

CASCADE TOWNSHIP

Organizational Meeting & January Monthly Minutes

January 2, 2024

The Organizational Meeting and January monthly meeting of Cascade Township was called to order Tuesday, January 2, 2024 at 7:00 PM followed by the pledge of allegiance.

Supervisors: Jeffory Harris, Chad Hall, and Joe Colucci

Secretary/Treasurer: Gloria Lewis

In attendance: William Brooks IIII

Supervisors present: Jeff nominated Joe as the temporary chairperson, Chad second the motion. Gloria was appointed as temporary secretary, Jeff second the motion.

Joe nominated Keff as the Chairman and Chad seconded the motion.

Joe nominated Chad as the Vice-Chairman and Jeff seconded the motion.

Joe appointed Gloria as Secretary/Treasurer, Chad second the motion. Approve all motions and appointments as written, all in favor. The decisions were all unanimous. At the end of the meeting, temporary secretary Gloria gave the newly appointed secretary the notes to incorporate in her minutes.

Position	Nomination	First	Second	Wage/Salary	All in Favor
Supervisors		Joe	Chad	\$1,400/yr.	Yes
Secretary/Treasurer		Joe	Chad	\$700.00 Monthly Salary/during Crisis \$25.75 hr.	Yes
Roadmaster/Road Foreman		Jeff	Chad	\$26.50 hr.	Yes
Road Crew/ Laborers	Road Crew Machine Operator, Laborer	Jeff	Chad	\$20.15 hr. Operator \$18.25 hr. Laborer	Yes
Legal Counsel	Scott T. Williams	Jeff	Chad	As billed	Yes
Emergency Management Coordinator	Joe Colucci	Jeff	Chad	\$50.00 per mtg. +mileage/During Crisis \$29.75 hr.	Yes
Vacancy Board	none			Volunteer	Yes
Auditors	none			\$10/hr.	Yes
Planning Commission Board	Chris Logue, Jeff Harris, Chad Hall, Joe Colucci, William Brooks IIII	Jeff	Chad	Volunteer	Yes
Township Engineer	Pysher Associates, INC	Jeff	Chad	As billed	Yes
PSATS Convention Delegate	Joe Colucci	Jeff	Chad	Expenses Paid to attend	Yes
Banking	Journey Bank	Jeff	Chad		Yes
Tax Collector	Lycoming County Treasurer Office – 12/31/2024	Jeff	Chad	\$1.50 per bill plus expenses	Yes
Construction Inspector	Joe Colucci	Jeff	Chad	29.75 hr.	Yes
Insurance Carrier	DGK	Jeff	Chad		Yes
Webmaster	Gloria Lewis	Jeff	Chad	\$21.25 hr.	Yes

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SEO Services	Jamie Nolan	Jeff	Chad	Fee Schedule available	Yes
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- ✓ Cascade Township Real Estate and Fire Tax Rates – no change.
- ✓ Supervisors: \$20 hr. for work sessions or other meetings in a supervisor capacity.
- ✓ DGK continuation certificate of Treasurer Bond - \$350,000 from April 15, 2023 to April 15, 2024.
- ✓ The Internal Revenue Service set the standard mileage rate for 2024 at \$0.67 per mile.

Secretary will place a legal notice in the Williamsport Sun-Gazette announcing the following meeting dates for 2024:

Cascade Township 2024 Meeting Dates
 Planning Commission at 6:30 pm
 Board of Supervisors at 7:00 pm
 Meetings are held in the Cascade Township Office,
 1456 Kellyburg Road, Trout Run PA 17771
 Jan. 2, 2024, Feb. 13, 2024, March 12, 2024
 April 9, 2024, May 14, 2024, June 11, 2024
 July 9, 2024, Aug. 13, 2024, Sept. 10, 2024
 Oct. 8, 2024, Nov. 12, 2024, Dec. 10, 2024
 Year End Dec. 19, 2024

Planning Commission meetings: Feb, Apr, June, Aug, Oct, Dec
 Supervisor Work Nights: 2/6, 3/5, 4/2, 5/7, 6/4, 7/2, 8/6, 9/3, 10/1, Budget 10/22, 11/6, and 12/3.

January regular monthly meeting

Approval or Correction of December 12, and Dec. 21, 2023 meetings minutes as printed:
 Motion to approve the minutes made by Chad, second by Joe, all in favor.

