed and filed.

Clean Energy Sent paperwork regarding a proposed well pad in Delmar Twp. Read and filed.

CTMA sent notice of a new EDU for David Paxston. Reviewed and filed.

**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

**MUNCIPAL 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 \$425 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 for residential homes and out buildings. For a commercial or industrial buildings, he will collect 75% commission with a cap of \$1000.00. He will receive the federal mileage rate for checking violations.

**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/Roadmaster:** After discussion the Board approved that one Full-time employee /Class 11 Operator to receive a 2.8% increase for 2026. The Full time Class 11 Operator that is on probation must wait until January 16<sup>th</sup> for a raise. The Class 11 Operator/Roadmaster's raise was tabled. Part-Time Class 11 Operators will not

receive a raise. 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

Chad 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

Dan Waters- Class 11 Operator

Dale 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 2.8% increase for 2026

**EMPLOYEE CELL PHONE REIMBURSEMENT:** Each Full-time employee will be reimbursed \$50 monthly for their cell phone.

**SECRETARY BOND:** As of 2026, 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 2026.

**TCC DELEGATES FOR ACT 32:** Resolution # 617-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 #617. 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 \$175 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. 2016 Ford F250
3. 1993 Mack Dump Truck
4. 2017 Mack Truck Everest Wing System and plow
5. 2015 Mack Truck Everest Wing System and Plow
6. 2016 Mack Truck Everest Wing System and plow
7. 2016 Ford F250
8. 2019 Ford F250
9. 2019 Tow-master Trailer
10. 2019 Western Star Truck 4700
11. 4 Stone Spreaders
12. 2 V Plows
13. Wing Plow for Grader
14. Fink High Speed Plow
15. Pressure Washer
16. Air Jack
17. Floor Jack
18. Bulk Truck Chain
19. Stone Rack (old)
20. Storage Tank
21. 500/1500 Fuel Tank
22. John Deere Sickle Bar Mower
23. New Holland Sickle Bar Mower

24. Stone Rake
25. Air Compressor
26. Chain Saws
27. Road Signs
28. 2014 John Deere 524 K Loader with pallet forks
29. 2011 Caterpillar 430 Backhoe W/ Buckets/Couplers
30. 3 Western All Angle Plows
31. Alkin Stainless Steel Tailgate Cinder Spreader
32. Miscellaneous Tools/Box
33. 2013 Grader
34. 2013 Rosco Power Broom/Rosco /Power Broom
35. Stone Rake
36. John Deere Bulldozer 450 HLT
37. 2018 John Deere Tractor
38. 2000 Cat CS5413
39. 2018 Pequea Trailer
40. Caterpillar Broom Attachment
41. Takeuchi Excavator/ Cab and Angle Blade w/stump grinder
42. 1994 Belt Loader
43. 2019 Kubota Diesel Tractor
44. 1994 Peterbilt Water Truck
45. 2021 Landpride Batwing Mower
46. Buffalo Turbine Blower attachment
47. 5095 JD Tractor
48. 24 Mack Truck w/wing and plow

**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 2026 Inventory List. Mark seconded the motion. All in favor. Carried.

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

Gary noted that several 10 Ton Signs are missing along Township Roadways. He asked that signs be replaced.

**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: 877340.73**

**IMPACT FEE: 592842.68**

**EXP: 30960.19**

**STATE FUND**

**CHECKING:3238.03**

**EXP: 0**