



Forward Township  
Board of Supervisors  
Reorganization Meeting  
January 2, 2018  
7:00 PM

PRESENT:

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Jay Rape, Chairman

Mel Musulin, Supervisor

Tom May, Solicitor

Mary McElhinny, Vice Chairperson

Lindsey Everett, Secretary

Jefferson Argyros, Engineer

VISITORS:

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None

CALL MEETING TO ORDER:

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Chairman Rape called the public meeting to order & welcomed everyone at 7:00 PM.

- Appoint Chairperson Pro-tempore.

*Chairman Rape made a motion to appoint Tom May as Pro-tempore. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

All stood for the Pledge of Allegiance to the Flag at the Forward Township Municipal Building located at 207 Ash Stop Road, Evans City, Pennsylvania.

**APPOINTMENTS**

**Board of Supervisors**

- Appointment of Board Chairperson.

*Vice Chairperson McElhinny made a motion to nominate Jay Rape as Chairman of the Board. Supervisor Musulin seconded the motion, motion passed unanimously.*

*Supervisor Musulin made a motion to close nominations for Chairperson. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

*Supervisor Musulin made a motion to appoint Jay Rape as Chairman of the Board. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- Appointment of Board Vice Chairperson.

*Chairman Rape made a motion to nominate Mary McElhinny as Vice Chairperson of the Board. Supervisor Musulin seconded the motion, motion passed unanimously.*

*Supervisor Musulin made a motion to close nominations for Vice Chairperson. Chairman Rape seconded the motion, motion passed unanimously.*

*Supervisor Musulin made a motion to appoint Mary McElhinny as Vice Chairperson of the Board. Chairman Rape seconded the motion, motion passed unanimously.*

- Appointment of Recording Secretary for all public meetings.

*Supervisor Musulin made a motion to appoint Lindsey Everett as the Recording Secretary for all public meetings. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- Appointment of Vacancy Board Chairperson

*Supervisor Musulin made a motion to table the appointment of a vacancy board chairperson. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- o Authorization of Supervisors as Township temporary workers in emergency situations.

*Chairman Rape made a motion to authorize supervisors as temporary workers in emergency situations at a rate set by the auditors. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

### **Administration**

- o Appoint Township Secretary/Treasurer and set wage rate and benefits for 2018.

*Supervisor Musulin made a motion to appoint Bette Spithaler as Secretary/Treasurer with a 3% pay increase and benefits for 2018. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

*Supervisor Musulin made a motion to appoint Lindsey Everett as Recording Secretary with a 3% pay increase and benefits for 2018. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- o Set and approve payment for Secretary/Treasurer bond in the amount of (\$\_\_\_\_\_) with \_\_\_\_\_ Insurance Co.

*Supervisor Musulin made a motion to table payment for Secretary/Treasurer bond until August 2018 when current bond expires. Chairman Rape seconded the motion, motion passed unanimously.*

- o Appoint Township Roadmaster and set wage for 2018.

*Vice Chairperson McElhinny made a motion to appoint Charles Behm as Roadmaster with a 3% increase for the year 2018. Chairman Rape seconded the motion, motion passed unanimously.*

- o Appoint Code Enforcement Officer and set wage for 2018.

*Vice Chairperson McElhinny made a motion to appoint Brian Miller as Code Enforcement Officer with compensation remaining the same as prior year. Chairman Rape seconded the motion, motion passed unanimously.*

*Chairman Rape made a motion to appoint Philip Chips as assistant to Code Enforcement Officer as part of road crew duties. Supervisor Musulin seconded the motion, motion passed unanimously.*

- o Philip Chips full-time permanent road worker-set wage and benefits for 2018.
- o Paul Merten full-time permanent road worker-set wage and benefits for 2018.

*Chairman Rape made a motion to appoint Philip Chips and Paul Merten as full-time permanent road workers with a 3% increase and benefits for 2018. Supervisors Musulin seconded the motion, motion passed unanimously.*

- o Karl Kellar Jr. seasonal temporary road worker-set wage rates for 2018.

*Chairman Rape made a motion to appoint Karl Kellar Jr. as seasonal temporary road workers with pay rate to stay the same as prior year. Supervisors Musulin seconded the motion, motion passed unanimously.*

### **Professional**

- o Select Township Solicitor and agree to contracted fee.

*Chairman Rape made a motion to appoint Tom May with Dillon, McCandless King Coulter & Graham as Township Solicitor. Supervisors Musulin seconded the motion, motion passed unanimously.*

- o Select Township Engineer and agree to contracted fee.

