

**NORTH FRANKLIN TOWNSHIP**

**MINUTES OF JANUARY 5, 2026 REORGANIZATION MEETING**

**5:30PM**

**CALL TO ORDER**– Present were Mr. Sabot, Mr. Johnson, Secretary/Treasurer, Jackie Kotchman and Director of Planning & Development, Erin Dinch. Mr. Quinn 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. Sabot made a motion to appoint Mr. Sabot as Chairman of the Board; seconded by Mr. Johnson. Motion carried.

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

**APPOINTMENTS**

**SECRETARY/TREASURER**- Mr. Sabot made a motion to appoint Jackie Kotchman as Secretary/Treasurer with compensation and benefits as stated in the 2026 contract; seconded by Mr. Johnson. Motion 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 2026 contract; seconded by Mr. Johnson. Motion carried.

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

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

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

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

**CODE ENFORCEMENT OFFICER**- Mr. Johnson made a motion to appoint Municipal Consulting Services, LLC, as Code Enforcement Officer; seconded by Mr. Sabot. Motion carried.

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

**ENGINEERING FIRM-** Mr. Sabot made a motion to appoint Gibson-Thomas Engineering Company, Inc, as engineering firm; seconded by Mr. Johnson. Motion carried.

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

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

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

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

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

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

**PLANNING COMMISSION APPOINTMENTS-** Mr. Sabot made a motion to appoint Matt Keith to the Planning Commission for a three (3) year term; seconded by Mr. Johnson. Motion carried.

Mr. Sabot made a motion to appoint Michael Roach to the Planning Commission for a three (3) year term; seconded by Mr. Johnson. Motion carried.

**ZONING HEARING BOARD-** Mr. Sabot made a motion to appoint Michael Hilderbrand to the Zoning Hearing Board with a three (3) year term; seconded by Mr. Johnson. Motion carried.

**VACANCY BOARD-** Mr. Sabot made a motion to appoint Barry Blöse to the vacancy board; seconded by Mr. Johnson. Motion carried.

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

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

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

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

**DELEGATE TO STATE CONVENTION** – Mr. Sabot made a motion to appoint Jackie Kotchman as the Voting Delegate to attend the State Convention for 2026; seconded by Mr. Johnson. Motion carried.

**OBSERVED PAID HOLIDAYS**- Mr. Sabot made a motion to approve non-union employees observed paid holidays for 2026 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 carried.

**MOTION TO ADVERTISE AND SET SUPERVISOR MEETING DATES AND TIMES FOR 2026**- Mr. Sabot made a motion to advertise and set the regular meetings for 2026 for the second Tuesday of each month at 5:30 pm; seconded by Mr. Johnson. Motion carried.

**ADOPT RESOLUTION 1-2026 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. Johnson. Motion carried.

**ADOPT RESOLUTION 2-2026 NAMING MAIN DEPOSITORY**- Mr. Johnson made a motion naming the main depository as Washington Financial Bank; seconded by Mr. Sabot. Motion carried.

**ADOPT RESOLUTION 3-2026 APPOINTING ACT 511 DELINQUENT AND CURRENT TAX COLLECTION AGENCY (EXCLUDING PER CAPITA)**- Mr. Johnson made a motion to appoint Keystone Collections as delinquent and current tax collection agency; seconded by Mr. Sabot. Motion carried.

**ADOPT RESOLUTION 4-2026 NAMING CHIEF ADMINISTRATOR OF NON-UNIFORM PENSION FUND**- Mr. Johnson made a motion to appoint Jackie Kotchman as Chief Administrator of Non-Uniform Pension Fund; seconded by Mr. Sabot. Motion carried.

**ADOPT RESOLUTION 5-2026 NAMING OPEN RECORDS OFFICER**- Mr. Sabot made a motion to appoint Erin Dinch as Open Records Officer; seconded by Mr. Johnson. Motion 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. Johnson. Motion carried.

**MOTION TO APPROVE ERIN DINCH, JACKIE KOTCHMAN AND BOB SABOT TO ATTEND THE 2026 PSATS COVENTION IN HERSHEY, PA APRIL 19-22, 2026**, was made by Mr. Sabot; seconded by Mr. Johnson. Motion carried.

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

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

— Respectfully submitted,

  
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Robert A. Sabot, Chairman

  
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Jacqueline M. Kotchman, Secretary/Treasurer