

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

**MINUTES OF THE MONTHLY MEETING OF SEPTEMBER 10, 2024**

Chairman Paul Amigh 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, Supervisor, Brad Germaux; 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. Supervisor Lou Lusk participated via telephone.

Visitors present were CDBG Grant Coordinator, Trina Illig, and Dodie Amigh.

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 August 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 Augst: Payroll \$32,168.20; General Fund disbursements and payroll liabilities \$77,804.88; Liquid Fuels \$1,021.32; Capital Reserve \$8,758.50, which includes repairs to the sewer line at the Municipal Office and HVAC repairs at the Township Garage; and Local Services Tax Account, \$4,700.63.

Supervisor Germaux made a motion to **approve the total August disbursements in the amount of \$124,453.53**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the Treasury Balance for August 2024 of \$1,832,935.88**. 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 August 2024 of \$213,628.26**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

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

Larson Design Group has submitted preliminary plans and SALDO Application for a Dollar General store to be located at 16474 Dunnings Highway, Duncansville. Eric Banks reported that the developer has requested a waiver of Ordinance 350-45.B: Curbs, and of Ordinance 350-45.H: Landscaping Spacing. Eric stated that the developer has shown grading the stormwater to the proposed stormwater basin, and feels that curbing around the perimeter would not be needed and stated that there will be landscaping along the entrance and driveway, and that there will be curbing along the sidewalks. He said that from an engineering standpoint, he takes no exception to the waiver, and that at this point it would be a matter of

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aesthetics. Chairman Amigh questioned whether there is to be curbing along the roadway, and Eric reported that there is existing curbing at that location, and the developer will leave a landscape area, and the sidewalk will be up against the right-of-way. Eric reported that the developer plans to plant arborvitae plants as the landscaping barrier and believes that planting them at three (3) feet apart will be detrimental to the plants. The landscaper proposed that the plants be placed six (6) feet apart; However, Eric recommends the plants be placed no more than five (5) feet apart. He reported that the developer had no issue with the five (5) foot recommendation. Eric stated that they are still waiting on some permits and continue to work on a couple of outstanding comments from the Stiffler McGraw Review letter of June 28, 2024. The municipal review period will expire on October 12, 2024.

Supervisor Germaux made a motion to **approve the Waiver of Ordinance No. 350-45.B: Curbs**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the Waiver of Ordinance No. 350-45.F: Landscape Spacing on the condition that the plants are placed no greater than five (5) feet apart**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **table the Dollar General Land Development plan**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The Dollar General Final Subdivision plan as presented by Larson Design Group was submitted. The proposed subdivision is located at the site of the Dollar General land development project. The property owner and developer propose to add a line to split off of a parcel owned by Stephen Roberts and convey it to Dollar General. Eric reported that the Blair County Planning Commission needs to review the plan and there are a couple issues that will need to be addressed. He recommends tabling the plan at this time.

Supervisor Germaux made a motion to **table the Dollar General Final Subdivision plan**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Kandko, LLC Lot Line Relocation plan as prepared by Keller Engineers was discussed. The proposed lot line relocation is located at 580 N. Park Lane Duncansville, outside of Newry by Saint Patrick's Church. The Blair County Planning Commission has reviewed the plan and found it to be consistent with countywide planning efforts. Review fees have been paid, and the plan has been submitted to the Blair County Planning Commission for review. Eric stated that this is a simple plan, removing the line between two (2) lots. The engineer has submitted a waiver to Ordinance Section 350-22: Plan Scale. Eric stated that he takes no exception to the waiver request submitted. The Municipal Review Period will end on November 16, 2024.

Supervisor Germaux made a motion to **approve the Waiver of Ordinance Section 350-22: Plan Scale**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **conditionally approve the Kandko, LLC Lot Line Relocation plan**, pending engineer response to the review comments. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Keller Engineers has submitted the Robertson/Weber Preliminary/Final Subdivision plan as part of the Blair Township Sanitary Sewer Expansion Project. The proposed subdivision is located along Reservoir Road. The proposed subdivision will take a portion of the existing property to place a pump station and includes a twenty (20) foot wide easement for access. The engineer has submitted waivers for Plan Scale, Road/Street Frontage, Lot Size, Building Setback Lines, and Easements. Eric reported that he has no

