

BOARD OF SUPERVISORS OF THE TOWNSHIP OF CAMBRIDGE
22530 Electric Drive, Cambridge Springs, PA 16403
Telephone: (814) 398-8327 - Fax Number: (814) 398-4900

ORGANIZATIONAL MEETING

JANUARY 3, 2022

CALL TO ORDER, MOMENT OF SILENCE, AND SALUTE TO THE FLAG

TIME _____

ROLL CALL: COLE _____ BAUER _____ BLYSTONE _____ MERRITT _____ KLAPTHOR _____

APPOINTMENT OF TEMPORARY CHAIRMAN AND TEMPORARY SECRETARY. Motion by _____ to have Supervisor _____ serve as Temporary Chairman and Supervisor _____ serve as Temporary Secretary. Second by _____.

Vote: C B B

EXECUTIVE SESSION ANNOUNCEMENT: Pursuant to the Pennsylvania Sunshine Act, 65 P.S. Section 8(a)(1), the Board of Supervisors will recess in order to hold an Executive Session to discuss matters involving employment.

IDENTIFICATION OF RECORDING DEVICES.

PUBLIC COMMENT ON AGENDA ITEMS ONLY.

ELECTION OF CHAIRMAN. Motion by _____ to elect _____ to serve as Chairman of the Board of Supervisors. Second by _____.

Vote: C B B

ELECTION OF VICE-CHAIRMAN. Motion by _____ to elect _____ to serve as Vice Chairman of the Board of Supervisors. Second by _____.

Vote: C B B

APPOINTMENT OF SECRETARY/TREASURER. Motion by _____ to appoint Debra E. Merritt to serve as Secretary/Treasurer for the Board fulltime at a rate of \$_____ per hour effective December 24, 2021, with benefits according to the employee policy. Second by _____.

Vote: C B B

APPOINTMENT OF ROADMASTER. Motion by _____ to appoint Daniel Klaphthor to serve as Roadmaster for the Township fulltime at a rate of \$_____ per hour effective December 24, 2021, with benefits according to the employee policy. Second by _____.

Vote: C B B

ROAD CREW EMPLOYEES.

Motion by _____ to employ Terence Lewis as a part-time laborer/equipment operator at a rate of \$_____ per hour effective December 24, 2021, with no benefits. Second by _____.

Vote: C B B

Motion by _____ to employ Steve Testi as a part-time laborer/equipment operator at a rate of \$_____ per hour effective December 24, 2021, with no benefits. Second by _____.

Vote: C B B

Motion by _____ to employ Michael Evett as a part-time laborer/equipment operator at a rate of \$ _____ per hour effective December 24, 2021, with benefits according to the employee policy. Second by _____.

Vote: C B B

Motion by _____ to employ Keith Snow as a part-time laborer/equipment operator at a rate of \$ _____ per hour effective December 24, 2021, with no benefits. Second by _____.

Vote: C B B

SUPERVISOR'S EMPLOYED. Motion by _____ to authorize the Roadmaster to employ the Supervisors in any capacity as needed, on an emergency or temporary basis, and to ask the Board of Auditors to set their wages. Second by _____.

Vote: C B B

MOTIONS A-I. Motion by _____ to approve Motions A-I, as presented below:

- A. TREASURER'S BOND SET.** To set the Treasurer's Bond at \$450,000 with the policy from Travelers Casualty and Surety Company of America provided by H.A. Thomson and pay the premium.
- B. MUNICIPAL EMPLOYEES BLANKET BOND SET.** To renew the Municipal blanket bond with the policy from Selective Insurance Company provided by Northwest Insurance Services in the amount of \$25,000 per employee and pay the premium.
- C. DEPOSITORY OF FUNDS.** To appoint Mercer County State Bank and PA Local Governments Investment Trust (PLIGIT) as Depository of Township Funds.
- D. INVESTMENT OFFICER.** To appoint the Secretary/Treasurer as Investment Officer for township funds.
- E. PAYROLL.** To authorize the Secretary/Treasurer to make all necessary preparations, signatures, transfers, distribution of checks and/or preparation of direct deposit, for payroll as needed.
- F. GENERAL FUND CHECK SIGNATURES.** To authorize the Secretary/Treasurer to sign all checks for expenditures authorized by the majority of the Board of Supervisors from the General Fund.
- G. STATE FUND CHECK SIGNATURES.** To authorize the Secretary/Treasurer and Chairman of the Board of Supervisors, to sign all checks for expenditures authorized by the majority of the Board of Supervisors from the State Fund.
- H. REGULAR MEETING SCHEDULE SET.** To hold all regular monthly Supervisor's meetings the second (2nd) Monday of each month at 7:00 PM in the Municipal Building.
- I. CONFERENCES/TRAINING.** To authorize the attendance of supervisors, appointed officials, and/or employees at conferences, workshops, and training sessions for the year 2022 and to pay applicable expenses.

Second to Motions A-I, as presented above by _____.

Vote: C B B

MOTIONS J-L. Motion by _____ to approve Motions J-L, as presented below:

- J. PSATS CONVENTION ATTENDANCE.** To authorize the Supervisors, Secretary/Treasurer and Roadmaster to attend the State Convention in Hershey, PA on April 24-27, 2022, and to pay all applicable expenses.
- K. CONVENTION ADVANCES.** To authorize an advance of \$500.00 each to member attending the 2022 State Convention and require an account settlement upon return.

