

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

MINUTES OF THE MONTHLY MEETING OF OCTOBER 8, 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; 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..

Visitors present were CDBG Grant Coordinator, Trina Illig, Dodie Amigh, Robert McCollim and Chris Sheaffer, regarding Dollar General; Ben Piper representing Keller Engineer on the Harvest Glen Stormwater addendum; Greg Geishauson, representing Stiffler McGraw on the Harvest Glen Stormwater addendum; John Harker, Shirley Harker, and Joel Harker regarding possible subdivision on Harker Farm Lane.

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 September 10, 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 September: Payroll \$48,778.32; General Fund disbursements and payroll liabilities \$68,090.55; Capital Reserve \$6,962.50; and Local Services Tax Account, \$1,652.00.

Supervisor Germaux made a motion to **approve the total September disbursements in the amount of \$125,483.37**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the Treasury Balance for September 2024 of \$1,908,311.56**. 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 September 2024 of \$218,114.28**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Chairman Amigh invited public comment. Jacob Wible presented the Supervisors with a copy of the Pennsylvania State Legislation regarding safety zones related to firearms discharge for their review. No additional discussion or formal action was taken. Chairman Amigh called for additional public comment and there was none.

Trina Illig, grant coordinator for the County of Blair had provided copies of proposed **Resolution No. 2024-07** authorizing the submission of the **Fiscal Year 2024 CDBG Grant application**. Trina also provided copies of **Resolution No. 2024-08, Fair Housing Resolution** and the **Annual Cooperative Agreement between Blair Township and Blair County** for the administration of the FY 2024 CDBG program. Trina reported that the Township will receive \$101,836 in CDBG Grant monies and the Board of Supervisors voted on September 10, 2024 to allocate \$83,506 to assist low-income residents with installation of residential sewer laterals along Reservoir Road for the Sewer Expansion project and \$18,330 to County administrative costs. Chairman Amigh asked if there were any questions or comments regarding the proposed Resolutions or the Agreement, and there were none.

Supervisor Germaux made a motion to **approve Resolution No. 2024-07**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **authorize signature on the CDBG Grant Application for the Fiscal Year 2024**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **authorize signing the Annual Cooperative Agreement between Blair Township and Blair County** for the administration of the FY 2024 CDBG program. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve Resolution No. 2024-08**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The **Dollar General plan** as prepared by the Larson Design Group was discussed. The proposed project is located at 16474 Dunnings Highway Duncansville. The plan has been reviewed and approved by Blair Planning Commission and Blair Township Planning Commission. The developer has submitted a request for extension of the review period, should it be necessary. Chris Sheaffer of Larson Design Group addressed outstanding engineers comments, stating that they have addressed concerns regarding water runoff and made necessary changes. Additional administrative comments include the Highway Occupancy permit that is still under review, as well as NPDES and Conservation District reviews still outstanding. Chris also stated that there was a comment on the Blair County Planning Commission related to FAA clearance because the property is in a flight zone. He stated that the comment has been satisfactorily addressed. Chris stated that they are working with the Water & Sewer authority for approval, as well as the Blair County Sanitation Administration. Eric Banks recommended conditional approval based on the outstanding items previously mentioned. He stated that approval of the municipal review period extension would not be necessary if conditional approval is granted.

Supervisor Germaux made a motion to **conditionally approve the Dollar General Land Development plan** pending satisfactory completion of all engineer comments. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote. No action was required for the request for extension of the municipal review period.

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.

Engineer Eric Banks stated that all items in the Stiffler McGraw review letter have been addressed and we are waiting on signed plans.

Supervisor Germaux made a motion to **approve the Dollar General Final Subdivision plan**. 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. Greg Geishauson from Stiffler McGraw presented the proposed plan stating that the addendum to the original plan that had not been completed would eliminate the proposed rain garden style drainage beds behind existing properties and would instead expand the existing holding pond. Greg stated that the expansion of the holding pond would improve the drainage rate when compared to the original design. Ben Piper from Keller Engineers represents Blair Township in this matter, as Stiffler McGraw was the original designer for the project and is unable to represent both Blair Township and the developer. Ben stated that he has reviewed the addendum and has no concerns with the proposed changes. Ben stated that they had submitted a comment letter on October 1, 2024 and stated that all comments have been adequately addressed.

