

UPPER MIFFLIN TOWNSHIP  
455 WHISKEY RUN ROAD  
NEWVILLE, PA 17241

RE-ORGANIZATIONAL MEETING MINUTES  
JANUARY 2, 2024

The Board of Supervisors of Upper Mifflin Township met on Tuesday, January 2, 2024 at the Township Building, located at 455 Whiskey Run Road, Newville, PA 17241. Kingsley Blasco called the meeting to order at 6:40 pm.

**Present:** Heidi Clevenger, Heather Mitten, Kingsley Blasco, and Valerie Mowery, Secretary

**Visitors:** NONE

**Meeting**

Kingsley motioned to appoint Heidi Temporary Chair, Heather seconded, all were in favor.

Kingsley motioned to appoint Valerie Temporary Secretary, Heidi seconded, all were in favor.

Kingsley motioned to appoint Heidi as Permanent Chair, Heather seconded, all were in favor.

Kingsley motioned to appoint Heather as Permanent Vice Chairman of the Board, Heidi seconded, all were in favor.

Kingsley motioned to appoint Valerie as Permanent Secretary, Heather seconded, all were in favor.

Kingsley motioned to appoint Valerie as Permanent Treasurer, Heidi seconded, all were in favor.

Kingsley motioned to increase the mileage paid to employees when driving their private vehicles for township business to the IRS standard mileage rate of .67 per mile, Heidi seconded, all were in favor.

Heidi motioned to set the Secretary/Treasurer's salary at \$23.00 per hour Heather seconded: all were in favor

Heidi motioned to set the Athletic Park manager's pay at the current rate of \$200.00 per month and the cleaning wage at the current rate of \$18.00 per hour. Kingsley seconded it, all were in favor.

Heidi motioned to keep the Treasurer's Bond at \$400,000.00 upon the auditor's approval, Kingsley seconded, all were in favor.

Heidi motioned to keep Kingsley Blasco as Road Master. Heather seconded; all were in favor.

Kingsley motioned to keep the current list of Road Workers and Road Crew, to include, Kingsley Blasco, Marcus Burkholder, Harold Snyder, Shaun Gutshall & Steve Wisner. Heidi seconded; all were in favor.

Kingsley motioned to keep the labor rate to \$22.00 per hour for the Road Crew, Heidi seconded; all were in favor. Upon The Auditors approval the Road Master's wage will stay at \$20.00 if approved.

Kingsley motioned to affirm the Supervisors employed by the township as Road Master/Road Crew Heidi seconded, all were in favor which will be Kingsley Blasco – Road Master and road crew as Heather Mitten and Heidi Clevenger.

Heidi motioned to re-appoint Sally Winder as the township Solicitor. The compensation rate will be \$150.00 per hour the same rate as in 2023 Kingsley seconded; all were in favor.

Kingsley motioned to re-appoint Martin & Martin as the township engineers with their current rate of compensation per letter dated November, 2023. Heidi seconded; all were in favor.

Heidi motioned to re-appoint Vince Elbel as the township Sewage Enforcement Officer and Jim Maun as an alternate at the same rate as 2023. Kingsley seconded; all were in favor.

Kingsley motioned to appoint Harold Snyder as Chairman of the Vacancy Board, Heather seconded, all were in favor.

Kingsley motioned to re-appoint Robert (Bob) Shively, Jr., as the Emergency Management Coordinator. Heidi seconded; all were in favor.

Kingsley motioned to re-appoint F&M Trust as the depository for the General Fund and Adams County National Bank as depository for the State Liquid Fuels Fund. Belco Community Credit Union for the CD's account and Adams County National Bank for the depository of the Mifflin Gym and to sign the resolution 24-1 having Belco Community Credit Union for the PIB loan account Heidi seconded; all were in favor.

Kingsley motioned appoint Jay Mowery as the Land Use Permit Officer at the rate current rate of \$25.00 per permit, Heidi seconded, all were in favor.

