

**Gregg Township Board of Supervisors
Reorganization Meeting Agenda
January 6, 2025 6:30 p.m.**

NOMINATE TEMPORARY CHAIRMAN AND SECRETARY

CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. Appoint Chairman
2. Appoint Vice-Chairman
3. Appoint Secretary/Treasurer

PUBLIC COMMENTS REGARDING REORGANIZATION MEETING

MOTIONS

1. Consent Agenda Appointments Items #1 – 33 (I will entertain a motion to approve the Consent agenda Items #1-33)
2. Consent Agenda Board Member/Liaison Assignments Items #34-41 (I will entertain a motion to approve the Board Member/Liaison Assignments Items #34-41)
3. Consent Agenda Resolutions Items #42-48 (I will entertain a motion to approve the Consent agenda Items #42-48)
4. Motion to approve the IRS Mileage rate (.67 cents per mile) for 2025 (I will entertain a motion to approve the IRS Mileage rate for 2025 at .67 cents per mile)

CORRESPONDENCE ASSOCIATED WITH APPOINTMENTS

1. Sewage Enforcement Officer Services letter from Justin Dashem & Fee Schedule
2. Sewage Enforcement Alternative letter from Jeff Kreger and John Howell
3. P.Joseph Lehman, Inc Consulting Engineering services letter
4. IT/PC Support – Dan Decker, ACTS Letter and Fee Schedule

(I will entertain a motion to accept Justin Dashem as SEO)

(I will entertain a motion to accept Jeff Kreger and John Howell as Alternate SEO's)

(I will entertain a motion to appoint P.J. Lehman Engineering service)

(I will entertain a motion to appoint ACTS (American Computer Technology Solutions), Dan Decker as our IT Person)

Close Reorganization Meeting

**Regular Meeting Agenda
January 6, 2025**

Call to Order Regular Board of Supervisors Meeting

PUBLIC COMMENTS

ROADMASTER REPORT

LIAISON REPORTS

1. Solicitors Report
 - a. Update on previous secretary
2. Emergency Management Coordinator
3. Gregg Township Fire Company
4. Old Gregg School
 - a. Advisory Board Report
 - b. Maintenance Report
5. Penns Valley Code Enforcement Agency (PVCEA)
6. Penns Valley Emergency Medical Services (PVEMS)
7. Penns Valley Regional Planning Commission (PVRPC)
8. Planning Commission (PC)
9. Water & Sewer Authorities

SECRETARY/TREASURER'S REPORT

1. I will entertain a Motion to approve the December 12, 2024 BOS Meeting Minutes
2. I will entertain a Motion to accept and approve the November Balance Sheet and P&L (Profit & Loss) Financial Report
3. I will entertain a Motion approve attendance at PSATS Conference

UNIFINISHED BUSINESS

1. Recreation Fee-In-Lieu Language
2. Update on gym & stage floor renovations (Lehman Engineering – Grant) & boiler and electric service update (Grant).
3. Agricultural Security Areas – Supposed to be reviewed every 7 years. Hasn't been reviewed since 2003. Received an Ag Security Area request on Friday, November 8, 2024
4. PA Background Check for Township Supervisors

NEW BUSINESS

1. Employee Handbook – States no OT until worked 40 hours for the week. Recent situation where employee had a holiday during the week, then on another day, worked 8 hours and then came back in 2 ½ hours that evening for snow removal. Following the Employee Handbook, OT was not paid because of holiday. Later learned that this is how it has always been paid in the past and then the OT was paid. Until we can get back to working on the Employee Handbook, how should this situation be handled in the future?

2. For our Worker's Compensation Insurance for the Fire Company and EMS, the E-mod rate is high due to claims in the last couple of years. The Supervisors would like to have conversations with the Fire Company Chief and EMS Director regarding Safety Training and Supervisors would like to see sign in sheets for safety training that has been completed. Employee/Volunteer safety training is important to decrease the number of claims.
3. Cutting office costs – Printing of the agenda, previous months minutes, etc. is posted online 24 hours in advance. Starting with February's 2025 meeting, the public will need to print these prior to the meeting. There has been a waste of supplies due to printing of the meeting material. There is no way to predict how many will be attending the meeting. This will help to save the township office supplies (paper, ink, etc.)
4. Discussion on increasing the two township credit cards limit to \$5,000. Need a motion to increase the two township credit card limits to \$5,000 each.
5. Need a motion to renew Dunkleberger CD that matures on 1/19/2025.
6. Need a motion to renew Mount Nittany CD that matures on 1/23/2025.

