

FALLOWFIELD TOWNSHIP BOARD OF SUPERVISORS
Reorganization Meeting
January 3, 2017

Call to Order:

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

Appointment of Temporary Chairman:

Supervisor Smith made a motion to appoint Wilbur Caldwell as Temporary Chairman, second by Supervisor Sadler. 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 3, 2017, @ 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 Caldwell stated that we needed to amend Item No. 38 to include Tom Agrafiotis and Rick Pudliner as part of the Township Family for attendance at the PSATS Convention. Supervisor Caldwell also stated Jeff Oliver from the Mon Valley Independent is in attendance at the meeting and he suggested that we put him in at 15. A. Solicitor Agrafiotis suggested that it be under Item 40 – Other Business. Supervisor Caldwell called for any other corrections or additions and there being none called for a motion. Supervisor Sadler made a motion to approve the amended agenda, 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 Chairman for 2017 – Supervisor Smith made a motion to appoint Supervisor Caldwell as Chairman for the 2017 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 2017 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 Sadler made a motion to appoint Karen Talbert as Secretary for the 2017 calendar year, 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 Sadler made a motion to appoint Karen Talbert as Treasurer for the 2017 calendar year, 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 Assistant Secretary/Treasurer - Supervisor Caldwell made a motion to appoint Bruce Smith as Assistant Secretary, second Supervisor Sadler. Supervisor Caldwell called for discussion and there being none called for a roll call vote:

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

Supervisor Caldwell made a motion to appoint Bruce Smith as Assistant Treasurer, second Supervisor Sadler. Supervisor Caldwell called for discussion and there being none called for a roll call vote:

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

Close of Township Books for the year 2016 - Supervisor Smith made a motion to close the books for the year 2016, second by Supervisor Sadler. Supervisor Caldwell called for 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 the last Wednesday of every month @ 6:00 p.m. at the Municipal Building except for April, 2017, which will be held on April 19, 2017 @ 6:00 p.m. (due to PSATS Conference) and December, 2017, which will be held on December 20th, 2017, @ 6:00 p.m., (due to Christmas Holiday). Supervisor Smith made a motion to set the 2017 meeting dates, times and place for the Regular Monthly Meetings as outlined in Item 11 of the amended Agenda, second Supervisor Sadler. Supervisor Caldwell called for 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 the third Monday of every month @ 6:00 p.m. at the Municipal Building with the exception of the February, 2017, meeting which will be moved to February 13, 2017 (due to there only being two days between the working meeting and the last Wednesday of the month); April, 2017, meeting which will be moved to April 10, 2017, (due to the PSATS Conference) and December, 2017, which will be moved to December 11th, 2017, (due to the holiday). Supervisor Smith made a motion to set the 2017 meeting dates, times and place for the Monthly Agenda Meetings as outlined in Item 12 of the amended Agenda, second Supervisor Sadler. Supervisor Caldwell called for 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 made a motion to appoint Melenzyer & Agrafiotis as our Township Solicitor. The Solicitor stated that his rates would be the same rates as they were last year. Second to that motion by Supervisor Sadler. Supervisor Caldwell called for 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 2016 Township annual audit – Supervisor Smith moved to appoint Edward Opst & Associates as our Certified Public Accountant to conduct the 2016 Township annual audit, second Supervisor Sadler. Supervisor Caldwell called for discussion. Solicitor Agrafiotis stated that we should do that in the form of a Resolution as well so we can do it like we did last year. Supervisor Smith changed his motion to pass a resolution appointing Edward Opst & Associations as our Certified Public Accounts to do our 2016 annual audit, second Supervisor Sadler. Supervisor Caldwell called for discussion and the Secretary stated that she received an email from Edward Opst stating that there would be no fee increase for the 2016 audit. A roll call vote was taken:

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

Selection of Township Depositories – Supervisor Caldwell made a motion to select Charleroi Federal Savings Bank and Plgit as the Township Depositories, second by Supervisor Sadler. Supervisor Caldwell called for 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 ask if \$200,000.00 was the correct amount for the Treasurer's Bond. The Secretary replied, yes, because you must have a bond that is close to the amount of liquid fuel funds we receive so \$200,000.00 would be appropriate. Supervisor Sadler made a motion to set the Secretary/Treasurer's Bond in the amount of \$200,000.00, second Supervisor Smith. Supervisor Caldwell called for 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 \$200,000.00. Supervisor Sadler made a motion to set the bond for the Assistant Secretary/Treasurer for 2017 in the amount of \$200,000.00, second Supervisor Caldwell. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

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

Setting of Tax Collector's Bond – Supervisor Caldwell called for a motion and ask if the figures were correct and had been verified. The Secretary replied, yes, and explained that she took the \$403,837.00 that they gave us and added 10%. Supervisor Sadler made a motion to set the Tax Collector's bond in the amount of \$133,266.21 which represents thirty (30%) percent of the total taxes at face of \$444,220.70 for the year 2017 Tax Duplicate Book, second Supervisor Smith. Supervisor Caldwell called for 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 Smith made a motion to set the compensation paid to Wayne Ray, Tax Collector, at five (5%) percent of the tax collections, second by Supervisor Caldwell. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

