

REORGANIZATION MEETING AGENDA
ELDRED TOWNSHIP BOARD OF SUPERVISORS
3441 Route 36
Brookville, PA 15825

This meeting was held at the Eldred Township Building on January 5, 2026. Chairman Greeley called the Roll Call. Supervisors Gordon Greeley, John MacBeth and Laird Raybuck were in attendance.

ORGANIZE

1. Appoint Temporary Secretary

Motion by Chairman Greeley to appoint Supervisor Raybuck as temporary Secretary. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

2. Appoint Temporary Chairman

Motion by Chairman Greeley to appoint Supervisor MacBeth as temporary Chairman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

3. Nominate Chairman

Motion by Chairman MacBeth to nominate Supervisor Greeley as Chairman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

4. Nominate Vice-Chairman

Motion by Chairman Greeley to nominate Supervisor MacBeth as Vice-Chairman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

APPOINT

1. Secretary/Treasurer (current: Cindy Manns)

Motion by Chairman Greeley to reappoint Cindy Manns as Secretary/Treasurer. Second by Chairman MacBeth. Vote: 3 ayes. Motion carried.

2. Road Crew

Road Foreman (current: Ryan Graham)

Motion by Chairman Greeley to reappoint Ryan Graham as Road Foreman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Shop Foreman (current: Paul Ross)

Motion by Chairman Greeley to reappoint Paul Ross as Shop Foreman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to change Supervisor approval requirement from \$5,000.00 to \$1,000.00 on purchases by the Road Crew. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

3. Solicitor (current: Emily J. Mueller of GRB Law)

Motion by Chairman Greeley to appoint Ferraro, Kruk & Ferraro as Township Solicitor pending their acceptance. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

4. Engineer (current: EADS Group)

Motion by Chairman Greeley to reappoint The EADS Group as the Township's engineer. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

5. Uniform Code Construction (UCC) Inspector (current: Pennsafe Building Inspection Services)

Motion by Chairman Greeley to reappoint Pennsafe Building Inspection Services as the Township's Uniform Construction Code Inspector. Second by Supervisor Raybuck. Vote:

6. Sewage Enforcement Officer (SEO) (current: Russ Braun)

Motion by Chairman Greeley to reappoint Russ Braun as the Township's Sewage Enforcement Officer. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

7. Earned Income and Local Services Tax Collector (current: Berkheimer)

Motion by Chairman Greeley to reappoint Berkheimer as the Township's earned income and local services tax collector. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

8. Vacancy Board Chairman (current: Dan Park)

Motion by Chairman Greeley to reappoint Dan Park as the Township's Vacancy Board Chairman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

9. Emergency Management Coordinator (current: Vacant)

Motion by Chairman Greeley to table the appointment of a Township Emergency Management Coordinator. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

10. Open Records Officer (current: Cindy Manns)

Motion by Chairman Greeley to reappoint Cindy Manns as the Township's Open Records Officer. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

11. Floodplain Administrator (set by Ordinance 01-2012 to be the Township Secretary)

Motion by Supervisor Raybuck to appoint Cindy Manns as the Township's Floodplain Administrator. Second by Chairman Greeley. Vote: 3 ayes. Motion carried.

12. Municipal Representative for Land Use/Building Permits (current: Cindy Manns)

Motion by Chairman Greeley to reappoint Cindy Manns as the Township's Municipal Representative for Land Use/Building Permits. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

13. Pennsylvania State Association of Township Supervisors (PSATS) Voting Delegate (current: Laird Raybuck)

Motion by Supervisor MacBeth to appoint Chairman Greeley as the Township's PSATS Voting Delegate. Second by Chairman Greeley. Vote: 3 ayes. Motion carried.

14. Greater Jefferson Area Council of Governments Delegates [current: Laird Raybuck (delegate); Vacant. (1st alternate) & Gordon Greeley (2nd alternate)]

Motion by Supervisor Raybuck to appoint Chairman Greeley as delegate, Supervisor MacBeth as 1st alternate delegate, and Supervisor Raybuck as 2nd alternate delegate for Eldred Township to the Greater Jefferson Area Council of Governments. Second by Chairman Greeley. Vote: 3 ayes. Motion carried.

15. Jefferson County Tax Collection Committee Delegates [Current: Cindy Manns (primary voting delegate); Laird Raybuck (1st alternate) & John MacBeth (2nd alternate)]

Motion by Supervisor Raybuck to appoint Cindy Manns as primary voting delegate; Supervisor Raybuck as 1st alternate delegate; and Supervisor MacBeth as 2nd alternate delegate for Eldred Township to the Jefferson County Tax Collection Committee. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

SET:

1. Depositories

Current:

Liquid Fuels depository is Pennsylvania Local Government Investment Trust (PLGIT)

Liquid Fuels Savings depository is PLGIT

General Funds depositories are PLGIT and S&T Bank

Motion by Chairman Greeley to continue to use PLGIT as the depository for Liquid Fuels Funds and Liquid Fuels Savings. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to continue to use PLGIT and S&T Bank as the depository for General Funds. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

2. Treasurer's Bond Amount (current: \$350,000.00)

Motion by Chairman Greeley to set the Treasurers bond for \$350,000.00.

Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

3. Wages (as per the Social Security Agency, the 2026 Cost of Living Adjustment is 2.8%)

Current gross wages:

Full-Time Road Foreman: \$20.60 per hour

Full-Time Shop Foreman: \$20.60 per hour

Full-Time Road Crew Employee: \$20.00 per hour

Full-Time Road Crew Employee: \$16.97 per hour (new hire)

Part-Time Secretary/Treasurer: bi-weekly salary of \$17.00 per hour for 50 hours (25 hours per week)

Motion by Chairman Greeley to set the Road Crew Personnel normal working hours at 7:00 AM to 3:00 PM Monday through Friday. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to set the Road Crew Personnel snow removal hours at 5:00 AM to 1:00 PM Monday through Friday. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Employees

Ryan Graham - Road Foreman (current). Motion by Chairman Greeley to retain Ryan Graham as Road Foreman at a pay rate of \$22.05 per hour. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Paul Ross - Shop Foreman (current). Motion by Chairman Greeley to retain Paul Ross as Shop Foreman at a pay rate of \$21.22 per hour. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

Shawn McCool – Road Crew (current). Motion by Chairman Greeley to retain Shawn McCool as Road Crew Member at a pay rate of \$20.75 per hour. Vote: 3 ayes. Motion carried.

Cindy Manns – Secretary/Treasurer (current). Motion by Chairman Greeley to retain Cindy Manns as Secretary/Treasurer at a pay rate of \$17.75 per hour. Vote: 3 ayes. Motion carried.

4. Mileage Rate (current: \$0.70 per mile)

The 2026 IRS standard mileage rate for business use is \$0.72.5 per mile.

Motion by Chairman Greeley to set the mileage rate at \$.70 per mile. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

5. Office Hours (current: Monday-Friday, 12:30 – 5:00)

Motion by Chairman Greeley to set the office hours as Monday-Friday, 12:30 – 5:00. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

6. Regular Meeting Dates (current: second Monday of each consecutive month)

Motion by Chairman Greeley to set the regular meeting dates as the second Monday of each consecutive month. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

7. Meeting time (current: 4:30 PM)

Motion by Chairman Greeley to set the time of the regular meetings at 4:30 PM. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

8. Meeting Location (current: Eldred Township Building)

Motion by Chairman Greeley to hold the meetings at the Eldred Township Building. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

REVIEW:

1. Payment of Bills (current: by Resolution 2020-8, Treasurer approved to pay bills and payroll expenses between meetings). Motion by Chairman Greeley to reaffirm Resolution 2020-8 and approve the Treasurer paying bills and payroll expenses between meetings. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

2. Employee Paid Time Off (current all employees: 3 personal days per year and 3 sick days per year)

- All personal hours must be used during the calendar year from January 1 to December 31.
- Doctor's excuse required for sick time use after 3 consecutive sick days are used.
- To begin on January 1st or anniversary of first day of employment?
- If employment is terminated, whether by the employer or employee, there will be no pay-out for unused sick hours or unused personal hours.

Motion by Chairman Greeley to set, for every employee, the number of personal days per year at 3 and the number of sick days per year at 3. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

3. Employee Vacation (current all employees: 1 week after a full calendar year of employment and an additional 1 week every five years with a maximum of 4 weeks)

- There is no accumulation or roll over of vacation hours from year to year.
- If all vacation hours are not used by December 31st, then the employee will receive payment for the unused vacation hours at the employee's regular hourly rate.

Motion by Chairman Greeley to keep the same vacation schedule. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

4. Employee Paid Holidays

Full-Time and part-time employee current paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day

Full-Time employees paid for 8-hour day and part-time employees being paid for 5-hour day for paid holidays.

Motion by Chairman Greeley to keep the current paid holidays. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

5. Holidays the Office is Closed (current: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day)

Motion by Chairman Greeley to close the office for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

6. Compensatory Hours

Motion by Chairman Greeley to reinstate the use of Compensatory Hours. Allowing employees to accumulate no more than 60 hours, and carry over no more than 20 to the next year. Road Foreman must be notified 24 hours before the use of compensatory hours. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

7. Fee Schedule

Current:

ATV Permit: \$30.00

Copies Requested: \$0.25 per page

Land Use Permit (additions or improvements to land or existing buildings): \$25.00 per unit

Removal Permit (remove structure): \$5.00 per unit

No-Lien Letter: \$20.00

Road Bond Permits: fee varies by road surface type and distance

Sewage Enforcement Officer Fees: set by current SEO

Motion by Chairman Greeley to keep the fees the same. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Supervisor Raybuck made a motion to adjourn at 4:58 PM. The motion was seconded by Chairman Greeley. Vote:3 ayes. Motion carried and the meeting adjourned.

The next Regular Meeting is scheduled for January 12, 2026 at 4:30 PM at the Eldred Township Building.

Cindy Manns
Secretary/Treasurer

