

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

**MINUTES OF THE MONTHLY MEETING OF MAY 14, 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. Visitor Dodie Amigh was also present.

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 April 9, 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 April: Payroll \$47,524.13; General Fund disbursements and payroll liabilities \$48,342.34; Liquid Fuels \$1,365.85 Capital Reserve \$9,193.84 Local Services Tax, \$1,940.99.

Supervisor Germaux made a motion to **approve the total April disbursements in the amount of \$107,001.30**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the Treasury Balance for April 2024 of \$1,900,879.19**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to approve the **"Specific Service Investment Account Funds" Treasury Balance for April 2024 of \$150,829.51**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

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

Eric Banks reported that the **Brentwood Flood Mitigation Grant** application is ready to be submitted, and has provided the Township with a Funding Commitment Letter and Resolution No. 2024-04, approving Stiffler McGraw to prepare and submit the grant on behalf of the Township.

Supervisor Germaux made a motion to **approve signing the DCED Funding Commitment Letter for Brentwood Flood Mitigation Grant**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Resolution No. 2024-04**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

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Ritchey, Ritchey, & Koontz has completed the 2023 year-end DCED Audit. Audit information is ready to be submitted for advertisement in the Altoona Mirror. RRK has also submitted a letter of representation outlining the results of the audit. RRK has reported no issues or concerns regarding the audit of the financial records of the Township. Auditor Jacob Wible added that he spoke with RRK on the phone, and he feels they are doing an excellent job filing DCED Audits for the Township. He stated that he reviewed the meeting minutes from 2023 and has confirmed that his review shows that each expenditure has a meeting minute and approval associated with it. Jacob requested that an inventory audit be performed by the end of the year, as well. Finally, Jacob reiterated the importance of being very disciplined and intentional of how DCED money is spent, but stated that he has found no concerns with how the Township is allocating DCED funding.

Supervisor Germaux made a motion to **approve advertising DCED Audit Results in the Altoona Mirror**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve signing the Ritchey, Ritchey, & Koontz letter of representation**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Three bids were requested, and one bid was received for the **2024 Line Painting Project**. Alpha Space Control, Inc. presented a bid of **\$15,735.90**. This was \$26.05 less than the 2023 winning bid.

Supervisor Germaux made a motion to **approve the bid from Alpha Space Control, Inc. in the amount of \$15,735.90**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Sealed Bids were received for **Stone Bids** for the **2023-2024 season**. Sealed bids were opened at 2:00 p.m. on May 14, 2024 with Kami Bilek and John Reed present. Glenn Hawbaker and New Enterprise Stone & Lime Co., Inc. provided bids. New Enterprise Stone & Lime Co., Inc. was low bid on all three types of stone. Glenn Hawbaker's bid came in at a total of \$18,363.00 and New Enterprise Stone & Lime's bid came in at \$13,480.00

Supervisor Germaux made a motion to approve the bid submitted by New Enterprise Stone & Lime for Type 2 Anti-Skid, 2A Subbase, and Aashto #1. Supervisor Lusk seconded the motion. The motion to **approve the bid provided by New Enterprise for Type 2 Anti-Skid at \$22.10/Ton, 2A Subbase at \$14.25/Ton, and Aashto #1 at \$17.90/Ton** passed with a unanimous vote.

Blair Township Police Department has requested that Secretary/Treasurer Kami Bilek have access to the BTPD file room/interview room to access the computer server, if needed. Kami has participated in State required online training regarding protected information as outlined by the Privacy Act of 1974. Additionally, a job description with specific verbiage regarding protected information is required. A copy of an updated job description was provided to the Supervisors for review. The updated job description includes the following statement: "The Secretary/Treasurer will comply with all requirements set forth by the Commonwealth of Pennsylvania under the Second-Class Township Act, Reenacted and amended Nov. 9, 1995, P.L.350, No.60. Additionally, the Secretary/Treasurer will at times have unescorted access to secure locations that may contain information protected by the Privacy Act of 1974, including Criminal Justice Information. The Secretary/Treasurer will comply with Criminal Justice Information Services Security and Privacy guidelines and complete annual training and will follow all guidelines set forth in the Blair Township Police Department Policies and Procedures with respect to protected information and security procedures."

