

**347 NITTANY ROAD
LOCK HAVEN, PA. 17745
October 6, 2025 Meeting Minutes**

Supervisors

Attendees: Judy Courter, Rick Schulze, David Courter, Keith Masorti, Mary Margaret Winton, Tyler Bates, Signe Clukey, Joe Miller

Called meeting to order by Brandon Coleman at 7:02 pm

Secretary Minutes:

Chairman Coleman presented a motion to approve the minutes, seconded by Supervisor Gradel, MCU.

Financial Report:

Supervisor Gradel presented a motion to approve the financial reports, seconded by Supervisor Clukey, MCU.

Public Comment:

- Mary Margaret Winton asked about the street grate covers being cleaned out, leaf pick-up this weekend and how long the removable speed bumps would be left in place. Chairman Coleman stated that the clean-out and leaf pick-up was underway and there was no plan on removing the speed bumps anytime soon.
- The storage container on Nittany Road is being addressed by Roger Hoy as the home owners were given temporary permission to place the container there while their roof was being repaired, however it has been there for several months and needs to be removed. Chairman Coleman will follow-up with Roger.
- Joe Miller stated that there was no review or approval for the pole barn on the commercial property behind the packing plant and that he would go by the site.

Correspondence and Other Communications: N/A

Reports of Officials and Committees:

Supervisor's Reports:

Brandon Coleman –

- The Township has continued brush pick-up, placed Geo plastic at the park for the landscaping, the equipment has been installed at the park and the old concrete pieces have been removed and broken down. The grass has been mowed and weeds cut, the Summer Park Program materials have been put away and bathrooms cleaned out for winterization. The gate at the boat launch has been painted. The pump station has been cleaned up and organized.
- A load of fill has been delivered and graded at the playground to level out the slope of the lawn. Thank you to Clinton County for their help hauling the dirt to the park. Extra mulch will be delivered in the spring.

- Pine Mountain Excavating will be finishing up the Sewer work the week of the 20th weather permitting
- The Salt Bin roof has been repaired.
- Leaf pick-up will be done later this week

Charley Clukey Jr. – Sewer Report

- Sewer Bills September \$35,640 Collected, late payments will be dealt with by the end of the month and sewer shut-offs will be carried out prior to the City's cut-off date of November 1st.
- The township is finalizing a discount plan for annual/bi-annual payments for the on-line sewer system and will discuss at the upcoming work session.

John Gradel –

- Community sign sold to Vape Haven, waiting for the artwork. This leaves only one space available.

Auditors: Kristy Sellers, Bonnie Poorman, Mary Margaret Winton – N/A

Engineer: Tom Levine – working on flow rate reports

Code & Zoning Officer: Roger Hoy – Report Attached

Police Officer Report: - Brandon Coleman - Report Attached

Planning Committee: N/A

Recreation Committee:

- Chestnut Festival Update
 - Discussion on setting up a tented enclosure for the food & bar to allow more room inside for vendors as we have had an amazing amount of vendor inquiries this year. We will need to provide plastic to enclose the area and get heaters for outside.
 - Ice rink can be placed outside instead of under the pavilion roof
 - Vinnie Kishbaugh has volunteered to assist with food and beverages
- Halloween Parade 10/26/25 4pm at the Fire Company
 - Magician paid 10/1/2025
 - A motion to approve a donation to the four schools participating in the amount of \$80 each and five cash prizes of \$50 each for the contest winners was presented by Supervisor Gradel, seconded by Supervisor Clukey, MCU. Shelly will handle payments.
- Ribbon Cutting Ceremony for Lumber Heritage/BEVT is scheduled for October 15th at 5:15pm to be held across from the fire company and is open for anyone that would like to attend.

- A Christmas tree has been donated. The Township will need to look at the tree as it is located in West Port and we will need to cut it down and haul it to the Township.
- Vinnie Kishbaugh has volunteered to be Santa Claus and Mary Pat will be Mrs. Claus
- Christmas Events: Santa's mailbox & Tree decorating contests need judges. Ice Rink & Band update. The Christmas float theme will be Monster Mash.
- Looking at a possible marathon on St. Patty's Day in Castanea Township.

Old Business:

- Harvey's Run Park Update – working on site and leveling out the ground with additional dirt that was delivered.
- Sewer Improvement Project Update – Pine Mountain Excavating will complete the work from Bridge Street to the Pump Station the week of the 20th, weather permitting.
- Zoning Appeals Board – Still need one more person
- ATV Ordinance Update – The Ordinance was reviewed by our Solicitor and there are 10 issues that need to be addressed. The Supervisors have been given a copy to review.
- Pump Station Dialer Alarm Update – N/A
- Selling Old Township Equipment – Brandon emailed pictures to Shelly and the items will be listed on Municibid by week's end. We will accept bids until the morning of November 3rd and vote on the sale of these items at the November 3rd meeting.
- On-line Sewer Payment Program – The supervisors need to finalize the process and we can have it set-up by the beginning of 2026.
- Berkheimer LST & BPT Tax Proposal – A motion to add BPT Tax collection to the Berkheimer's proposal and approve Berkheimer to collect both LST & BPT Taxes was presented by Chairman Coleman, seconded by Supervisor Gradel, MCU.
- Repair Shed Roof completed by Engle's Remodeling – work is completed and the invoice paid. We need to reinstall the sign on the fence.
- PSATS Conference - The Recreation Committee has proposed a presentation on "Creating a successful festival in a rural area". We are awaiting approval from PSATS.

New Business:

- Leaf Pick-up Dates begin this weekend. A notice will be put on the Township's Facebook page by Supervisor Gradel advising residents to rake their leaves to the edge of the road for pick-up and to not rake leaves into the ditch.

- Budget – Work sessions for the 2026 budget will be October 20th at 5:00pm and November 3rd after the meeting is concluded.
- Discussion on sending letter to the city about patching roads where they've had water leaks – Shelly will draft a letter to the City of Lock Haven to address this matter.
- Shelly will draft a letter to Brian Andrews approving his application for a Sewer Tap.
- Shelly will draft a letter to the Clinton County Treasurer's Office regarding 2026 Real Estate Tax rates. Chairman Coleman stated that TCC oversees EIT collection and we are billed a 5% commission from Keystone Central School District which is the highest rate in the state. Switching to Berkheimer will save the Township approximately \$1800/year.
- A motion was presented by Chairman Coleman to amend the agenda to add the hiring of part-time seasonal employees as New Business, seconded by Supervisor Gradel, MCU.
 - A motion was presented by Supervisor Clukey to approve and hire part-time seasonal employees at a rate of \$20 per hour, seconded by Supervisor Gradel, MCU.

Review & Pay Bills:

A motion was presented by Supervisor Gradel to approve and pay the bills, seconded by Supervisor Clukey, MC, Chairman Coleman abstains from the vote due to conflict of interest.

Adjournment: 7:42pm

Next Meeting will be November 3, 2025 at 7:00pm