

**BLAIR TOWNSHIP BOARD OF SUPERVISORS  
375 CEDARCREST DRIVE  
DUNCANSVILLE, PA 16635**

**MINUTES OF THE MONTHLY MEETING OF MARCH 12, 2024**

Chairman Paul Amigh II called the meeting to order at 6:00 p.m. and led the assembly in the salute to the flag.

Township elected officials and personnel included Chairman Paul Amigh, II; Supervisor Brad Germaux; Supervisor Lou Lusk; Secretary/Treasurer Kami Bilek; Police Chief Roger Peacock; Road Foreman John Reed; representing Stiffler McGraw, Eric Banks; Solicitor Patrick Fanelli, Esq.; and Appointed Auditor, Jacob Wible. Adam Long of Keller Engineers was also present.

**ANNOUNCEMENT:** An executive session is scheduled to be held at the conclusion of the Supervisor's meeting to discuss a legal matter.

Public comment is welcome and invited in accordance with the Township policy and the Commonwealth of Pennsylvania's Right to Know provisions and Sunshine Act.

Supervisor Germaux made a motion to **approve the minutes of the Monthly Business Meeting of February 13, 2024** with no additions or corrections. Supervisor Lusk seconded the motion. The motion to approve passed with a unanimous vote.

Disbursements for the month of February: Payroll \$28,572.18; General Fund disbursements and payroll liabilities \$67,733.18; Liquid Fuels \$6,306.44; Capital Reserve \$3,975.00 Local Services Tax, \$11,285.61.

Supervisor Germaux made a motion to **approve the total February disbursements in the amount of \$117,872.41** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the Treasury Balance for February 2024 of \$1,710,135.30**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

A correction was submitted for the January ending balance for the Specific Service Investment Funds Treasury Balance. The amount reported at February's meeting was **\$140,51.43**, but the amount should have been reported as **\$140,651.43**. Supervisor Germaux made a motion to approve the corrected January amount, and the **"Specific Service Investment Account Funds" Treasury Balance for February 2024 of \$140,51.43**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

**Chairman Amigh invited public comment** and there was none.

**Green Bean Coffee** House Land Development Plan as prepared by Adam Long of Keller Engineers was resubmitted to the Township. The owners are requesting that the Township approve the change from a Final Plan to a Preliminary Plan with Final Plan to be submitted after the completion of the project in order to eliminate the need for a surety bond. The Land Development plan was conditionally approved by the Board of Supervisors at the September 12, 2023 regular monthly meeting. Engineer Eric Banks has

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reviewed the plan and Stormwater Management Operation and Maintenance Agreement. Eric recommended that a note should be added to the plan indicating that approval of the preliminary plan authorizes construction of facilities, but not authorize use of facility. Engineer Adam Long provided an updated page two of the plan with the requested changes. Eric also indicated that the Stormwater Management O&M Agreement would need to be updated to the most recent form and resubmitted. Solicitor Fanelli reviewed the Developer's Agreement and will submit changes regarding the need for a surety bond as well as removing reference to the Stiffler-McGraw review letter from September 11, as it no longer applies to the project. Eric recommended conditional approval pending the above items are completed.

Supervisor Germaux made a motion to **conditionally approve the Green Bean Coffee House proposed change from Subdivision and/or Land Development Plan to Preliminary Land Development Plan.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Eric Banks reported that since the February Supervisors meeting, Stiffler McGraw's grant coordinator went to a lunch & learn where the regional director spoke about all the grants that are currently available. Eric reached out to her to discuss the Blair Township grant application for floodwater mitigation, asking if there is a better grant that we can apply for, or if the current grant application is appropriate. Eric reported that the regional director agreed that the Flood Mitigation grant is the most appropriate grant for which to apply. She looked over the grant application and stated that it appears to be a good submission. Eric reported that she recommended that the Township work with local politicians for additional influence. Eric Banks is asking for a motion to approve moving forward with submitting the grant application.

Supervisor Germaux made a motion to **approve the submission of the Flood Mitigation Grant.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The current housekeeper, Kathy Brown, has requested an increase in housekeeping fees, based on the addition of the Police Department office. Her proposal for cleaning services did not include the back office, as it was not in use at the time. The Police Department will begin using that office as soon as the renovation is completed; therefore, Kathy has requested an increase in fees. It was reported that Kathy has not had an increase in pay for services since she started, and she is doing a great job keeping the building clean. The current contract states that she will be paid \$75 on a bi-weekly basis, and she is to clean both the front offices and the Police Department. The new proposal is that she clean the front office and the Police Department once monthly at \$100.00 and continue cleaning the front offices bi-weekly at \$75.00. The total monthly increase will be just \$25.00.

Supervisor Germaux made a motion to **approve the change in housekeeping frequency for the Police Department and pay increase to \$175.00 monthly** for cleaning services. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The **Municipal Pensions and Fire Relief Programs** information is due to the DCED before March 31, 2024. Information regarding 2023 Police Department wages and pension withholding is used to determine Pension Aid for 2024.

Supervisor Germaux made a motion to **approve the submission of Municipal Pensions and Fire Relief Program** information to the DCED. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

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It was reported that the Blair Township Police Department renovation is underway. Dibert's Electronics submitted their proposal for new electronic door latches. The new door strikes, readers, and fobs will require an upgrade to the system in order to support the additional doors. The proposal also includes four (4) new cameras, as requested by the PD. The total projected cost is \$7,180. The Supervisors approved the use of \$50,000 of ARPA funds for the PD renovation project on February 14, 2023. Added to the amount of \$8,350 for Lawruk Builders, the total for the project is currently at \$15,530. There will be incidental costs for furnishings and supplies for the new room, but the total cost will be well under the approved amount. No formal action is required.

Chief Peacock submitted the **BTPD Camera Policy** to Solicitor Fanelli for review prior to the monthly meeting. Solicitor Fanelli reported that he sees no issues with the policy and recommends approval.

Under Informational Items, Eric Banks reported that the LSA Grants that had been applied for in the fall still have not been awarded to date. He did state that the new grants that are available to apply for are essentially the same flood mitigation grants that have been open previously. He recommends that the Township submit another application for the Flood Mitigation grant and asked that the approval for application submission be included on the March Supervisors Monthly Meeting agenda. The deadline for submission is May 31, 2024. No formal action was taken at this time.

Chairman Amigh called for other business, and there being none, Supervisor Germaux made a motion to **adjourn the meeting of February 13, 2024**. Supervisor Lusk seconded the motion. The motion to adjourn passed with a unanimous vote. The meeting was adjourned at 6:18 p.m.

Respectfully Submitted by

Kami Bilek

Secretary