

FALLOWFIELD TOWNSHIP BOARD OF SUPERVISORS

Reorganization Meeting

January 5, 2015

Call to Order:

Supervisor Caldwell called the meeting to order at 6:00 p.m. prevailing time.

Appointment of Temporary Chairman:

Supervisor Sadler made a motion to appoint Wilbur Caldwell as Temporary Chairman, second by Supervisor Smith. Supervisor Caldwell called for any questions or comments and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Pledge of Allegiance:

Supervisor Caldwell led the Pledge of Allegiance.

Roll Call:

Fallowfield Township Supervisors met for their Reorganization Meeting on January 5, 2015, @ 6:00 p.m., at the Fallowfield Township Municipal Building, 9 Memorial Drive, Charleroi, Pa. Present were Supervisor Wilbur Caldwell, Supervisor Earl Sadler, Supervisor Bruce Smith, Secretary/Treasurer Karen Talbert, and Solicitor Thomas P. Agrafiotis.

Approval of the Agenda:

Supervisor Smith made a motion to approve the Agenda as prepared, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Chairman for 2015 – Supervisor Smith made a motion to appoint Supervisor Caldwell as Chairman for the 2015 calendar year, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Vice Chairman – Supervisor Caldwell made a motion to appoint Supervisor Smith as Vice Chairman for the 2015 calendar year, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Secretary/Treasurer - Supervisor Smith made a motion to appoint Karen Talbert as Secretary/Treasurer for the 2015 calendar year, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Assistant Secretary/Treasurer - Supervisor Smith made a motion to appoint Earl P. Sadler as Assistant Secretary/Treasurer, second by Supervisor Caldwell. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Close of Township Books for the year 2014 - Supervisor Sadler made a motion to close the books for the year 2014, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Setting of meeting dates, time and place for the Regular Monthly Meetings - Supervisor Caldwell stated that the Regular Meetings are to be held on the last Wednesday of every month at 6:00 p.m. at the Municipal Building with the exception of the November, 2015, meeting which will be moved to November 18, 2015, and the December, 2015, meeting which will be moved to December 16, 2015, due to the Thanksgiving and Christmas Holiday Season. Supervisor Smith made a motion to set the 2015 regular monthly meeting dates as printed on line item 11, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Setting of meeting dates, time and place for the Monthly Agenda Meetings- Supervisor Caldwell stated that the Monthly Agenda Meetings are to be held on the third Monday of every month @ 6:00 p.m. at the Municipal Building with the exception of the April, 2015, meeting which will be held on April 13, 2015, due to the PSATS Conference, the November, 2015, meeting which will be moved to November 9, 2015, and the December, 2015, meeting which will be moved to December 7, 2015. Supervisor Sadler made motion to hold the Monthly Agenda Meetings as stated, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Township Solicitor – Supervisor Caldwell called for a motion to appoint the Township Solicitor and further stated that the Secretary had a letter from Melenyzer & Agrafiotis stating that their fees will stay the same for 2015. Supervisor Smith made a motion to appoint Melenyzer & Agrafiotis as Township Solicitor, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Certified Public Accountant to conduct the 2014 Township annual audit – Supervisor Caldwell stated that to date we have not concluded our search and we need to extend this appointment until our January meeting. Supervisor Sadler made a motion to table the appointment of a Certified Public Accountant, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Selection of Township Depositories – Supervisor Sadler made a motion to select Citizens Bank, Mon Valley Community Federal Credit Union and Charleroi Federal Savings Bank as the Township Depositories, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, and Supervisor Caldwell – yes.

Setting Secretary/Treasurer's Bond – Supervisor Caldwell called for a motion to set the Secretary/Treasurer's Bond in the amount of \$100,000.00. Supervisor Smith stated, so moved, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Setting Assistant Secretary/Treasurer's Bond – Supervisor Caldwell called for a motion to set the Assistant Secretary/Treasurer's Bond in the amount of \$100,000.00. Supervisor Smith stated, so moved, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

At this point, Supervisor Caldwell had a question regarding the other bonding that the Board had put in place in March or April of last year, (covered Supervisors and all employees) stating do we have to do that tonight or do we wait until that time? Supervisor Sadler stated that we had a certain term on that bonding. The Secretary stated, yes, we did and that it would expire in May and Supervisor Sadler stated, then that is when we would do that.

Setting of Tax Collector's Bond - Supervisor Caldwell called for a motion to set the Tax Collector's bond in the amount of \$116,194.16 which represents thirty (30%) percent of the total taxes at face of \$387,313.86 in the 2014 Tax Duplicate Book. Supervisor Smith moved to set the bond as stated, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, and Supervisor Caldwell – yes.

