

WEST FINLEY TOWNSHIP

# Board of Supervisors Organization Meeting

January 6, 2025

The Board of Supervisors of West Finley Township held their annual Organization meeting on Monday, January 6, 2025, at 6:00 pm at the Township Office Building. Supervisors David Martin, David Pritt, and Evan Collins were in attendance.

Township residents present at the meeting were Tracey and Bobbi Jo Shaulis, Kristen Collins, Melinda Duncan, and Tim Collins.

The call to order was made by Supervisor Martin at 6:00 pm.

*Supervisor Pritt nominated Supervisor Martin as Temporary Chairman of the Board. The nomination was seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

## **ORGANIZATION OF BOARD OF SUPERVISORS**

*Supervisor Pritt nominated Temporary Chairman Martin to be Permanent Chairman. The nomination was seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

*Chairman Martin nominated Supervisor Pritt to be Vice Chairman. The nomination was seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

## **APPOINT SECRETARY & TREASURER**

*Chairman Martin motioned to reappoint Amanda Yankovich as Secretary & Treasurer. The motion was seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

## **READING OF PRIOR MEETING MINUTES**

*The Secretary read the minutes from the December monthly meeting. The motion to approve the minutes was made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

## **PUBLIC COMMENT**

Melinda Duncan inquired about the status of the new employee handbook. As there is much to include, the handbook is still in progress, but will hopefully be completed soon for approval by the Board.

## **APPOINT VACANCY BOARD CHAIR**

*Vice Chairman Pritt motioned to reappoint Judy Francis as Vacancy Board Chair. The motion was seconded by Chairman Martin. All in favor, Ayes: 3, motion carried.*

**ESTABLISH SUPERVISOR MEETING PAY**

Supervisors will be paid \$100 for each meeting attended. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**ESTABLISH MONTHLY MEETING DATES**

The monthly meetings will be held on the second Monday of each month, starting at 6:00 pm, at the Township Building. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**ESTABLISH TREASURER'S BOND**

The Treasurer's Bond is set at \$400,000. The Treasurer has the authority to maintain all township accounts and may transfer funds between these accounts as necessary. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**SELECT DEPOSITORIES FOR TOWNSHIP FUNDS**

The Township will utilize Community Bank and PLGIT as depositories for township funds, but retain the right to utilize another lending facility if a better interest rate is available. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**REAPPOINT SUPERVISORS AS EMPLOYEES**

Supervisors may be employed as part time employees as road crew members, laborers, equipment operators and/or secretary/treasurer when needed. Compensation will be determined by the Township Auditors. *Motion to approve was made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.* David Martin will also review any applications for Township Permits. His compensation for this service will be determined by the Township Auditors. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**REAPPOINT ROAD CREW FOREMAN & EMPLOYEES**

The Road Crew Foreman is Ian Martin. He, along with Chuck Minch and Tracey Shaulis, will be reappointed as full time Road Crew employees. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**APPOINT TOWNSHIP SOLICITOR**

James Liekar of Liekar & Liekar, Attorneys at Law, has requested reappointment of Township Solicitor for 2025. *The motion for approval was made by Vice Chairman Pritt and seconded by Chairman Martin. All in favor, Ayes: 3, motion carried.*

**APPOINT TOWNSHIP ENGINEER & BUILDING INSPECTOR**

K2 Engineering has accepted our request to remain Township Engineers. As David Martin has resigned from his position as Building Code Official, the Township has requested K2 act as BCO for 2025. This firm manages all commercial permits in the Township and will now maintain building permits as well. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**MANDATORY APPOINTMENTS**

1. The Open Records Officer is Amanda Yankovich.
2. The Sewage Enforcement Officer is the Washington County Sewage Council.

3. The Emergency Management Coordinator is Mark Sibert.

*Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

### **APPOINTMENTS TO BOARDS**

1. The Planning Commission members are Dave Martin, David Pritt, and Evan Collins.
2. The UCC Board of Appeals members are Warren Duncan, John Barnhart, and Gerald Lindley.
3. For tax collection, Bobbi Jo Shaulis is Township Tax Collector. Her compensation is 10% on collected taxes and 100% of tax certification letters. The Real Estate Tax Collector is to prepare and mail tax notices on or about June 1, 2024. Earned Income Tax is collected by Keystone & WCTTC. Realty Transfer Tax Collector is collected by Carrie Perrell with Washington County, and the Assistant Real Estate Tax Collector is Carol Schilinski.

*Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

### **MISCELLANEOUS APPOINTMENTS**

1. Ambulance Committee Delegate is Cathy Emery.
2. The Address Coordinator is Amanda Yankovich.
3. The PA One Call Representative is David Martin with Evan Collins as Alternate Representative.
4. The Washington County Sewage Council Delegate is David Martin with David Pritt as Alternate Representative.