CORRESPONDENCE

ADJOURN Next meeting: February 8, 2024 at 6:30 p.m. (I will entertain a motion for adjournment)

JANUARY 2, 2025 BOS ORGANIZATION MEETING CONSENT AGENDA

Item	Position	Appointee
1	Township Engineer	P. Joseph Lehman, Inc./ ATCS
2	Sewer Enforcement Officer	
3	SEO Alternates	
4	Treasurer's Bond	\$700,000
5	Vacancy Board Chairman	Dave Sampsel
6	Township Solicitor	David S. Gaines, Jr.
7	Bldg. Inspector/Code Enforcement Office	Penns Valley Code Enforcement Agency
8	Zoning Officer	Michael Lesniak/ Ray Hankinson
9	Appointed Tax Collector	Centre Tax Agency
10	Delinquent Tax Collector	Centre Tax Agency
11	Local Services Tax Collector	Centre Tax Agency
12	Gregg Twp. Emergency Management Coordinator	Jim Smith
13	Tax Collection Committee	Donna Miller, Charles Stover (Alternate)
14	Deputy Tax Collector	
15	CPA Firm	
16	Voting Delegate to PSATS	Vicky Vanada
17	Depository	First National Bank
18	Website Administrator	Centre Publications
19	Computer service and repair business	
20	Open Records Officer	Vicky Vanada
21	Alternate Open Records Officer	Ben Haupt
22	PV Emergency Medical Services Representative	Charles Stover/Vicky Vanada
23	Gregg Township Planning Commission	Chris Kunes, Chair (4-year term ending 2028) Michael Arthur, Vice-Chair (4-year term ending in 2026) Don Myers (4-Year Term ending 2028) Keri Miller (4-Year Term ending 2028) Ben Haupt (4-year term ending in 2026) Lindsay Covalt (4-year term ending in 2026) Jane Scheuchenzuber (4-year term ending in 2026)
24	Penns Valley Regional Planning Commission	Nevin Stitzer (2-year-term ending 2026) Ben Haupt (2 year- Term ending 2026)
25	Gregg Twp. Sewer & Water Authority	Jim Smith, Chair (Term ends in 2026) Robert Myers, Vice-Chair (Term ends in 2028) Aaron Covalt, Treasurer (Term ending 2025) Charles Stover, II, Assis. Treasurer (Term ends in 2029) Dale Wheeland (Term ends in 2027)
26	Old Gregg School Advisory Board	Molly Miller, President Carol Gingrich, Vice-President Christine Sailors, Secretary Carol Myers Ashley Lesniak Jeff Breon Don Grenoble Beth Znaniecki Cathy Arney
27	Centre County Metropolitan Planning Organization	Dick Decker – Coordination Committee Joel Myers – Technical Committee

28	Zoning Hearing Board	Jim Zubler, Chair (4-year Term – ending in 2024) Kermit Long, Vice-Chair (4-year term ending in 2027) Donald Albertson (4-year term ending in 2024) Herb Grove (4-year term ending in 2028) Denis Pagen (4-year term ending in 2026) Andy Riddle, Alternate (4-year term ending in 2028)
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Township Appointed Employees for 2025

Item	Position	Name
29	Roadmaster	Brandon Ripka
30	Secretary/Treasurer/Operations Manager/Right-to-Know Officer	Vicky Vanada
31	Elected Tax Collector	Donna Miller
32	Appointed Tax Collector	Centre Tax Agency
33	Holidays	New Year's Day, Memorial Day, 4 th of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday or Monday of Thanksgiving, Christmas Day

BOARD MEMBER/ LIAISON ASSIGNMENT FOR 2025

34	Penns Valley Code Enforcement Agency Board Member	Ben Haupt
35	Gregg Township Planning Commission Board Member	Ben Haupt Vicky Vanada, Secretary
36	Penns Valley Regional Planning Commission Board Member	Ben Haupt
37	Tax Collection Committee Alternate	Charles Stover
38	Gregg Township Fire Company Liaison	Charles Stover
39	Gregg Township Sewer & Water Authority Liaison	Ben Haupt
40	Penns Valley Emergency Medical Services Municipal Committee	Charles Stover
41	Advisory Board	Vicky Vanada

RESOLUTIONS

Item		
42	R-25-01	Open Records Policy
43	R-25-02	Meeting Policies and Procedures
44	R-25-03	Schedule of Fees
45	R-25-04	Disposition of Records
46	R-25-05	Sewage Enforcement Officer
47	R-25-06	Tax Collector
48	R-25-07	Zoning Hearing Board – Reappoint Jim Zubler & Donald Albertson for another 4-year term (Jan. 2025 – reorganization meeting January 2029)

Gregg Township Board of Supervisors
Regular Meeting Minutes
December 12, 2024

The regularly scheduled Board of Supervisors (BOS) meeting for Gregg Township, Centre County, was held on December 12, 2024, at 106 School Street, Suite 203, Spring Mills, PA with Chair Charles Stover, Ben Haupt, and Vicky Vanada. Others in attendance: John Lhota, Solicitor.