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

Appointment of Wayne Ray as the Collector for current Street Light Tax and Fire Hydrant Tax – Supervisor Caldwell made the motion to appoint Wayne Ray as the collector, second Supervisor Sadler. Supervisor Caldwell called for discussion and stated that we had an email from Wayne to Karen about the charges being changed on the fire hydrants. He asked if that had any reflection on this item. The Solicitor replied, no, we are going to set those at the January meeting. Supervisor Caldwell called for a roll call vote:

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

Appointment of Collector for delinquent Street Light Tax and Fire Hydrant Tax – Solicitor Agrafiotis stated that the Secretary and I discussed this, we had talked to Keystone a while ago and they sent me the forms and I wanted some changes made and they just dropped off the face of the earth. He said that he tried to call them today to no avail. The Solicitor asked Wayne Ray if he had collected them last year and Wayne Ray said, yes, the best he could. The Solicitor said he will reach out to them again to see what the deal is. The Solicitor said you could appoint Wayne now. Supervisor Smith said, move to table. Wayne Ray said I am good with whatever you decide. The Secretary said that Wayne still does try to collect them, I think we were talking about turning the ones over to Keystone that were long overdue and Wayne had provided a huge list of those. Wayne explained that probably after the middle of January he will try to collect some of those from 2016 that did not pay. The Solicitor said you should appoint Wayne now as the Collector, then if we do engage Keystone, we can always revise that because if he is going to do some work in January, he needs the appointment. Supervisor Smith rescinded his motion to table and Supervisor Sadler made a motion to appoint Wayne Ray as the Collector for delinquent Street Light Tax and Fire Hydrant Tax, second Supervisor Smith. Supervisor Caldwell asked if we still discuss this at the regular meeting and the Solicitor replied, yes, I am going to try and see what happened here. Supervisor Caldwell called for a roll call vote:

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, (end of three-year contract 1/1/15) 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 (end of three successive one year terms would be 1/1/18). 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.

Appointment of Collector for delinquent Earned Income Tax and Local Service Tax – Supervisor Caldwell stated that we needed a motion to appoint Keystone Collections Group to collect the Township's delinquent Earned Income Tax and Local Service Tax, Supervisor Smith,

so moved, second Supervisor Sadler. Supervisor Caldwell called for 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 Smith made a motion to divide the one (1%) percent realty transfer tax equally .50% to the Township and .50% to the Charleroi Area School District, second Supervisor Sadler. Supervisor Caldwell called for 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 2017 – Supervisor Sadler made a motion to set the mileage rate @ 53.5 cents per mile pursuant to the rate as established by the Internal Revenue Service for 2017, second Supervisor Caldwell. Supervisor Caldwell called for 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 Smith made a motion to appoint Earl Sadler as Supervisor/Road Master for 2017, second by Supervisor Caldwell. Supervisor Caldwell called for 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 Smith made a motion to appoint John Grossi as the Working Road Master for the year 2017, second Supervisor Sadler. Supervisor Caldwell called for 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 we do not have a rate. He said we did receive an email about using the rates that he presented at the working meeting; however, he could not verify that these are the rates, so do we want to table this until we see the rates. Supervisor Caldwell said we are satisfied with work but we have been a year trying to get that other information. Supervisor Smith said if we do not act on it we will not have an engineer. Solicitor Agrafiotis said you probably just want to do it at the current rates they are charging until further verification. Supervisor Sadler said that he presented. Solicitor Agrafiotis stated that he is not even sure those are correct. Supervisor Smith said they can be modified a little bit but that it looks to be less than 16. Supervisor Caldwell said well why don't we do it for January and then force the issue with the rate. The Solicitor said that is fine you can do that but you could just pay him whatever the rate is in December 2016 and that is the rate they are going to get for this one month.

Supervisor Caldwell made a motion to appoint Chester Engineers as the Township Engineer for the month of January, 2017, at the December, 2016, rates, second Supervisor Sadler.

Supervisor Caldwell called for 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 – The Solicitor said that this must also be separated. Supervisor Caldwell replied, yes, and he questioned if we appoint Frank Monack of K2 Engineering. Supervisor Sadler stated that you appoint Frank Monack and then he works for K2 if they inspect a building, he is under K2 but that is under the UCC Inspector. Supervisor Sadler said he is on his own because he charges \$25.00 per hour. Supervisor Sadler ask the Secretary if she received a letter from Frank Monack and the Secretary replied, she had talked to him and there is no change in his rate. Supervisor Sadler made a motion to appoint Frank Monack as Zoning Officer, second Supervisor Smith. Supervisor Caldwell called for discussion and there being none called for a roll call vote:

