

NORTH FRANKLIN TOWNSHIP

MINUTES OF JANUARY 6, 2025 REORGANIZATION MEETING

5:30PM

CALL TO ORDER– Present were Mr. Quinn, Mr. Johnson, Secretary/Treasurer, Jackie Kotchman and Director of Planning & Development, Erin Dinch. Mr. Sabot was absent. 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. Johnson. Motion carried unanimously.

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

APPOINTMENTS

SECRETARY/TREASURER- Mr. Quinn made a motion to appoint Jackie Kotchman as Secretary/Treasurer with compensation and benefits as stated in the 2025 contract; seconded by Mr. Johnson. Motion unanimously carried.

DIRECTOR OF PLANNING & DEVELOPMENT- Mr. Quinn made a motion to appoint Erin Dinch as Director of Planning & Development with compensation and benefits as stated in the 2025 contract; seconded by Mr. Johnson. Motion unanimously carried.

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

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

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

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

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

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

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

CIVIL ENGINEERING FIRM - Mr. Quinn made a motion to appoint Gibson-Thomas Engineering Company as the Township Civil Engineering firm; seconded by Mr. Johnson. Motion unanimously carried.

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

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

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

ACTUARIAL FIRM- Mr. Quinn made a motion to appoint Definiti as actuarial firm for the Police Pension; seconded by Mr. Johnson. Motion unanimously carried.

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

PLANNING COMMISSION APPOINTMENTS- Mr. Quinn made a motion to appoint John Shaffer to the Planning Commission with a four (4) year term of 2025 through 2028; seconded by Mr. Johnson. Motion unanimously carried.

The (2) two expiring terms of Richard Haskey and Ryan King are not being reappointed based on the Board's intention to reduce the Planning Commission membership from (7) seven to (5) five and that said positions shall remain vacant until the Planning Commission membership is officially reduced.

ZONING HEARING BOARD- Mr. Quinn made a motion to appoint Brett Clancy to the Zoning Hearing Board with a three (3) year term of 2025 through 2027; seconded by Mr. Johnson. Motion unanimously carried.

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

LOCAL COOP SANITATION BOARD REPRESENTATIVE AND ALTERNATE- Mr. Johnson made a motion to appoint Mr. Quinn as the board representative; seconded by Mr. Quinn. Motion unanimously carried.

Mr. Quinn made a motion to appoint Mr. Johnson as Local Coop Sanitation Board alternate; seconded by Mr. Johnson. Unanimously carried.

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

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

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

DELEGATE TO STATE CONVENTION – Mr. Quinn made a motion to appoint Erin Dinch as the Voting Delegate to attend the State Convention for 2025; seconded by Mr. Johnson. Motion unanimously carried.

OBSERVED PAID HOLIDAYS- Mr. Quinn made a motion to approve non-union employees observed paid holidays for 2024 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. Johnson. Motion unanimously carried.

MOTION TO ADVERTISE AND SET SUPERVISOR MEETING DATES AND TIMES FOR 2025- Mr. Quinn made a motion to advertise and set the regular meetings for 2025 for the second Tuesday of each month at 5:30 pm except for the November 2025 meeting, which will be held on Tuesday, November 18, 2025 at 5:30 pm due to the Township being closed on the second Tuesday, November 11, in observance of Veterans Day; seconded by Mr. Johnson. Motion unanimously carried.

ADOPT RESOLUTION 1-2025 NAMING CHIEF ADMINISTRATOR OF POLICE PENSION FUND- Mr. Quinn made a motion to appoint the Board of Supervisors as Chief Administrator of Police Pension Fund; seconded by Mr. Johnson. Motion unanimously carried.

ADOPT RESOLUTION 2-2025 NAMING MAIN DEPOSITORY- Mr. Quinn made a motion naming the main depository as Washington Financial Bank; seconded by Mr. Johnson. Motion unanimously carried.

ADOPT RESOLUTION 3-2025 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. Johnson. Motion unanimously carried.

ADOPT RESOLUTION 4-2025 NAMING CHIEF ADMINISTRATOR OF NON-UNIFORM PENSION FUND- Mr. Quinn made a motion to appoint Jackie Kotchman as Chief Administrator of Non-Uniform Pension Fund; seconded by Mr. Johnson. Motion unanimously carried.

ADOPT RESOLUTION 5-2025 NAMING OPEN RECORDS OFFICER- Mr. Quinn made a motion to appoint Erin Dinch as Open Records Officer; seconded by Mr. Johnson. Motion unanimously carried.

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

PUBLIC COMMENT ON NON-AGENDA ITEMS - None

ADJOURNMENT- Mr. Quinn made a motion to adjourn at 5:40 pm; seconded by Mr. Johnson. Motion unanimously carried.

Respectfully submitted,



Michael Quinn, Vice Chairman



Jacqueline M. Kotchman, Secretary/Treasurer