Chair Stover called the meeting to order at 6:30 pm., followed by the Pledge of Allegiance.

Chair Stover announced that there was an Executive Session prior to the meeting to discuss employee matters.

Public Comments:

1. Lisa Bierlein –Lisa thanked the supervisors for posting an arrest update of the prior secretary online and for the supervisors attending the preliminary hearing on Wednesday, December 11, 2024. She said that she would have liked to see Chair Stover at the preliminary hearing also. Lisa said that it is her personal opinion, that she does not want the supervisors to entertain a plea deal. She said that sometimes there is pressure to settle the case. She said that she understood that this is going to cost the township more money to attend the court hearings but she would like to see this followed through.

Chair Stover told Lisa that he did not receive a subpoena so he had to go to work. Lisa said that she thought that he worked for himself and Chair Stover said that he works at PSU.

Ben asked John Lhota if accepting a plea deal would be up to the D.A. John said that it would be, but the D.A. would take the township supervisors requests in consideration if a plea deal would be presented. Lisa said that the three supervisors have agency in this and that we should have a say since we are the aggrieved party.

Liaison Reports:

1. **Solicitor's Report:**
 - a. **Update on previous secretary** – Preliminary hearing was on Wednesday, December 11, 2024. Pamela Hackenburg requested a continuance because she did not qualify for a public defender and she needs to seek legal assistance. Judge granted the continuance and the preliminary hearing has been rescheduled for January 2, 2025.
 - b. **Discussion of previous secretary's termination** – Will be discussed in the Unfinished Business section.
2. **Emergency Management Coordinator Report:** Jim Smith was not at the meeting. Mr. Haupt said that Jim Smith gave him an update before the meeting. The County notified him that the debris at the bridge by Dickerson's will be cleared around March or April 2025.

3. **Fire Company Report:** Troy Parker, Fire Chief reported that they had 3 calls in November. They have breakfast with Santa on December 14, 2024. They will be having a ham and cheese & turkey and cheese sandwich sale on January 18, 2025. Easter Egg Hunt on April 12, 2025. They are electing to do another ham pot pie meal, since the last one went very well. Bingo next month.
- Troy said that he asked the State to do an audit on them every year because of their issues in the past but the state said that they would not, but now they called and said that they will be doing audits every year.
- Sold their tractor pulling sled.
- They are buying new, lighter tables.
- Bought AED's
- Applied for a \$20,000 State Grant – they were approved but they are not sure how much they will receive.
- The Old Engine that they recently took out of service was given to Gregg Twp Fire Company for \$1. There is a chief in North Carolina that Troy has been in contact with. Gregg Twp is thinking about selling the old engine to them for \$1 to pay it forward and help them out in their time of need due to the hurricane.

4. **OGS Report:**

- a. **Advisory Board** – Carol Gingrich said that the new convection oven has been installed. Thermostat lock boxes were discussed and voted on during the last Advisory Board. The thermostat lock boxes were ordered and Dave is getting them put on. Voted new officers in for 2025, Carol Gingrich will be the Vice-President and Molly Miller will be the President beginning in January. Discussed revising the gym/kitchen rental with non-profits organizations. OGS has not been charging non-profit organizations for gym/kitchen rental but do request donations to help pay for heating oil and electricity. Kylie Topeka spoke up and asked what the recommended donation was and Carol said that the fee schedule is listed online and that she could take a look at the fee schedule and give a donation based on the fee schedule.

Winter Craft Fair – Food sales and tenant participation was down. For vendors, their profit was \$1,050 and around \$660 in food sales. A gentleman lost his belongings and the belongings were found and returned to the gentleman and he donated \$10 cash for the return of his lost items. Total profit for the craft fair was \$1,722.50.

- b. **Maintenance Report** – Dave Sweeley said the new convection ovens were installed. The on/off switch on the top oven shorted out and was replaced. We purchased an extra back up switch, in case another one goes bad. Putting the lock boxes over the thermostats so that the temperature can't be changed by random people. Looking for air leaks, like what was found at the double doors by the 1st floor to 2nd floor stairs. Filled gap with paper towels and then covered it with tape. Can still get out through the emergency door if there was an emergency.