Kingsley motioned to re-appoint Commonwealth Code Inspection Service and Pennsylvania Municipal Code Alliance as Inspection Officers. Heather seconded; all were in favor.

Kingsley motioned to appoint Valerie as representative to the Cumberland County Tax Bureau and Heidi as alternate, Heather seconded, all were in favor.

Kingsley motioned to appoint Valerie as the Open Record Representative, Heidi seconded, all were in favor.

Kingsley motioned to establish meetings for the second Tuesday of each month at 7:00 pm., and to publish the information in the local newspapers. The meeting dates for 2024 are as follows: February 13, March 12, April 9, May 14, June 11, July 9, August 14, September 10, October 8, November 12 and December 10, 2024. Heidi seconded; all were in favor.

Kingsley motioned to certify Bob Shively as delegate to the State Association's annual convention in Hershey. Heather seconded; all were in favor.

The Re-organizational meeting was adjourned at 6:58 pm.

**The regular January 2, 2024 monthly meeting was called to order at 7:00 pm by Heidi Clevenger.**

**Approval of Minutes:** Kingsley motioned to approve the December 12, 2023 minutes, Heidi seconded, all were in favor.

**Acceptance of Treasurer's Report:** Kingsley motioned to approve the December 12, 2023 treasurer's report, Heidi seconded, all were in favor.

**Visitors:** Harold Snyder and Josh Mell

Josh was here to represent Todd Chestnuts Subdivision of 910 Bridgewater Road. Kingsley made a motion to accept the proposal with the non-building waiver as preliminary and final. Heidi seconded all were in favor.

Josh was here to represent the Clevenger Subdivision. Kingsley made a motion too accept it as preliminary/final with a non-building waiver pending the signers; Heather seconded all were in favor.

**Correspondence:**

Heidi went over the correspondence and mentioned what was important.

**Gym:** Heather had nothing new to report.

Harold got an estimate for the mowing at the gym and the township building, Valerie is going to call Coldsmith to see what it would cost for the additional mowing and the trimming around the buildings. It will be put on the agenda for the next meeting.

**Old Business:**

Valerie pointed out that there are still some residents not in compliance with the 2023 Septic Pumping schedule. Valerie is going to double check to make sure that the list of people who have not pumped is correct and she will send the information to the lawyers so they can draft a letter and send it to them.

**New Business:**

Valerie mentioned that she is going to send out the district 4 septic pumping letters to the property owners who are due to pump their septic tanks in the year 2024.

Kingsley met with Amos Stoltzfus and the Fire department about installing a dry hydrant at Amos's property. Kingsley tabled the project until he gets a quote for digging a trench from the hydrant to the pond.

**Solicitor's Report:** Sally Winder paid for the Recording of The ASA at the courthouse and submitted a bill for reimbursement. Kingsley made a motion and Heidi seconded it; all were in favor.

Sally went over what is required if there is a violation of a building permit. The Board agreed to send a letter from the Attorney to the property that is involved in the violation.

**Road Master Report:**

Kingsley reported that the pipes were replaced on Bridgewater Road for the Grant project. He also stated that Recon looked at Gameland Road which was damaged and they are planning on fixing it in the Spring.

Kingsley made a motion to reimburse the State Liquid Fuel account from the PIB loan account., Heather seconded: all were in favor.

**Permit Report:**

There was 1 Land Use Application and there were 2 Land Use Permits issued since the last meeting.

**Emergency Mgmt.:**

Bob was not present due to other obligations.

**Approval of Bills:**

Kingsley made a motion to approve the bills for payment, Heidi seconded; all were in favor.

**Additional Bills for Payment:**

Kingsley made a motion to approve the additional bills for payment, Heidi seconded; all were in favor.

**Adjournment:**

Kingsley made a motion to adjourn the meeting at 8:00 pm, Heidi seconded; all were in favor.

Secretary,

Valerie J. Mowery