

**CHARTIERS TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 7, 2019
4:00 pm**

The Chartiers Township Reorganization Meeting was called to order at 4:00 pm, Monday January 7, 2019, at which time all present stood for the pledge of allegiance.

ATTENDANCE:

Attending this evenings meeting were Supervisors: Anthony Spin, John M. Marcischak 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; and Bev Small -Recording Secretary. ABSENT: James Horvath, Chief of Police; Jessica Tedrow, Parks and Recreation Director

ELECTION OF OFFICERS FOR 2019:

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

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

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

APPOINTMENT OF SALARIED POSITIONS

A motion was made by Mr. Spin 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. Spin 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. Spin and seconded by Mr. Marcischak to appoint Adam J. McGurk, AICP to the position of Planning Director. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Spin 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. Spin 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. Spin 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. Spin 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. Spin 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-1-2019 as amended accordingly. All Supervisors voted yes. The motion carried.

ESTABLISH BONDS FOR POSITIONS REQUIRING BONDING

A motion was made by Mr. Spin 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. Spin 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. Spin 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. Spin 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. Spin 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. Spin 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. Spin 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. Spin 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. Spin and seconded by Mr. Marcischak to appoint Harshman CE Group as alternate Township Engineer. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Spin 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. Spin 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. Spin 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. Spin 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. Spin 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. Marcischak and seconded by Mr. Friend to appoint Anthony Spin as the Deputy Emergency Management Coordinator. Roll Call: Mr.: Friend: yes; Mr. Spin: abstained; Mr. Marcischak: yes. The motion carried 2-0-1.

A motion was made by Mr. Spin 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. Spin 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. Spin 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. Spin 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. Spin and seconded by Mr. Marcischak to appoint Gerald Chambers to the Chartiers Township Planning Commission for a period of four (4) years until the first Monday in January 2023. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to appoint Cynthia Alexander Stevens to the Chartiers Township Zoning hearing Board for a period of five (5) years, until the first Monday of January 2024. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to appoint Amber Boskat to the Parks and Recreation Board, Recreation Committee, for a period of four (5) years, until the First Monday in January, 2024. Roll Call: Mr.: Friend yes; Mr. Spin: abstained; Mr. Marcischak: yes. The motion carried 2-0-1

A motion was made by Mr. Spin and seconded by Mr. Marcischak to appoint Ray Margiotto to the Parks and Recreation Board, Recreation Committee, for a period of four (4) years, until the First Monday in January, 2023. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to appoint Bronwyn Kolovich to the Parks Committee, for a period of three (3) years, until the First Monday in January, 2022. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to TABLE Action on filling the two (2) vacancies on the Parks Committee, that are three (3) year terms that end the First Monday in January, 2022. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to appoint Jill Keefer to the Friends of the Parks Board, for a period of three (3) years, until the First Monday in January, 2022. All Supervisors voted yes. The motion was carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to appoint Kimberly Geller to the Friends of the Parks Board, for a period of three (3) years, until the First Monday in January, 2022. All Supervisors voted yes. The motion to table action was carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to TABLE Action to appoint the representative to the Chartiers-Houston Community Library Board of Trustees pending recommendation by the Library Board. All Supervisors voted yes. The motion was carried.

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

SUPERVISORS MEETING

A motion was made by Mr. Spin and seconded by Mr. Marcischak to establish Supervisors Regular Monthly Meetings – Workshop second (2nd) Tuesday at 4:00 pm and Regular Business meeting fourth (4th) Tuesday of the month at 4:00 pm except for the months of February, May, August and November when the regular meetings will be held at 7:00 pm. All Supervisors voted yes. The motion carried.

A motion was made by Mr. Spin and seconded by Mr. Marcischak to establish payment procedure for Township Invoices in accordance with the Chartiers Township purchasing policy and meeting payment procedure 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. Spin 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. Spin 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. Spin 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-2-2019 accordingly. All Supervisors voted yes. The motion carried.

This concludes the January 7, 2019 Reorganization Meeting. The Board will now begin the Regular Monthly Workshop Meeting for January.

John M. Marcischak
Secretary

Bev Small, Recording Secretary