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Supervisor Germaux made a motion to **approve the updated Secretary/Treasurer job description to include the security and privacy guidelines.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The Hollidaysburg Borough has requested a letter of support from Blair Township, showing support for a grant application to purchase a truck-mounted debris collection vehicle. Hollidaysburg Borough has indicated that Blair Township would have access to the vehicle if the grant is approved. John Reed stated that sharing equipment increases the likelihood of the Borough receiving the grant.

Supervisor Germaux made a motion to **approve sending a letter of support to Hollidaysburg Borough.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Solicitor Fanelli provided the Board of Supervisors with a preliminary Solar Ordinance. Additional information will need to be added to the Preliminary Ordinance is permitting fees, requirements of property lines and setbacks, and minimum area that would require a permit which is currently two (2) acres. Solicitor Fanelli is asking for approval to advertise a review of the Ordinance, which will be added to next month's agenda for approval at the earliest.

Supervisor Germaux made a motion to **approve advertising the Solar Ordinance** for adoption. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Lusk met with Dr. Weitzel, the Superintendent of Buildings and Facilities with Hollidaysburg Area School District. The purpose of the meeting was to request that Blair Township residents use the Frankstown Elementary School as an emergency shelter in the event of a weather or other emergency. Supervisor Lusk stated that Dr. Weitzel is in favor of the Township utilizing the elementary school, and once an agreement has been drafted between the Township and the School District, he will present it to the School Board for approval. Supervisor Lusk is also in the process of acquiring a Conex storage box that will be placed behind the school building and will include cots, blankets, water, and MREs for use during an emergency situation. Solicitor Fanelli stated that he will work on the agreement, which will also include the guidelines to determine what constitutes an emergency situation and present it to the Supervisors for review.

Supervisor Germaux made a motion to **approve creating an agreement between Blair Township and the Hollidaysburg Area School District for the use of Frankstown Elementary School as an emergency shelter.** Chairman Amigh seconded the motion. The motion passed with a unanimous vote.

Under informational items, Greendown Acres expansion project was discussed. The project includes thirty-five (35) new lots, along with waiver requests of the thirty-five (35) foot front buffer and increasing the width of each parking pad from twenty-four (24) to twenty-seven (27) feet at each lot. All stormwater ordinances and flood plain criteria must also be met. The developer has not yet submitted a formal plan.

Secretary/Treasurer Kami Bilek reported that the 2023 Liquid Fuels Audit has been completed. No findings were reported.

Supervisor Lusk reported on the 2024 PSATS Conference. Supervisor Lusk stated that he received information from the Army Corps of Engineers regarding assistance with cleaning the debris jam along the Juniata River at River Road in Blair Township. Lou also stated that there continues to be funding available for stormwater projects. He also stated that the funding available could possibly be used to make repairs to River Road from damages done during flooding. Supervisor Lusk will continue to work with the ISC and research programs to assist with clearing the river to prevent flooding.

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Road Foreman, John Reed, Supervisor Lusk, and Engineer, Eric Banks inspected the damage to River Road to determine damage caused by roadway flooding earlier this spring. John reported that any work that will need to be done in the river will need permitting. Eric stated that permits should not be difficult to obtain as long as the Township does not exceed a five-hundred foot threshold.

Chairman Amigh asked if there was any additional information on the traffic study on the bottom of Charger Highway at the blinking light. Road Foreman John Reed stated that he has left messages with PSATS and has not gotten any answer to date. He will continue to reach out to them to schedule a traffic study.

Chairman Amigh reported that the Hollidaysburg Borough has appointed a Manager. He stated that in a couple months, once the manager settles in, he would like to request a meeting to discuss working with Hollidaysburg to deal with the stormwater issues that effect both municipalities.

Chairman Amigh called for other business, and there being none, Supervisor Germaux made a motion to **adjourn the meeting of April 13, 2024**. Supervisor Lusk seconded the motion. The motion to adjourn passed with a unanimous vote. The meeting was adjourned at 6:29 p.m.

Respectfully Submitted by

Kami Bilek

Secretary