

A G E N D A

January 2, 2024

- 1. Call Meeting to Order**
- 2. Roll Call:**
- 3. Motion to appoint a Temporary Chairman.**
- 4. Pledge of Allegiance**
- 5. Note that all Supervisors' public meetings are subject to public and/or private audio and video recording.**
- 6. Public Comment on Agenda Items: (Note that public comment will also be received during each agenda item and at the end of the meeting.)**
- 7. Motion to accept nominations for Chairman of the Board. (Don Bovard)**
- 8. Consider appointment or re-appointment of the following:**
 - A. Motion for Vice Chairman: (Michael Jordan)**
 - B. Motion for Roadmaster: (John Shartle)**
 - C. Motion for Secretary/Treasurer: (Jill Dunlap)**
 - D. Motion for Solicitor: (Alan Shaddinger)**
 - E. Motion for Engineer: (Deiss & Halmi Engineering)**
 - F. Motion for Sewage Enforcement Officers: (Michael Rinkevich and Alternate Pete Homchenko)**
 - G. Motion for Zoning/Code Enforcement Officer/BCO/Floodplain Administrator: (Jill Dunlap)**

- H. Motion for Third Party Inspection Agencies: (Middle Department Inspection Agency and Prosek's Inspection)**
 - I. Motion for Road Dept. Group & Safety Leader: (Ora Willey)**
 - J. Motion for Chief of Police: (Chip Brown)**
 - K. Motion for Assistant Chief of Police: (leave unfilled)**
 - L. Motion for Assistant Secretary: (Mary Kennedy)**
 - M. Motion for COG Delegates:**
 - Delegate: (Michael Jordan)**
 - Alternate #1: (John Shartle)**
 - Alternate #2: (Don Bovard)**
 - Alternate #3: (Jill Dunlap)**
 - N. Motion for Crawford County Tax Collection Delegates:**
 - Delegate: (Jill Dunlap)**
 - Alternate #1: (Don Bovard)**
 - O. Motion for Vacancy Board Chairman: (1 yr.) (Philip Passilla)**
 - P. Motion for Appeals Code Board: (3 yrs.) (Robert Frost)**
 - Q. Motion for Zoning Hearing Board: (3 yrs.) (Virginia Steiger)**
 - R. Motion for Zoning Hearing Board Alternate: (3 yrs.) (Gary DeSantis)**
 - S. Motion for Auditor: (2yrs.) (Beth Chappel)**
- 9. Motion to authorize Berkheimer, Inc. to collect Act 511 taxes for the Earned Income Tax and the Local Services Tax.**

10. **Motion to authorize the Elected Real Estate and Per Capita Tax Collector commission of 3% for collections during Discount and Face and 5% for collections during Penalty for Real Estate Taxes.**
11. **Motion to authorize Northwest Savings Bank, Edward Jones, Erie Bank, Marquette Bank and PLGIT to continue as depositories.**
12. **Motion to authorize Davevic, AFLAC and Washington National Section 125 Cafeteria Plans to continue to be made available for employees.**
13. **Motion to approve the Treasurer's Bond in the amount of \$2,600,000.00.**
14. **Motion to authorize emergency funds of \$2,000.00 per occurrence for each supervisor.**
15. **Motion to authorize the Supervisors and the Secretary to attend the State Convention and to pay expenses and mileage and to appoint Michael Jordan, John Shartle, Don Bovard or Jill Dunlap as the voting delegates.**
16. **Motion to recommend to the Board of Auditors that:**

**Employee Supervisor compensation be paid \$15.00 per hour; and
The Roadmaster be paid \$27.50 per hour and allowed to take the Township truck home between November 1 and April 15 each year in order to check roads during winter months.**
17. **Motion to reaffirm wages per the union contracts and the budget, effective on the first payroll check date of each year.**
18. **Motion to reaffirm the mileage allowance of 67 cents per mile as established under the IRS Uniform Mileage Fee Law to be paid to supervisors and employees for the use of a personal vehicle when used for Township business.**
19. **Motion to authorize payment of bi-weekly payroll and other bills due prior to each regularly scheduled meeting because of ACH payments, due dates and discounts.**
20. **Motion to reaffirm Resolution 1996 - 6, which authorizes worker's compensation coverage for the Township's volunteer fire departments and members thereof while engaged in certain activities such as training sessions, parades, fund raising activities, etc.**
21. **Motion to schedule and advertise the Supervisors' regular monthly meetings for the 2nd Tuesday of each month at 7:00 p.m., with a study session meeting to be held preceding each regular meeting at 6:00 p.m.**

22. **Motion to approve Minutes of the December 12, 2023 Supervisors Study Session and Regular Public Meeting, as presented.**
23. **Motion to accept Treasurer's Report for December 2023 and approve payment of bills in the amount of \$170,673.78 subject to audit.**
24. **Reports: Chief– Police Report and 2023 Annual Report**

John – Road Report

Jill– Zoning Report and 2023 Annual Report

BUSINESS:

1. **Motion to adopt Resolution No. 2024 – 1, setting the Septic System Application and SEO Fees for 2024. The Fee Schedule includes no changes for 2024 and includes all fees to be paid completely by the property owner.**
2. **Motion to adopt Resolution No. 2024 – 2, setting the Building/Construction and Zoning Appeals and Hearings Fee Schedule for 2024. The Fee Schedule has been updated with no changes for 2024.**
3. **Motion to adopt Resolution No. 2024 - 3, to authorize the Administrative Department's spending limit for purchases of office and operational supplies of less than \$2,000.00 with Township Secretary/Treasurer approval as authorized in the Township Budget and over \$2,000.00 with approval by the Township Supervisors.**
4. **Motion to adopt Resolution No. 2024 - 4, to authorize the Police Department's spending limit for purchases of office and operational supplies, parts, uniforms and equipment of less than \$2,000.00 with Chief of Police approval as authorized in the Township Budget and over \$2,000.00 with approval by the Township Supervisors.**
5. **Motion to adopt Resolution No. 2024 - 5, to authorize the Road Department's spending limit for purchases of tools, shop and operations supplies, vehicle parts and equipment of less than \$2,000.00 with Roadmaster approval as authorized in the Township Budget and over \$2,000.00 with approval by the Township Supervisors.**

- 6. Motion to adopt Resolution No. 2024 – 6, approving and adopting a revised Employee Personnel Policy for West Mead Township, which updates and replaces the current West Mead Township Employee Personnel Policy.**

- 7. Motion to adopt Resolution No. 2024 -7, approving and adopting a revised Police Policies and Procedures Manual for West Mead Township Police Department, which updates and replace the current West Mead Township Police Policies and Procedures Manual.**

- 8. Motion to approve the Township Secretary, Township Solicitor and Township Engineer to work in conjunction with the West Mead Township Planning Commission on a Solar Panel and Power Amendment to the Zoning Ordinance to be considered for adoption by the Board of Supervisors at a future meeting in 2024.**

Public Comment:

Supervisors Final Comment:

Adjourn: