

LOWER TOWAMENSING TOWNSHIP SUPERVISORS REGULAR MEETING MINUTES

Tuesday, November 7, 2023 at 7:00 p.m., Township Office
595 Hahns Dairy Road, Palmerton, PA 18071

CALL THE MEETING TO ORDER: Chairman Brent Green called the meeting to order at 7:00 p.m. Members of the board present were Brent Green, Connie Brown – participating by phone and Solicitor Nanovic.

BILLS TO BE RATIFIED & EXPENDITURES:

Supervisor Brown moved and Chairman Green seconded to ratify the bills that were paid - General Fund bills - \$404,780.47; Lighting Fund bills - \$695.52; Garbage Fund bills - \$5,391.00 and Hydrant Fund bills – \$249.75. All voted yes. Motion passed.

Supervisor Brown moved and Chairman Green seconded to pay the General Fund bills -\$38,052.81 and the Sanitation Fund bills - \$24,955.33. All voted yes. Motion passed.

MINUTES: Approve October 3, 2023 Meeting Minutes & October 19, 2023 Special (Budget) Meeting Minutes

Motion on the minutes was tabled.

BUSINESS FROM PERSONS PRESENT:

Ralph Cortazzo – stated how they did a nice job paving on Hemlock Road and South Fireline Road.

Steve Meining – stated about the Sewer Project. He asked where they currently stood on a Zoning/Code Enforcement Officer position. Solicitor Nanovic stated how they adopted the job description and sent something to the Zoning Officer, who had said that he could do it. Chairman Green stated how a second letter was sent giving direction on proceeding with letters to property owners. Mr. Meining asked about having a spreadsheet with problem areas and their current status. Solicitor Nanovic stated how they were not getting any complaints to classify the problem areas.

TREASURER'S REPORT

GENERAL FUND

Balance 08.31.2023	876,514.94
Receipts	81,927.58
Expenditures	<u>79,613.57</u>
Balance 09.30.2023	878,828.95

SANITATION FUND

Balance 08.31.2023	983,516.49
Receipts	21,012.56
Expenditures	<u>29,295.33</u>
Balance 09.30.2023	975,233.72

LIQUID FUELS FUND

Balance 08.31.2023	444,468.01
Receipt	1,917.54
Expenditures	<u>0.00</u>
Balance 09.30.2023	446,385.55

HYDRANT FUND

Balance 08.31.2023	20,890.06
Receipt	111.39
Expenditures	<u>0.00</u>
Balance 09.30.2023	21,001.45

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CAPITAL PROJECTS FUND

Balance 08.31.2023	87,200.01
Receipts	310.34
Expenditures	<u>0.00</u>
Balance 09.30.2023	87,510.35

LIGHT FUND

Balance 08.31.2023	11,128.17
Receipts	381.60
Expenditures	<u>695.52</u>
Balance 09.30.2023	10,814.25

FIRE FUND

Balance 08.31.2023	9,676.22
Receipts	1,403.33
Expenditures	<u>8,352.14</u>
Balance 09.30.2023	2,727.41

Chairman Green moved and Supervisor Brown seconded to accept the Treasurer's Report. All voted yes. Motion passed.

TAX COLLECTOR'S REPORT

September 2023 - Real Estate (G.F.)	\$1,222.91
Fire	\$340.21
Light	\$55.44
Hydrant	\$19.53
Per Capita (G.F.)	<u>\$158.40</u>
Total	\$1,796.49

SUPERVISOR'S BUSINESS:

a. CBI Ventures, LLC (Preliminary/Final Land Development) – Time Extension

Chairman Green moved and Supervisor Brown seconded to grant the time extension to CBI Ventures, LLC – Land Development Plans until June 30, 2024. All voted yes. Motion passed.

b. Beltzville Enterprise, LLC (Preliminary/Final Land Development & Minor Subdivision) – Time Extension

Chairman Green moved and Supervisor Brown seconded to grant the time extension to Beltzville Enterprise, LLC Land Development/Minor Subdivision until April 30, 2024. All voted yes. Motion passed.

