**KISKIMINETAS TOWNSHIP**

**Re-Organization Meeting**

**January 2, 2024**

**Call to Order: Time: 6:00 p.m.**

**Pledge of Allegiance.**

**Roll Call. Present: Chuck Rodnicki, Mary Long, Brittany Hilliard**

**Absent: None (2 Supervisor seats remain unfilled)**

**Re-Organization of Executive Matters**

1. **Temporary Chairman**.
   1. Call for a motion to appoint Chuck Rodnicki temporary Chairman for reorganization purposes and until a 2024 Chairman is appointed.

Motion: Brittany Hilliard Second: Mary Long Opposed: None.

1. **Temporary Secretary**.
   1. Call for a motion to appoint Patrick Bono temporary Secretary for reorganization purposes and until a 2024 Secretary is appointed.

Motion: Brittany Hilliard Second: Mary Long Opposed: None.

1. **Chairman of the Board of Supervisors**.
   1. Call for nominations to appoint Brittany Hilliard Chairman of the Board of Supervisors for 2024.
   2. Call for a motion to close the nominations.

Motion: Mary Long Second: Brittany Hilliard Opposed: None.

* 1. Call for a motion to appoint Brittany Hilliard Chairman of the Board of Supervisors for 2024.

Motion: Mary Long Second: Brittany Hilliard Opposed: None.

1. **Vice Chairman of the Board of Supervisors**.
   1. Call for nominations to appoint Mary Long Vice Chairman of the Board of Supervisors for 2024.
   2. Call for a motion to close the nominations.

Motion: Brittany Hilliard Second: Chuck Rodnicki Opposed: None.

* 1. Call for a motion to appoint Mary Long Vice Chairman of the Board of Supervisors for 2024.

Motion: Brittany Hilliard Second: Chuck Rodnicki Opposed: None.

1. **Township Supervisor to oversee the Police Department.**
   1. Call for a motion to appoint Township Supervisor Mary Long to oversee the Police Department.

Motion: Brittany Hilliard Second: Brittany Hilliard Opposed: Chuck Rodnicki

**Motion does NOT Carry-** **issue to be revisited at the Jan 10, 2024 Meeting.**

1. **Township Supervisor to oversee the Public Works Department.**
   1. Call for a motion to appoint Township Supervisor Brittany Hilliard to oversee the Public Works Department.

Motion: Mary Long Second: Brittany Hilliard Opposed: Chuck Rodnicki

**Motion does NOT carry- issue to be revisited at the Jan 10, 2024 Meeting.**

**Administrative/Organizational Matters**

1. **Secretary.** 
   1. Call for a motion to appoint Patrick Bono Township Secretary for 2024 as defined by Section 801 of the PA Second Class Township Code.

Motion: Chuck Rodnicki Second: Mary Long Opposed: None.

1. **Treasurer.**
   1. Call for a motion to appoint Patrick Bono Township Treasurer for 2024 as defined by Section 701 of the PA Second Class Township Code.

Motion: Chuck Rodnicki Second: Mary Long Opposed: None.

1. **Treasurer/Secretary Bond by Resolution #01-2024** 
   1. Call for a motion to pass Resolution 01-2024 that establishes the 2024 Secretary/ Treasurer Bond in the amount no less than as is required by Section 702 of the PA Second Class Township Code.

Motion: Chuck Rodnicki Second: Mary Long Opposed: None.

1. **Pension Plans Administrator**.
   1. Call for a motion to appoint Patrick Bono Pension Plan(s) Administrator for 2024 for the following Pension Plans: 401(a), 457(b), Full-time Uniformed Defined Benefit, and Full-time Non uniformed Defined Benefit.

Motion: Mary Long Second: Chuck Rodnicki Opposed: None.

1. **Flood Plain Administrator**.
   1. Call for a motion to appoint Patrick Bono Flood Plain Administrator for 2024.

Motion: Brittany Hilliard Second: Chuck Rodnicki Opposed: None.

