

AGENDA
ORGANIZATION MEETING
JANUARY 2, 2024

1. Call to Order (Pledge of allegiance)
2. Temporary Chairman receives nominations for Permanent Chairman (recorded under Temporary Secretary)

*****Permanent Chairman takes over the meeting*****

3. Appoint Permanent Secretary/Treasurer
 - a. Set Treasurer's Bond (\$500,000)
 - b. Set Secretary hours (Tues & Thurs 9-4)
4. Nominations for Vice-Chairman
5. Nominations for Road Master
6. Nominations for Vacancy Board Chairman (a registered elector of the township)
7. Appoint Township Solicitor
8. Appoint Emergency Management Coordinator
9. Appoint Township Engineer
10. Appoint Sewage Enforcement Officer. Rate of pay will follow the fee schedule as submitted on 1/1/24. Applicant is responsible to pay all fees.
11. Appoint Alternate Sewage Enforcement Officer
12. Appoint Building Code Officer (inspections 1,000 sq ft and under). Rate of pay will follow the fee schedule as adopted on 1/3/24. Applicant is responsible to pay all fees.
13. Appoint Inspection Agency (inspections over 1,000 sq ft). Rate of pay will follow the fee schedule as submitted on 1/1/24. Applicant is responsible to pay all fees.
14. Appoint UCC Appeals Board
15. Appoint Floodplain Administrator
16. Appoint Stormwater Management Inspector.
17. Appoint the open records officer
18. Appoint Per Capita Tax Collector (5% commission)
19. Planning Commission (5 year term)
 - 1 opening
 - Appoint John Myers
 - Re-appoint Glenn Robison

20. Sewer Authority (5 year term)
1 opening
21. Zoning Hearing Board (3 year term)
Re-appoint Linda Fries
22. Parks & Recreation Board (5 year term)
Appoint Cathy Urbanek
Re-appoint Sue Jones
23. Designate Banking Institutes (3 signatures required)
24. Reaffirm the following rates:
 - Real Estate Millage (7 mills), Discount Rate (3%), Penalty (10%)
 - Per Capita Rate (\$5.00), Discount Rate (3%), Penalty (10%)
 - Earned Income Tax Collector and Commission (1.57% based on contract between Berkheimer and the TCC)
 - Realty Transfer Tax (1%)
 - Tax Collector Commission (5%)
25. Prior approval for payroll on every Thursday for the previous week (Monday - Sunday) and authorization for secretary to pay bills as needed between meetings to avoid late charges and to receive discounts and to pay all utilities, payroll taxes and any payments deemed necessary.
26. Approve the following meeting dates for 2024: Jan 2 (organization & regular), Feb 13, Mar 12, April 9, May 14, June 11, July 9, Aug 13, Sept 10, Oct 8, Nov 12, Dec 10. Budget meeting Oct 29, and will include any other business that comes before the board. January-April, and August-December meetings will be held at 10:00 AM, May-July meetings will be held at 7:00 PM, and all meetings will be held at the township building.
27. Set compensation for those attending convention and appoint a voting delegate for the convention.
28. Appoint CCTCC Delegate and Alternate.
29. Appoint French Creek COG Delegate and Alternate.
30. Appoint Agriculture Security Area Board.
31. Set mileage rate for private vehicles as the rate set by the IRS and to adjust accordingly as the IRS adjusts (67 cents per mile as of 1/1/2024).
32. Motion to recognize the North Shenango Volunteer Fire Department as the fire department of record.
33. Motion to approve non-fire fighting activities such as parades, dinners, bingo, open house, or any other fund raising activity and maintenance to building.

- 34. Motion to approve that all committees, boards, and/or groups may use the Township building for meetings. This includes Crime Watch, Planning Commission, Zoning Hearing Board, Fire Department, etc.
- 35. Motion to approve purchases made by the Supervisors, in an emergency, not to exceed \$4,000.00 per incident.
- 36. Motion to approve the 2024 North Shenango Fee Schedule as presented.
- 37. Affirm which Supervisors to be employed by the Township & recommend pay scale of \$15.00/hr for working Supervisors to Auditors.

WAGES – (for Employees OTHER THAN Supervisors): effective 1/1/2024

Gary Atkison – full time w/CDL License	- \$18.50 per hour plus benefits \$1.00/hr add'l Road Foreman pay
John Myers – full time	- \$18.50 per hour plus benefits
Bradley Harthan – full time	-\$18.50 per hour plus benefits
New Hire CDL Driver	- Pay scale at the discretion of the
New Hire Non-CDL Laborer	Board of Supervisors
Donna Kean – Secretary/Treasurer	- \$18,000 Salary/year part-time
Building Code Officer – Mike Klink	- \$3,600.00 Salary/year part-time + fees per fee schedule submitted on 1/1/24
Code Enforcement Officer	- \$17.00 per hour
Short Term Rental Inspector – Mike White	- \$15.00 per hour for misc. & paperwork
Pay for inspections: Yearly & pre-inspection	- \$50.00/each, each additional inspection - \$25.00/each.

RECOMMENDATIONS TO THE AUDITORS

- 1. Working Supervisors wage rate of \$15.00/hr.

At this time the Supervisors will hold the January regular monthly meeting!

Public Comment Period

- Richard Barabas

Committee Reports:

- Building Code
- Planning Commission
- Code Enforcement
- Parks & Recreation
- Crime Watch
- Fire Dept.
- Short Term Rental
- Police Department
- Roadmaster Report

Minutes approved from the December 12, 2023 regular monthly meeting.

APPROVAL of monthly invoices for the period of 12/13/2023 to 1/2/2024

APPROVAL of monthly payroll for the period of 12/13/2023 to 1/2/2024

Secretary Report

- PSATS Convention

Old Business

New Business

- Accept resignation of Cindy Wightman from the Planning Commission Board
- Appoint new Tax Collector
- Appoint auditors
- New CD
- New Kinetic upgrades

Supervisor Report

Public Comment on agenda items

Adjournment