c. Advertise Proposed 2024 Budgets

Chairman Green stated about the 2024 Budgets – General Fund – balanced at \$926,140.34; Garbage Fund - \$360,661.56 with a deficit of \$51,596.56; Fire Fund - \$56,100.00 with a net income of \$175.00; Hydrant Fund - \$2,375.00 with a net income of \$1,301.00; and Light Fund - \$9,772.19 with a net income of \$322.19. He stated how there was a deficit in the Garbage Fund because of the administrative cost, which they had not included before and they also had included some recycling expenses.

Chairman Green moved and Supervisor Brown seconded to advertise and post the 2024 budgets. All voted yes. Motion passed.

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d. General Code – Annual Maintenance

Chairman Green moved and Supervisor Brown seconded to continue with the General Code and pay the annual maintenance in the amount of \$1,195.00. All voted yes. Motion passed.

e. Tax Collector's Request

Chairman Green moved and Supervisor Brown seconded to grant the Tax Collector's request to increase the tax certificates to \$25.00 and tax duplicates to \$10.00 effective January 1, 2024. All voted yes. Motion passed.

f. Arro – Sewer Project

Chairman Green stated how Doug Kopp had provided them with a Professional Services Agreement / a cost estimate for the scope of reduplicating, engineering and laying out the Sanitary Sewer System. Mr. Kopp stated how the scope of the work was split into two tasks: Task 1. Fiel Survey Services & Background Drawing Setup. He stated how they would need to acquire and download local LIDAR contours of the area; preform wetlands delineation, mapping of wetland boundary, and prepare report detailing wetland findings. Chairman Green stated that when it came to the LIDAR, in 2017 the Township had an aerial fly-over of the sanitary sewer, which was paid directly to the company from the Township and the results were provided to Carbon Engineering. He stated how they might be able to get that aerial fly-over information. Chairman Green stated how the wetland delineation was the same thing, they had a separate consultant do the assessment for the delineation and he also did the re-assessment; Kevin Keat. He stated how they should have the wetland delineation and the assessment of each parcel of land.

Mr. Kopp stated how they also have to record the first-floor elevations of the existing buildings to be served by the sanitary sewer project. He stated how they have to provide deep enough gravity sewer to allow for the proper slope to the existing homes, which there were 425-450 connections that will require building floor elevation surveys. Mr. Kopp stated how he had to acquire the GIS tax parcels from Carbon County and incorporate them into the CADD model of the service area. He stated how they have to draft and incorporate the existing conditions of lots into the CADD model using most recent Google imagery. Mr. Kopp stated that because of the scale of the project, they have to do some data management to maintain appropriate file sizes.

Mr. Kopp -Task 2 – The plan preparation, which was taking the information from the existing plans with the information from the background survey and replicating/incorporating the previous review areas all at once. He stated how they will be able to address the concerns from the Railroad and PennDOT and any other design changes that were needed. Solicitor Nanovic asked that if the Township had the wetlands delineation, the surveys and the fly-overs, would that assist him and change any of the numbers. Mr. Kopp stated how it will assist them depending on the format from the surveyors. He asked if the same company who did the fly-over did the building elevation. Chairman Green stated how they had a separate surveyor, Ralph Clay. Mr. Kopp stated that if they could get that information, it would take almost the \$67,000.00 off the price (Task 1's price). He stated how the \$97,000.00 (Task 2's price) was the worst-case scenario. Mr. Kopp stated how the contract was set up as time and material not to exceed that price. Chairman Green asked about getting the Micro-Station information from Carbon Engineering and if it would lessen the amount of task 2. Solicitor Nanovic stated that since it was time and material, it should lessen the amount because of time required.

