**KISKIMINETAS TOWNSHIP**

**Re-Organization Meeting**

**January 3, 2022**

**Call to Order. Time:---------**

**Pledge of Allegiance.**

**Roll Call.**

**Re-Organization of Executive Matters**

1. **Temporary Chairman**.
   1. Call for a motion to appoint a Temporary Chairman for reorganization purposes and until a 2022 Chairman is appointed.
2. **Temporary Secretary**.
   1. Call for a motion to appoint a Temporary Secretary for reorganization purposes and until a 2022 Secretary is appointed.
3. **Chairman of the Board of Supervisors**.
   1. Call for nominations to appoint a Chairman of the Board of Supervisors for 2022.
   2. Call for a motion to close the nominations.
   3. Call for a motion to appoint a Chairman of the Board of Supervisors for 2022.
4. **2022 Vice Chairman of the Board of Supervisors**.
   1. Call for nominations to appoint a Vice Chairman of the Board of Supervisors for 2022
   2. Call for a motion to close the nominations.
   3. Call for a motion to appoint a Vice Chairman of the Board of Supervisors for 2022.
5. **Board Vacancy. – One-**
6. **Township Supervisor to oversee the Police Department.**
   1. Call for a motion to appoint a Township Supervisor to oversee the Police Department.
7. **Township Supervisor to oversee the Public Works Department.**
   1. Call for a motion to appoint a Township Supervisor to oversee the Public Works Department.

**Administrative/Organizational Matters**

1. **Secretary.** 
   1. Call for a motion to appoint a Township Secretary for 2022 as defined by Section 801 of the PA Second Class Township Code.
2. **Treasurer.**
   1. Call for a motion to appoint a Township Treasurer for 2022 as defined by Section 701 of the PA Second Class Township Code.
3. **Treasurer/Secretary Bond by Resolution #03-2022** 
   1. Call for a motion to pass Resolution 03-2022 that establishes the 2022 Treasurer/ Secretary Bond in the amount no less than as is required by Section 702 of the PA Second Class Township Code.
4. **Pension Plans Administrator**.
   1. Call for a motion to appoint a Pension Plan(s) Administrator for 2022 for the following Pension Plans: 401(a), 457(b), Full-time Uniformed Defined Benefit, and Full-time Non uniformed Defined Benefit.
5. **Flood Plain Administrator**.
   1. Call for a motion to appoint a Flood Plain Administrator for 2022.
6. **Records Management Officer**.
   1. Call for a motion to appoint a Records Management Officer for 2022.
7. **Right-to-Know Officer**.
   1. Call for a motion to appoint a Right-to-Know Officer for 2022.
8. **PSATS Delegate**.
   1. Call for a motion to appoint a 2022 PSATS Delegate to vote in the 2022 PSATS Board

Election.

1. **2022 Pennsylvania State Association of Township Supervisors’ Membership**.
   1. Call for a motion to retain membership in the State Association of Township Supervisors.
2. **Township Engineer**.
   1. Call for a motion to appoint the Senate Engineering Company as the 2022 Township Engineer with the motion to include a monthly retainer fee and fees for services as outlined in the Schedule of Unit Rates for basic services and Unit Rates for additional services.
3. **Public Works Department Crew Leader**.
   1. Call for a motion to appoint a 2022 Public Works Department Crew Leader.

**Organization of Tax Collection Matters**

1. **Elected Tax Collector’s Bond by Resolution #04-2022.** 
   1. Call for a motion to pass Resolution 04-2022 that establishes the 2022 Elected Tax Collector’s Bond in the amount no less than as is required by the Second Class Township Code.
2. **Act 511 Tax Collector**.
   1. Call for a motion to appoint Berkheimer as the 2022 Act 511 (local wage tax, local services tax, per capita tax) Tax Collector.
3. **Act 511 Delinquent Tax Collector**.
   1. Call for a motion to appoint Berkheimer as the 2022 Act 511 (local wage tax, local services tax, and per capita tax) Delinquent Tax Collector.

