

WAVERLY TOWNSHIP SUPERVISORS

Minutes of the June 8, 2026 Meeting

Attending Supervisors:	Cheryl Lynn Murnin, Chairman Drew Christian, Vice Chairman Eric Parry
Solicitor	Malcolm MacGregor
Twsp. Manager/Secretary	Christine Capozzi
Dir. of Public Works	Steve Bray
Township Engineer	Ned Slocum - Not in attendance
Police Chief	Kenneth James – Not in attendance
Planning Commission Solicitor	William Jones – Not in attendance

Guests: Brent Tripp, Dale Richmond, Chris Chilek, Mike Mueller

SUPERVISOR MEETING

The Waverly Township Supervisors held their meeting in person at the Waverly Township Building on June 8, 2026, at 6:00 PM. The monthly meeting of the Waverly Township Supervisors was called to order at 6:00 PM by Chair Cheryl Lynn Murnin.

On a motion by Drew Christian, seconded by Cheryl Lynn Murnin, the minutes of the May 11, 2026, meeting, and all items recorded in the township records were approved, with all voting yes.

On a motion by Drew Christian, seconded by Cheryl Lynn Murnin, the treasurer's report, police report, and all bills were reviewed, approved, and recorded in the township records, all voting yes.

REVIEW OF COA

- Bill and Kathy Aubrey COA 1116 N Abington Road revised plan was reviewed. To summarize, the new design was revised to differentiate it from the original structure while remaining compatible in scale, proportion, and overall architectural expression. The addition has been reduced and set back from the front facade, so the original home remains the dominant feature. The flat roof was replaced with a gable roof positioned lower than the primary roofline.
- The HARB recommended that supervisors approve this revised COA and plan during the May 13, 2026, HARB meeting.
- On a motion by Drew Christian, seconded by Cheryl Lynn Murnin, supervisors approved Aubrey's COA with the revised final plan, all voting yes.

UNFINISHED BUSINESS

DALTON FIRE SERVICES

- Brent Tripp and Dale Richmond of the Dalton Fire Company attended the meeting to discuss the fire services agreement, recent changes within the company, necessary equipment upgrades, declining volunteer participation, and grant opportunities the company is pursuing. They requested that references to workers' compensation be removed from the agreement; however, Attorney Malcolm MacGregor explained that this provision is required. Although the borough

administers the workers' compensation coverage, it remains necessary to provide protection for volunteer firefighters.

- After a conversation, Brent is going to follow up with their solicitor to keep the agreement as it was previously presented.

SOLICITORS REPORT

NLMS/THE ORCHARDS LAND USE APPEAL

- Attorney Malcolm MacGregor mentioned that this land use appeal is still pending.

PPL UPDATE

- Attorney Malcolm MacGregor sent the follow-up letter to PPL's legal counsel about installing the PPL pole in the township's sewer line. Attorney MacGregor informed supervisors he filed an appeal with the magistrate.

ENCROACHMENT ISSUE

- Township Solicitor Attorney Malcolm MacGregor reported he will contact Attorney May about this encroachment issue for an update.

PAST DUE SEWER BALANCES

- Township Solicitor Attorney Malcolm MacGregor reported that recent changes in the law required revisions to the collection letters previously used. Under the new requirements, property owners must be provided with 20 days to respond before further action can be taken. Attorney MacGregor will proceed with filing liens against properties with delinquent sewer account balances.
- Solicitor Christian recommended implementing a collection schedule with notices issued at 30, 60, 90, and 120 days past due. The phased approach would utilize different letters at each stage in an effort to reduce the number of delinquent accounts.

MAINTENANCE SUPERINTENDENT

BRUSH STICK CLEAN UP

- DPW Director Steve Bray noted that brush & stick cleanup in the Township is scheduled for the week of June 8.
- Steve reported that the flow meter for the wastewater treatment plant was installed successfully and that the installation went smoothly.