Setting of compensation paid to Tax Collector – Supervisor Caldwell called for a motion set the Tax Collector's compensation. Supervisor Sadler made a motion to set the compensation paid to Wayne Ray, Tax Collector, at five (5%) percent of the tax collections, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Collector for delinquent and current Street Light Tax and Fire Hydrant Tax – Supervisor Sadler made a motion to appoint Wayne Ray as the Collector for delinquent and current Street Light and Fire Hydrant Tax, second Supervisor Smith. Supervisor Caldwell called for discussion. Solicitor Agrafiotis spoke and stated that at some point he needed to meet with Wayne Ray regarding a stack of liens that Wayne had provided to him. Solicitor Agrafiotis stated that the filing fee for a lien is \$20.00 and most of the liens are only \$5.00 or \$6.00; therefore, it costs more to lien the property than the actual lien is worth. The Solicitor suggested

meeting with Wayne Ray perhaps at a work session to discuss this matter. Supervisor Caldwell called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Supervisor Caldwell stated that as to collection of **Earned Income Tax and Local Service Tax**, Fallowfield Township is a member, with a voting delegate, of the Washington County Tax Collection District. The Washington County Tax Collection District entered into a three year contract with Keystone Collections Group which commenced on January 1, 2012, to collect the District's Earned Income Tax and Local Service Tax, said contract having automatic extensions for up to three successive one (1) year terms. Keystone Collections Group applies a 1.5% collection commission for current and delinquent EIT and a 1.69% collection commission for current and delinquent LST. Therefore, no appointment is necessary. Supervisor Caldwell stated that he believed that this was the last year for this contract. The Secretary stated, yes, however, Keystone does have the automatic extensions for up to three successive one year terms. She further stated that the contract stated that it would not extend beyond 2017. Supervisor Smith made a motion to extend the contract with Keystone Collections Group by one year to collect the Earned Income Tax and Local Service Tax, second Supervisor Sadler. Supervisor Caldwell called for any discussion. From the audience Melvin Fox asked where their office was located and the Secretary responded, Washington, PA. Supervisor Caldwell called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Collector for delinquent Earned Income Tax and Local Service Tax – Supervisor Sadler made a motion to appoint Keystone Collections Group to collect the Township's delinquent Earned Income Tax and Local Service Tax, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Realty Transfer Tax split – Supervisor Caldwell stated that we currently divide the one (1%) percent realty transfer tax that we receive as follows: .50% to the Township and .50% to the Charleroi Area School District. Supervisor Sadler made a motion to continue this policy, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Setting of mileage rate for 2015 – Supervisor Caldwell called for a motion to set the mileage rate @ 57.5 cents per mile pursuant to the rate as established by the Internal Revenue Service for 2015. Supervisor Sadler made a motion to set the mileage rate for the year 2015 @ 57.5 cents per mile pursuant to the rate established by the Internal Revenue Service, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Supervisor/Road Master – Supervisor Caldwell made a motion to appoint Earl Sadler as Supervisor/Road Master for 2015, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Working Road Master - Supervisor Sadler made a motion to appoint John Grossi as the Working Road Master for the year 2015, second Supervisor Smith. Supervisor Caldwell called for discussion and questioned if we should disclose the Working Road Master's salary at this meeting? Supervisor Sadler stated, yes. The Secretary stated that his annual salary is \$41,600.00. Supervisor Caldwell called for any further discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Township Engineer – Supervisor Caldwell stated that the Secretary has a letter from Chester Engineers and questioned if the rates were the same for 2015 and the Secretary stated that the rates were the same as they were in the past. Supervisor Sadler made a motion to appoint Chester Engineers as our Township Engineer, second by Supervisor Smith. Supervisor Caldwell called for any further discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Zoning/Code Enforcement Officer – Supervisor Caldwell stated that he believed that the Secretary also had a letter from Frank Monack regarding his rates for 2015 and the Secretary stated that she did and that his rates would remain the same. Supervisor Caldwell asked if it was for K2 or for himself and she stated for himself. Supervisor Smith made a motion to appoint Frank Monack as Zoning/Code Enforcement Officer, second by Supervisor Sadler. Supervisor Caldwell called for any further discussion. Melvin Fox spoke from the audience and asked how much money does he get? Supervisor Sadler stated \$25.00 per hour. Melvin Fox went onto ask for what he does... like he only gets paid for two hours? Supervisor Sadler, yes, he gets paid for the hours he works. Supervisor Caldwell called for any further discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of UCC Inspector – Supervisor Caldwell stated that he believed we had a letter from K2 about their rates or do we need to table this till the January 28th meeting. The Secretary stated that we need to table this as this is one that we did not send a letter on. She further stated that she would get a letter out tomorrow and get an answer from them. Supervisor Sadler made a motion to table this matter, second Supervisor Smith. Supervisor Caldwell called for any further discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Solicitor for the Planning Commission and Zoning Hearing Board – Supervisor Caldwell stated that the Secretary had a letter from Attorney Walsh and that he believed that there was no rate change. Supervisor Caldwell also stated that the Board did have a question that they posed to the Solicitor regarding whether the Planning Commission was involved with this and he did respond back and yes, he is part of the Planning Commission should the Planning Commission require his services. The Solicitor stated that the Planning Commission could have the Township Solicitor or any other Solicitor that they choose but the Planning Commission and the Zoning Hearing Board is a separate Solicitor for those. The Solicitor went onto say that it has always been done in this manner; it is a professional service so that is fine. Supervisor Smith stated, so there is no problem doing that as a combined. The Solicitor advised that you could separate them if you want but historically they have done it like

