

WEST FINLEY TOWNSHIP
Board of Supervisors
Annual Organization Meeting

January 5, 2026 ~ 6:00 pm

AGENDA OF ITEMS THAT WILL BE THE SUBJECT OF DELIBERATION AND OFFICIAL
ACTION OF THE BOARD OF SUPERVISORS

- **CALL TO ORDER**
- **APPOINT TEMPORARY CHAIRMAN**
- **APPOINT TEMPORARY SECRETARY**
- **ORGANIZATION OF BOARD OF SUPERVISORS**
 - Nominate/Elect Chairman
 - Nominate/Elect Vice
- **APPOINT SECRETARY/TREASURER**
- **APPROVE PRIOR MEETING MINUTES**
- **APPOINT VACANCY BOARD CHAIR** (*current: JUDY FRANCIS*)
- **ESTABLISH SUPERVISOR MEETING PAY** (*\$100 per meeting attended*)
- **ESTABLISH MONTHLY MEETING DATES**
 - Day, time, and new meeting place
- **ESTABLISH TREASURER'S BOND**
- **ELECT DEPOSITORIES FOR TOWNSHIP FUNDS** (*Community Bank and PLGIT*)
- **REAPPOINT SUPERVISORS AS EMPLOYEES**
- **REAPPOINT ROAD CREW EMPLOYEES**
 - Possible Executive Session
 - FMLA
- **APPOINT TOWNSHIP SOLICITOR, APPROVE RATES** (*James Liekar, Liekar & Liekar*)
- **APPOINT TOWNSHIP ENGINEER & BUILDING INSPECTOR, APPROVE RATES** (*K2 Engineering*)
- **MANDATORY APPOINTMENTS**
 1. Open Records Officer: *Amanda Yankovich*
 2. Sewage Enforcement Officer: *Washington County Sewage Council*
 3. Emergency Management Coordinator: *Mark Sibert*
- **APPOINTMENTS TO BOARDS**
 1. Planning Commission: *Dave Martin, David Pritt, Amanda Yankovich*
 2. West Finley Township Auditors: *appoint new member, 4 year term*
 3. UCC Board of Appeals: *Warren Duncan, John Barnhart, Gerald Lindley*
 4. Tax Collection:
 - a. Township Tax Collector (*Bobbi Jo Shaulis*)
 - b. Earned Income Tax: *Keystone & WCTTC*
 - c. Realty Transfer Tax Collector: *Carrie Perrell with Washington County*
 - d. Assistant Real Estate Tax Collector: *Carol Schilinski*
- **MISCELLANEOUS APPOINTMENTS**
 1. Ambulance Committee Delegate: *Cathy Emery*
 2. Address Coordinator: *Amanda Yankovich*
 3. PA One Call Representative & Alternate: *Ian Martin, Dave Martin*
 4. Washington County Sewage Council Delegate & Alternate: *Dave Martin & Dave Pritt*

- **ESTABLISH TAX RATES**
 1. Mils = .003
 2. Earned Income Tax = 1% for residents
 3. Earned Income Tax = 1% for non-residents
 4. Real Estate Transfer Tax = ½ %
 5. Continue Homestead Exclusions
- **APPROVE FEE SCHEDULE**
- **PURCHASING LIMITATIONS & PROCEDURES**
 - Bid limits for 2025
 - a. \$0 - \$13,200 = no requirements
 - b. \$13,200 - \$24,500 = separate bids (telephone/written quotes)
 - c. \$24,500 + = advertisement for bids
- **PAYROLL & EMPLOYEE RATES**
 1. Secretary & Treasurer
 2. Road Crew Foreman
 3. Road Crew Employees
 4. Work Week details
 5. Work Day Specifics (hours, unpaid lunch, timesheets, comp time/overtime)
- **EMPLOYEE BENEFITS** (full-time employees only)
 1. Holiday Pay
 2. Vacation Days
 3. Personal Time Off (PTO)
 4. Bereavement Days
 5. End of Year payouts unused vacation/PTO time
 6. Medical Insurance
 7. Mileage Reimbursement
- **ADVERTISEMENTS**
- **MEMBERSHIPS**
- **UNFINISHED BUSINESS**
 - Adopt Resolution 13-26
 - Zoning Ordinance update, schedule public hearing
- **NEW BUSINESS**
 - Advertisement for Public Works employee(s)
 - Employee cell phone use
 - Security cameras
- **WEST FINLEY VFC REPORT**
 - WFT Auditors to audit VFC books
- **PUBLIC WORKS REPORT**
 - Wallace Hill Road report from Harshman Eng.
- **TOWNSHIP REPORT**
 - DEP approval letter, RE: Columbia Gas/Gibraltar for panel 28
 - DEP WOEP permit letter, RE: Columbia Gas/Gibraltar for panel 28
 - NOI: Mark West pipeline project
 - Wash Co Conservation incompleteness letter, Dutch Fork-Enon
 - K2 monthly report
 - PA State Grant Seminar, 1/29/2026 at 8:30 am
 - Auditors meeting tomorrow, 1/6/2026 at 6:00 pm at Township Building
- **ADMINISTRATIVE ITEMS**
 - December 2025 financial reports for accounts
 - Expenditures for January 2026
- **PUBLIC COMMENT**
- **ADJOURNMENT OF MEETING**