1. **Records Management Officer**.
   1. Call for a motion to appoint \_Patrick Bono Records Management Officer for 2024.

Motion: Brittany Hilliard Second: Chuck Rodnicki Opposed: None.

1. **Right-to-Know Officer**.
   1. Call for a motion to appoint Patrick Bono Right-to-Know Officer for 2024.

Motion: Mary Long Second: Chuck Rodnicki Opposed: None.

1. **PSATS Delegate**.
   1. Call for a motion to appoint Brittany Hilliard 2024 PSATS Delegate to vote in the 2024 PSATS Board Election and attend the PSATS Conference on April 23-26, 2024.

Motion: Mary Long Second: Brittany Hilliard Opposed: None.

1. **2024 Pennsylvania State Association of Township Supervisors’ Membership**.
   1. Call for a motion to retain membership in the State Association of Township Supervisors.

Motion: Chuck Rodnicki Second: Brittany Hilliard Opposed: None.

1. **Township Engineer**.
   1. Call for a motion to appoint LSSE, Inc. as the 2024 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.

Motion: Chuck Rodnicki Second: Mary Long Opposed: None.

1. **Public Works Department Crew Leader**.
   1. Call for a motion to appoint Ron Baker 2024 Public Works Department Crew Leader.

Motion: Brittany Hilliard Second: Mary Long Opposed: None.

**Organization of Tax Collection Matters**

1. **Elected Tax Collector’s Bond by Resolution #02-2024.** 
   1. Call for a motion to pass Resolution 02-2024 that establishes the 2024 Elected Tax Collector’s Bond in the amount no less than as is required by the Second-Class Township Code; paid for by Armstrong County- per Mr. Evans.

Motion: Brittany Hilliard Second: Chuck Rodnicki Opposed: None.

1. **Act 511 Tax Collector**.
   1. Call for a motion to appoint Berkheimer as the 2024 Act 511 (local wage tax, local services tax, per capita tax) Tax Collector.

Motion: Chuck Rodnicki Second: Mary Long Opposed: None.

1. **Act 511 Delinquent Tax Collector**.
   1. Call for a motion to appoint Berkheimer as the 2024 Act 511 (local wage tax, local services tax, and per capita tax) Delinquent Tax Collector.

Motion: Chuck Rodnicki Second: Brittany Hilliard Opposed: None.

**Organization of Legal Representation Matters**

1. **Township Solicitor/Firm.** 
   1. Call for a motion to appoint Attorney Scott Andreassi as the Township’s Solicitor for 2024.

Motion: Chuck Rodnicki Second: None. Opposed:

**Motion does NOT carry-** **issue to be revisited at the Jan 10, 2024 meeting.**

1. **Special Counsel for Personnel and Labor Matters**.
   1. Call for a motion to appoint the law firm Campbell, Durant as the Township’s Special Labor Counsel for 2024 as needed for personnel and labor matters.

Motion: Mary Long Second: Brittany Hilliard Opposed: None.

1. **Special Counsel for Pension Matters**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_\_ as Special Counsel for Pension Matters for 2024 as needed.

Motion: None. Second: Opposed:

**Motion does NOT carry- issue to be revisited at the Jan 10, 2024 meeting, after advertisement for interested parties ran.**

1. **Zoning Solicitor**.
   1. Call for a motion to appoint James Favero as Zoning Solicitor at the rate of 95.00 per hour for legal services for 2024, as stated in letter.

Motion: Brittany Hilliard Second: Mary Long Opposed: None

**Financial Organizational Matters**

1. **Appointed Auditor**.
   1. Call for a motion to appoint the CPA firm of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to audit the Township’s 2023 financial records and prepare the 2023 DCED Audit Report; and to audit the 2023 Real Estate Tax Collection records and prepare an Audit Report to be submitted to the Township Board of Supervisors.

Motion: None. Second: Opposed:

**Motion does NOT carry- issue to be revisited at the Jan 10, 2024 meeting, after advertisement for interested parties ran.**

1. **Township Depository**.
   1. Call for a motion to appoint First Commonwealth Bank as the 2024 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.