*Motion made by Chairman Martin and seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

### **ESTABLISH TAX RATES**

1. The tax rate for West Finley Township is .3 mills (0.0003)
2. The Earned Income Tax is 1% for residents.
3. The Earned Income Tax is 1% for non-residents.
4. The Real Estate Transfer Tax is ½ %.
5. West Finley will continue the Homestead Exclusions, which coincides with the Washington County list of qualified property owners, for up to \$50.

*Motion made by Chairman Martin, seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

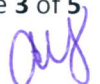
### **APPROVE FEE SCHEDULE**

The fee schedule for 2025 is attached. The \$25 fee for the Agricultural Exclusion will be removed. This application will be an addendum to the Township permit application packet. *Motion made by Supervisor Collins and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

### **PURCHASING LIMITATIONS & PROCEDURES**

West Finley Township will adhere to the rules and regulations for bidding procedures as set forth by the state Department of Labor and Industry in the Pennsylvania Bulletin. The minimum purchase amount that will require the advertisement for bids will increase from \$23,800. In addition, the minimum purchase amount for telephone quotes is \$12,900. Any purchase under \$11,999 does not have quote or bidding requirements.

The amounts listed in Resolution 5-2023 were amended to account for increases in the costs of everyday operating expenses. The revision in the Resolution states that purchases under \$2,000.00 do NOT require



approval provided they are within budget and approved by Department Head or Treasurer. Purchases from \$2,000.00 - \$5,000.00 DO require approval by (a) the Treasurer and One Supervisor OR (b) Two Supervisor. Any purchases between \$5,000.00 and \$23,800.00, as indexed by the Second Class Township Code, Article XXXI, Section 3102 (a) purchases require approval of a majority of the Board of Supervisors at a public meeting, (b) multiple quotes are not required but are encouraged whenever practical. *The motion to approve the changes was made by Vice Chairman Pritt and seconded by Chairman Martin. All in favor, Ayes: 3, motion carried.*

### **PAYROLL & EMPLOYEE RATES**

1. The Secretary/Treasurer's pay rate for 2025 will be \$21.00/hour.
2. The Road Crew Foreman's rate will be \$28.00/hour.
3. The Road Crew employees' rate will be \$26.00/hour.

*Motion made by Vice Chairman Pritt, seconded by Supervisor Collins. All in favor, Ayes: 3, motion carried.*

4. The current overtime policy of time and a half after 40 hours worked in a week will be eliminated. The new overtime policy will pay at a rate of time and a half after 8 hours worked in a day.

*Motion made by Vice Chairman Pritt and seconded by Chairman Martin. All in favor, Ayes: 3, motion carried.*

5. The work week begins at 12:01 am each Monday. The pay period will end every other Wednesday, with timesheets approved by the Supervisor via in person or text with signature to follow as soon as possible. Paychecks will be deposited by the following Friday, but are payable within 5 (five) business days after the end of the period.

*Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

### **EMPLOYEE BENEFITS**

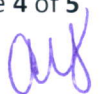
Full time employees will receive the following benefits:

1. Holiday Pay (office closed): 10 days/year - Christmas Day, New Year's Day, Presidents' Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, and one (1) Floating Holiday TBD by employee
2. Vacation Days: after 1 year = 1 week (40 hours), 2-9 years = 2 weeks (80 hours), 10 years + = 3 weeks (120 hours)
3. Personal Time Off (PTO): 7 days (56 hours)
4. Bereavement Days: up to 3 days (24 hours) for immediate family members only (wife/husband, son/daughter, mother/father, brother/sister, grandparents, and applicable to in-law relations of the same)
5. Medical Insurance: Health Savings Account via UPMC with annual contribution and premiums paid 100% by township, employees pay 10% after deductible
6. The mileage reimbursement rate will be .70 cents/mile, as established by the IRS maximum for personal use of vehicles for township business (released 12/19/24).

*Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

### **ADVERTISEMENTS**

The Observer Reporter will be the selected newspaper for the required advertisements.



**MEMBERSHIPS**

West Finley Township will renew their annual membership with PSATS and the PSATS CDL program. *Motion made by Chairman Martin and seconded by Vice Chairman Pritt. All in favor, Ayes: 3, motion carried.*

**UNFINISHED BUSINESS**

There are two companies interested in signing ambulance agreements with the Township. This item is tabled.

**NEW BUSINESS**

Tunnel Ridge (Alliance Coal) has applied for a Heavy Road Use permit for Erskine Road. Payment has not yet been received. It also needs to be determined if they have a flood plain permit from K2 Engineering. The application has been denied until these details are researched.

**ADMINISTRATIVE ITEMS**

The *financial reports* for all the Township accounts were presented. The bank statements from December 2024 were reviewed along with their QuickBooks reconciliation reports.

The Board also examined an itemized list of *current expenditures for payment in January*. *The motion to approve the financial statements and payment of the expenditures made by Vice Chairman Pritt and seconded by Chairman Martin. All in favor, Ayes: 3, motion carried.*

**SECRETARY'S REPORT**

There was a NOI received for the WFN 3 well pad.

**ADJOURNMENT OF MEETING**

Chairman Martin adjourned the meeting at 6:50 pm.