5. **PVCEA (Penns Valley Code Enforcement Agency):** Justin Dashem said it has been slow, one building permit and Justin said that they received the plans for the cell tower behind John Corman's office.

6. **PVEMS (Penns Valley Emergency Medical Services):** Chair Stover reported they did not have a meeting last evening.
7. **PVRPC (Penns Valley Regional Planning Commission):** Mr. Haupt reported they did not have a meeting.
8. **PC (Planning Commission):** Mr. Haupt reported that they have not had a meeting.
9. **Water and Sewer Authorities:** Jim Smith was not at the meeting. Charles Stover, II said that they had to raise sewer rates. They have been discussing their options for the sewer plant and they are working on the action plan for the sewer plant. They had the tank inspected and that was the 1st inspection since 2008. They replaced a fire hydrant on Route 45.

Secretary/Treasurer Report:

1. Discussion on Nov. 14, 2024 meeting minutes. Mr. Haupt said that under New business, #2, that the "\$1,000,000 loan" should read "\$1,000,000 grant". Mr. Haupt said that with that change, he would make a motion to approve the Nov. 14, 2024 BOS Regular Meeting minutes. Second by Ms. Vanada. Vote was unanimous.
2. Motion to approve the approve the 2025 Budgets for OGS & BOS by Mr. Haupt. Second by Chair Stover. Vote was unanimous.

Roadmaster Report: Brandon Ripka, Roadmaster was not present. Mr. Haupt said that the road crew has plowed snow, cleaned trucks, got chainsaws and chipper ready for winter.

Unfinished Business:

1. ATCS, Marty Mallone: Marty Mallone was not present.
2. Residential Rent Ordinance - Public hearing began at 6:52 pm. John Lhota read the ordinance aloud. Motion by Mr. Haupt to adopt the ordinance. Second by Ms. Vanada. Vote was unanimous. Public Hearing ended at 6:55 pm.
3. Recreation Fee-In-Lieu Language: Chair Stover said to table because we don't have enough information to make a decision.
4. Termination of previous secretary – Motion to terminate Pamela Hackenburg as Township Secretary/Treasurer by Ms. Vanada. Second by Mr. Haupt. Vote was unanimous. Lisa Beirlien asked if she would be able to collect unemployment and John Lhota said that with the crime that she committed in the township, that she probably would not be able to.

New Business:

1. **Update on Boiler/Electrical Update and Gym/Stage Floor Renovation** - Mr. Haupt said that Lehman Engineers applied for a \$1,000,000 grant but we were awarded \$500,000 and that OGS can get new boilers and a partial electrical upgrade, depending on the costs.
Mr. Haupt said that we have been awarded a \$500,000 grant for the gym and stage

floor but now the Historical Society has gotten involved and we need to see if they will have an impact on the project.

2. **Ag Security Area** – Not enough information and David Gaines was not here to give update.
3. **Conferences at County Association and State Association levels and reimbursement:**

In the Second Class Handbook (copy of this section of Second Class Handbook was distributed in the handout packet last month), it states that all attendees shall receive a certificate signed by the secretary of the **County Association**, attesting their presence at the convention. The certificate entitles the official to collect from the township treasurer the sum of fifty dollars (\$50) for each day's attendance, along with their registration fee, mileage for use of a personal vehicle or reimbursement of actual transportation expense going to and from the meeting plus all other actual expenses that the board of supervisors agrees to pay. The board of supervisors may authorize a supervisor who is not employed by the township to receive total or partial reimbursement for lost wages or salary while attending the annual meeting, in which case the supervisor is not entitled to the fifty dollars (\$50) mentioned in this section, provided that sufficient documentation of such wages or salary is presented to the board of supervisors to justify the reimbursement.

For a **State Association**: (g) (1) The expenses allowed to the delegates attending the annual meeting are limited to the registration fee, mileage for use of a personal vehicle or reimbursement of actual transportation expense going to and returning from the meeting plus all other actual expenses that the board of supervisors agrees to pay. Every delegate attending the annual meeting shall submit to the board of supervisors an itemized account of expenses incurred at the meeting.

(3) The board of supervisors may authorize a supervisor who is not employed by the township to receive total or partial reimbursement for lost wages or salary while attending the annual meeting, provided that sufficient documentation is presented to the board of supervisors to justify the reimbursement.

