

**CHARTIERS TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
TUESDAY, JANUARY 2, 2018  
4:00 pm**

The Chartiers Township Reorganization Meeting was called to order at 4:00 pm, Tuesday January 2, 2018, at which time all present stood for the pledge of allegiance.

**ATTENDANCE:**

Attending this evenings meeting were Supervisors: Gary Friend, John M. Marcischak and Mr. Alterio. Also present were James Liekar-Solicitor; Jodi L. Noble-Township Manager; Adam McGurk AICP, Planning Director; Jennifer Slagle-Township Engineer; James Horvath, Chief of Police; Jessica Tedrow, Parks and Recreation Director and Bev Small -Recording Secretary. ABSENT: Ed Jeffries, Public Works Director

**SWEARING IN OF NEWLY ELECTED BOARD MEMBER & TAX COLLECTOR:**

Mr. Liekar administered the Oath of Office to newly elected Board Member, Gary L. Friend and re-elected Tax Collector, Carol Warcholak.

**ELECTION OF OFFICERS FOR 2018:**

A motion was made by Mr. Marcischak and seconded by Mr. Friend to appoint Glenn Alterio as Chairman. Roll Call: Mr. Alterio abstained; Mr. Friend: yes; Mr. Marcischak: yes. The motion carried 2-0-1.

A motion was made by Mr. Marcischak and seconded by Mr. Alterio to appoint Gary Friend as Vice Chairman. Roll Call: Mr.: Alterio yes; Mr. Marcischak: yes; Mr. Friend abstained. The motion carried 2-0-1.

A motion was made by Mr. Friend and seconded by Mr. Alterio to appoint John M. Marcischak as Secretary. Roll Call: Mr. Alterio: yes; Mr. Marcischak: abstained; Mr. Friend: yes. The motion carried 2-0-1.

**APPOINTMENT OF SALARIED POSITIONS**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Jodi L. Noble to the position of Township Manager. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Anita Marcischak to the position of Township Treasurer. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Adam J. McGurk, AICP to the position of part-time Township Planner. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Edward Jeffries to the position of Public Works Director. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint James M. Horvath to the position of Chief of the Chartiers Township Police Department. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Jessica Tedrow to the position of Parks and Recreation Director. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Beverly J. Small to the position of Administrative Assistant to the Township Manager. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to establish certain offices and classifications of employment, the salaries or compensation and certain benefits for the same and adopt Resolution R-1-2018 accordingly. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to enter into an Employment Agreement with the Township Manager for a period of two (2) years, until the first Monday in January 2020. All Supervisors voted yes. The motion carried.

## **ESTABLISH BONDS FOR POSITIONS REQUIRING BONDING**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to establish bond for the Treasurer at \$1,000,000. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to establish bond for the Township Manager/Assistant Treasurer at \$250,000. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to set bond for the Sewer Clerk at \$200,000. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to set the Elected Tax Collector Bond at \$200,000. The amount of bond is set at 30% of the total estimated collections. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to have the Assistant Municipal Secretary covered by Public Employee Bond during the absence of the Township Secretary. All Supervisors voted yes. The motion was carried.

## **OTHER SECRETARIAL APPOINTMENTS**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to make the following Secretarial appointments: Township Board of Supervisors - Beverly Small;

Zoning Hearing Board and Planning Commission – Joanne Buckel. All Supervisors voted yes. The motion carried.

## **PROFESSIONAL SERVICES**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Liekar and Liekar as Township Solicitor. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Gateway Engineering as Township Engineer. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Thomas Lonich as the Zoning Hearing Board Legal Counsel. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to name the Robert Simonin Agency of Canonsburg as Insurance Broker of record. All Supervisors voted yes. The motion carried.

## **OTHER APPOINTMENTS**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Jodi L. Noble to the position of Township Assistant Treasurer. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Jodi L. Noble as Assistant Township Secretary. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to reappoint Robert Fetty as the Emergency Management Coordinator. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Anthony Spin as the Deputy Emergency Management Coordinator. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Beverly J. Small as the Miscellaneous Fee Collector for the Township. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Carol Warcholak as Street Light/Hydrant Assessment Collector. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Carol Warcholak as Township Census Clerk. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Vince Altieri as Fire Marshall. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Keith Straight to the Chartiers Township Planning Commission for a period of four (4) years until the first Monday in January 2022. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Ronald Petrie to the Chartiers Township Zoning hearing Board for a period of five (5) years, until the first Monday of January 2023. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Monica Fetsko to the Parks and Recreation Board, Recreation Committee, for a period of five (5) years, until the First Monday in January, 2023. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Karen Kovach to the Parks and Recreation Board, Recreation Committee, for a period of five (5) years, until the First Monday in January, 2023. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Dave Mileto to the Parks Committee, for a period of three (3) years, until the First Monday in January, 2021. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Raymond Margiotto to the Parks Committee, for a period of three (3) years, until the First Monday in January, 2021. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Kathy Wheeler to the Friends of the Parks Board, for a period of three (3) years, until the First Monday in January, 2021. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to Table the motion to appoint a member to the Friends of the Parks Board, for a period of three (3) years, until the First Monday in January, 2021. All Supervisors voted yes. The motion to table action was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Charles Rupprecht to the position of Auditor for a two (2) year term, to fill the unseated term from the 2013 ballot until the First Monday in January 2020. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Jim Johnston to the position of Auditor for a two (2) year term, to fill the unseated term from the 2015 ballot until the First Monday in January 2020. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Marylou Patsch to the Vacancy Board. All Supervisors voted yes. The motion carried.

## **BANK ACCOUNTS**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to designate Washington Financial as the Township Depository. All Supervisors voted yes. The motion carried.

## **PUBLIC WORKS DEPARTMENT**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to appoint Part-Time Public Works Superintendent(s): Glenn Alterio, John M. Marcischak, and Gary Friend. All Supervisors voted yes. The motion carried.

## **SUPERVISORS MEETING**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to establish Supervisors Regular Monthly Meetings – Workshop second (2<sup>nd</sup>) Tuesday at 4:00 pm and Regular Business meeting fourth (4<sup>th</sup>) Tuesday of the month at 4:00 pm, with the exception of the January Workshop as was previously advertised. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Friend and seconded by Mr. Marcischak to establish payment procedure for Township Invoices as follows: waive reading; payable at any regular or special meeting, posted on bulletin board by Treasurer prior to meeting. All Supervisors voted yes. The motion carried.

## **REPORTS**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to have the following complete regular reports of their activities: Police Officers, Public Works Department Employees, Planner and Building and Maintenance Worker. All Supervisors voted yes. The motion carried.

## **STATE CONVENTION**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to Table the appointment of the PSATS Convention voting delegate. All Supervisors voted yes. The motion carried.

## **FEES**

A motion was made by Mr. Friend and seconded by Mr. Marcischak to establish various fees, cost, charges and expenses pursuant to the Ordinances of the Township of Chartiers and adopt Resolution R-2-2018 accordingly. All Supervisors voted yes. The motion carried.

This concludes the January 2, 2018 Reorganization Meeting. The Board will now begin the Regular Monthly Workshop Meeting for January.

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John M. Marcischak  
Secretary

Bev Small, Recording Secretary