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exception to the waiver for Plan Scale. He stated that the additional waivers are all requested due to the small size of the lot and the location of the proposed subdivided parcel. He stated that he has no exceptions to the additional waivers requested.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-22: Plan Scale**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-36 A.1: Road Street/Frontage**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-36 B: Lot Size**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-22 A.17: Building Setback Lines**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-37 A&B: Easements**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **conditionally approve the Robertson/Weber Subdivision plan** pending completion of all engineer comments. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Keller Engineers has submitted the Kern Preliminary/Final Subdivision plan as part of the Blair Township Sanitary Sewer Expansion Project. The proposed subdivision is located along Reservoir Road. The proposed subdivision will take a portion of the existing property to place a pump station and includes a twenty (20) foot wide easement for access. The engineer has submitted waivers for Road/Street Frontage, Lot Size, Building Setback Lines, and Easements. Eric reported that he has no exceptions to the requested waivers.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-36 A.1: Road Street/Frontage**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-36 B: Lot Size**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-22 A.17: Building Setback Lines**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Waiver of Ordinance 350-37 A&B: Easements**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **conditionally approve the Kern Subdivision plan** pending completion of the engineer's comments. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

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The Paul H. Snowberger Non-Build Subdivision plan as prepared by Martin Biesinger of Geotech, Inc. has been submitted. A Subdivision plan had been submitted to the Township previously but was denied due to not having a waiver request submitted prior to the end of the review period. Eric stated that a review by Blair County Planning Commission is not required, because they had previously reviewed the project, and no changes were made from the prior submission. The developer requested a waiver of Ordinance Section 350-22.B (2): Ground Contours. Eric recommended approval of the waiver and takes no exception to the Subdivision plan provided the DEO approves the waiver and non-build declaration as executed by the Township. The municipal review period will end on December 14, 2024.

Supervisor Germaux made a motion to **approve the Waiver to Ordinance Section 350-22.B (2)**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **conditionally approve the Snowberger Subdivision plan** provided the Planning Waiver and Non-Build Declaration are approved by the DEP. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Thomas and Dianne Cherbock submitted a Variance Agreement for the property located at 1801 N. Juniata Street, Rear. The request is being made in order to place a shed on the property line dividing rear property with the front property, also owned by Thomas and Dianne Cherbock. Solicitor Fanelli reviewed the Agreement and stated he had no concerns.

Supervisor Germaux made a motion to **approve the Cherbock Variance Agreement**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Michael Douglas submitted a Variance Agreement for the property located at 634 Loop Road. The request is being made in order to place a carport addition to his property, which will encroach on the abutting property setbacks. Solicitor Fanelli reviewed the Variance Agreement and stated he had no concerns.

Supervisor Germaux made a motion to **approve the Douglas Variance Agreement**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The Harvest Glen Subdivision Stormwater Management Plan Addendum as prepared for S&A Homes by Stiffler McGraw has been submitted to the Township. The addendum is for a proposed expansion of an existing stormwater basin within the Harvest Glen Development and removal of the rain gardens that were originally placed behind the homes. Eric Banks stated that he will not be representing the Township on this matter, due to Stiffler McGraw being the engineer representing S&A Homes. Ben Piper of Keller Engineers will be representing the Township on this plan. No additional information was reported at this time. The municipal review period will end on December 14, 2024.

Supervisor Germaux made a motion to **table the Harvest Glen Stormwater Management Plan Addendum**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Secretary/Treasurer Kami Bilek reported that the worksheets for the Police and Non-Uniformed Minimum Municipal Obligation for 2025 have been completed. Adoption of the worksheets are required annually by the Pennsylvania Municipal Retirement System. A portion of each obligation is supported with Commonwealth funds through Act 205, with the balance funded through the Township's General Fund. The estimated 2025 MMO for the Blair Township Police Department is \$57,054.00. The estimated 2025 obligation for non-uniformed employees is \$75,527.00. The Township expects to receive support from the Commonwealth in early October.

Supervisor Germaux made a motion to **approve the 2025 obligation for the Police Department in the amount of \$57,054.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the 2025 obligation for the Non-Uniformed employees in the amount of \$75,527.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

County of Blair CDBG Grants Coordinator, Trina Illig, reported on the Fiscal Year 2024 CDBG Grant. She stated that the Township will receive \$101,836, with \$18,330 allotted to administrative costs, and \$83,506.00 available to fund projects. This is split between Public Service Projects and Slums/Blight projects. Trina recommends that the Township allot the entire amount of \$83,506 to the Reservoir Road Sanitary Sewer Expansion Project to assist low-income individuals and families with the costs for lateral tie-ins to the sewer system.

