

CASCADE TOWNSHIP

Organizational Meeting & January Monthly Minutes

January 5, 2026

The Organizational Meeting and January monthly meeting of Cascade Township was called to order Monday, January 5, 2026 at 6:30 PM followed by the pledge of allegiance.

Supervisors: Jeffery Harris, Chad Hall, and Joe Colucci
 Secretary/Treasurer: Gloria Lewis

Oath of Office was taken by the newly elected supervisor Joseph Colucci for a term of six years. Term ending 12/31/2031.

1. Chad nominated Joe as the temporary chairperson, Joe second the motion.
2. Gloria was appointed as temporary secretary.
3. Joe nominated Jeff as the Chairman and Chad seconded the motion.
4. Joe nominated Chad as the Vice-Chairman and Jeff seconded the motion.
5. Chad appointed Gloria as Secretary/Treasurer, Joe 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 (Joe), gave the newly appointed secretary (Gloria) the notes to incorporate in her minutes.

Position	Nomination	First	Second	Wage/Salary	All in Favor
Supervisors	Joe nominated Jeff as Chair, Chad as Vicechair.	Joe	Chad	\$1,750/\$2,800yr. (\$125) per meeting for Chad and Jeff. New supervisor (\$200) per meeting	Yes
Secretary/Treasurer	Chad appointed Gloria Lewis	Chad	Joe	\$775.00 Monthly Salary/ during Crisis \$26.00 hr.	Yes
Roadmaster	Lisa Johnson	Chad	Joe	\$29.45	Yes
Road Crew/ Laborers	Road Crew (all supervisors)	Chad	Joe	\$20.75 hr.	Yes
Legal Counsel	Scott T. Williams	Chad	Jeff	As billed	Yes
Emergency Management Coordinator	Joe Colucci	Jeff	Chad	\$65 00 per mtg. +mileage/ During Crisis \$30.00 hr.	Yes
Vacancy Board	Brenda Hall	Jeff	Joe	Volunteer	Yes
Auditors	None – as needed	Joe	Jeff	\$18/hr.	Yes
Planning Commission Board	Chris Logue, Jeff Harris, Chad Hall, Joe Colucci, William Brooks III	Jeff	Joe	Volunteer	Yes
Township Engineer	As needed	Joe	Jeff	As billed	Yes
PSATS Convention Delegate	Joe Colucci	Chad	Jeff	Expenses Paid to attend	Yes

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Banking	Journey Bank/other as needed for investments	Jeff	Chad		Yes
Tax Collector	Lycoming County Treasurer Office – 12/31/2029 (3 yr contract)	Jeff	Joe	As billed	Yes
Construction Inspector	Joe Colucci	Chad	Jeff	\$30.65	Yes
Insurance Carrier	DGK	Chad	Jeff	As billed	Yes
Webmaster	Gloria Lewis	Jeff	Joe	\$22.75 hr.	Yes
SEO Services	Jamie Nolan	Jeff	Chad	Fee Schedule available	Yes

- ✓ 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 (advised amount from insurance carrier) April 15, 2025 to April 15, 2026. Renewal in April 2026 for one year.
- ✓ The Internal Revenue Service set the standard mileage rate for 2025 at \$0.725 per mile.

The secretary will place a legal notice in the Williamsport Sun-Gazette announcing the following meeting dates for 2026:

Cascade Township 2026 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 17771-8823

Feb. 10, March 10, April 14, May 12,

June 9, July 14, Aug. 11, Sept. 8,

Oct. 13, Nov. 10, Dec. 8

Year End Dec. 29.

Planning Commission meetings: Feb, Apr, June, Aug, Oct, Dec

Supervisor Work Nights: 2/3, 3/3, 4/7, 5/5, 6/2, 7/7, 8/4, 9/1, 10/6, Budget 10/20, 11/4, and 12/1.

Joe made a motion to close the organizational meeting, Chad second, all in favor.