Ms. Vanada made a motion that, for now, the township pays what is listed in the Second Class Handbook:

- a. \$50.00 that the official is able to collect from the township treasurer for the County Conference after attendee provides a Certificate of Attendance
- b. The conference fees
- c. The milage

The township will not pay for the attendees meals, lodging, etc.

Also, to include that if an attendee does not attend the conference, that the attendee shall pay the cost of the conference back to the township. Motion was made by Ms. Vanada. Second by Chair Stover. Vote was unanimous.

4. Real Estate Millage: Current –

Township General – Rate of 3.000 mills

Equipment Fund – Rate of 0.500 mills

5. **Road Crew Raises** – The budget allows for up to 3.5% raise. Mr. Haupt made a motion to approve the road crew raises at the individual rates discussed by the supervisor's in the Executive Meeting prior to the BOS meeting. Second by Ms. Vanada. Chair Stover abstained from the vote, stating that he couldn't approve a raise with the financial condition the township is in at present.
6. **PA Background Checks for Township Supervisor's** – Ms. Vanada & Mr. Haupt turned in their PA Background Checks in July. Still have not received Chair Stover's.

Correspondence:

Jacob Michael, CDT stood up and asked about the background checks and the recent termination of the previous secretary. Mr. Haupt responded that there have been interoffice changes:

- a. PA Background checks were put in place this summer
- b. Every township supervisor now has access to the bank statements and credit card statements
- c. Township supervisors have access to the computer and files
- d. Township supervisors have full access to video footage
- e. Credit Cards have a limit of \$1,000
- f. Mr. Haupt and Ms. Vanada have access to the P.O. Box
- g. Finances continue to be done by an accounting firm
- h. We are looking into new CPA's

Mr. Haupt made a **motion to adjourn** the BOS meeting at 7:10 pm. Motion second by Mr. Vanada. Vote was unanimous.

Next BOS meeting will be the reorganization and BOS meeting on Monday, January 6, 2025 @ 6:30 pm.

9:00 AM

01/03/25

Accrual Basis

Gregg Township Balance Sheet As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
01.110 · UNRESERVED ACCOUNTS	
1657 · General Checking	67,081.92
8833 · Savings General	6,232.88
8834 · Capital Account	28,620.13
8851 · Money Market	1,371.31
Total 01.110 · UNRESERVED ACCOUNTS	103,306.24
01.111 · RESERVED ACCOUNTS	
1311 · Money Mkt (Bitner Hollow)	446,784.94
1640 · Fee-In-Lieu Rec Fund	16,687.41
1665 · Street Light Fund Checking	832.35
1699 · Playground Account	4,249.27
4383 · Mount Nittany Medical CD	16,849.25
4951 · Dunklebarger CD	2,439.85
8831 · FNB Equipment Fund	175,568.98
8832 · Liquid Fuels (State Aid) Acct	560,943.43
Total 01.111 · RESERVED ACCOUNTS	1,224,355.48
Total Checking/Savings	1,327,661.72
Accounts Receivable	
11000 · Accounts Receivable	20,327.85
Total Accounts Receivable	20,327.85
Other Current Assets	
12000 · Undeposited Funds	2,408.91
9999 · Contingent Receivable	532,747.67
Total Other Current Assets	535,156.58
Total Current Assets	1,883,146.15
Fixed Assets	
6000 · Auman Property	36,961.00
Total Fixed Assets	36,961.00
Other Assets	
01.160 · Fixed Assets	
164.000 · Machinery/Equipment	37,000.00
Total 01.160 · Fixed Assets	37,000.00
Total Other Assets	37,000.00
TOTAL ASSETS	1,957,107.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200.200 · Accounts Payable	37,274.03
Total Accounts Payable	37,274.03

9:00 AM

01/03/25

Accrual Basis

**Gregg Township
Balance Sheet
As of November 30, 2024**

	<u>Nov 30, 24</u>
Other Current Liabilities	
01.200 · Payroll Liabilities	
210.000 · Social Security Twp (FICA)	1,864.80
211.000 · Federal Tax Withheld	1,193.78
212.000 · State Tax Withheld	228.22
213.000 · Local Tax Withheld	571.65
214.000 · Medicare Withheld	436.12
221.000 · PA Unemployment Company	115.24
Total 01.200 · Payroll Liabilities	4,409.81
200.000 · Deferred Revenue	
200.10 · Fee-In-Lieu Deferred	15,066.83
200.20 · Liquid Fuels Deferred	429,413.33
200.30 · Playground Funds Deferred	4,134.37
200.400 · Equipment Fund Deferred	139,670.88
200.500 · Street Light Fund Deferred	990.99
Total 200.000 · Deferred Revenue	589,276.40
250.000 · Escrow	
250.001 · Mount Nittany Medical Escrow	15,000.00
250.002 · Dunkleberger Escrow	2,387.00
Total 250.000 · Escrow	17,387.00
Total Other Current Liabilities	611,073.21
Total Current Liabilities	648,347.24
Long Term Liabilities	
7000 · Loan (Bitner Hollow)	500,000.00
Total Long Term Liabilities	500,000.00
Total Liabilities	1,148,347.24
Equity	
30000 · Opening Balance Equity	440,891.64
32000 · Retained Earnings	168,314.78
6600 · OGS Transfers	51,473.01
9990 · Penalty Non-Deductible	-42,994.94
Net Income	191,075.42
Total Equity	808,759.91
TOTAL LIABILITIES & EQUITY	1,957,107.15