- L. VOTING DELEGATE TO PSATS CONVENTION.** To certify _____ as voting delegate at the 2022 State Convention.

Second to Motions J-L, as presented above by _____.

Vote: C B B

MOTIONS M-CC. Motion by _____ to approve Motions M-CC, as presented below:

- M. APPOINTMENT OF SOLICITOR.** To appoint Alan Shaddinger, Esquire to serve as Solicitor for the Township at his 2022 rate schedule.
- N. APPOINTMENT OF ENGINEER.** To appoint L. Ashley Porter of the firm PCE Consulting Engineers, and Mark J. Corey, to serve as Township Engineers for general engineering services for the Township, at their 2022 rate schedule.
- O. ZONING OFFICER.** To appoint Debra E. Merritt to serve as Zoning Officer for the Township.
- P. OPEN RECORDS OFFICER.** To appoint the Secretary/Treasurer as the Open Records Officer for the Township.
- Q. SEWAGE ENFORCEMENT OFFICERS.** To reappoint Peter Homchenko as Primary Sewage Enforcement Officer and Rick Gleichner as Alternate Sewage Enforcement Officer at the current rate schedule.
- R. EMERGENCY MANAGEMENT COORDINATOR.** To affirm David Birchard as Emergency Management Coordinator for the Township.
- S. AGRICULTURAL SECURITY COMMITTEE CHAIRMAN.** To appoint Supervisor Blystone serve as Chairman of the Ag Security Committee.
- T. VACANCY BOARD CHAIRMAN.** To appoint Sam Reese to serve as Vacancy Board Chairman for the Township for the year 2022
- U. AUDITOR.** To reappoint Wendy Angelo to fill the vacant term, ending 12/31/2023 on the Board of Auditors of Cambridge Township.
- V. AUDITOR.** To reappoint Kristen Eckert to fill the vacant term, ending 12/31/2023 on the Board of Auditors of Cambridge Township.
- W. PLANNING COMMISSION MEMBER.** To reappoint Marsha Racop to serve a 4-year term ending 12/31/2025 on the Township Planning Commission.
- X. PLANNING COMMISSION MEMBER.** To reappoint Josh Snow to serve a 4-year term ending 12/31/2025 on the Township Planning Commission.
- Y. ZONING HEARING BOARD MEMBER.** To appoint Victor Kwiatkowski to serve a 5-year term ending 12/31/2026 on the Township Zoning Hearing Board.
- Z. EARNED INCOME TAX COLLECTOR.** To affirm the appointment Berkheimer Tax Administrator as the Earned Income Tax Collector for Cambridge Township for the year 2022.
- AA. TAX COLLECTION COMMITTEE MEMBER(S).** To appoint Supervisor Cole as Designated Delegate, and Supervisor Bauer, Supervisor Blystone, Secretary/Treasurer, Debra E. Merritt, and Alan R. Shaddinger, Esquire, as Alternate Delegates to the Crawford County Tax Collection Committee for the year 2022.
- BB. FRENCH CREEK COUNCIL OF GOVERNMENTS' MEMBER(S).** To appoint Supervisor Cole as Designated Delegate, and Supervisor Bauer, Supervisor Blystone and Secretary/Treasurer, Debra E. Merritt, as Alternate Delegates to the French Creek Council of Governments for the year 2022.

CC. VOTER SERVICES LIAISON. To appoint Debra E. Merritt to serve as the Township’s Voter Services Liaison, and to provide municipal election calendars, as well as any other forms requested to incumbent officeholders.

Second to Motions M-CC, as presented above by _____.

Vote: C B B

MILEAGE REIMBURSEMENT RATE. Motion by _____ to set the rate of reimbursement for employees’ use of personal vehicles for township business at \$.58.5 per mile¹ for 2022. Second by _____.

Vote: C B B

SECRETARY/TREASURER’S REPORT:

Motion by _____ to accept the Treasurer’s Report and pay the bills as presented. Second by _____.

Vote: C B B

Motion by _____ to accept/correct/amend the minutes of the December 13, 2021 Regular Meeting and the December 29, 2021 Year-End Special Meeting, as presented. Second by _____.

Vote: C B B

RECOMMENDATIONS TO THE AUDITORS.

- Set the working supervisors’ wages for Kevin Cole, Charlie Bauer & Bernie Blystone (Current wage is \$14.00 per/hour, without CDL; and \$16.00 per/hour, with CDL)
Recommendation: _____
- Set mileage rate for all for all Supervisors using personal vehicle for Township business (Current rate is \$.56 per/mile)
Recommendation: \$.58.5 per/mile

Discussion. Hiring of Road Crew Employees.

Hiring of Road Crew Employee.

Motion by _____ to employ _____ as a part-time laborer/equipment operator at a rate of \$_____ per hour effective January 4, 2022, with no benefits, and contingent upon the results of the required preemployment drug screen. Second by _____.

Vote: C B B

PUBLIC COMMENT PERIOD IN ACCORDANCE WITH POLICY.

FURTHER BUSINESS.

SUPERVISOR’S CLOSING COMMENTS.

ADJOURNMENT. There being no further business to be decided, _____ moved to adjourn. Second by _____ . Meeting adjourned at ____ PM.

¹ The IRS Mileage Reimbursement rate for the year 2022 is \$.58.5 cents per mile. Cambridge Township’s 2021 mileage reimbursement rate was \$.56 cents per mile.