

**CHARTIERS TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
TUESDAY, JANUARY 2, 2024**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE**

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

**SWEARING IN OF NEW SUPERVISOR, HARLAN SHOBER**

Mr. Liekar swore Mr. Shober into office as a Supervisor on The Chartiers Township Board of Supervisors.

**ELECTION OF OFFICERS FOR 2024**

A motion was made by Mr. Shober and seconded by Mr. Wise TO APPOINT BRONWYN KOLOVICH AS CHAIRMAN. All Supervisors voted yes. The motion carried 2-0. Mrs. Kolovich sustained from the motion.

A motion was made by Mr. Wise and seconded by Mrs. Kolovich TO APPOINT HARLAN SHOBER AS VICE-CHAIR. The motion carried 2-0. Mr. Shober sustained from the motion.

A motion was made by Mr. Shober and seconded by Mrs. Kolovich TO APPOINT FRANK WISE AS SECRETARY. The motion carried 2-0. Mr. Wise sustained from the motion.

**APPOINTMENT OF SALARIED POSITIONS**

A motion was made by Mr. Wise and seconded by Mr. Shober 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. Wise and seconded by Mr. Shober TO APPOINT JENNIFER J. SLAGLE TO THE POSITION OF DIRECTOR OF ENGINEERING AND PLANNING. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT JUDITH TAYLOR TO THE POSITION OF TOWNSHIP TREASURER. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT EDWARD JEFFRIES TO POSITION OF PUBLIC WORKS DIRECTOR. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT STEVEN 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. Wise and seconded by Mr. Shober 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 Mr. Shober TO APPOINT JANICE STIFT TO POSITION OF SEWER CLERK/COMMUNITY DEVELOPMENT ADMINISTRATOR. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO ESTABLISH CERTAIN OFFICES AND CLASSIFICATIONS OF EMPLOYMENT, THE SALARIES OR COMPENSATION AND CERTAIN BENEFITS FOR THE SAME AND ADOPT RESOLUTION R-1-2024 ACCORDINGLY. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO ENTER INTO AN EMPLOYMENT AGREEMENT WITH THE TOWNSHIP MANAGER FOR A PERIOD OF TWO (2) YEAR(S), UNTIL THE FIRST MONDAY IN JANUARY 2026. 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober 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. Wise and seconded by Mr. Shober TO SET ELECTED TAX COLLECTOR BOND AT \$300,000. 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober TO APPOINT LIEKAR AND LIEKARAS TOWNSHIP SOLICITOR. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT GATEWAY ENGINEERS AS TOWNSHIP ENGINEER: All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober TO APPOINT RICHARD METZLER AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober 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 Mr. Shober 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. Wise and seconded by Mr. Shober 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 Mr. Shober TO APPOINT FRED SIMPSON AS FIRE MARSHALL. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober 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 Mr. Shober 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 Mr. Shober 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 Mr. Shober TO APPOINT LEE NICKOVICH TO THE CHARTIERS TOWNSHIP PLANNING COMMISSION FOR A PERIOD OF FOUR (4) YEARS, 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 Mr. Shober TO APPOINT JOHN LIEBERMAN TO THE CHARTIERS TOWNSHIP PLANNING COMMISSION FOR A PERIOD OF FOUR (4) YEARS, 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 Mr. Shober TO APPOINT CINDY ALEXANDER-STEVENSON TO THE CHARTIERS TOWNSHIP ZONING HEARING BOARD FOR A PERIOD OF FIVE (5) 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 Mr. Shober TO APPOINT someone at a later date AS AN ALTERNATE ON THE ZONING HEARING BOARD FOR A TWO (2) YEAR TERM TO FILL THE UNEXPIRED TERM OF SCOTT MOORE UNTIL THE FIRST MONDAY IN JANUARY 2026. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT AMBER BOSKAT TO THE PARKS AND RECREATION BOARD, RECREATION COMMITTEE, FOR A FIVE (5) 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 Mr. Shober TO APPOINT Russell Frain THE PARKS AND RECREATION BOARD, RECREATION COMMITTEE, FOR A FIVE (5) 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 Mr. Shober TO APPOINT Lisa Perri TO THE PARKS AND RECREATION BOARD, RECREATION COMMITTEE, FOR A ONE (1) YEAR TERM TO FILL THE UNEXPIRED TERM OF ARIELLE APPLEBY UNTIL FIRST MONDAY IN JANUARY 2025. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT JENNA BAER TO THE FRIENDS OF THE PARK BOARD TO FOR A THREE (3) YEAR TERM UNTIL THE FIRST MONDAY IN JANUARY 2027. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT Mark Altman TO THE FRIENDS OF THE PARK BOARD TO FOR A TWO (2) YEAR TERM TO FILL THE UNEXPIRED TERM OF BEVERLY SMALL UNTIL THE FIRST MONDAY IN JANUARY 2026. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT CAROL WARCHOLAK TO THE BOARD OF AUDITORS FOR A TWO (2) YEAR TERM TO FILL THE UNSEATED SIX (6) YEAR TERM ON THE 2023 BALLOT UNTIL THE NEXT MUNICIPAL ELECTION, THE FIRST MONDAY IN JANUARY 2026. All Supervisors voted yes. The motion carried 3-0.

A motion was made by Mr. Wise and seconded by Mr. Shober TO APPOINT A. WILLIAM KIEHL TO THE VACANCY BOARD. All Supervisors voted yes. The motion carried 3-0.

#### **BANK ACCOUNTS**

A motion was made by Mr. Wise and seconded by Mr. Shober 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. Wise and seconded by Mr. Shober TO APPOINT PART-TIME PUBLIC WORKS SUPERINTENDENT (S):  
BRONWYN KOLOVICH, HARLAN SHOBER AND FRANK WISE. All Supervisors voted yes. The motion carried 3-0.

#### **SUPERVISORS MEETINGS**

A motion was made by Mr. Wise and seconded by Mr. Shober TO ESTABLISH SUPERVISORS' REGULAR MONTHLY MEETINGS –SECOND TUESDAY AND FOURTH TUESDAY OF THE MONTH AT 6:00PM. All Supervisors voted yes. The motion carried 3-0.

#### **PAYING BILLS**

A motion was made by Mr. Wise and seconded by Mr. Shober 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 seconded by Mr. Shober 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 Mr. Shober TO APPOINT FRANK WISE AS PSATS CONVENTION VOTING DELEGATE. All Supervisors voted yes. The motion carried 3-0.

### **FEEES**

A motion was made by Mr. Wise and seconded by Mr. Shober TO ESTABLISH VARIOUS FEES, COSTS, CHARGES AND EXPENSES PURSUANT TO THE ORDINANCES OF THE TOWNSHIP OF CHARTIERS AND ADOPT RESOLUTION R-2-2024 ACCORDINGLY. All Supervisors voted yes. The motion carried 3-0.

ADJOURNMENT TO REGULAR MEETING: 6:14 PM

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Frank Wise Jr.

Recording Secretary, Jamie Rozzo