*Supervisor Musulin made a motion to table selecting a Township Engineer for further review. Chairman Rape seconded the motion, motion passed unanimously.*

**Board Members**

- o Acknowledge Planning Commission Term as 4 years.

*Supervisor Musulin made a motion to table planning commission terms for further review. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- o Acknowledge Timothy Rape, Emergency Management Coordinator (set by State 911), Appoint Alternate Emergency Management Coordinator and to authorize any necessary expenses incurred by these officials in the performance of these positions.

*Vice Chairperson McElhinny made a motion to appoint Timothy Rape as Emergency Management Coordinator and authorize any necessary expenses made. Supervisor Musulin seconded the motion, motion passed unanimously.*

*Supervisor Musulin made a motion to appoint Jim Rape as alternate Emergency Management Coordinator. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- o Appointment of Representative and alternate to Butler County Council of Governments.

*Chairman Rape made a motion to appoint Mary McElhinny as the Representative to Butler County Council of Governments. Supervisor Musulin seconded the motion, motion passed unanimously.*

- o Appoint Township Open Records Officer.

*Supervisors Musulin made a motion to appoint Lindsey Everett as Township Open Records Officer. Chairman Rape seconded the motion, motion passed unanimously.*

- o Appoint Voting Delegate of PSATS Annual Township Officials Convention in Hershey, PA.

*Supervisor Musulin made a motion to table appointing a Voting Delegate for the Convention in Hershey, PA until further review. Chairman Rape seconded the motion, motion passed unanimously.*

- o Appoint Representative to the Evans City Library Board.

*Supervisor Musulin made a motion to table appointing a representative to the Evans City Library Board until further review. Chairman Rape seconded the motion, motion passed unanimously.*

- o Appoint Representative to the Butler County Tax Collection Commission.

*Vice Chairperson McElhinny made a motion to appoint Melvin Musulin as representative to the Butler County Tax Collection Commission. Chairman Rape seconded the motion, motion passed unanimously.*

- o Appoint John Brooker to a 5-year term on the Forward Township Sewer Authority Board.

*Chairman Rape made a motion to appoint John Brooker to a 5-year term on the Forward Township Sewer Authority Board. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

- o Appoint Represent to the Butler County Township Officials.

*Supervisor Musulin made a motion to appoint Mary McElhinny as the representative to the Butler County Township Officials. Chairman Rape seconded the motion, motion passed unanimously.*

**ESTABLISHING TIMES/OFFICE HOURS**

- o Approval to set 2018 office hours – Monday thru Thursday \_\_\_\_AM to \_\_\_\_PM except established holidays.

*Supervisor Musulin made a motion to table the 2018 office hours for further review. Chairman Rape seconded the motion, motion passed unanimously.*

**MILEAGE REIMBURSEMENT RATE**

- o Approval to set rate according to current published IRS business rate.

*Vice Chairperson McElhinny made a motion to approve the current published IRS business rate when employee has used personnel vehicle. Supervisor Musulin seconded the motion, motion passed unanimously.*

**APPOINTMENT OF DEPOSITORIES**

- o Approvals of NexTier, PLGIT, and Mars Bank as the official depositories of the Township's public funds.

*Supervisor Musulin made a motion to approve NexTier, PLGIT, and Mars bank as the official depositories of the Township's public funds. Chairman Rape seconded the motion, motion passed unanimously.*

**APPOINTMENT OF AUTHORIZED SIGNERS**

- Chairman
- Vice Chairman
- Supervisor
- Treasurer

*Supervisor Musulin made a motion to approve authorized signers as stated above. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

**APPOINTMENT OF PERSON TO MAKE DEPOSITS**

*Chairman Rape made a motion to appoint the Treasurer as the person to make deposits. Supervisor Musulin seconded the motion, motion passed unanimously.*

**ESTABLISH COLLECTOR OF LST AND TAX HEARING OFFICER – ACT 50**

- o Berkheimer Associates

*Supervisor Musulin made a motion to establish Berkheimer Associates as the collector of LST and Tax Hering Officer. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.*

**PUBLIC COMMENT**

None

**MISCELLEANOUS**

- o Review Township service and administration fee schedule.

*Supervisor Musulin made a motion to table the township service and administration fee schedule for further review. Chairman Rape seconded the motion, motion passed unanimously.*

**NEXT PUBLIC SUPERVISORS MEETING**

Tuesday January 9, 2018 at 7:00 PM

**ADJOURNMENT**

*Supervisor Musulin made a motion to adjourn at 7:40 PM. Chairman Rape seconded the motion, motion passed unanimously.*

Respectfully Submitted,

*Lindsey Everett*

Lindsey Everett  
Township Secretary