MANAGERS REPORT

SEWER CONNECTION AGREEMENT – THE MANSION ON WAVERLY HILL

- After the discussion regarding the EDUs for the Mansion on Waverly Hill, Township Manager Christine Capozzi will work with Attorney Malcolm MacGregor on this agreement.

EMPLOYEE ISSUES

- On a motion by Eric Parry, seconded by Cheryl Lynn Murnin, supervisors approved the salary increase for Steve Bray and Jeff Kester for the increase in responsibilities, and accepted the retirement of Tom James as of May 1, 2026, and approving his unused vacation time and sick pay to be awarded, all voting yes.

BUILDING PERMIT FOLLOW-UP

- A question was asked by a resident during the last meeting regarding when a third-party building permit is issued and the inspection process.
- Township Manager Christine Capozzi reported that Scott Township was mentioned, and they have 5,000 residents; their building permits are accessed via a website. Once the permit is picked up by the resident, the permit is marked complete; it does not mean the permit was inspected or a COO was issued.

NLMS AGREEMENT AND DEVELOPERS REQUEST

- An agreement between The Orchards developer and the Township was to provide \$15,000 in escrow under the Maintenance Agreement related to the assignment of the Highway Occupancy Permit and Sewage Facilities Planning Module. The Board of Supervisors agreed that the \$15,000 may be provided in the form of a bond until construction begins or final approval is granted.

TAX ASSESSMENT APPEAL

- Supervisors reviewed a tax assessment they filed with the county and had no issues with this resident's request.

GRESS MINOR SD AND WAIVER REQUEST/CONDITONAL APPROVAL

- On motion by Drew Christian, seconded by Eric Parry, to grant a waiver of Section 16 of the Waverly Township Subdivision and Land Use Ordinance pertaining to wetland delineation, based upon the Waverly Township Engineer's written recommendation and the Developer's Surveyor statement of the absence of wetlands on the parcel to be created for the Gress Minor Subdivision Plan, all voting yes.
- On a motion by Drew Christian, seconded by Eric Parry, to grant conditional preliminary plan approval of the Gress Minor Subdivision Plan, subject to the following conditions being satisfied:
 - i. All review comments of the Township Engineer shall be satisfactorily addressed and resolved.
 - ii. All required utility letters and approvals shall be submitted to the Township.
 - iii. The Planning Commission (County and Township) shall review and recommend approval of the subdivision plan.
 - iv. A note on the plan indicating: The Waverly Township Board of Supervisors granted a Waiver of Section 16 of the Waverly Township Subdivision and Land Use Ordinance on June 8, 2026, at a regular Township meeting pertaining to a wetland delineation based

upon the written recommendation of the Township Engineer and the Developer's Surveyor statement that the newly created lot does not have wetlands.

- v. Any appropriate sewer notes that the Planning Commission reviews is included in the plan.
- Final approval is hereby granted by the Board of Supervisors following satisfaction of all conditions. Jurisdiction over the review process shall remain with the Planning Commission and the Supervisors until all outstanding comments and requirements have been satisfied and a recommendation from Township Planning is forwarded to the Waverly Board of Supervisors.

POLICE GRANT AND LSA GRANT

- After a conversation regarding an update to the police reporting software and a potential grant option, supervisors decided to get more info directly from the police dept. There was a brief discussion about applying for a LSA grant for a police vehicle.

PLANNING COMMISSION – APPOINT NEW MEMBER

- On a motion by Eric Parry, seconded by Drew Christian, supervisors appointed Matt Mackie to the planning commission, all voting yes.

There being no other business to come before the Supervisors, the Supervisors' meeting was again adjourned. There was an executive session held before this meeting regarding a discussion about legal issues and personnel issues. The next meeting will be held on June 29, 2026, at 6:00 P.M. in the Waverly Township Municipal Building, Lake Henry Drive, Waverly, PA. Christine Capozzi, Township Manager/Secretary, transcribed the minutes of this meeting.