**Organization of Legal Representation Matters**

1. **Township Solicitor/Firm.** 
   1. Call for a motion to appoint Attorney Timothy Miller as the Township’s Solicitor for 2022 as set forth in the letter of interest requesting appointment. *Note: The Township is in receipt of notice from Attorney Timothy Miller from the law firm of DeBernardo, Antonio, McCabe, & Davis, P.C. requesting appointment at a rate of $150 per hour for legal services.*
2. **Special Counsel for Personnel and Labor Matters**.
   1. Call for a motion to appoint the law firm of Campbell, Durrant, Beatty, Palumbo, and Miller as the Township’s Special Labor Counsel for 2022as needed for personnel and labor matters.
3. **Special Counsel for Pension Matters**.
   1. Call for a motion to appoint Randall Rhoades as Special Counsel for Pension Matters for 2022 as needed.
4. **Zoning Solicitor**.
   1. Call for a motion to appoint James Favero as Zoning Solicitor at the rate of $90 per hour for legal services for 2022 as set forth in the letter requesting appointment.

**Financial Organizational Matters**

1. **Appointed Auditor**.
   1. Call for a motion to appoint the CPA firm of Zelenkofske and Axelrod to audit the Township’s 2020 financial records and prepare the 2020 DCED Audit Report; and to audit the 2020 Real Estate Tax Collection records and prepare an Audit Report to be submitted to the Township Board of Supervisors.
2. **Township Depository**.
   1. Call for a motion to appoint the First Commonwealth Bank as the 2022 Depository for all Township Funds with the stipulation that the Board may change depositories in part or in full in the best interest of the Township at any time during the year.

**Organizational Matters for Township Representatives, Boards and Commissions**

1. **Vacancy Board**.
   1. Call for a motion to appoint a Chairman of the 2022 Vacancy Board.
2. **Planning Commission.**
   1. Call for a motion to appoint a nominee to the Planning Commission to a five-year term ending December 31, 2027.
3. **Zoning Hearing Board.**
   1. Call for a motion to appoint an alternate Zoning Hearing Board member due to a deceased member to a five-year term ending December 31, 2027, and advertise for an alternate member.
4. **Sewage Authority**
   1. Call for a motion to appoint a chairman and liaison for the Sewage Authority for the calendar year 2022.
5. **UCC Group Representative**.
   1. Call for a motion to appoint a 2022 representative to the Armstrong County Uniform Construction Code Group.
6. **Armstrong County UCC Group Representative**.
   1. Call for a motion to appoint a representative to attend meetings as a voting member of the 2022 Armstrong County UCC Group.
7. **Uniform Construction Code Appeals Board Representative**.
   1. Call for a motion to appoint a Township Representative to the 2022 Armstrong County Uniform Construction Code Appeals Board.
8. **Safety Committee**.
   1. Call for a motion to appoint a Safety Committee Chairperson.
   2. Call for a motion to appoint a Safety Committee Representative.
   3. Call for a motion to appoint a Safety Committee Representative.
9. **Emergency Management Coordinator**.
   1. Call for a motion to appoint a Kiskiminetas Township Emergency Management
   2. Coordinator.

1. A. Call for a motion to appoint a Zoning and Code Officer for 2022.

**Establishing the 2022 Township Meeting Schedule**.

1. Call for a motion to set the Township’s Meeting dates for 2022 to be held at the Township Municipal Building located at 1222A Old State Road, Apollo; and to authorize to advertise the 2022 meeting schedule.

Regular meeting to be held second Wednesday of every month, with Agenda meeting held the Wednesday Prior

* Monthly Agenda Meetings of the Board of Supervisors
* Regular Monthly Meeting of the Board of Supervisors
* Planning Commission
* Zoning Hearing Board as needed as advertised
* Special Budget Preparation Meetings – to be announced and advertised as needed

**Adjournment**.

(seal)

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Patrick J. Bono, MPA

Kiskiminetas Township Secretary