

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

MINUTES OF THE MONTHLY MEETING OF JANUARY 6, 2025

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; and Auditor, Jacob Wible. Solicitor Patrick Fanelli, Esq. was absent.

Visitor present was Dodie Amigh.

Chairman Amigh announced that there will be an executive session to discuss a legal matter at the conclusion of the Supervisors Regular Monthly Meeting.

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 December 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 December: Payroll \$32,556.76; General Fund disbursements and payroll liabilities \$90,681.63; Liquid Fuels \$580.89; Capital Reserve \$2,124.00; and Local Services Tax Account, \$1,797.40.

Supervisor Germaux made a motion to **approve the total December disbursements in the amount of \$152,716.71**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the Treasury Balance for December 2024 of \$1,918,727.14**. 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 December 2024 of \$234,986.19**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to approve the **FNB Credit Card Statement** for the month of December in the amount of \$830.13 the **Sam's Club** credit card in the amount of \$0.00, and the **Wex Bank Sunoco Fleet** gas card in the amount of \$1,848.92. Supervisor Lusk seconded the motion. The motion passed unanimously.

Chairman Amigh invited public comment and there was none.

The John M. Harker Subdivision plan as prepared by Kifer & Associates, LLC has been presented to the Board of Supervisors for review. Stiffler McGraw provided their review letter dated December 20, 2024. The preparer has submitted waivers to SALDO Section 350-36.A.3 Shared Driveways; Section 350.G to allow proposed lots to cross the Blair Township/Freedom Township municipal boundary; and Section 350-22 plan scale. Eric Banks stated that he has no exception to the waiver of Section 350.G, or to the waiver of Section 350-22.

Eric indicated that the developer added a note on the plan that states that any additional lots created after the date of approval of this plan would require the existing drive to be brought up to Township roadway standards and be dedicated to the Township. Eric Banks stated that he has no exception to the waiver of Section 350.G, and stated that by allowing the municipal boundary line to be crossed, it reduces the number of lots using the shared driveway in Blair Township. Eric stated that he has no exception to the waiver of Section 350-22 plan scale. Eric recommended conditional approval of the Harker Subdivision plan pending all comments from the Engineer's review letter being completed. Eric stated that the Supervisors will need to approve a signature of the Sewage Facilities Planning Module Component One and Non-Build Declaration.

Chairman Amigh made a motion to **approve the waiver of Section 350-36.A.3, Shared Driveways**. Supervisor Germaux seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the waiver of Section 350-30G, proposed lots to cross Township municipal boundary**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Germaux made a motion to **approve the waiver of 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 John M. Harker Subdivision plan** pending all comments from the Stiffler McGraw review letter being satisfactorily addressed. Supervisor Lusk Seconded the motion. The motion passed with a unanimous vote.

Chairman Amigh made a motion to **approve signing the Sewage Facilities Planning Module Component One and the Non-Build Declaration**. Chairman Germaux seconded the motion. The motion passed with a unanimous vote.

The **Greendown Acres Site Expansion** plan as prepared by Clearwell Engineering was discussed. The proposed plan is located at 210 Allen Ln. Duncansville. The plan has been submitted to Blair Planning for review. Stiffler McGraw submitted their review letter on October 16, 2024. Eric banks reported that no new information has been received. The developer submitted a request for extension of the municipal review period.

Supervisor Germaux made a motion to **approve the request for extension of the municipal review period**. 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 municipal review period ends on April 11, 2025.

Jeff Gunnett of Gunnett Engineers, LLC prepared a Stormwater Management plan for a proposed new-home construction for **Bradley Dodson and Jackie Potter-Dodson**, which was submitted to the Township office for review. The proposed project is a new home construction located at 547 Reservoir Road. No new information has been received to date. The homeowner requested an extension of the municipal review period. A forty-five (45) day extension was requested.

Supervisor Germaux made a motion to **approve the request for a forty-five (45) day extension**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Supervisor Lusk made a motion to **table the Bradley Dodson and Jackie Potter-Dodson Stormwater Management** plan. Supervisor Germaux seconded the motion. The motion passed with a unanimous vote.

Resolution No. 2025-01 to approve authorizing the **disposition of General Office fiscal records** from **2018** was presented, as outlined in the Resolution, and set forth by the Municipal Records Manual.

Supervisor Lusk made a motion to approve **Resolution No. 2025-01**. Supervisor Germaux seconded the motion. The motion passed unanimously.

Resolution No. 2025-02 to approve authorizing the **disposition of Police Department records** from **2019** was presented, as outlined in the Resolution, and set forth by the Municipal Records Manual.

Supervisor Germaux made a motion to **approve Resolution No. 2025-02**. Supervisor Lusk seconded the motion. The motion passed unanimously.

PSATS 2025 Conference to be held May 4-7, 2025. Secretary/Treasurer Kami Bilek declared her interest in attending the annual conference this year. Chairman Amigh made a motion to **approve Secretary/Treasurer Kami Bilek attending the PSATS Conference**. Supervisor Germaux seconded the motion. The motion passed with a unanimous vote. There will be no voting delegate assigned at the Conference this year from Blair Township.

