**KISKIMINETAS TOWNSHIP**

**Re-Organization Meeting**

**January 06, 2025**

**Call to Order: Time: 7:00 p.m.**

**Pledge of Allegiance.**

**Roll Call. Present:**

**Absent:**

**Public Comment:**

**Discussion of corrections and revisions to the adopted 2025 Budget**

**Potential vote on any proposed revisions and/or corrections to the adopted 2025 Budget.**

**Motion: Second: Opposed:**

**Roll Call Vote:**

**Yay: Nay:**

**Motion to advertise revised 2025 Budget.**

**Motion: Second: Opposed:**

**Motion to hold meeting 10 days after advertisement of 2025 Corrected Budget.**

**Motion: Second: Opposed:**

**Re-Organization of Executive Matters**

1. **Temporary Chairman**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_ temporary Chairman for reorganization purposes and until a 2025 Chairman is appointed.

Motion: Second: Opposed:

1. **Temporary Secretary**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_ temporary Township Secretary for reorganization purposes and until a 2025 Township Secretary is appointed.

Motion: Second: Opposed:

1. **Chairman of the Board of Supervisors**.
   1. Call for nominations to appoint \_\_\_\_\_\_\_\_\_ Chairman of the Board of Supervisors for 2025.
   2. Call for a motion to close the nominations.

Motion: Second: Opposed:

* 1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_ Chairman of the Board of Supervisors for 2025.

Motion: Second: Opposed:

1. **Vice Chairman of the Board of Supervisors**.
   1. Call for nominations to appoint \_\_\_\_\_\_\_\_\_ Vice Chairman of the Board of Supervisors for 2025.
   2. Call for a motion to close the nominations.

Motion: Second: Opposed:

* 1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_ Vice Chairman of the Board of Supervisors for 2025.

Motion: Second: Opposed:

1. **Township Supervisor to oversee the Police Department.**
   1. Call for a motion to appoint Township Supervisor \_\_\_\_\_\_\_\_\_ to oversee the Police Department.

Motion: Second: Opposed:

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

Motion: Second: Opposed:

1. **Township Supervisor to oversee the Administration Office.**
   1. Call for a motion to appoint Township Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_ to oversee the Administration Office.

Motion: Second: Opposed:

**Administrative/Organizational Matters**

1. **Secretary.** 
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_Township Secretary for 2025 as defined by Section 801 of the PA Second Class Township Code.

Motion: Second: Opposed:

1. **Treasurer.**
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_\_Township Treasurer for 2025 as defined by Section 701 of the PA Second Class Township Code.

Motion: Second: Opposed:

1. **Treasurer/Secretary Bond by Resolution #01-2025**
   1. Call for a motion to pass Resolution 01-2025 that establishes the 2025 Secretary/ Treasurer Bond in the amount no less than as is required by Section 702 of the PA Second Class Township Code.

Motion: Second: Opposed:

1. **Pension Plans Administrator**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_Pension Plan(s) Administrator for 2025 for the following Pension Plans: 401(a), 457(b), Full-time Uniformed Defined Benefit, and Full-time Non uniformed Defined Benefit.

Motion: Second: Opposed:

1. **Flood Plain Administrator**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_Flood Plain Administrator for 2025.

Motion: Second: Opposed:

1. **Records Management Officer**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_Records Management Officer for 2025.

Motion: Second: Opposed:

1. **Right-to-Know Officer**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_\_Right-to-Know Officer for 2025.

Motion: Second: Opposed:

1. **PSATS Delegate**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_2025 PSATS Delegate to vote in the 2025 PSATS Board Election and attend the PSATS Conference on May 04-07, 2025

Motion: Second: Opposed:

1. **2025 Pennsylvania State Association of Township Supervisors’ Membership**.
   1. Call for a motion to retain membership in the State Association of Township Supervisors.

Motion: Second: Opposed:

1. **Township Engineer**.
   1. Call for a motion to appoint LSSE, Inc. as the 2025 Township Engineering firm 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: Second: Opposed:

1. **Public Works Department Crew Leader**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_ 2025 Public Works Department Crew Leader.