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

The **Greendown Acres Site Expansion plan** as prepared by Clearwell Engineering has been submitted for review. The proposed expansion is located at 210 Allen Lane, Duncansville. The developer has requested a Waiver to Ordinance Section 350-51.C.4: Setbacks from thirty (30) feet to fifteen (15) feet in order to allow for the thirty-five (35) foot buffer yard. The developer's SALDO application had the waiver request incorrectly identified as 350-51.C.3. The plan has been submitted to the Blair Planning Commission for review. Eric reported that he has preliminarily reviewed the plan that proposes an expansion of thirty-three (33) units, a road expansion, three (3) stormwater basins, and water and sewer main extensions within the Greendown Acres Mobile Home Park. Eric reports that he takes no exception to the waiver request and stated that it has no impact from an engineering standpoint and the change has been requested for aesthetic purposes. Eric recommended tabling the plan.

Supervisor Germaux made a motion to **approve the request for Waiver of Ordinance Section 350-51.C.4**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **table the Greendown Acres Site Expansion plan**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The 2002 Massey Ferguson tractor with boom mower was placed on Municibid for sale. The winning bid received was for \$11,200. The offer for trade-in was for \$5,000. It is recommended that the bid from Municibid should be accepted.

Supervisor Germaux made a motion to **accept the high bid of \$11,200.00 from Municibid**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Pension Relief Funds in the amount of **\$106,956.43** were received by the Commonwealth on September 25, 2024. The total amount due to the PMRS for the **2024 Minimum Municipal Obligation (MMO)** is \$132,581.00 for the current year. The amount due for the Police is \$57,054.00, and the amount due for non-uniformed employees is \$75,527.00. The Commonwealth portion must be deposited in the Pension Fund no later than 10/25/2024. The cost to the general fund is \$25,624.57.

Supervisor Germaux made a motion to approve the **payment to the PMRS for the 2024 MMO, prior to 10/25/24**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The Fireman's Relief Fund (FRF) distribution was discussed. The amount received for distribution is **\$31,793.12** and the amount would be distributed equally among the four VFC's serving Blair Township. The FRF must be distributed no later than 11/17/2024. Each VFC will receive **\$7,948.28**.

Supervisor Germaux made a motion to **distribute the Fireman's Relief Fund** as recommended. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Solicitor Pat Fanelli has prepared an **Emergency Shelter Agreement** between Blair Township and the Hollidaysburg Area School District for use of the Frankstown Elementary School as the Blair Township emergency shelter in the event of severe weather or other emergency. A copy of the agreement was provided to the Supervisors for review. Solicitor Fanelli reported that some of the items noted in the agreement are police access to the building, confined building access, lock-boxes, and what constitutes an emergency situation. Supervisor Lou Lusk, who is the Blair Township Emergency Management Coordinator, stated that the Superintendent Whitesel of the Hollidaysburg Area School District requested the agreement be presented to the School Board for approval. Chairman Amigh requested that Supervisor Lusk, present the agreement to the Hollidaysburg School District and report any requested changes back to Solicitor Fanelli.

Chairman Amigh made a motion to **present the Emergency Shelter Agreement to the Hollidaysburg Area School District Superintendent** for review. Supervisor Germaux seconded the motion. The motion passed with a unanimous vote.

At the request of the Board of Supervisors, appointed Auditor Jacob Wible worked with Solicitor Pat Fanelli to create a **credit card policy** that clearly outlines policies and procedures related to use and payment of credit card purchases. Chairman Amigh had requested a policy be put in place after becoming aware of issues in other municipalities with regard to improper use of credit cards. Chairman Amigh stated that he has had no concerns with Blair Township, but would like to have policies in place for transparency in the future. Updated policies include requirements for prior written authorization from the Board of Supervisors for individual purchases greater than \$500, reports of credit card purchases and copies of credit card bills to be added to the monthly agenda for formal vote, and the addition of requirements for prior approval for any employee to be provided a credit card. Currently, the credit cards used at Blair Township include First National Bank Credit Card, WEX Bank Fleet gas credit cards, and Sam's Club credit card. Historically, the Township Secretary/Treasurer has maintained a Sam's Club membership through the Township but is not permitted to use the credit card or tax exemption for all items purchased for personal use. Chairman Amigh stated that he would agree to approving all credit cards under one vote during the monthly meetings.

Supervisor Germaux made a motion to **approve the Blair Township Credit Card Policy** pending changes to who is authorized to use the cards. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Under informational items, **Kandko LLC Lot Line Relocation** that had been conditionally approved at the September 10 meeting has satisfied the outstanding items required in the Stiffler McGraw review letter and is ready to be signed. Also under informational items are the **Robertson/Weber Subdivision**, and the **Kern Subdivision** that had been conditionally approved at the September 10, 2024 meeting, both of which have satisfied outstanding items from the Stiffler McGraw review letters and are ready to be signed. The **Snowberger Subdivision** that was conditionally approved at the September 10, 2024 meeting has received the Blair Planning review letter but still has D.E.P. review outstanding.

