

*WEST FINLEY TOWNSHIP*

# **Board of Supervisors Organization Meeting**

*January 5, 2026*

The Board of Supervisors of West Finley Township held their annual Organization meeting on Monday, January 5, 2026, at 6:00 pm at the Township Office Building. Supervisors David Pritt, Mark Adams, and Melinda Duncan were in attendance.

Also attending were Henrietta and Glenn O'Brien, Tracey and Mark Smith, Bobbi and Tracey Shaulis, Tim Moore, Tim Collins, Jerry and Brenda Seibel, Dave Minch, Claire Hagan, Edie Minch, John and Debra Swart, Cathy and Steve Emery, Cindy and Dave Kuhn, Debra Selmon, Warren Duncan, Brandon Gray, Mara Santis, Herb Morris, and Bill Riggle.

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

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

*Supervisor Adams nominated Amanda Yankovich as Temporary Secretary. The nomination was seconded by Temporary Chairman Pritt. All in favor, Ayes: 3, motion carried.*

## **ORGANIZATION OF BOARD OF SUPERVISORS**

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

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

## **APPOINT SECRETARY & TREASURER**

*Supervisor Adams nominated Amanda Yankovich as Secretary and Treasurer. The nomination was seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*

## **READING OF PRIOR MEETING MINUTES**

*The Secretary read the minutes from the December 2025 monthly meeting. The motion to approve the minutes was made by Vice Chair Adams and seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*

## **APPOINT VACANCY BOARD CHAIR**

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

## **ESTABLISH SUPERVISOR MEETING PAY**

Supervisors will be paid \$100 for each meeting attended.

**ESTABLISH MONTHLY MEETING DATES**

The monthly meetings will be held on the second Monday of each month, starting at 6:30 pm, at the Township Building. Planning Commission meetings will be at 6:00 pm on an as needed basis. *Motion made by Chair Duncan and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.* The Budget meeting will be held on Monday, October 26, 2026 at 6:30 pm. *Motion made by Chair Duncan and seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.* Meetings will be held in the Secretary's office area. *Motion made by Chair Duncan and seconded by Supervisor 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 Vice Chair Adams and seconded by Supervisor 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 Vice Chair Adams and seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.* The PLGIT form authorizing new check signers was also completed.

**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 Vice Chair Adams and seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*

**REAPPOINT ROAD CREW EMPLOYEES**

The Road Crew Foreman is Ian Martin. *Motion by Vice Chair Adams to retain him as Foreman.* Chair Duncan called an Executive Session to discuss the appointment at 6:13 pm. The Board returned from Executive Session at 6:28 pm. Tracey Shaulis will be appointed as Temporary Foreman. *Motion made by Supervisor Pritt and seconded by Chair Duncan. All in favor, Ayes: 3, motion carried.*

Ian Martin has applied for Family Medical Leave of Absence (FMLA) from December 30, 2025 through March 1, 2026. *Motion to approve FMLA made by Vice Chair Adams and seconded by Chair Duncan. All in favor, Ayes: 2 (Adams/Duncan), Nays: 1 (Pritt). Motion carried.* The Township Solicitor will aid the Township in the administration of the FMLA. The employees sick time, which is included in PTO time, will be used as payment and counted toward the FMLA excused time. *Motion made by Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.* Upon return, Mr. Martin will need a return-to-work certificate and drug test.

**APPOINT TOWNSHIP SOLICITOR**

James Liekar of Liekar & Liekar, Attorneys at Law, will remain Township Solicitor for 2026. *The motion for approval was made by Vice Chair Adams and seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*

**APPOINT TOWNSHIP ENGINEER & BUILDING INSPECTOR**

K2 Engineering will remain the Township Engineers. They will also act as BCO for 2026 and will handle all Township building permits. *Motion made by Supervisor Pritt and seconded by Vice Chair Adams. 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 Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

**APPOINTMENTS TO BOARDS**

1. The Planning Commission members are David Pritt, Mark Adams, Melinda Duncan, and two residents that are yet to be determined (by motion at Planning Commission meeting, January 6, 2026).
2. The West Finley Township Board of Auditors had a resignation. Two candidates applied. *Motion by Supervisor Pritt to appoint Jean Morris to the Board of Auditors. Motion was seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.* Elected Auditor, Brenda Seibel submitted her letter of resignation. *Supervisor Pritt motioned to accept her resignation. Vice Chair Adams seconded the motion. All in favor, Ayes: 3, motion carried.* The Board offered the vacant position to Debra Selmon. She accepted. *Motion by Chair Duncan to appoint Debra Selmon to the Board of Auditors. Motion was seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*
3. The UCC Board of Appeals members are Warren Duncan, John Barnhart, and Gerald Lindley.
4. 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, 2026. 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 Supervisor Pritt was seconded by Vice Chair Adams. 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 Mark Adams, and the alternate is Dave Pritt.
4. The Washington County Sewage Council Delegate is Melinda Duncan and David Pritt is the alternate representative.