Motion: Chuck Rodnicki Second: Mary Long Opposed: None.

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

1. **Vacancy Board**.
   1. Call for a motion to appoint Jim Chikar Chairman of the 2024 Vacancy Board.

Motion: Brittany Hilliard Second: Mary Long Opposed: Chuck Rodnicki

**Motion does NOT carry- to be issue to be revisited at the Jan 10, 2024 meeting.**

1. **Sewage Authority**
   1. Call for a motion to appoint Chuck Rodnicki as liaison for the Sewage Authority for the calendar year 2024.

Motion: Mary Long Second : Brittany Hilliard Opposed: None.

1. **UCC Group Representative**.
   1. Call for a motion to appoint 2024 representative Brittany Hilliard to the Armstrong County Uniform Construction Code Group.

Motion: Brittany Hilliard Second: Mary Long Opposed: None.

1. **Armstrong County UCC Group Representative**.
   1. Call for a motion to appoint Township Supervisor Brittany Hilliard to attend meetings as a voting member of the 2024 Armstrong County UCC Group.

Motion: Mary long Second: Brittany Hilliard Opposed: None.

1. **Uniform Construction Code Appeals Board Representative**.
   1. Call for a motion to appoint Township representative Mary Long to the 2024 Armstrong County Uniform Construction Code Appeals Board.

Motion: Brittany Hilliard Second: Chuck Rodnicki Opposed: None.

1. **Safety Committee**.
   1. Call for a motion to appoint Supervisor Chuck Rodnicki Safety Committee Chairperson.

Motion: Mary long Second: Brittany Hilliard Opposed: None.

* 1. Call for a motion to appoint Supervisor Mary Long Safety Committee Representative.

Motion: Chuck Rodnicki Second: Brittany Hilliard Opposed: None.

1. **Emergency Management Coordinator**.
   1. Call for a motion to appoint Casey Campbell Kiskiminetas Township Emergency Management Coordinator.

Motion: Brittany Hilliard Second: None. Opposed:

**Motion does NOT carry- issue to be revisited at the Jan 10, 2024 meeting.**

8.

a. Call for a motion to appoint Rebecca Rupert Zoning and Code Officer for 2024.

Motion: Chuck Rodnicki Second: Brittany Hilliard Opposed: None.

9.

b. Call for a motion to approve the Intermunicipal Agreement between the Kiski Township Sewage Authority regarding PA One Call identification.

Motion: Mary Long Second: Brittany Hilliard Opposed: None.

10. Motion to appoint Dan Marangoni to the Kiskiminetas Township Sewage Authority for the remainder of resigned Robert Gibbons term, expiring on 01/2026.

Motion: Second: Abstain:

**Motion does NOT carry- issue to be revisited at the Jan 10, 2024 meeting.**

**Establishing the 2024 Township Meeting Schedule**.

Motion to amend agenda to change meeting dates and times

Motion: Brittany Hilliard Second: Mary long Opposed: None

1. Call for a motion to set the Township’s Meeting dates for 2024 to be held at the Township Municipal Building located at 1222A Old State Road, Apollo; and to authorize to advertise the 2024 meeting schedule.

Regular meeting to be held second Wednesday of every month.

Work Session meeting to be held the first Wednesday of every month.

Board of Supervisors

* Regular Monthly Meeting of the Board of Supervisors.
* Work Session meeting first Wednesday of every month
* Planning Commission first Thursday of the month at 7:00 p.m. as needed.
* Zoning Hearing Board as needed as advertised
* Special Budget Preparation Meetings – to be announced and advertised as needed.

Motion: Brittany Hilliard Second: Mary Long Opposed: None.

**Motion for Adjournment**:

Motion: Mary Long Second: Chuck Rodnicki Time: 7:03 P.M.

(Seal)

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Patrick J Bono, MPA

Kiskiminetas Township Secretary/ Treasurer