Eric Banks reported that he received information regarding a proposed subdivision to be submitted for the Harker family on Harker Farm Lane off Dunnings Highway. A sketch plan had been submitted for the purpose of gauging a response from the Supervisors regarding the potential for a waiver request to the shared driveway/private drive ordinance if a subdivision is submitted, as the number of lots exceed the allowable lot number for a shared drive. Eric stated that when the application is submitted, a maintenance agreement on the road should be required. Solicitor Fanelli also stated that an agreement should clearly state that any additional subdivisions in the future would require the road to be updated to conform to roadway requirements. After additional discussion and a report from Mr. and Mrs. Harker, the Supervisors stated that the surveyor may proceed with a formal application with waiver request and subdivision plan for review. Chairman Amigh asked Solicitor Fanelli if he should abstain from future votes on this matter due to the fact that he sits on the Blair County Sanitation Committee Board and Mrs. Harker is employed at the Sanitation Department. Solicitor Fanelli stated that he feels there would be no conflict of interest, and there would be no need to abstain.

Chairman Amigh called for other business at this time. Supervisor Lusk reported that he had attended the Blair County Intergovernmental Stormwater Committee meeting and stated that the plans for the Beaverdam Branch Restoration Project. He reported that the project plan has been adjusted to complete the upper end of the Beaverdam Branch and proceed from there to the middle and the lower end, rather than starting at the lower end as previously reported. Supervisor Lusk stated that this would prevent the lower end from being damaged by water acceleration from the upper sections as they are repaired. He also noted that the ISC continues to attempt to gain approval to make repairs to the River Road bank in Blair Township.

It was reported that Metz Builders had submitted a land use and building permit application for a new home to be built on Pete's Way, Lot 4. The original building permit application had shown the complete build at 35,000 square feet of earth disturbance, but re-submitted the application to include the house only, at just under 5,000 square feet. The builder had hoped that the resubmission would alleviate the need for a formal stormwater plan; However, Eric Banks presented the original subdivision plan from Pleasantview Phase 6 that states that all house permits must be accompanied by an on-lot stormwater management plan and individual grading plan. Secretary/Treasurer Kami Bilek stated that she will notify the builder and the PMCA Permit Officer of the requirements. No formal action was taken.

Minutes of Monthly Meeting October 08, 2024

Blair Township Supervisors

Secretary/Treasurer Kami Bilek reported that the PMCA Permit Officer had proposed a question regarding a permit that was submitted to the PMCA for a Propane Storage Tank to be located within Blair Township. The storage tank will not be located inside a building. The Supervisors stated that there are no provisions that prohibit a storage tank to be placed outside of a building. Kami stated that she would notify the Permit Officer. No formal action was taken.

A letter was submitted to the Blair Township Board of Supervisors from area hoteliers regarding a possible change from using Blair County's current Destination Marketing Organization, Explore Altoona. Solicitor Fanelli explained that the Blair County Commissioners designate an organization to receive funds from the hotel tax collected at local hotels and motels to use those funds to promote tourism in Blair County. The hoteliers are reporting that the County Commissioners have been considering assigning a new marketing organization, and the local hoteliers are asking for support to retain Explore Altoona as the County's sole Destination Marketing Organization. Solicitor Fanelli stated that a change in the organization used would require a vote in each municipality to approve the change, with a majority vote of the municipalities to ratify the decision made by the Commissioners. No representatives from local hotels or the County Commissioners were present at this time. No further discussion was had, and no formal action was taken.

Secretary/Treasurer, Kami Bilek reported that The Winds at Mattern Orchard had submitted their current Emergency Operations Plan for retention at the Township office. In return, they asked that the Township present them with a letter stating that due to sensitive information and potential for terrorism, copies of the Blair Township Emergency Management Plan cannot be reproduced, but can be found at the office for review. The Supervisors had no exception to the letter being sent to The Winds. No formal action was required.

Eric Banks reported that he had received a phone call from Dave Cunningham at Keller Engineers regarding the Reservoir Road Sewer Expansion project. According to Eric, Dave reported that they are required to update their Act 537 plan, and will work with Blair Township to do so. Eric stated that Keller Engineers will prepare the information regarding the Act 537 plan and present it to the Township for approval at a later date. Chairman Amigh stated that he would like all information that comes to the Township to also be reviewed by Eric Banks, as well.

Chairman Amigh called for other business, and there being none, Supervisor Germaux made a motion to **adjourn the meeting of October 08, 2024**. Supervisor Lusk seconded the motion. The motion to adjourn passed with a unanimous vote. The meeting was adjourned at 7:03 p.m.

Respectfully Submitted by

Kami Bilek

Secretary