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Mr. Kopp stated how it might lessen it, but it was difficult to determine without seeing what they have. He stated that a lot of the manual profile and modeling work they would still have to do, but if they would get information from the Micro-Station and their existing plan set electronic manipulative format, they should be able to bring it in and just change title blocks. Mr. Kopp stated how it would reduce that number extensively. Chairman Green asked about the time frame for task 2. Mr. Kopp stated how that would take approximately four months. Supervisor Brown asked if they had to wait four months before they were able to do any of the work. Chairman Green stated that if they had all of the information, that would cut out four months of waiting. He stated that if they were not able to get everything, they would be back to eight months.

Chairman Green stated how they have the next few weeks to get the information, but they should also be sending a demand letter to Carbon Engineering. He stated that they now have damages and if Carbon Engineering did not provide them with the information, they should threaten them with litigation. Chairman Green stated how they should be giving the Township all of the work product that the taxpayers have paid for. He stated how they were looking for the information (design information and the surveys that were done) from 2017 until now, but Carbon Engineering was claiming that it was theirs. Chairman Green stated how he has never heard of an engineering firm that has claimed that. He stated that usually when you change entities, they would sign a waiver stating how they hold them harmless from any issues from the designs if they continue to use it. Chairman Green stated that if a municipality would change engineers, they would give them boxes of information, because they were not going to hold it. Supervisor Brown asked if they were claiming that they were still holding it because the Township owed them money. Solicitor Nanovic stated how they have not said that. Chairman Green stated how they were only asking Carbon Engineering for their work product back.

Chairman Green stated how they have received the estimate and they would table it until the next meeting. He stated about getting the information from the GIS from Carbon County.

Chairman Green moved and Supervisor Brown seconded to authorize Arro Engineering to reach out to Carbon County to acquire the GIS mapping information. All voted yes. Motion passed.

CORRESPONDENCE:

- Certificate of Recycling

Chairman Green stated how the electronic recycling event in September had collected 8,220 lbs. of electronic waste.

- Assessment Recap Report

Chairman Green stated that overall the assessed value of taxable properties totaled \$1,754,189,259 and the untaxable properties totaled \$163,721,336.

- PSATS Upcoming Training
- Curb & Sidewalk Installation Agreement – CBI Ventures, LLC

Chairman Green stated how they were waiting on the financial securities for the Curb & Sidewalk Installation Agreement.

- Hanover Engineering – Architectural Polymers Review letter/Addendum to Developers Agreement

SUPERVISOR'S REPORTS:

- Supervisor Green – No report.

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- Supervisor Brown – No report.
- Supervisor Takerer – No report.

SOLICITOR JAMES NANOVIC:

- Solicitor Nanovic stated about the Blue Mountain Self Storage agreement needing to be signed and the Township was still waiting for the financial securities for the agreement.

ROAD MASTER REPORT:

- Stoned-in shoulders, met with Hanover Engineering (Spruce Road Project), Plow Trucks are ready for winter, patching holes, cleaned down spouting.

ZONING REPORT

- Lehigh Engineering – CBI Ventures, LLC – Land Development Response letter #1
- Hanover Engineering – CBI review letter #2
- Hanover Engineering – CBI review letter #2 (supplemental) – Stormwater comments
- Carbon County Planning Commission – Review Comments – CBI Ventures, LLC – Land Development Plan
- Planning Commission August 10, 2023 meeting minutes
- Plan Submission – Minor Subdivision/Lot Line Adjustment – Dorteia Strohl – 1180 Stoney Ridge Road
- Zoning Hearing – November 14, 2023 @ 7:00 p.m. – Bed & Breakfast – Randy Anthony

CLOSING BUSINESS FROM PERSONS PRESENT:

Steve Meining stated that over the years they had several complaints because of the short-term rentals. He asked if they stopped receiving complaints because there has been no aggressive pursuit or were the short-term rentals well managed. Chairman Green stated that they were not seeing the same volume of rentals as they did in 2020.

ADJOURNMENT:

Chairman Green moved and Supervisor Brown seconded to adjourn the meeting. All voted yes. Meeting adjourned at 7:46 p.m.

RoniSue Ahner
Secretary/Treasurer