

**TOWAMENSING TOWNSHIP BOARD OF SUPERVISORS MEETING
TOWAMENSING TOWNSHIP BUILDING**

**Meeting Minutes
September 4, 2025 -7:00 p.m.**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Guy Seifert – Chairperson -, **John Kleintop** – V. Chairperson/Treasurer, **Scott Mosier** – Supervisor, **Thomas Nanovic** – Solicitor, **Patricia Mann** – Secretary - **Absent**, **Penny Merkel** – Clerk, **Jim Melber** – Zoning Officer, **Greg Haas** – Engineer

Township and BRC recording.

APPROVAL OF REPORTS:

Towamensing Township Meeting Minutes August 7, 2025 Board of Supervisors Meeting – **Scott Mosier made motion to approve minutes – John Kleintop 2nd – AIF – Motion Carried**

Bill List and Payroll from August 1, 2025 – August 31, 2025 – **Scott Mosier made motion to approve bill/payroll list. – John Kleintop 2nd – AIF – Motion Carried**

Towamensing Township Treasurer’s Report as of August 31, 2025 – **Scott Mosier made motion to approve Treasurer’s Report – John Kleintop 2nd – AIF – Motion Carried**

PUBLIC PARTICIPATION - 5 MINUTE LIMIT:

PLANS & SUBDIVISION:

Schoch Reverse Subdivision Plan / 9425 Interchange Road (Lot Consolidation)– Black Forest Engineering – **John Kleintop made a motion to give Conditional Approval pending final compensation is received by the office. – Scott Mosier 2nd – AIF – Motion Carried.**

Lakeside Investment Group Condominium Declaration – Attorney David Horvath provided Plan and detail of property. He explained their intent is to file a Commercial Condominium Declaration which will make two units, one being the buildings related to the convenience store and Garage buildings. The second unit being the buildings related to the storage facilities. He stated when filing the declaration, the County Assessor can issue two separate tax code numbers so they can be operated by two different owners but these owners would responsible for the common expenses, septic system, paving, plowing etc. The units are the buildings; the common areas are everything else. Guy Seifert questioned if this is split into two tax parcels, how are the common areas taxed, would it not be three, the common areas and each individual parcels. Attorney Horvath answered with no because the owners own a portion on the common areas. When it gets assessed, it starts as a ratio. He advised that when you get assessed, you are assessed for the buildings and the value of the common areas portion. It will not be 50:50 because there is a lot more traffic, wear and tear, a lot more usage of the septic system in the front unit. Septic is no hooked up in the back, no running water or bathroom facilities on the back unit. He stated there is no exact number yet but the front unit would pay 75-80% of the taxes and expense and the back would be 20-25%. There was discussion between Solicitor Nanovic and Guy Seifert, if this was the first condominium in Carbon County and what role the township plays since we do have any ordinances regarding condominiums. Solicitor Nanovic stated he had a discussion with Attorney Horvath that the Condominium Declaration needs to be recorded because the condominium is not created until it is all recorded. He will provide the township with a copy of the recording. Greg Haas mentioned that if something needs to happen in the common areas, ex: septic replaced, driveway repave because of PennDOT, we will be dealing with two owners. John Kleintop got clarification, the owner of the unit owns the building and the property the building is on and only owns a portion of the pavement surrounding, a Common Use Easement Agreement.

Schaffer Minor Subdivision – **Scott Mosier made a motion to accept the extension letter till February 6, 2026. – John Kleintop 2nd – AIF – Motion Carried.**

OLD BUSINESS:

None

NEW BUSINESS:

Greg Haas stated the bids for the Diesel, Heating Oil, and Road Materials are ready for advertising September 12th and 16th for October meeting. **John Kleintop made a motion to have Greg Haas submit advertisement for Diesel, Heating Oil, and Road Materials Bids to be open at our October meeting. – Guy Seifert 2nd – AIF – Motion Carried.**

Recycling Event will be held on Saturday, September 27th from 8am – 12pm

HISTORICAL COMMISSION:

Don Bonett stated the Greenzweig School is secured against further deterioration. Scheduled to complete the entrance door and metal rail. Once the exterior is done then interior will start. John Kleintop advised the township contributed some of the cost for concrete work. Forest Inn Mason also donated materials.

ROAD MASTER REPORT:

Road crew is patching, mowing shoulders. They also went to fire training, pumper training and EVOC training and passed it, they will be able to assist with calls.

Email questions or comments to ttroad@ptd.net

ZONING OFFICER REPORT:

Available in township office

SEO REPORT:

Available in township office

FIRE COMPANY REPORT:

No report

PLANNING COMMISSION:

Next meeting is Monday, September 8, 2025 at 7 p.m.

CORRESPONDENCE:

Guy Seifert made a motion to send a letter of support for Polk Twp. Volunteer Fire Co grant. – Scott Mosier 2nd – AIF – Motion Carried.

PERSONNEL:

PMRS 2026 MMO Worksheet signed by Supervisors.

OFFICIALS:

Next Board of Supervisor meeting will be September 4, 2025 at 7:00 p.m.

ZONING OFFICER HOURS:

Hours for September 2025:

Thursday, September 4– 4:00 pm to 6:00 pm

Thursday, September 11– 4:00 pm to 6:00 pm

Thursday, September 18– 4:00pm to 6:00 pm

Thursday, September 25– 4:00pm to 6:00 pm

Jim Melber, Towamensing Township Zoning & Code Enforcement Officer, can be reached by calling: 570-657-7293. Email: M35A3Deuce@outlook.com

John Kleintop made a motion to adjourn meeting, Scott Mosier–2nd – AIF – Motion Carried.

Respectfully submitted,

Patricia Mann, Secretary