

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

TUESDAY, JANUARY 3, 2023

CALL TO ORDER, MOMENT OF SILENCE, AND SALUTE TO THE FLAG: Chairman Cole called the January 3, 2023, Organizational Meeting of the Board of Supervisors to order at 7:00 PM in the Municipal Building, followed by a moment of silence and the salute to the flag.

ROLL CALL: Supervisors in attendance were Kevin Cole, Charlie Bauer, and Bernie Blystone. Also present was Roadmaster, Dan Klapthor.

APPOINTMENT OF TEMPORARY CHAIRMAN AND TEMPORARY SECRETARY. Motion by Mr. Cole to have Supervisor Bauer serve as Temporary Chairman and Supervisor Blystone serve as Temporary Secretary. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

EXECUTIVE SESSION ANNOUNCEMENT: Pursuant to the Pennsylvania Sunshine Act, 65 P.S. Section 8(a)(1), the Board of Supervisors recessed for an Executive Session at 7:03 PM to discuss matters involving employment. Following the Executive Session, the meeting reconvened at 7:10 PM.

IDENTIFICATION OF RECORDING DEVICES. There were no recording devices identified.

PUBLIC COMMENT ON AGENDA ITEMS ONLY. There was no public in attendance.

ELECTION OF CHAIRMAN. Motion by Mr. Bauer to elect Kevin Cole to serve as Chairman of the Board of Supervisors. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

ELECTION OF VICE-CHAIRMAN. Motion by Mr. Cole to elect Charlie Bauer to serve as Vice-Chairman of the Board of Supervisors. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

APPOINTMENT OF SECRETARY/TREASURER. Motion by Mr. Cole to appoint Debra E. Merritt to serve as Secretary/Treasurer for the Board fulltime at a rate of \$20.57 per hour (5.5% increase) effective December 23, 2022, with benefits according to the employee policy. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

APPOINTMENT OF ROADMASTER. Motion by Mr. Blystone to appoint Daniel Klapthor to serve as Roadmaster for the Township fulltime at a rate of \$24.27 per hour (5.5% increase) effective December 23, 2022, with benefits according to the employee policy. Second by Mr. Bauer.

Cole: Yes Bauer: Yes Blystone: Yes

ROAD CREW EMPLOYEES.

Motion by Mr. Bauer to employ Terence Lewis at a rate of \$20.57 per hour, Steven Testi at a rate of \$20.57 per hour, Michael Evett at a rate of \$18.99 per hour and Keith Snow at a rate of \$22.16 per hour (5.5% increases), as part-time laborers/equipment operators, effective December 23, 2022, with no benefits. Second by Mr. Cole.

Cole: Yes Bauer: Yes Blystone: Yes

SUPERVISORS EMPLOYED. Motion by Mr. Bauer 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 Mr. Cole.

Cole: Yes Bauer: Yes Blystone: Yes

MOTIONS A-I. Motion by Mr. Blystone 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, with the exceptions of the February Regular Meeting to be held Monday, February 6, 2023, and the June Regular Meeting to be held Monday, June 5, 2023 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 2023 and to pay applicable expenses.

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

Cole: Yes

Bauer: Yes

Blystone: Yes

MOTIONS J-L. Motion by Mr. Cole 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 23-26, 2023, and to pay all applicable expenses.
- K. CONVENTION ADVANCES.** To authorize an advance of \$500.00 each to member attending the 2023 State Convention and require an account settlement upon return.
- L. VOTING DELEGATE TO PSATS CONVENTION.** To certify Secretary/Treasurer, Debra Merritt as voting delegate at the 2023 State Convention.

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

Cole: Yes

Bauer: Yes

Blystone: Yes

MOTIONS M-Z. Motion by Mr. Bauer to approve Motions M-Z, as presented below:

- M. APPOINTMENT OF SOLICITOR.** To appoint Alan Shaddinger, Esquire to serve as Solicitor for the Township at his 2023 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 2023 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 Michael Rinkevich 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 2023.
- U. ZONING HEARING BOARD MEMBER.** To appoint John Anderson to serve a 5-year term ending December 31, 2027 on the Township Zoning Hearing Board.
- V. EARNED INCOME TAX COLLECTOR.** To affirm the appointment Berkheimer Tax Administrator as the Earned Income Tax Collector for Cambridge Township for the year 2023.
- W. 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 2023.
- X. 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 2023.
- Y. 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.
- Z. CAMBRIDGE AREA JOINT AUTHORITY MEMBER.** To appoint Charlie Bauer to serve a 5-year term ending December 31, 2027 on the Cambridge Area Joint Authority.

Second to Motions M-Z, as presented above by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

MILEAGE REIMBURSEMENT RATE. Motion by Mr. Bauer to set the rate of reimbursement for employees' use of personal vehicles for township business at \$.65.5 per mile¹ for 2023. Second by Mr. Blystone.

Cole: Yes Bauer: Yes Blystone: Yes

¹ The IRS Mileage Reimbursement rate for the year 2023 is \$.65.5 cents per mile. Cambridge Township's 2021 mileage reimbursement rate was \$.58.5 cents per mile.

SECRETARY/TREASURER'S REPORT:

Motion by Mr. Blystone to accept the Treasurer's Report and pay the bills as presented. Second by Mr. Bauer.

Cole: Yes

Bauer: Yes

Blystone: Yes

EMS PROVIDER AGREEMENT. It was noted that the Township had not received a response from Meadville Ambulance Service regarding the Township's proposed Emergency Medical Services Provider Agreement, therefore this matter was tabled until the February 2023 Meeting.

RECOMMENDATIONS TO THE AUDITORS.


- Set the working supervisors' wages for Kevin Cole, Charlie Bauer & Bernie Blystone (Current wage is \$16.00 per/hour, without CDL; and \$18.00 per/hour, with CDL)
Recommendation for 2023: \$17.00 per/hour, without CDL; and \$20.00 per/hour, with CDL
- Set mileage rate for all for all Supervisors using personal vehicle for Township business. (Current rate is \$.58.5 per/mile)
Recommendation for 2023: \$.65.5 per/mile

PUBLIC COMMENT PERIOD IN ACCORDANCE WITH POLICY. There were no public comments, as there was no public in attendance.

FURTHER BUSINESS. There was no further business for the Board to address.

SUPERVISOR'S CLOSING COMMENTS. There were no closing comments from the Supervisors.

ADJOURNMENT. There being no further business to be decided, Mr. Cole moved to adjourn. Second by Mr. Bauer. All were in favor and the meeting was adjourned at 7:32 PM.


Bernard J. Blystone, Acting Secretary