8:58 AM

01/03/25

Accrual Basis

Gregg Township Profit & Loss January through November 2024

Ordinary Income/Expense

Income

01.300 · Revenue - Taxes

301.100 · Real Estate Taxes - Current
301.400 · Real Estate Taxes - Delinquent
310.100 · Real Estate Transfer Tax
310.210 · Earned Income
310.500 · Local Services Tax
356.010 · Forest in Lieu of Taxes

157,826.90
3,014.00
36,697.56
304,330.18
15,685.90
15,581.30

Total 01.300 · Revenue - Taxes

533,135.84

01.320 · Revenue - Licenses & Permits

361.330 · ZHB Permit - Variance, Cond.Use
363.200 · Logging Permits

450.00
100.00

Total 01.320 · Revenue - Licenses & Permits

550.00

01.330 · Revenues - Fines & Forfeits

331.120 · Violations & Court Fines
331.130 · State Police (Vehicle Fines)

1,429.30
1,079.93

Total 01.330 · Revenues - Fines & Forfeits

2,509.23

01.340 · Interest Income

01.350 · Intergovernmental Revenue

355.010 · PURTA-Shared Revenue
355.040 · Liquor Licenses
355.090 · Act 13 Impact Fee
358.364 · Sewer & Water Reimbursement
01.350 · Intergovernmental Revenue - Other

410.82
200.00
684.27
250.00
507.50

Total 01.350 · Intergovernmental Revenue

2,052.59

01.360 · Charges for Services

362.364 · On-lot sewer application fee
362.460 · Engineering reimbursement

10,558.00
2,215.22

Total 01.360 · Charges for Services

12,773.22

01.380 · Miscellaneous Revenue

677.10

Total Income

593,563.24

Expense

01.400 · Dues & Fees

400.331 · Mileage
400.390 · Bank Service Fees
400.420 · Dues & Memberships
400.460 · Meetings & Conferences

93.80
1,597.64
2,950.79
1,284.74

Total 01.400 · Dues & Fees

5,926.97

01.402 · Professional Fees

402.311 · Accounting & Auditing Services
404.310 · Solicitor for Supervisors
408.313 · Engineering Services

43,026.25
10,907.23
2,215.22

Total 01.402 · Professional Fees

56,148.70

01.403 · Tax Collection

403.105 · Tax Collector - Elected
403.210 · Tax Collection Supplies
403.310 · Tax Collection Fees

