

**CHARTIERS TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 4, 2021
5:00 PM**

The Chartiers Township Reorganization Meeting was called to order at 5:10 PM, Monday January 4, 2021, at which time all present stood for the Pledge of Allegiance.

ATTENDANCE:

Attending this evenings meeting were Supervisors A. William Kiehl, Bronwyn M. Kolovich and Mr. Friend. Also present were James Liekar-Solicitor; Jodi L. Noble-Township Manager; Adam McGurk AICP, Planning Director; Jennifer Slagle-Township Engineer; Ed Jeffries, Public Works Director; Jessica Walker, Parks and Recreation Director and Bev Small -Recording Secretary. ABSENT:

ELECTION OF OFFICERS FOR 2021:

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Gary Friend as Chairman. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Kiehl Mrs. Kolovich and seconded by Mr. Friend to appoint Bronwyn Maggi-Kolovich as Vice Chairman. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Friend and seconded by Mrs. Kolovich to appoint A. William Kiehl as Secretary. All Supervisors voted yes. The motion carried 3-0.

APPOINTMENT OF SALARIED POSITIONS

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jodi L. Noble to the position of Township Manager. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Adam J. McGurk, AICP to the position of Township Planning Director. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Edward Jeffries to the position of Public Works Director. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint James M. Horvath to the position of Chief of the Chartiers Township Police Department. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jessica Walker to the position of Parks and Recreation Director. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Beverly Small to the position of Administrative Assistant to the Township Manager. All Supervisors voted yes. The motion carried 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Carol Warcholak to the position of Sewer Clerk/ Community Development Administrator to the Township Manager. All Supervisors voted yes. The motion carried 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to establish certain offices and classifications of employment, the salaries or compensation and certain benefits for the same and adopt Resolution R-1-2021 accordingly. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to enter into an Employment Agreement with the Township Manager for a period of one (1) year, until the first Monday in January 2022. All Supervisors voted yes. The motion carried. 3-0

ESTABLISH BONDS FOR POSITIONS REQUIRING BONDING

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to establish bond for the Treasurer at \$1,000,000. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to establish bond for the Township Manager at \$250,000 and Assistant Treasurer at \$1,000,000 until such time as a Treasurer is hired. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to set bond for the Sewer Clerk at \$200,000. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich 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. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich 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. 3-0

OTHER SECRETARIAL APPOINTMENTS

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich 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. 3-0

PROFESSIONAL SERVICES

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Liekar and Liekar as Township Solicitor. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Gateway Engineers as Township Engineer. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Harshman CE Group as alternate Township Engineer. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Thomas Lonich as the Zoning Hearing Board Legal Counsel. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to name the Robert Simonin Agency of Canonsburg as Insurance Broker of record. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint MCS as the Township Building Code Officials. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Harshman CE Group as alternate Building Code Officials. All Supervisors voted yes. The motion carried.3-0

OTHER APPOINTMENTS

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jodi L. Noble to the position of Township Assistant Treasurer. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jodi L. Noble as Assistant Township Secretary. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Robert Fetty as the Emergency Management Coordinator. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Anthony Spin as the Deputy Emergency Management Coordinator. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Beverly Small as the Miscellaneous Fee Collector for the Township. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jordan Tax Services to fill the unexpired term of the Chartiers Township Tax Collector for one (1) year until the first Monday in January, 2022. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jordan Tax Services as Street Light/Hydrant Assessment Collector. All Supervisors voted yes. The motion carried.3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Carol Warcholak as Township Census Clerk. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Fred Simpson as Fire Marshall. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint David Housley to the Chartiers Township Planning Commission for a period of four (4) years until the first Monday in January 2025. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jill Keefer to the Chartiers Township Zoning hearing Board for a period of five (5) years, until the first Monday of January 2026. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Jennifer Acree to the Parks and Recreation Board, Recreation Committee, for a period of five (5) years, until the First Monday in January, 2026. All Supervisors voted yes. The motion was carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Michael Kolovich to the Parks and Recreation Board, Recreation Committee, to serve as the Chartiers-Houston School District representative for a term of five (5) years, until the First Monday in January, 2026. All Supervisors voted yes. The motion was carried. 3-0

A motion was made by Mrs. Kolovich and seconded by Mr. Kiehl to appoint Darlene Marcischak to the Parks and Recreation Board, Recreation Committee, to fill the unexpired term of Karen Kovach, until the First Monday in January, 2023. All Supervisors voted yes. The motion carried. 3-0

No action was taken on the three (3) vacancies to the Friends of the Park Board

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Richard Small to the Vacancy Board. All Supervisors voted yes. The motion carried. 3-0

BANK ACCOUNTS

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to designate Washington Financial as the Township Depository. All Supervisors voted yes. The motion carried. 3-0

PUBLIC WORKS DEPARTMENT

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to appoint Part-Time Public Works Superintendent(s): Gary Friend, A William Kiehl and Bronwyn Maggi-Kolovich. All Supervisors voted yes. The motion carried. 3-0

SUPERVISORS MEETING

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to establish Supervisors Regular Monthly Meetings – Workshop second (2nd) Tuesday and Regular Business meeting fourth (4th) Tuesday of the month at 5:00 pm. All Supervisors voted yes. The motion carried. 3-0

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to establish payment procedure for Township Invoices as follows: waive reading; payable at any regular or

special meeting, posted on bulletin board by the Treasurer prior to meeting. All Supervisors voted yes. The motion carried. 3-0

REPORTS

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich 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. 3-0

STATE CONVENTION

A motion was made by Mr. Friend and seconded by Mrs. Kolovich to appoint A. William Kiehl as PSATS Convention voting delegate. All Supervisors voted yes. The motion carried.3-0

FEES

A motion was made by Mr. Kiehl and seconded by Mrs. Kolovich to establish various fees, costs, charges and expenses pursuant to the Ordinances of the Township of Chartiers and adopt Resolution R-2-2021 accordingly. All Supervisors voted yes. The motion carried.3-0

This concludes the January 4, 2021 Reorganization Meeting at 5:24 PM. The Board will proceed directly to the Regular January Monthly Meeting.

A. William Kiehl
Secretary

Bev Small, Recording Secretary