

**NORTH FRANKLIN TOWNSHIP**

**MINUTES OF JANUARY 3, 2022 REORGANIZATION MEETING**

**5:30PM**

**CALL TO ORDER**– Present was Mr. Sabot, Mr. Quinn, Mr. Polan, Secretary/Treasurer, Jackie Kotchman and Director of Planning & Development, Erin Dinch. The meeting was held by teleconference for public access and was open for public attendance.

**PLEDGE OF ALLEGIANCE**

**ELECTION OF BOARD OFFICERS/NOMINATIONS**

**CHAIRMAN**- Mr. Quinn made a motion to appoint Mr. Sabot as Chairman of the Board; seconded by Mr. Polan. Motion unanimously carried.

**VICE-CHAIRMAN**- Mr. Sabot made a motion to appoint Mr. Quinn as Vice-Chairman of the Board; seconded by Mr. Polan. Motion unanimously carried.

**RECOGNIZE NEWLY ELECTED SUPERVISOR** – Mr. Sabot recognized Josh Polan as the newly elected Supervisor.

**APPOINTMENTS**

**SECRETARY/TREASURER**- Mr. Sabot made a motion to appoint Jackie Kotchman as Secretary/Treasurer with compensation and benefits as stated in the 2022 contract; seconded by Mr. Quinn. Motion unanimously carried.

**DIRECTOR OF PLANNING & DEVELOPMENT**- Mr. Sabot made a motion to appoint Erin Dinch as Director of Planning & Development with compensation and benefits as stated in the 2022 contract; seconded by Mr. Quinn. Motion unanimously carried.

**SET THE TREASURER’S BOND**- Mr. Quinn made a motion to table setting the Treasurer’s bond until the Supervisors meeting on January 11, 2022; seconded by Mr. Polan. Motion unanimously carried.

**TOWNSHIP SOLICITOR**- Mr. Sabot made a motion to appoint Sweat Law Offices as Township Solicitor; seconded by Mr. Quinn. Motion unanimously carried.

**PLANNING COMMISSION SOLICITOR**- Mr. Sabot made a motion to appoint Sweat Law Offices as Planning Commission Solicitor; seconded by Mr. Quinn. Motion unanimously carried.

**PER CAPITA TAX COLLECTOR**- Mr. Sabot made a motion to appoint Diane Smykal as Per Capita Tax Collector; seconded by Mr. Polan. Motion unanimously carried.

**CODE ENFORCEMENT OFFICER**- Mr. Sabot made a motion to appoint Harshman CE Group, LLC as Code Enforcement Officer; seconded by Mr. Quinn. Motion unanimously carried.

**GRANT WRITER**- Mr. Sabot made a motion to appoint Erin Dinch as Grant Writer; seconded by Mr. Polan. Motion unanimously carried.

**ENGINEERING FIRM-** Mr. Sabot made a motion to appoint Harshman CE Group, LLC as engineering firm; seconded by Mr. Quinn. Motion unanimously carried.

**AUDITING FIRM-** Mr. Quinn made a motion to appoint Cypher & Cypher as auditing firm to complete the 2021 Township Audit; seconded by Mr. Sabot. Motion unanimously carried.

**ACCOUNTING FIRM-** Mr. Sabot made a motion to appoint Palermo & Kissinger Associates as accounting firm to prepare payroll; seconded by Mr. Polan. Motion unanimously carried.

**ZONING AND BUILDING INSPECTION FIRM-** Mr. Polan made a motion to appoint Municipal Consulting Services as Zoning and Building Inspection Firm; seconded by Mr. Quinn. Motion unanimously carried.

**ACTUARIAL FIRM-** Mr. Quinn made a motion to appoint Definiti (formerly Boetger & Associates) as actuarial firm for the Police Pension; seconded by Mr. Sabot. Motion unanimously carried.

**INVESTMENT FIRM-** Mr. Quinn made a motion to appoint American Funds as pension investment firm for the Police Pension; seconded by Mr. Polan. Motion unanimously carried.

**PLANNING COMMISSION APPOINTMENTS-** Mr. Polan made a motion to appoint Matt Keith to the Planning Commission with a four (4) year term of 2022 through 2025; seconded by Mr. Quinn. Motion unanimously carried.

Mr. Polan made a motion to appoint Michael Roach to the Planning Commission with a four (4) year term of 2022 through 2025; seconded by Mr. Quinn. Motion unanimously carried.