TREASURER’S REPORT –	Balance	Cleared Debits	Cleared Credits
Bank Statements info December 29, 2023			
General Fund 8201	\$138,730.48	\$2,865.13	\$8,870.63 4.5%
State Fund 0401	\$185,856.62	0	\$707.62 4.5%
Sewer Checking 0101	\$967.03	0	0
Act 13 Checking 5201	\$328,687.10	\$26,370.00	\$1,202.77 4.5%
CD#1893 GF	\$204,512.32	4.5% Mature 3/9/2024	
CD#1907 GF	\$204,512.32	4.5% Mature 3/9/2024	
CD#1915 GF	\$102,526.16	4.5% Mature 3/9/2024	
CD#1923 GF	\$102,256.16	4.5% Mature 3/9/2024	
CD#1931 ACT 13	\$255,640.40	4.5% Mature 3/9/2024	

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EMA – EOP on standby. County Standardizing all forms to be uniform for all. Generator at church – tank is empty. Do not fill. Let the Wallis Run UMC Trustees know, not putting fuel in. If a declared state of emergency, fuel will be provided by the township.

PLANNING COMMISSION – no report

COG REPORT – no report

ROADMASTER REPORT –

12/1 to 12/9: Salt & cinder, clean up building, water line lid, put plow & spreader on, mover 350 plow put side plow on, make slide retainers for spinner on diesel

- ✓ Schedule training with the supervisors on how to use the new plows and trucks. Lisa will set up time and date.

Road Issues - none

Vehicle issues - none

Equipment issues - none

WEBMASTER – Post Dec. meeting minutes, 2024 Adopted Budget, update meeting dates, create pages for 2024 Agenda and Minutes, post January agenda.

REGISTRATION –

- 06-211-107.A David C. and Karen D. Demmien to David & Karen Demmien Irrev. Gmtr. Trust. – 81 Hidden Hollow Road

PERMITS – Update on procedure of issuing of permits. Supervisors will review before permit is issued by the township. Also give resident a list of Code Inspectors to choose from, and notify the township whom they picked as their inspector.

- 06-2023-012 at 2296 Slacks Run – garage & outdoor recreation – Steel Structure

CERTIFICATES OF OCCUPANCY/APPROVAL – none

CODES –

- **LY/CA 23-0009** 410 Vargis Lane – Commercial Construct additional pre-fab style Natural Gas Compressor (electrical)
- **LY/CA 23-0010** – 3023 Slacks Run Road – Dividing downstairs combination bathroom utility room laundry into bathroom and utility room by putting up a partition wall. (Electrical, Plumbing)

DRILLING NOTICES – None

CORRESPONDENCE –

- Board of Elections – review of contact list for township – election dates for 2024:
 - April 23, 2024 and November 5, 2024
- DCED 2023 – listing of reports due for 2024
- PSATS – listing of contacts for township 2024 – membership dues package. 2024 Employer/Employee Tax Chart Rates
- LIVIC Civil Engineer Services

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OLD BUSINESS –

- **Land Development – Salt Building Project** – Engineer forms sent to White Deer Concrete for the awarding of the bid. White Deer confirmed they received documents waiting on insurance information.
- **Natural Gas Industry issues or concerns** – Residents’ concerns with heavy truck traffic and speeds of drivers. Joe working with several contacts trying to get issues addressed. Major improvement after several conversations.

NEW BUSINESS –

- **Bidding guidelines for 2024** – Contracts that exceed \$12,600 but do not exceed \$23,200 require at least three written or telephone quotes from qualified and responsible contractors. Contracts exceeding \$23,200 must be advertised.
- **Audit** – Baker Tilly engagement letter for approval. Rate \$6,595 to \$6,874 for the audit, \$165 for any technical assistance. **Contract signed and sent to Baker Tilly.**
- **Trout Run Fire Dept Ordinance for billing MVA** – Send proposed Ordinance to attorney for review.
- **PSATS 2024 Convention Educational Conference & Exhibit Show April 14 – 17, 2024: Registration opens January 9, 2024** – Joe Colucci will attend
- **Slacks Run Project** – contract signed and sent to DEP – William Kcenich.

Dates to Remember:

Supervisors work night: February 6, 2024

Monthly meeting: February 13, 2024

Checks reviewed and Signed: Chad made a motion to pay the bills, Joe seconded the motion, all in favor.

The meeting adjourned at 9:00 PM Joe made the motion to adjourn, Jeff seconded, all in favor.

Respectfully submitted,

Gloria Lewis, Secretary

Jeff Harris _____

Chad Hall _____

Joe Colucci _____