

**Eldred Township Supervisors
Reorganization Meeting
January 3, 2023**

This meeting was held at the Eldred Township Municipal building.

Call to order at 4.29 PM by Chairman Greeley.

The meeting was opened with a salute to the flag.

Roll Call: Supervisors Lawrence Ross, Gordon Greeley, and John MacBeth were in attendance.

ORGANIZATION

1. Motion by Chairman Greeley to appoint John MacBeth as temporary Secretary. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

2. Motion by Chairman Greeley to appoint Lawrence Ross as temporary Chairman. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

3. Motion by Chairman Ross to appoint Gordon Greeley as Chairman. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

4. Motion by Chairman Greeley to appoint Lawrence Ross as Vice-Chairman. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

APPOINTMENTS/REAPPOINTMENTS

1. Motion by Chairman Greeley to reappoint Lisa Kelso as Secretary and Treasurer. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

2. Motion by Chairman Greeley to reappoint Lawrence Ross as Roadmaster. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

3. Motion by Chairman Greeley to reappoint Jay Lundy, of Lundy & Lundy, as Township Solicitor. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

4. Motion by Chairman Greeley to reappoint EADS Group, Inc. as the Township Engineer. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

5. Motion by Chairman Greeley to appoint Pennsafe Building Inspection Services, LLC as the Uniform Code Construction (UCC) Inspector. The 2022 UCC Inspector was Bureau Veritas. Supervisor Ross asked about the cost of Pennsafe vs Bureau Veritas and also said that anyone seeking a building permit would now have to travel to DuBois to get it. Chairman Greeley said that Pennsafe would give the township 20% of the fees collected each month. He also said that he talked to a couple of contractors who recommended Pennsafe. Supervisor Ross asked where the Pennsafe office was located in DuBois. Chairman Greeley responded that it is at 175 Beaver Drive which is beyond the Middle School. Supervisor Ross asked if they were cheaper than Bureau Veritas. Chairman Greeley said that they were basically the same. Supervisor MacBeth said that if Pennsafe gives back 20% to the township, then that's good because Bureau Veritas doesn't give anything to the township. Supervisor Ross and Supervisor MacBeth both said that they would be okay with appointing Pennsafe as long as the fees are comparable. Chairman Greeley said that they would table the appointment until later in the meeting and discuss it further.

6. Motion by Chairman Greeley to reappoint Russ Braun as Township Sewage Enforcement Officer. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

7. Motion by Chairman Greeley to reappoint Berkheimer Tax Innovations as Township Earned Income and Local Services Tax Collector. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

8. Motion by Supervisor Ross to reappoint Bob Niznik as Township Vacancy Board Chairman. The motion was seconded by Chairman Greeley. Vote: 3 ayes. Motion carried.

9. Motion by Chairman Greeley to reappoint Todd Gumphier as Township Emergency Management Coordinator. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

10. Motion by Chairman Greeley to appoint Lisa Kelso as Township Open Records Officer. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

11. Motion by Chairman Greeley to appoint Lisa Kelso as the Township Floodplain Administer, as the position is set by Ordinance 01-2012 to be occupied by the township Secretary. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

12. Motion by Chairman Greeley to appoint Lisa Kelso as the Township Land Use Official. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

13. Motion by Chairman Greeley to reappoint Lawrence Ross as Pennsylvania State Association of Township Supervisors (PSATS) Voting Delegate. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

SET

1. Motion by Chairman Greeley to continue to use Pennsylvania Local Government Investment Trust (PLGIT) as the depository for liquid fuels funds and the liquid fuels savings account. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to continue to use PLGIT and S&T Bank as the depositories for general funds. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

Motion by Chairman Greeley to continue to use S&T Bank as the depository for ARPA funds. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

2. Treasurer's Bond

The current bond for Treasurer, Lisa Kelso, is for the sum of \$250,000.00. Due to the addition of the second payment of ARPA funds in September 2022, the estimated highest amount of funds available at any one time during 2023, will exceed the current bond. Motion by Supervisor Ross to increase the amount of the Treasurer's Bond to \$350,000.00. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

3. Wage Rate

The current wages are as follows:

Full-time Roadmaster: \$18.47/hour (set by the Auditors due to a Supervisor holding the position)

Full-time Road Crew Employee: \$17.07/hour

Full-time Road Crew Employee: \$16.48/hour

Part-time Secretary/Treasurer: bi-weekly salary of \$675.00 for 40 hours (20 hours per week)

The 2023 Cost-of-Living Adjustment, as released by the Social Security Administration, is 8.7%. Chairman Greeley proposed a 3% cost-of-living raise for all employees. Lisa Kelso presented a list of wages paid to Roadmasters and road crews for other townships for comparison. Supervisor Ross said that he would like to talk about the road crew employee wages sometime this year. Chairman Greeley stated that the township usually gives 3%. Supervisor MacBeth said they better stick with the 3% this year due to the 2023 budget deficit. A motion to give all employees a 3% increase in wage rate was made by Supervisor Greeley. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

4. Mileage Rate

The 2023 IRS standard mileage rate for business is 65.5 cents per mile. A motion to set the township's mileage rate at 65.5 cents per mile was made by Supervisor Ross. The motion was seconded by Chairman Greeley. Vote: 3 ayes. Motion carried.

5. Motion by Chairman Greeley to continue to hold the regular meetings on the second Wednesday of each consecutive month. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

6. Motion by Chairman Greeley to continue having the regular monthly meetings at 4:30 PM. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

7. Motion by Chairman Greeley to continue to hold the regular monthly meetings at the Eldred Township Building. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

REVIEW

1. Motion by Chairman Greeley to reaffirm Resolution 2020-8, which gives the Treasurer approval to pay bills and payroll expenses between meetings. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

2. Motion by Chairman Greeley to stick with the current policy and reapprove paid time off for each employee as follows: three personal days per year and three sick days per year. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

3. Motion by Chairman Greeley to stick with the current vacation policy and reapprove the following for each employee: one week of vacation after one year and then one week of vacation every five years, up to a maximum of four weeks, and the vacation may be taken as time or as pay. The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

4. Motion by Chairman Greeley to stick with the current policy and reapprove the current paid holidays for employees: Full-time: New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Buck Season (first day), and Christmas Day.

Part-time: Memorial Day, Independence Day, Thanksgiving Day, and Christmas Day

The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

5. Motion by Chairman Greeley to reapprove the current fee schedule for 2023. The fees are as follows:

- ATV permit: \$20.00
- Copies requested: 25 cents per page
- Land Use Permit (construction, additions, or improvements to land or buildings): \$25.00 per unit
- Removal Permit (remove structure): \$5.00 per unit
- No-Lien Letter: \$20.00
- Road Bond Permits and Fees: set by the state and vary by road surface type and distance
- Sewage Enforcement Officer Fees: set by current SEO

The motion was seconded by Supervisor Ross. Vote: 3 ayes. Motion carried.

REVIST THE APPOINTMENT OF THE UCC INSPECTOR

Supervisor MacBeth expressed that while the 20% share of the permit/inspection fees is significant, the applicants would have to go to DuBois. Chairman Greeley made a motion to appoint Pennsafe Building Inspection Services LLC as the township's UCC Inspector. The motion was seconded by Supervisor MacBeth. Vote: 3 ayes.

Chairman Greeley adjourned the meeting at 5:02 PM.

The next Regular Meeting will be held at the Eldred Township Building on January 3, 2023 immediately following this meeting.

Lisa Kelso
Secretary