**ZONING HEARING BOARD-** Mr. Sabot made a motion to appoint Brett Clancy to a three (3) year term of 2022 through 2024; seconded by Mr. Quinn. Motion unanimously carried.

Mr. Sabot made a motion to appoint Barry Blose as the Zoning Hearing Board Alternate; seconded by Mr. Quinn. Motion unanimously carried.

**VACANCY BOARD-** Mr. Quinn made a motion to appoint Barry Blose to the vacancy board; seconded by Mr. Polan. Motion unanimously carried.

**LOCAL COOP SANITATION BOARD REPRESENTATIVE AND ALTERNATE-** Mr. Sabot made a motion to appoint Mr. Quinn as representative and Mr. Polan as alternate; seconded by Mr. Quinn. Motion unanimously carried.

**SEWAGE ENFORCEMENT OFFICER/LOCAL SANITATION COUNCIL-** Mr. Sabot made a motion to appoint the Washington County Sewage Council as sewage enforcement officer and local sanitation council; seconded by Mr. Quinn. Motion unanimously carried.

**EMERGENCY MANAGEMENT AGENCY DIRECTOR-** Mr. Polan made a motion to appoint Supervisor Bob Sabot as Emergency Management Agency director; seconded by Mr. Quinn. Motion unanimously carried.

**FLOOD PLAIN MANAGER** -Mr. Quinn made a motion to appoint Harold Ivery as Flood Plain Manager; seconded by Mr. Polan. Motion unanimously carried.

**DELEGATE TO STATE CONVENTION** – Mr. Sabot made a motion to appoint Jackie Kotchman as the Voting Delegate to attend the State Convention for 2022; seconded by Mr. Quinn. Motion unanimously carried.

**OBSERVED PAID HOLIDAYS**- Mr. Sabot made a motion to approve non-union employees observed paid holidays for 2022 as New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Primary Election Day, Memorial Day, Independence Day, Labor Day, General Election Day, Veteran's Day, Thanksgiving, Friday after Thanksgiving and Christmas Day observed; seconded by Mr. Polan. Motion unanimously carried.

**SET MEETING DATES AND TIMES**- Mr. Sabot made a motion to advertise and set the regular meetings for 2022 for the second Tuesday of each month at 5:30 pm; seconded by Mr. Quinn. Motion unanimously carried.

**ADOPT RESOLUTION 1-2022 NAMING CHIEF ADMINISTRATOR OF POLICE PENSION FUND**- Mr. Sabot made a motion to appoint the Board of Supervisors as Chief Administrator of Police Pension Fund; seconded by Mr. Quinn. Motion unanimously carried.

**ADOPT RESOLUTION 2-2022 NAMING MAIN DEPOSITORY**- Mr. Sabot made a motion naming the main depository as Washington Financial Bank; seconded by Mr. Quinn. Motion unanimously carried.

**ADOPT RESOLUTION 3-2022 APPOINTING ACT 511 DELINQUENT AND CURRENT TAX COLLECTION AGENCY (EXCLUDING PER CAPITA)**- Mr. Quinn made a motion to appoint Keystone Collections as delinquent and current tax collection agency; seconded by Mr. Polan. Motion unanimously carried.

**ADOPT RESOLUTION 4-2022 NAMING CHIEF ADMINISTRATOR OF NON-UNIFORM PENSION FUND**- Mr. Sabot made a motion to appoint Jackie Kotchman as Chief Administrator of Non -Uniform Pension Fund; seconded by Mr. Quinn. Motion unanimously carried.

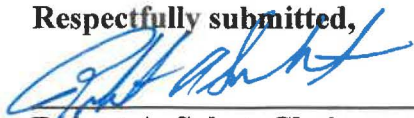
**ADOPT RESOLUTION 5-2022 NAMING OPEN RECORD OFFICER**- Mr. Sabot made a motion to appoint Erin Dinch as Open Records Officer; seconded by Mr. Quinn. Motion unanimously carried.

**MOTION TO AUTHORIZE SECRETARY/TREASURER TO PAY MONTHLY BILLS AS DUE**- Mr. Sabot made a motion to authorize Secretary/Treasurer to pay recurring monthly bills as due; seconded by Mr. Quinn. Motion unanimously carried.

**PUBLIC COMMENT ON NON-AGENDA ITEMS** - None

**ADJOURNMENT**- Mr. Quinn made a motion to adjourn at 6:05 pm; seconded by Mr. Polan. Motion unanimously carried.

Respectfully submitted,



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Robert A. Sabot, Chairman



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Jacqueline M. Kotchman, Secretary/Treasurer