CHARTIERS TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
MONDAY, JANUARY 5, 2026

Attending this meeting were Supervisors Bronwyn Kolovich, Harlan Shober, and Frank Wise. Also present were James Liekar-Solicitor; Jennifer Slagle-Director of Engineering and Joseph Sites, Township Engineer Jamie Rozzo, Recording Secretary; ABSENT: Steven Horvath, Chief of Police; Jodi L. Noble-Township Manager; Ed Jeffries, Public Works Director; Planning Parks and Recreation Director, Angela O'Connor

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

SWEARING IN OF RE-ELECTED SUPERVISOR, BRONWYN KOLOVICH

ELECTION OF OFFICERS FOR 2026

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT HARLAN SHOBER AS CHAIRMAN. MR. SHOBER OBSTAINED FROM THIS MOTION. THE MOTION CARRIED 2-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MR. SHOBER TO APPOINT BRONWYN KOLOVICH AS VICE-CHAIR. MRS. KOLOVICH OBSTAINED FROM THIS MOTION. THE MOTION CARRIED 2-0.

A MOTION WAS MADE BY MRS. KOLOVICH AND SECONDED BY MR. SHOBER TO APPOINT FRANK WISE AS SECRETARY. MR. WISE OBSTAINED FROM THIS MOTION. THE MOTION CARRIED 2-0.

APPOINTMENT OF SALARIED POSITIONS

A MOTION WAS MADE BY MR. WISE 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 MRS. KOLOVOCH AND SECONDED BY MR. WISE TO APPOINT JENNIFER J. SLAGLE TO THE POSITION OF DIRECTOR OF ENGINEERING AND PLANNING. ALL SUPERVIOSRS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MRS. KOLOVICH AND SECONDED BY MR. WISE TO APPOINT JUDITH TAYLOR TO THE POSITION OF TOWNSHIP TREASURER. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MRS. KOLOVICH AND SECONDED BY MR. WISE TO APPOINT SALINA HOWCROFT TO THE POSITION OF DEPUTY TREASURER. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE Y MRS. KOLOVICH AND SECONDED BY MR. WISE TO APPOINT EDWARD JEFFRIES TO POSITION OF PUBLIC WORKS DIRECTOR. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MRS. KOLOVICH TO APPOINT STEVEN M HORVATH TO THE POSITION OF CHIEF OF THE CHARTIERS TOWNSHIP POLICE DEPARTMENT. ALL SUPERVISORS VOTED YES. THE MOTON CARRIED 3-0.

A MOTION WAS MADE TO APPOINT ANGELA O'CONNOR TO THE POSITION OF PARKS AND RECREATION DIRECTOR. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JAMIE ROZZO TO POSITION OF ADMINISTRATIVE ASSISTANT TO THE MANAGER. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JANICE STIFT TO POSITION OF SEWER CLERK/COMMUNTIY DEVELOPMENT ADMINISTRATOR. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE 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-1-2026 ACCORDINGLY. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ENTER INTO AN EMPLOYMENT AGREEMENT WITH THE TOWNSHIP MANAGER FOR A PERIOD OF TWO (2) YEAR(S), UNTIL THE FIRST MONDAY IN JANUARY 2028. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS.KOLOVICH TOO ENTER INTO AN EMPLOYMENT AGREEMENT WITH THE CHIEF OF POLICE FOR A PERIOD OF TWO (2) YEAR(S), UNTIL THE FIRST MONDAY IN JANUARY 2028. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

ESTABLISH BONDS FOR POSITIONS REQUIRING BONDING

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ESTABLISH BOND FOR TREASURER - $1,000,000. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ESTABLISH BOND FOR TOWNSHIP MANAGER/ASSISTANT TREASURER BOND AT $250,000. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ESTABLISH BOND FOR DEPUTY TREASURER BOND AT $250,000. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ESTABLISH THE BOND FOR THE SEWER CLERK AT $200,000. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ESTABLISH THE BOND FOR THE MISCELLANEOUS FEES COLLECTOR AT $50,000. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO SET ELECTED TAX COLLECTOR BOND AT $325,000. 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. WISE AND SECONDED BY MRS. KOLOVICH TO HAVE ASSISTANT MUNICIPAL SECRETARY COVERED BY PUBLIC EMPLOYEE BOND DURING THE ABSENCE OF THE TOWNSHIP SECRETARY. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

OTHER SECRETARIAL APPOINTMENTS

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO MAKE THE FOLLOWING SECRETARIAL APPOINTMENTS:

TOWNSHIP BOARD OF SUPERVISORS – JAMIE ROZZO

ZONING HEARING BOARD – JANICE STIFT

PLANNING COMMISSION – JANICE STIFT

ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

PROFESSIONAL SERVICES

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT LIEKAR AND LIEKAR AS TOWNSHIP SOLICITOR. ALL SUPERVISOSRS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT GATEWAY ENGINEERS AS TOWNSHIP ENGINEER. ALL SUPERVISOSRS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SEONDED 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. WISE 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. WISE AND SECONDED BY MRS. KOLOVICH TO NAME 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. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT HARSHMAN CE GROUP AS THE TOWNSHIP BUILDING CODE OFFICIALS. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT MUNICIPAL CONSULTING SERVICES AS ALTERNATE BUILDING CODE OFFICIALS. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