Brian Smith of Keller Engineers had submitted a letter to the Blair Township Board of Supervisors regarding a property identified by **Tax Parcel 09.00-04.-032.04-000 and Project No. 17-0001.230**, asking for the Board of Supervisors to sign and complete two sections of the Community Acknowledgement Form. Eric Banks reported that no additional requested information has been received to date. He once again recommends tabling the request.

Supervisor Germaux made a motion to **table the request to sign the Community Acknowledgement form**. Supervisor Lusk second the motion. The motion passed with a unanimous vote.

Chief Roger Peacock reported that Bryce Martellacci had completed his probationary period and stated that he would like to retain Officer Martellacci as a full-time Patrol Officer. He reported that Officer Martellacci has done an excellent job during his probationary period.

Supervisor Germaux made a motion to **approve the offer of a full-time permanent position of Patrol Officer 1 to Officer Martellacci, effective immediately**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

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Proposed Ordinance No. 2025-01 was discussed. Solicitor Fanelli submitted recommended changes to the proposed Supervisors Compensation Ordinance to the Township Secretary/Treasurer. The revised proposed Ordinance will be presented at the February 11, 2025 Supervisors Monthly Meeting. An updated advertisement will be placed in the Altoona Mirror prior to the next meeting.

Supervisor Germaux made a motion to **table Ordinance No. 2025-01**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

The Blair Township Tax Collector, Susan Haupt had submitted a request for a pay increase for the elected tax collector position. Currently the elected tax collector receives \$2.10 per tax bill. The tax collector has not received an increase in pay since 2014. She is requesting \$4.10 per bill. Chairman Amigh presented various examples of what tax collectors are receiving in compensation for Townships in Pennsylvania, as well as the number of residents in those Townships. Chairman Amigh recommended an increase of 3.58%. The increase would be effective after the date of approval and the elected tax collector entering office upon the next vacancy.

Supervisor Germaux made a motion to **approve the pay rate increase with the stipulations mentioned**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Secretary/Treasurer Kami Bilek reported that the Health Reimbursement Arrangement (HRA) through Davevic Benefit Consultants was inadvertently omitted from the annual Hospitalization renewal consultation with the broker that represents the Township at Acrisure. The renewal will be retroactive to January 1, 2025. No changes from 2024 were reported.

Supervisor Germaux made a motion to **approve the continuation of the Health Reimbursement Arrangement (HRA) through Davevic Benefit Consultants for 2025**. Supervisor Lusk seconded the motion. The motion passed with a unanimous vote.

Under other business, Road Foreman John Reed stated that a resident called and asked the Township to remove a leaning tree alongside River Road in Blair Township. John stated that the road crew does not have the capability to safely remove the tree and stated that he would need to consult a tree removal service. Jacob Wible stated that he has a contact with a tree removal company and will submit the information to the municipal office. No formal action was taken at this time.

Additional discussion was an update on the status of wetlands in Brooks Boulevard. Eric Banks provided maps that were prepared by Thomas Mongold for a previous subdivision that was submitted to the Township. Eric confirmed that there are areas on the map that show confirmed areas of wetlands, including the Dodson property, where a stormwater management plan is required.

Chairman Amigh enquired about the status of the Cedarcrest Drive home that had mouse infestation concerns. Secretary/Treasurer Kami Bilek reported that the homeowner had been cited several times, and the Township is moving forward with plans to enter the home and have it professionally cleaned. She stated that a message has been sent to Solicitor Fanelli to discuss the next steps in the process, but calls have been made to cleaning companies for quotes.

Supervisor Germaux asked for an update on the new build in Brooks Mills that had obtained an Occupancy Permit without providing a stormwater management plan. It was reported that a letter had been sent to the developer, but no response had been received to date. A second letter was sent to the homeowner. If there is no response, a registered letter will be sent. Supervisor Germaux asked where

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the breakdown was in the system, and it was determined that the developer had submitted plans that indicated the total earth disturbance was significantly lower than the actual earth disturbance was. Additionally, the PMCA was in a transition period while the home was being constructed, so the excess of square footage was not reported. Eric Banks stated that there are options for mitigation, such as an underground rock sump, or above-ground catch basin. All options will require an engineer to design the plan. Chairman Amigh stated that the family will not be required to vacate the home, and that the Township will work with them during the process to make it as smooth as possible and asked that the homeowners should be invited to attend the Supervisors monthly meeting to ask any questions they may have.

Chairman Amigh called for other business, and there being none, Supervisor Germaux made a motion to **adjourn the meeting of January 6, 2025 to executive session.** Supervisor Lusk seconded the motion. The motion to adjourn passed with a unanimous vote. The meeting was adjourned to executive session at 7:12 p.m.

Respectfully Submitted by

Kami Bilek

Secretary