

NORTH FRANKLIN TOWNSHIP

MINUTES OF JANUARY 3, 2023 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 carried Mr. Quinn and Mr. Polan. Mr. Sabot abstained.

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

APPOINTMENTS

SECRETARY/TREASURER- Mr. Polan made a motion to appoint Jackie Kotchman as Secretary/Treasurer with compensation and benefits as stated in the 2023 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 2023 contract; seconded by Mr. Polan. Motion unanimously carried.

SET THE TREASURER'S BOND- Mr. Polan made a motion to set the Treasurer's bond at \$1,000,000.00; seconded by Mr. Quinn. Motion unanimously carried.

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

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

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

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

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

ENGINEERING FIRM- Mr. Polan 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 2022 Township Audit; seconded by Mr. Polan. Motion unanimously carried.

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

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

PLANNING COMMISSION APPOINTMENTS- Mr. Polan made a motion to appoint Joe Karnes to the Planning Commission with a four (4) year term of 2023 through 2026; seconded by Mr. Quinn. Motion unanimously carried.

ZONING HEARING BOARD- Mr. Polan made a motion to appoint George Zillo to a three (3) year term of 2023 through 2025; 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. Polan 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. Polan made a motion to appoint Harold Ivery as Flood Plain Manager; seconded by Mr. Quinn. Motion unanimously carried.

DELEGATE TO STATE CONVENTION – Mr. Polan made a motion to appoint Erin Dinch as the Voting Delegate to attend the State Convention for 2023; seconded by Mr. Quinn. Motion unanimously carried.

Mr. Polan made a motion for both Erin Dinch and Jackie Kotchman to attend the 2023 PSATS Convention April 23-26, 2023; seconded by Mr. Quinn. Motion unanimously carried.

OBSERVED PAID HOLIDAYS- Mr. Quinn 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. Polan made a motion to advertise and set the regular meetings for 2023 for the second Tuesday of each month at 5:30 pm; seconded by Mr. Quinn. Motion unanimously carried.

ADOPT RESOLUTION 1-2023 NAMING CHIEF ADMINISTRATOR OF POLICE PENSION FUND- Mr. Polan 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 2-2023 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 3-2023 APPOINTING ACT 511 DELINQUENT AND CURRENT TAX COLLECTION AGENCY (EXCLUDING PER CAPITA)- Mr. Polan made a motion to appoint Keystone Collections as delinquent and current tax collection agency; seconded by Mr. Quinn. Motion unanimously carried.

ADOPT RESOLUTION 4-2023 NAMING CHIEF ADMINISTRATOR OF NON-UNIFORM PENSION FUND- Mr. Polan made a motion to appoint Jackie Kotchman as Chief Administrator of Non -Uniform Pension Fund; seconded by Mr. Quinn. Motion unanimously carried.

ADOPT RESOLUTION 5-2023 NAMING OPEN RECORD OFFICER- Mr. Polan 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. Polan 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. Polan made a motion to adjourn at 5:45 pm; seconded by Mr. Quinn. Motion unanimously carried.

Respectfully submitted,



Robert A. Sabot, Chairman



Jacqueline M. Kotchman, Secretary/Treasurer