OTHER APPOINTMENTS

A MOTION WAS MADE BY MR. WISE 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. WISE 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. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT DAVID RICHARDS AS EMERGENCY MANAGEMENT COORDINATOR. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT PATRICK LEARY AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR. ALL SUPERVISORS VOTED YES. THE MOION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JAMIE ROZZO AS MISCELLANEOUS FEE COLLECTOR FOR THE TOWNSHIP. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JOSEPH ROZSAS AS STREET LIGHT/HYDRANT ASSESSMENT COLLECTOR. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WIS AND SECONDED BY MRS. KOLOVICH TO APPOINT JANICE STIFT AS TOWNSHIP CENSUS CLERK. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT ROBERT FETTY AS FIRE MARSHALL. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT ROBERT FETTY AS PART-TIME CODE ENFORCEMENT OFFICER. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JODI L NOBLE AS THE DELEGATE TO THE WASHINGTON COUNTY SEWAGE COUNCIL. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JODI L NOBLE AS THE DELEGATE TO THE WASHINGTON COUNTY TAX

COLLECTION COMMITTEE. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT HARLAN SHOBER AS THE ALTERNATE DELEGATE TO THE WASHINGTON COUNTY TAX COLLECTION COMMITTEE. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT ABBY DAINS TO THE CHARTIERS TOWNSHIP PLANNING COMMISSION FOR A PERIOD OF FOUR (4) YEARS, UNTIL THE FIRST MONDAY IN JANUARY 2030. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE 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 IN JANUARY 2031. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT KATIE STARK TO SERVE AS AN ALTERNATE TO THE CHARTIERS TOWNSHIP ZONING HEARING BOARD FOR A PERIOD OF THREE (3) YEARS, UNTIL THE FIRST MONDAY IN JANUARY 2029. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT DARYL HEISER TO SERVE AS AN ALTERNATE TO THE CHARTIERS TOWNSHIP ZONING HEARING BOARD FOR A PERIOD OF THREE (3) YEARS, UNTIL THE FIRST MONDAY IN JANUARY 2029. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT JENNIFER ACREE TO THE PARKS AND RECREATION BOARD, FOR A FIVE (5) YEAR TERM, UNTIL THE FIRST MONDAY IN JANUARY, 2031.ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT MICHAEL KOLOVICH TO THE PARKS AND RECREATION BOARD AS THE CHARTIERS-HOUSTON SCHOOL DISTRICT REPRESENTATIVE, FOR A FIVE (5) YEAR TERM, UNTIL THE FIRST MONDAY IN JANUARY 2031. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT KATHY JO MILESTO, THE FRIENDS OF THE PARK BOARD FOR A THREE (3) YEAR TERM UNTIL THE FIRST MONDAY IN JANUARY 2029. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT MARY COX TO THE FRIENDS OF THE PARK BOARD FOR A THREE (3) YEAR TERM UNTIL THE FIRST MONDAY IN JANUARY 2029. ALL SUPERVIOSRS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT BETSY HEINZ TO FILL THE FRIENDS OF THE PARK BOARD FOR A TWO (2) TERM TO FILL THE UNSEATED VACANCY UNTIL THE FIRST MONDAY IN JANUARY 2028. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT CAROL WARCHOLAK TO THE BOARD OF AUDITORS FOR A TWO (2) YEAR TERM TO FILL THE UNSEATED FOUR (4) YEAR TERM ON THE 2025 BALLOT UNTIL THE NEXT MUNICIPAL ELECTION, THE FIRST MONDAY IN JANUARY 2028. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND WAS SECONDED BY MRS KOLOVICH TO APPOINT FRED ROCKAGE TO THE VACANCY BOARD. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT PART-TIME PUBLIC WORKS SUPERINTENDENT (S):
HARLAN SHOBER, FRANK WISE AND BRONWYN MAGGI-KOLOVICH. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

BANK ACCOUNTS

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO DESIGNATE WASHINGTON FINANCIAL AS THE TOWNSHIP DEPOSITORY. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

SUPERVISORS MEETINGS

A MOTION WAS MADE BY MR. WISE AND WAS SECONDED BY MRS. KOLOVICH TO ESTABLISH SUPERVISORS REGULAR MONTHLY MEETINGS –SECOND TUESDAY AND FOURTH TUESDAY OF THE MONTH AT 5:00PM. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

PAYING BILLS

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO ESTABLISH PAYMENT PROCEDURE FOR TOWNSHIP INVOICES. INVOICES AS FOLLOWS: WAIVE READING; PAYABLE AT ANY REGULAR OR SPECIAL MEETING, POST ON BULLETIN BOARD BY TREASURER PRIOR TO MEETING. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

REPORTS

A MOTION WAS MADE BY MR. WISE AND WAS 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. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

STATE CONVENTION

A MOTION WAS MADE BY MR. WISE AND SECONDED BY MRS. KOLOVICH TO APPOINT __HARLAN SHOBER__ AS PSATS CONVENTION VOTING DELEGATE. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

FEES

A MOTION WAS MADE BY MR. WISE 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-2-2026 ACCORDINGLY. ALL SUPERVISORS VOTED YES. THE MOTION CARRIED 3-0.

ADJOURNMENT TO REGULAR MEETING: 5:12 PM

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Secretary, Frank Wise Jr.

Recording Secretary, Jamie Rozzo