this, it is a professional service, so I don't think you have to separate it but you can if you want. Supervisor Smith made a motion to appoint Jason Walsh as the Solicitor for the Planning Commission as well as the Zoning Hearing Board, second Supervisor Sadler. Supervisor Caldwell called for discussion. Melvin Fox spoke from the audience and asked; don't you have a Solicitor on the Board? Supervisor Caldwell stated, no. Melvin Fox stated isn't Mudrick on the Board? Supervisor Caldwell stated yes but only as a Board Member like the rest of us and he has no legal authority on the Board. Supervisor Caldwell called for any further discussion and there being none called for a roll call vote:

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of one individual to the Vacancy Board – Supervisor Caldwell stated that he had received a letter from Don Kemp stating that he would like to serve another term on the Vacancy Board and that term would expire December 31, 2015. Supervisor Smith made a motion to appoint Don Kemp to fill the Vacancy Board, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of one vacancy on the Recreation Board - Supervisor Caldwell stated that he had received a letter from Jay Celaschi, he was an original member of the Board from this past fall, and when they drew numbers for term expirations, his term expired December 31, 2014. Supervisor Caldwell stated that Mr. Celaschi's letter stated that he would like to serve a full term which would expire December 31, 2019. Supervisor Smith made a motion to appoint Jay Celaschi to fill the vacancy on the Recreation Board, second Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of one vacancy on Planning Commission Board - Supervisor Caldwell stated he has received a letter from Bill Payne, who is a current member, he fulfilled the term vacated by Wade Fleming, which expired December 31, 2014. Mr. Payne would like to extend a full term and that term would expire December 31, 2019, Supervisor Smith, so moved, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Emergency Management Officer – Supervisor Caldwell stated that he believed after discussion, this needed to be tabled until the January 28th meeting until further information can be obtained. Supervisor Smith stated that he had spoken with the current Emergency Management Officer and he agreed to accept the position temporarily until we can come up with a permanent. Supervisor Caldwell asked if we wanted to table it or what is the desire. Supervisor Smith stated that for the sake of the organization, we should do it as a temporary position. Supervisor Caldwell asked for how long? Supervisor Sadler stated, no, longer than three months. The Solicitor spoke and said that you could do it until the date of the next regular meeting and then if he is still the only option, you could do it for another month. Supervisor Smith stated that we are supposed to meet this weekend so we should do it until this month's regular meeting and if we don't have something by then, we can extend it another month. Supervisor Smith made a motion to appoint Mike Kresich as Temporary Emergency Management Officer until January 28, 2015, second Supervisor Sadler. The Secretary informed

the Board that there is a whole procedure that you have to go through to have someone different appointed. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Appointment of Assistant Emergency Management Officer – Supervisor Smith made a motion to appoint Anthony Fleming as Assistant Emergency Management Officer for 2015, second by Supervisor Sadler. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, and Supervisor Caldwell – yes.

Appointment of Animal Control Officer – Supervisor Caldwell stated that the Secretary has a letter from Kim Secreet and I am not sure about the rates, are they the same? The Secretary stated that the rates would remain the same for 2015, which is \$250.00 per month. Supervisor Smith wanted the record to reflect that we had received a letter from another gentleman, Sam Vargo, about providing these services to the Township. Supervisor Smith made a motion to appoint Kim Secreet as Animal Control Officer for 2015, second by Supervisor Sadler. Supervisor Caldwell called for any discussion. Melvin Fox spoke from the audience and stated that the fellow that was here at the last meeting agreed to do it cheaper. Did you give that any consideration? Supervisor Caldwell stated that Supervisor Smith did investigative work on it, he contacted several other municipalities, as well as the County, and it is not as cut and dry as it would appear. Supervisor Smith stated that we actually did receive a letter from him (Sam Vargo) after he appeared at the meeting with a different cost structure of everything and I spoke with a couple people involved with the Department of Agriculture and we are confident that this is the best choice. Supervisor Caldwell called for any further discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Motion to certify the Official Township Family (Supervisors and Secretary/Treasurer) as delegates to attend the PSATS Annual Educational Conference from April 19th through April 22nd, 2015 – Supervisor Sadler made a motion to certify the Supervisors and Secretary/Treasurer as delegates to attend the PSATS Annual Education Conference, second by Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Supervisor Caldwell asked the Secretary if she would register everyone on Thursday, January 8, 2015, and the Secretary stated she would take care of the registration.

Designation of voting delegate for PSATS Annual Educational Conference – Supervisor Sadler made a motion to appoint Supervisor Caldwell as the voting delegate for the PSATS Annual Education Conference, second Supervisor Smith. Supervisor Caldwell called for any discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – yes, Supervisor Caldwell – yes.

Supervisor Caldwell reported that the date of the next work session is January 19, 2015, @ 6:00 p.m. and the next regular meeting is January 28, 2015, @ 6:00 p.m. and called for a