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

Supervisor Sadler made a motion to appoint Frank Monack as Code Enforcement Officer, second Supervisor Smith. Supervisor Caldwell called for 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 Sadler made a motion to K2 Engineering as our UCC Inspector for the year 2017, second Supervisor Smith. Supervisor Caldwell called for discussion. The Secretary spoke and stated that she had forwarded a letter to K2 Engineering and that she did not hear back from them but she explained that the Township does not pay them. She stated that whenever a resident applies for a building permit they pay K2 and most of the fee goes to K2 with a small portion being paid to the Township. Supervisor Caldwell 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 – Solicitor Agrafiotis stated that this is another one of those that should be separated as it does not have to be the same person. Supervisor Caldwell stated that the Planning Board has requested of this Board that Thomas Agrafiotis help them with different projects during the year and it would be my suggestion to appoint Melenzyer & Agrafiotis as Solicitor for the Planning Commission. The Solicitor spoke and said obviously, I have been working with you guys but technically it might have to be a separate person, it should be a separate person for the Zoning Hearing Board, let me double check that Planning Commission one, you could just leave that one vacant for now. Supervisor Caldwell made a motion to table the appointment for the Planning Commission, second Supervisor Sadler. Supervisor Caldwell called for discussion and there being none called for a roll call vote:

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

Supervisor Caldwell said in the past it was Jason Walsh. The Secretary spoke and said that there would be no increase in his fees for the upcoming year. Supervisor Caldwell said he needed a motion to appoint Jason Walsh as Solicitor for the Zoning Hearing Board, Supervisor Smith said, so moved, second Supervisor Sadler. Supervisor Caldwell called for 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 an email from Don Kemp stating that he would like to serve another term on the Vacancy Board.

Supervisor Caldwell read the email aloud and made a motion to appoint Don Kemp to another term on the Vacancy Board for 2017, second Supervisor Smith. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

RCV: Supervisor Smith – yes, Supervisor Sadler – no, Supervisor Caldwell – yes.

Appointment of three vacancies on the Recreation Board - Supervisor Caldwell stated that one of these vacancies just came up at the last meeting, we will be updating our website and advertising for these openings. He said that there are currently four active members on the Board.

Appointment of one vacancy on Planning Commission Board - Supervisor Caldwell reported that Richard Mudrick sent an email stating that he would like to do another term on the Planning Commission, it was his term that was up as of 12/31/16. Supervisor Caldwell made a motion to reappoint Richard Mudrick for a four-year term on the Planning Commission, second Supervisor Sadler. Supervisor Caldwell called for 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 Smith made a motion to appoint Richard Pudliner, Sr. as Emergency Management Coordinator, second Supervisor Sadler. Supervisor Caldwell called for 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 said to his knowledge we do not have a candidate for this position and he moved to table the matter, second Supervisor Sadler. Supervisor Caldwell called for 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 – The Secretary stated that she had spoken with Kim Secreet and that there is no change in her fees, which are \$250.00 per month. Supervisor Caldwell made a motion to appoint Kim Secreet as Animal Control Officer for 2017 at the rate of \$250.00 per month, second Supervisor Sadler. Supervisor Caldwell called for 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 17th through April 20th 2016 – Supervisor Caldwell called for a motion to certify the Supervisors, Secretary/Treasurer, Solicitor and Emergency Management Coordinator as delegates to attend the PSATS Annual Education Conference, Supervisor Smith said, so moved, second by Supervisor Sadler. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

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

Designation of voting delegate for PSATS Annual Educational Conference – Supervisor Smith made a motion to appoint Supervisor Caldwell as the voting delegate for the PSATS

Annual Education Conference, second Supervisor Sadler. Supervisor Caldwell called for discussion and there being none called for a roll call vote.

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

Other Business:

Jeff Oliver, General Manager of the Mon Valley Independent, addressed the Board regarding the Board using the Mon Valley Independent for their legal advertising services. Supervisor Smith made a motion that the Mon Valley Independent be designated as our newspaper of record, second Supervisor Sadler. Supervisor Sadler said should that be primary? The Solicitor explained that if they were closed or they could not get an ad in, we can advertise elsewhere, so we do not have to say primary. Supervisor Caldwell said he is not objecting to anything but that he had concerns in the past about circulation especially for bids. Supervisor Smith said I was going to bring that up under discussion, he said that even if we do consider them as newspaper of record when it comes to advertising for paving or stone or bids, we should include them, but also go elsewhere. Supervisor Caldwell called for discussion and there being none, called for a roll call vote:

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

Solicitor Agrafiotis stated that since Melenyzer & Agrafiotis were retained, I have my retainer bill which is \$200.00 per meeting for \$2,400.00. The Secretary said she did receive a bill in that amount today. Supervisor Smith made a motion to pay the invoice, second Supervisor Sadler.

Wayne Ray ask if the items that he had submitted previously for compensation were approved. The Solicitor replied, no, they were not, they directed me to prepare the Resolutions for the January meeting based on your discussion, as long as they are done by February, we were okay. Supervisor Caldwell said we could also do the Resolution about your assistant.

Supervisor Caldwell reported that the date of the next work session is January 16, 2017, @ 6:00 p.m. and the next regular meeting is January 25, 2017, @ 6:00 p.m. and called for a motion to adjourn. Supervisor Sadler made a motion to adjourn the meeting, second Supervisor Smith at 6:41 p.m.




Karen Talbert, Secretary/Treasurer