Motion: Second: Opposed:

**Organization of Tax Collection Matters**

1. **Elected Tax Collector’s Bond by Resolution #02-2025.**
   1. Call for a motion to pass Resolution 02-2025 that establishes the 2025 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: Second: Opposed:

1. **Act 511 Tax Collector**.
   1. Call for a motion to appoint Berkheimer as the 2025 Act 511 (local wage tax, local services tax, per capita tax) Tax Collector.

Motion: Second: Opposed:

1. **Act 511 Delinquent Tax Collector**.
   1. Call for a motion to appoint Berkheimer as the 2025 Act 511 (local wage tax, local services tax, and per capita tax) Delinquent Tax Collector.

Motion: Second: Opposed:

**Organization of Legal Representation Matters**

1. **Township Solicitor/Firm.** 
   1. Call for a motion to appoint Attorney \_\_\_\_\_\_\_\_\_\_as the Township’s Solicitor for 2025.

Motion: Second: Opposed:

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 2025 as needed for personnel and labor matters.

Motion: Second: Opposed:

1. **Special Counsel for Pension Matters**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_\_ as Special Counsel for Pension Matters for 2025 as needed.

Motion: None. Second: Opposed:

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 2025, as stated in letter.

Motion: Second: Opposed:

**Financial Organizational Matters**

1. **Appointed Auditor**.
   1. Call for a motion to appoint the CPA firm of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to audit the Township’s 2024 financial records and prepare the 2024 DCED Audit Report; and to audit the 2024 Real Estate Tax Collection records and prepare an Audit Report to be submitted to the Township Board of Supervisors.

Motion: Second: Opposed:

1. **Township Depository**.
   1. Call for a motion to appoint First Commonwealth Bank as the 2025 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: Second: Opposed:

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

1. **Vacancy Board**.
   1. Call for a motion to nominate Mr. Robert Gibbons Chairman of the 2025 Vacancy Board, per letter of interest received by Mr. Gibbons.

Motion: Second: Opposed

* 1. Call for a motion to appoint\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman of the 2025 Vacancy Board,

Motion: Second: Opposed

1. **UCC Group Representative**.
   1. Call for a motion to appoint 2025 representative \_\_\_\_\_\_\_\_ to the Armstrong County Uniform Construction Code Group.

Motion: Second: Opposed:

1. **Armstrong County UCC Group Representative**.
   1. Call for a motion to appoint Township Supervisor \_\_\_\_\_\_\_\_\_\_to attend meetings as a voting member of the 2025 Armstrong County UCC Group.

Motion: Second: Opposed:

1. **Uniform Construction Code Appeals Board Representative**.
   1. Call for a motion to appoint Township representative \_\_\_\_\_\_\_\_ to the 2025 Armstrong County Uniform Construction Code Appeals Board.

Motion: Second: Opposed:

1. **Safety Committee**.
   1. Call for a motion to appoint Supervisor \_\_\_\_\_\_\_\_\_\_Safety Committee Chairperson.

Motion: Second: Opposed:

* 1. Call for a motion to appoint Supervisor \_\_\_\_\_\_\_\_\_\_ Safety Committee Representative.

Motion: Second: Opposed:

1. **Emergency Management Coordinator**.
   1. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kiskiminetas Township Emergency Management Coordinator for 2025.

Motion: Second: Opposed:

7.

a. Call for a motion to appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning and Code Officer for 2025.

Motion: Second: Opposed:

**Establishing the 2025 Township Meeting Schedule**.

Motion to amend motion to decide meeting dates and times

Motion: Second: Opposed:

1. Call for a motion to set the Township’s Meeting dates for 2025 to be held at the Township Municipal Building located at 1222A Old State Road, Apollo; and to authorize to advertise the 2025 meeting schedule.

Regular meeting to be held second Wednesday of every month at 7:00p.m.

Work Session meeting to be held the first Wednesday of every month at 7:00 p.m.

Board of Supervisors

* Regular Monthly Meeting of the Board of Supervisors.
* Work Session meeting first Wednesday of every month
* Planning Commission second 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: Second: Opposed:

**Motion for Adjournment**:

Motion: Second: Time:

(Seal)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kiskiminetas Township Secretary/ Treasurer