9,132.04
862.26
3,734.57

Total 01.403 · Tax Collection

13,728.87

8:58 AM

01/03/25

Accrual Basis

Gregg Township Profit & Loss January through November 2024

	Jan - Nov 24
01.409 · Building (Shed) Expenses	
409.200 · Shop & Shed Repair Supplies	614.26
409.230 · Propane Gas Purchase	2,742.31
409.320 · Utilities- Shed	7,240.61
Total 01.409 · Building (Shed) Expenses	10,597.18
01.410 · Public Safety	
411.500 · Fire Company Contributions	
411.501 · Fire Volunteer Workers Comp	15,081.00
411.503 · Fire Co. Liability Insurance	11,958.32
Total 411.500 · Fire Company Contributions	27,039.32
412.354 · PVEMS (LST Tax)	15,685.90
Total 01.410 · Public Safety	42,725.22
01.413 · SEO Services	9,808.00
01.414 · Planning & Zoning	2,522.32
01.430 · Public Works - Highway, Roads	
430.231 · Vehicle Fuel- Gasoline	2,896.81
430.232 · Vehicle Fuel - Diesel	7,175.85
430.238 · Clothing, Safety	333.63
430.251 · Repairs- Vehicles & Equipment	1,401.46
430.260 · Small Tools & Supplies <\$4K	873.26
430.300 · Interest Expense (Bitner Hollow	27,300.00
432.245 · Winter Maintenance Materials	22,936.10
433.245 · Traffic Signs	50.00
438.120 · Road Crew Wages	125,935.23
438.245 · Road & Bridge Supplies	23,168.18
Total 01.430 · Public Works - Highway, Roads	212,070.52
01.480 · Insurance	
405.353 · Bonding & Insurance	-65.00
484.000 · Liability & Workers Comp.	25,857.45
486.351 · Flood Insurance	1,463.00
Total 01.480 · Insurance	27,255.45
01.500 · Wages & Benefits (Admin)	
400.105 · Supervisors' Salary	4,125.00
405.010 · Secretary Wages	28,232.05
487.197 · Employee Benefits	47,817.62
488.000 · Payroll Taxes	15,579.20
Total 01.500 · Wages & Benefits (Admin)	95,753.87
01.510 · Office Expenses	
400.453 · Website	2,015.00
405.210 · Office Supplies	1,429.73
405.215 · Postage	382.00
405.310 · Computer/Internet Services	1,913.15
405.320 · Utilities- Office	1,013.13
405.340 · Advertising & Printing	1,258.82
Total 01.510 · Office Expenses	8,011.83

8:58 AM

01/03/25

Accrual Basis

Gregg Township Profit & Loss January through November 2024

	Jan - Nov 24
01.520 · Old Gregg	
392.370 · Transfer from OGS	0.00
400.373 · Old Gregg School Expenses	4,271.73
405.111 · OGS Building Manager	6,823.75
492.362 · Transfer To OGS Fund	0.00
Total 01.520 · Old Gregg	11,095.48
Total Expense	495,644.41
Net Ordinary Income	97,918.83
Other Income/Expense	
Other Income	
301.300 · Equipment Fund Tax Revenue	25,765.88
310.60 · Street Light Tax Income	3,559.46
355.070 · Foreign Fire Insurance Premium	16,409.89
700.200 · Liquid Fuel Tax Revenue	150,077.64
Total Other Income	195,812.87
Other Expense	
411.502 · Fireman's Relief	16,409.89
433.300 · Street Light Expenses	4,239.11
720.150 · Liquid Fuels Expenses Submitted	16,947.28
720.210 · Bitner Hollow Rd Project	65,060.00
Total Other Expense	102,656.28
Net Other Income	93,156.59
Net Income	191,075.42



**MASTER FEE SCHEDULE
EFFECTIVE JANUARY 6, 2025**

As adopted on Sept. 12, 2024 by the Board of Supervisors

Section 1. Administration & Business-Related Fees

Miscellaneous Charges	Rate	Note
Photocopy – Black & White	\$0.25	Per page, single-sided copy
Photocopy – Color	\$0.50	Per page, single-sided copy
Certification of a Record	\$5.00	Per document
Municipal Lien Request	\$30.00	Per Parcel
Postage for requests fulfilled by US Mail		Actual cost of mailing
Mileage Reimbursement	\$0.67	Per mile, IRS allowable rate (2024)
Municipal Budget Document (Electronic Copy)	N/C	No charge. Can be obtained on Township website
Return Check Fee (NSF – Non-sufficient funds), applies to all checks written to Township	\$35.00	Negotiable instruments given in payment of utility bills, applications, reservations, etc. (checks, money orders, account drafts, etc)
Credit/Debit Card Transactions Gregg Twp will accept Visa, Mastercard, American Express & Discover for payments remitted to the township for services including permits, application fees and rentals. There is a 3% processing fee for credit cards.		3% processing fee for credit cards

Open Records Request Fees	Rate	Note
Photocopy – Black & White	\$0.25	Per page, single-sided copy
Photocopy – Color	\$0.50	Per page, single-sided copy
Specialized Documents		Actual Cost
Records Delivered via Email		No additional fee may be imposed
Flash Drive		Actual Cost
Facsimile		Actual Cost
Other Media		Actual Cost
Redaction		No Additional Fee may be imposed
Postage		Actual Cost USPS first class postage
Liquor License Transfer	Rates	Note
Liquor License Transfer Application	\$1,500.00	Includes application review and up to three (3) hours of public hearing
Additional Public Hearings for Liquor License Transfer	\$500.00	Maximum of three (3) hours

GREGG TOWNSHIP, CENTRE COUNTY, MASTER FEE SCHEDULE

Peddling, Soliciting, and Transient Retail Permits	Rates	Note
Application Fee	\$80.00 Per Person	One month or any part thereof
	\$40.00 Per Person	Each additional month or any part thereof
	\$200.00 Per Person	One (1) Calendar Year
Exemptions – Charitable groups	—	Should present a copy of groups charter for verification & record

Peddling: Shall be defined as an individual, person, corporation, etc., that is selling a product and/or service, or promoting a product and/or service door-to-door that will be performed or delivered by the person peddling.