Supervisor Germaux made a motion to **allocate the CDBG Grant funds in the amount of \$83,506 to assist low-income residents with the cost of sewer laterals.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The Freedom Township Water & Sewer Authority submitted a letter to Blair Township requesting a letter from the Board of Supervisors to submit with their application to the Pennsylvania Infrastructure Investment Authority, requesting funding to replace existing components of the Newry Pump Station. The letter should indicate that the project is consistent with the Township's Land Use and/or Agricultural preservation policies and initiatives. Solicitor Fanelli and Engineer, Eric Banks had a chance to review the request and stated that they find no issue with providing the letter. Chairman Amigh stated that since the Newry Pump Station, and Freedom Township Water & Sewer Authority provides services to some Blair Township residents, he would recommend providing a letter to the Freedom Township Water & Sewer Authority.

Supervisor Germaux made a motion to **approve submitting a letter of support to the Freedom Township Water & Sewer Authority.** Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Under informational items, Eric Banks reported that he had no additional information regarding the Brentwood Stormwater Grant.

Chief Peacock reported that Halloween will once again follow the Altoona City schedule and will be held on Thursday, October 31, 2024.

The Massey Ferguson tractor was placed on Municibid and has gotten some bids. The Board of Supervisors will vote at the October meeting to approve or disapprove the highest bid.

No additional information was received on Greendown Acres. The Supervisors agreed to remove it from future Agendas until a formal plan is submitted.

Eric Banks reported no new information on the River Road riverbank restoration project.

Chairman Amigh called for other business at this time. Chairman Amigh stated that he had met with Eric Banks to discuss possible zoning for the Township and that Eric was able to provide him with some good information on the process. Chairman Amigh states that he has no plans at this time to create zoning in the Township, but that he feels we may reach Class Two (2) Township status at the next Census, so it

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may be worth looking into. Eric reported that he had done some coordination research on the zoning process. He stated that it usually begins with comprehensive planning, which he believes may have already been completed at the Township level in the past. He states the next step would be a meeting with Township Residents to see where they stand on the issue. The next step would be to submit the information to the Municipal Planning and Code Department (MPC) to begin the process of creating a zoning board and enforcing zoning. Eric recommended that the Township hold a meeting with the residents to get their input on their interest in zoning laws. Eric stated that if the meeting is favorable, the process could continue. Solicitor Fanelli stated that he concurs with the process. Chairman Amigh and the Township Secretary will discuss possible meeting dates at a later time.

Secretary/Treasurer Kami Bilek reported that the Township received a compliance audit from the Phoenix VFC and discussed the findings. There were two findings reported in the audit. One was unauthorized use of funds, and one was failure to comply with directives to obtain a State tax exemption number. Kami reported that the findings were not of great concern, but the Township will be receiving their portion of Fire Relief Funds for 2024 and wanted the Board of Supervisors to be aware of the findings prior to voting on the allocation of VFC Funds at the October board meeting. No formal action was taken at this time.

Chairman Amigh requested a credit card policy be created for Blair Township to prevent questions in the future about how credit cards are tracked and paid. He stated that it came to his attention that a different Township in Pennsylvania had come under scrutiny due to fraudulent credit card purchase and/or payments, and he would like to have a policy on record in the event someone requests it, in accordance with the Freedom of Information Act. He stated for the record that he does not believe there are any issues within Blair Township either currently or in the past.

Eric Banks made the Supervisors aware of the opening of the LSA Grants, and suggested applications. There was discussion about what purchases may be covered. No formal action was taken at this time.

Kami reported that the Township Municipal Building sewer repair has been completed. Burke & Company, LLC did a great job, and things are working as they should.

Kami also reported that the Township Garage HVAC unit has been replaced. John Reed reported that everything is working as it should.

Chairman Amigh called for other business, and there being none, Supervisor Germaux made a motion to **adjourn the meeting of September 10, 2024**. Supervisor Lusk seconded the motion. The motion to adjourn passed with a unanimous vote. The meeting was adjourned at 6:39 p.m.

Respectfully Submitted by

Kami Bilek

Secretary