*Motion made by Supervisor Pritt and seconded by Vice Chair Adams. 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 Supervisor Pritt, seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

**APPROVE FEE SCHEDULE**

The fee schedule for 2026 is attached. All fees associated with building permits will be removed. K2 engineering will set those fees. *Motion made by Supervisor Pritt and seconded by Vice Chair Adams. 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 to \$24,500.00. In addition, the minimum purchase amount for telephone quotes is \$13,200.00. Any purchase under \$13,200 does not have quote or bidding requirements. *The motion to approve the bidding procedures was made by Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

### **PAYROLL & EMPLOYEE RATES**

1. The Secretary/Treasurer's pay rate for 2026 will be \$22.00/hour. *Motion made by Vice Chair Adams, seconded by Chair Duncan. All in favor, Ayes: 3, motion carried.*
2. The Road Crew Foreman's rate will be \$28.50/hour. *Motion made by Supervisor Pritt, seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*
3. The Road Crew employees' rate will be \$27.50/hour. *Motion made by Vice Chair Adams, seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*
4. 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.
5. Changes to the workday times are as follows: Road Crew hours are Monday through Friday, 5:45 am to 2:30 pm, but will change depending on circumstances like tar and chip, snow removal, and specific road projects. Office hours are Monday through Friday, 8:00 am to 4:00 pm. Lunch breaks are half an hour and will not be paid. Any time worked over 8 hours per day will be paid overtime rates. There will be no "comp time."

*Motion made by Supervisor Pritt and seconded by Vice Chair Adams. 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. *Motion made by Supervisor Pritt, seconded by Chair Duncan. All in favor, Ayes: 3, motion carried.*
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. End of year payout for unused vacation time. The employee handbook currently states that employees must make a request to the Board by November 1<sup>st</sup> for specific pay out circumstances, i.e. splitting time between two or more paychecks. If no request is made, any unused vacation time will be paid out in the last paycheck of the payroll period.
6. Medical Insurance: Health Savings Account via UPMC with annual contribution and premiums paid 100% by township,
7. The mileage reimbursement rate will be 72.5 cents/mile, as established by the IRS maximum for personal use of vehicles for township business

*Motion made by Supervisor Pritt and seconded by Chair Duncan. 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 Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

### **UNFINISHED BUSINESS**

West Finley Township will join the pension trust via PSATS. Resolution No. 13-26 is the agreement to participate in the trust. *Motion to approve the Resolution was made by Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

The Zoning Ordinance was tabled until the next meeting.

### **NEW BUSINESS**

The Township will advertise for road crew employees for full-time and part time positions. The full-time candidate should have a Pennsylvania Class A CDL license, and the part time candidate should have a Pennsylvania Class B CDL license. The pay rate will be \$27.50 as previously set. A draft advertisement will be prepared and sent to the Board for approval. *Chair Duncan made the motion to advertise for these positions online and in the Observer Reporter. The motion was seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

Employee cell phone use will be tabled until the handbook can be reviewed by the new Supervisors.

Security cameras will also be tabled for now. Bud Plants will be contacted regarding the issues related to the camera card.

### **WEST FILEY VFC REPORT**

For 2025, the West Finley Volunteer Fire Department received 338 calls. 163 of those calls were for West Finley Township. Steve Emery gave the Board a copy of the call report. The new Treasurer, Mark Sibert, along with the outgoing Treasurer, Cathy Emery, have requested their books be audited by the elected auditors. *The motion to approve the audit was made by Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

### **PUBLIC WORKS REPORT**

Rich Rush, from Harshman Engineering, submitted a preliminary cost estimate for the replacement of the Wallace Hill Road bridge. The cost estimate is \$202,500 but could be lower if the Township purchases the structure and the stone. There are several preliminary steps that need to be completed, like surveying, engineering, and permitting. The Township will begin the process to move forward with this replacement. *Motion made by Vice Chair Adams and seconded by Supervisor Pritt. All in favor, Ayes: 3, motion carried.*

### **TOWNSHIP REPORT**

Several NOI's were presented to the Board. They included information regarding projects for Columbia Gas and the Gibraltar Line for Tunnel Ridge's panel 28, a Mark West pipeline on Porter Hill Road, and an incomplete permit application letter for Dutch Fork Enon structures 27-34.

K2 submitted their monthly report and 2026 fee schedule.

There is a PA State Grant Seminar on Thursday, January 29, 2026 at the corporate headquarters for Range Resources in Canonsburg. Guests must register with Shyleigh Ulrey, the district legislative aide, by January 22, 2026.

The West Finley Township Board of Auditors will have their annual Organization meeting tomorrow, Tuesday, January 6, 2026 at 6:00 pm at the Township Building. They will set the Supervisors compensation for work done as employees for 2026. The Supervisors request their pay rate to be set at \$27.50/hour, which is the same as the Road Crew employees. *Motion made by Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

### **ADMINISTRATIVE ITEMS**

The financial reports for all the Township accounts were presented, including balances from the December 2025 bank statements. This report was reviewed and discussed along with the QuickBooks reconciliation reports for each account. 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 was made by Supervisor Pritt and seconded by Vice Chair Adams. All in favor, Ayes: 3, motion carried.*

### **PUBLIC COMMENT**

Henrietta O'Brien suggested that the Pledge of Allegiance and a prayer be said at the beginning of every meeting. She also wanted clarification on the pay rates for the Road Crew Foreman. Mrs. O'Brien also asked the residents to be informed of any companies or corporations who are buying large portions of land.

Deb Swart welcomed the new Supervisors, Auditors, and Temporary Foreman.

Chair Duncan thanked the residents who have been giving input and helping with the Zoning Ordinance.

### **ADJOURNMENT OF MEETING**

Chair Duncan adjourned the meeting at 7:57 pm.