Soliciting: Shall be defined as an individual, person, corporation, etc., that is selling a product and/or service, promoting a product and/or service door-to-door, but is not providing the product or service at the time of the solicitation.

Transient: Shall be defined as an individual, person, corporation, etc., that would establish a temporary, defined location to conduct business within the Township.

Documents	Rates	Note
Code of Ordinances	Online	Online
Code of Ordinances Update	Online	Online
Zoning Map/Development Review Map/Official Map A. 8 ½" x 11"	Online	

***NOTE: The above documents can be accessed via the Township's website at www.greggtownship.org

Emergency False Fire Alarm Fees		
1. First Alarm		None – Notification Only
2. Second Alarm		None – Notification Only
3. Third Alarm		None – Notification Only – Warning
4. Fourth Alarm		\$150.00
5. Fifth Alarm		\$300.00

** Per Calendar Year. Billing done through Gregg Township Fire Company

Section 2. Tax Collection Fees

Tax Collection Fees (Township)	Rates	Note
Tax Certificate Form	\$20.00	
Duplicate Bill	\$4.00	
Mobile Home or House Trailer Removal Permit	\$2.00	

Certified Letter		Actual Cost
Return Check Fee, Applies to all checks written to: Gregg Township Tax Collector	\$25.00 + Bank Fees	Will be applied to all dishonored negotiable instruments given in payment of taxes (checks, money orders, account drafts, etc.)
Copies	No Charge	
Tolerance of overpayment or underpayment	\$2.00	

Section 3. Zoning Hearing Board

Zoning Permit Fees		
Fee In-Lieu-of Park/Open Space Dedication	\$1,250.00	Per new dwelling created in lieu of parkland dedication
Logging Permit	\$100.00	

Zoning Hearing Board	Rates	Notes
Zoning Hearing Board Appeals		
Application Fee	\$1250.00	State permitted costs in excess of application fee: Legally required advertising, postage, stenographers transcript, staff compensation, administrative overhead. Stenographers cost shared equally by Township
Fee to continue challenge hearing	\$90.00	
Fee to postpone challenge hearing	\$120.00	

Section 4. Public Works Fees

Public Works Permits	Rates	Note
Hauling Agreement Bond	\$12,500.00	Per mile on paved road
Hauling Agreement Bond	\$6,000	Per mile on unpaved road
Permit for Events on Township Roads, Parks, and Trails (Parades, 5K Races, Bicycle Races)	\$35.00	Certificate of General Liability Insurance in the amount of \$1,000,000.00 naming Gregg Township as an additional insured.
Road Name Sign / 911 addressing/ House Number Post, Bracket & Hardware for sign installation	1 st lane or driveway sign is free to resident. Any signs after the first free sign will be charged to the resident at the current cost of the sign.	

Section 5. Township Labor and Equipment Fees

Township Equipment	Rates	Note
**All Rates are Per Hour Without an Operator		
Front End Loader	\$100.00	Per hour, 2-hour minimum charge
Backhoe	\$100.00	Per hour, 2-hour minimum charge
Large Tractor Mower	\$100.00	Per hour, 2-hour minimum charge
Riding Mower	\$40.00	Per hour, 2-hour minimum charge
Wood Chipper	\$60.00	Per hour, 2-hour minimum charge
Work Truck	\$60.00	Per hour, 2-hour minimum charge
Concrete Saw	\$40.00	Per hour, 2-hour minimum charge
Weed-eater	\$30.00	Per hour, 2-hour minimum charge
Chainsaw	\$30.00	Per hour, 2-hour minimum charge

Township Labor	Rates	Notes
Labor Per Hour, Per Employee	TBD	Actual Hourly rate based on pay and benefits. May include overtime, if applicable

Repealer and Adoption:

This resolution shall supersede all previous Resolutions of the Gregg Township Board of Supervisors concerning the fee schedule for the Gregg Township Code of Ordinances, and Insofar as they are inconsistent herewith, all such previous resolutions are hereby repealed.

This Resolution shall take effect upon adoption.

SUPERVISORS:

Charles Stover

Ben Haupt

Vicky Vanada

ATTEST:

_____, Gregg Township Secretary
Vicky Vanada

DATE: January 6, 2025