Board of Supervisors
Organization & Regular Meeting Agenda

**Tuesday, January 2, 2024 at 6 PM**

2023 Chairman, Devin O’Rourke – OPEN MEETING – Pledge of Allegiance, Roll Call

* Appoint Temporary Chair
* Appoint Temporary Secretary
* Temporary Chairman will call for nominations for Chairman

 Nomination: Second:

The meeting will now be conducted by the newly appointed Chairman.

* Motion to Appoint Vice-Chairman
* Motion to Appoint Susan Satteson as Secretary/Treasurer
* Motion to Appoint Roadmaster
* Motion to Appoint Assistant Roadmaster
* Motion to establish the Regular Meeting of the Board of Supervisors as the first Monday of every month beginning at 6:00 p.m. at the Washington Township Municipal Building.
* Motion to authorize compensation for the Board of Supervisors, Planning Commission, Property Maintenance Appeal Board and Zoning Hearing Board at $50.00 per meeting.
* Motion to authorize pre-payment of invoices and payroll.
* Motion to establish the Treasurer’s Bond in the amount of $1,500,000.00.
* Motion to authorize the Treasurer to transfer monies within Township funds as required for the orderly financial operation of the Township.
* Motion to participate in West Branch Council of Government (COG).
* Motion to set the travel mileage rate for officials and employees’ use of personal vehicles for Township business at the rate set by the IRS ($0.67/mile).
* Motion to approve the following salaries, effective January 1, 2024

|  |  |
| --- | --- |
| Road Master | Established by elected/appointed auditors |
| Supervisors | Established by elected/appointed auditors |
| Skilled Laborers | $10 - $20 per hour *(based on skill)* |
| CDL Driver | $20 per hour |
| Secretary/Treasurer | $24.68 per hour |
| Elected Auditors’ Salary | $10 per hour (established by State Law) |

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* Motion to approve Resolution No. 2024-01 *(Establishing 2024 Fee Schedule)*
* Motion to approve Resolution No. 2024-02 *(CPA Appointment for 2023 Audit)*
* Motion to appoint and/or designate the following:

|  |  |
| --- | --- |
| Depository for Township Funds | Journey Bank, First Citizens Community Bank |
| Phone/Fax/Internet | Comcast |
| Newspaper of Record | Williamsport Sun-Gazette |
| Drug & Alcohol Contact | Susan Satteson |
| Open Records Officer | Susan Satteson |
| PSATS Voting Delegate & Alternate | Devin O’Rourke / George Ulrich |
| COG Representative & Alternate | Brett Taylor / George Ulrich |
| Township Engineer & Alternate | Pysher & Associates / Vassallo Engineering |
| Solicitor | McCormick Law Firm |
| Building, Zoning/Codes Enforcement | Code Inspections, Inc. |
| SEO & Alternates | Jeff Kreger / Stan Wallace / Sean Kreger |
| Fire Company and EMS Protection | Washington Township Volunteer Fire Co |
| Emergency Management Coordinator | Craig Stamile |
|  |  |
| Vacancy Board Chair | Thomas Hamm |
|  |  |  |
| Auditors  | *Appointed* |  | 1/1/24 - 12/31/24 |
| *Appointed* |  | 1/1/24 - 12/31/24 |
| *Appointed* |  | 1/1/24 - 12/31/24 |
|  |  |  |
| Planning Commission  | *1* | Doug Stugart | 1/1/22 – 12/31/25 |
|  *4 Year Term* | *2* | Pete Miller | 1/1/23 – 12/31/26 |
|  | *3* | Tom Hamm | 1/1/24 – 12/31/27 |
| *Alternate* | Chris Ulrich | 1/1/23 – 12/31/26 |
| *Alternate* |  | 1/1/24 – 12/31/27 |
|  |  |
| International Property Maintenance | *1* | Ben Berger |  |
|  Appeals Board  | *2* | Amanda Grimm |  |
|  | *3* | Dick Secules |  |
|  |  |
| UCC Appeals Board  | *1* | Michael Rempel, Architect |
|  | *2* | Chris Fiene |
|  | *3* | Zack Kurtz, Engineer |
|  |  |
| Zoning Hearing Board  | *1 year* | Joseph Wilk, Chair  | 1/1/24 – 12/31/24 |
|  | *2 year*  | Max Farley, Vice Chair | 1/1/23 – 12/31/24 |
|  | *3 year*  | David Ulrich  | 1/1/24 – 12/31/26 |
|  | *Alternate* | Mosie Lapp | 1/1/23 – 12/31/24 |
|  | *Alternate* | Ken Bashista | 1/1/22 – 12/31/23 |
|  | *Alternate* | Levi Stoltzfus | 1/1/24 – 12/31/25 |

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***Adjourn organization meeting and begin regular meeting***

1. Public Comment on Agenda Items Only
2. Acceptance of Minutes from December 4, 2023
3. Treasurer’s Reports *(Account Balances, Expenditures, Revenues, Payroll, Profit & Loss)*
4. Committee Reports
* Road Master
* Planning Commission
1. Reports and Recommendations of the Chair
2. Notices and Communication
3. Items for Supervisors’ Action
* Norman Esh Subdivision
* Jonathan Fisher Land Development
1. Old Business

1. New Business
2. Public Comment
3. Announcements and Calendar of Events
* Board of Auditors’ Meeting: Wednesday, 01/03/24
* Planning Commission Meeting: Tuesday, 01/16/23 at 7 PM
* Supervisors’ Meeting: Monday, 02/05/23 at 6 PM
1. Adjournment