January regular monthly meeting

Approval or Correction of December 9, and Dec. 29, 2025 meetings minutes as printed: Motion to approve the minutes made by Joe, second by Chad, all in favor.

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TREASURER'S REPORT – Balance

Cleared Debits

Cleared Credits

Bank Statements info December 31, 2025

	Balance	Cleared Debits	Cleared Credits	
Township Fund 8201	\$92,090.06	\$5,432.30	\$7,426.86	3.50%
State Fund 0401	\$135,533.79	0	\$401.69	3.50%
Sewer Checking 0101	\$967.03	0	0	
Act 13 Checking 5201	\$7,575.95	\$47,760.50	\$90.95	3.50%
CD#1893 GF	\$227,302.90		\$2,344.37	3/9/2026 4.25%
CD#1907 GF	\$227,302.90		\$2,344.37	3/9/2026 4.25%
CD#1915 GF	\$113,651.43		\$1,172.19	3/9/2026 4.25%
CD#1923 GF	\$113,651.43		\$1,172.19	3/9/2026 4.25%
CD#1931 ACT 13	\$284,184.63		\$2,930.46	3/9/2026 4.25%
CD#3148 Act 13	\$94,105.72	4.0%	11/25/2026	
CD#0307 Act 13	\$227,235.25	4.0%	10/14/2026	
Total CD Investments = \$1,287,378.26				

❖ Call for interest rates for February meeting. Update spreadsheet with investment info.

EMA – EMC Meeting Dec. 11, 2025. Web EOC incident report system. Will meet with Joe to install on old computer in mid-January

PLANNING COMMISSION – no report

COG REPORT – no report.

ROADMASTER REPORT –

Dec. 1st – 6th: Salt & Cinder, plow - clean up

Dec 7th – 13th: Salt & Cinder, plow – clean up, check roads, mix salt, work on plow truck

Dec 14th – 20th: Plow, salt & cinder, mix material, fix spreader box, do parking lot

Dec. 21st – 27th: Plow, salt & cinder, clean up, do parking lot

Road Issues - none

Vehicle issues – 2 trucks broke down at year end storm. Fixed 1, other to be fixed this week.

Equipment issues – none

WEBMASTER – Enter Year End agenda, unapproved December Meeting Minutes,

Organizational Agenda, January Monthly Agenda

REGISTRATION – none

PERMITS – none

CERTIFICATES OF OCCUPANCY/APPROVAL – none

CODES – none

DRILLING NOTICES – None

CORRESPONDENCE –

- HOP for Jeff Hoff submitted to PENNDOT
- Board of Elections – review contact info
- PSATS flyers – Legal/training
- WASD – Final close out of EIT from 2020-2024 received 12/15/2025 to Cascade Twp.

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- o Lycoming County Planning and Development – needs to fill one vacancy full-time and two vacancies for alternate members Lycoming County Zoning Hearing Board. Heather George is the new contact for zoning permits.

OLD BUSINESS –

- o Lycoming County Grants update – Mulcahy Rd – 2026 Liquid Fuels Grant denied. Joe will continue to pursue other funding opportunities with Lycoming County Road repair.

NEW BUSINESS –

- o **Lycoming County Planning and Development ACT 247 Review** – no longer review ACT 247 Plans and generate a comment letter.
- o **2026 PSATS Educational Conference & Exhibit Show April 19 – 22nd**. Voting delegate for the 2026 Convention – Joe Colucci to attend if needed for voting
- o **Election Dates as follows:** May 19, 2026 General Primary, November 3, 2026 General Primary. Municipal Primary May 18, 2027, Municipal Primary November 2, 2027
- o **Bidding Threshold for 2026 is as follows:** 1) Goods or Services that will cost \$24,500.00 or greater for a calendar year requires public bidding. 2) Goods or services that will cost between \$13,200.00 and \$24,500.00 for a calendar year requires at least three written or telephonic quotes (documented). 3) Goods or services that cost less than \$13,200.00 for a calendar year can be purchased without any formal bidding or quotes.
- o **Plunketts Creek Township Fire Dept** – not done
- o **Costars 2026-2027 New Salt Contract** – Due by March 1, 2026. Need to purchase 60% of contract dates. Order 22 tons.
- o **Baker Tilly Contract** – No update
- o **Bassett Engineering** – not needed currently

Dates to Remember:

Supervisors work night: February 4, 2025
 Monthly meeting: February 18, 2025

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

The meeting adjourned at 8:30 PM Joe made the motion to adjourn, Chad seconded, all in favor.

Respectfully submitted,

Gloria Lewis
 Gloria Lewis, Secretary

Jeff Harris *Jeff Harris*

Chad Hall _____

Joe Colucci *Joseph M. Colucci*

Cascade Township
Account QuickReport
As of January 5, 2026

FINANCIALS DECEMBER 10, 2025 TO JANUARY 5, 2026

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>	<u>Balance</u>
100 - General Fund						\$89,576.66
Deposit	12/10/2025			Deposit	\$545.49	\$90,122.15
Deposit	12/11/2025			Deposit	\$600.00	\$90,722.15
Deposit	12/12/2025			Deposit	\$500.00	\$91,222.15
Deposit	12/15/2025			Deposit	\$1,829.67	\$93,051.82
Check	12/17/2025	EFT	Walmart	Office Supplies - Ink	-\$41.30	\$93,010.52
Check	12/20/2025	EFT	Sullivan County REC	347-00 used 224 KWH	-\$77.83	\$92,932.69
Deposit	12/23/2025			Deposit	\$400.00	\$93,332.69
Deposit	12/24/2025			Deposit	\$1,004.43	\$94,337.12
Paycheck	12/27/2025	4802	Chad Hall	Payroll 10/1/2025 to 12/31/2025	-\$582.74	\$93,754.38
Paycheck	12/27/2025	4803	Jeffory Harris	Payroll 10/1/2025 to 12/31/2025	-\$565.21	\$93,189.17
Paycheck	12/27/2025	4801	Joseph Colucci	Payroll 10/1/2025 to 12/31/2025	-\$667.84	\$92,521.33
Liability Che	12/27/2025	E-pay	Pennsylvania Dept. of F	4th qtr 2025	-\$304.72	\$92,216.61
Liability Che	12/27/2025	E-pay	United States Treasury	4th qtr 2025 Plunketts Creek	-\$1,686.56	\$90,530.05
Check	12/27/2025	4805	Twp Fire Dept	Current Year Fire Tax	-\$160.01	\$90,370.04
Paycheck	12/30/2025	4799	Gloria J Lewis	Payroll 12/1/2025 to 12/27/2025	-\$673.41	\$89,696.63
Paycheck	12/30/2025	4800	Lisa B Johnson	Payroll 12/1/2025 to 12/27/2025	-\$1,363.84	\$88,332.79
Check	12/30/2025	4804	Trout Run Fire Compan	Current Year Fire Tax 2025	-\$90.01	\$88,242.78
Deposit	12/31/2025			Interest	\$274.80	\$88,517.58
Liability Che	01/03/2026	EIT	Keystone Collections G	92-3185757	-\$163.78	\$88,353.80
Liability Che	01/03/2026	EFT	Office of UC Tax Servic	4th qtr 2025	-\$5.21	\$88,348.59
Check	01/03/2026	EFT	Adams Tax Foms Help	Tax document W2 INV- 185817-P9S2:	-\$19.50	\$88,329.09
Check	01/05/2026	4806	PSATS	Dues/Subscriptions	-\$758.00	\$87,571.09
Total 100 - General Fund					<u>-\$2,005.57</u>	<u>\$87,571.09</u>
TOTAL					<u>-\$2,005.57</u>	<u>\$87,571.09</u>