

**PRESENT:**

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Jay Rape, Chairman  
Mark Wilson, Supervisor  
Tom Thompson, Engineer  
Lindsey Everett, Secretary

Mel Musulin, Vice Chairman  
Tom May, Solicitor  
Charles Behm, Roadmaster  
Donna Behm, Auditor

**VISITORS:**

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NA

**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.

*Vice Chairman Musulin made a motion to appoint Tom May as Pro-tempore. Supervisor Wilson seconded the motion, motion passed unanimously.*

**BOARD OF SUPERVISORS:**

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- Appointment of Board Chairperson.

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

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

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

- Appointment of Board Vice Chairperson.

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

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

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

- Appointment of Vacancy Board Chairperson

*Vice Chairman Musulin made a motion to appoint Jim Rape as Vacancy Board Chairperson. Chairman Rape seconded the motion, motion passed unanimously.*

**ADMINISTRATION:**

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- Appoint Township Secretary/Treasurer 2021.

*Vice Chairman Musulin made a motion to appoint Lindsey Everett as Secretary/Treasurer. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Appoint Township Assistant Secretary/Treasurer.

*Vice Chairman Musulin made a motion to appoint Bette Spithaler as Assistant Secretary/Treasurer. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Set and approve payment for Secretary/Treasurer bond.

*Vice Chairman Musulin made a motion to bond both secretaries at \$1.3 million. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Appoint Township Roadmaster for 2021.

*Vice Chairman Musulin made a motion to appoint Charles Behm as Roadmaster. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Appoint Code Enforcement Officer for 2021.

*Vice Chairman Musulin made a motion to appoint Brian Miller as Code Enforcement Officer. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Sewage Enforcement Officer (SEO) appointment and fee schedule

*Vice Chairman Musulin made a motion to appoint Phil Chips as SEO and accept his 2021 fee schedule. The township is to use Doug Duncan as the backup SEO. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Adopt 2021 Fee Schedule

*Vice Chairman Musulin made a motion to approve the 2021 fee schedule. Supervisor Wilson seconded the motion, motion passed unanimously.*

**PROFESSIONAL:**

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- Select Township Solicitor and agree to contracted fee.

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

- Select Township Engineer and agree to contracted fee.

*Vice Chairman Musulin made a motion to appoint Gannett Fleming as the Township Engineer. Supervisor Wilson seconded the motion, motion passed unanimously.*

**BOARD MEMBERS:**

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

*Vice Chairman Musulin made a motion to acknowledge Amy Marree as EMC. Scott Marree is to be the alternate, and all necessary expenses will be authorized. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Appoint Representative & alternate to Butler County Council of Governments.

*Vice Chairman Musulin made a motion to appoint Mark Wilson as the Representative to Butler County Council of Governments with Melvin Musulin as the alternate. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Appoint Township Open Records Officer.

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

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

*Vice Chairman Musulin made a motion appointing Chairman Rape as voting delegate for the Convention in Hershey, PA. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Appoint Representative to the Butler County Tax Collection Commission.

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

- Appoint Represent to the Butler County Township Officials.

*Vice Chairman Musulin made a motion to appoint Mark Wilson as the representative to the Butler County Township Officials. Chairman Rape seconded the motion, motion passed unanimously.*

#### **MILEAGE REIMBURSEMENT RATE**

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

*Vice Chairman Musulin made a motion to approve the \$.56 rate and create a resolution stating Forward Township will always follow the IRS business mileage Rate. Chairman Rape seconded the motion, motion passed unanimously.*

#### **APPOINTMENT OF DEPOSITORIES:**

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

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

#### **APPOINTMENT OF AUTHORIZED SIGNERS:**

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*Vice Chairman Musulin made a motion authorizing the Chairman, Vice Chairman, Supervisor, and both secretaries as authorized signers. Chairman Rape seconded the motion, motion passed unanimously.*

**PUBLIC COMMENT:**

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None

**NEW BUSINESS:**

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- Phone

*Vice Chairman Musulin made a motion to reimburse \$40/monthly to Phil Chips for the use of his cell phone. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Peterbilt

*Vice Chairman Musulin made a motion to purchase a 2020 Peterbilt from Hunters Truck Sales in the amount of \$144,790. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Funds

*Vice Chairman Musulin made a motion to transfer \$144,790.00 from Act 13 to the General Fund for the purchase of the 2020 Peterbilt. Supervisor Wilson seconded the motion, motion passed unanimously.*

- Auger

*Vice Chairman Musulin made a motion to purchase a 9" auger-spinner from U.S Municipal in the amount of \$ 5,824.74. Supervisor Wilson seconded the motion, motion passed unanimously.*

**NEXT PUBLIC SUPERVISORS MEETING:**

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January 12, 2021 at 7:00 PM

**ADJOURNMENT:**

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*Vice Chairman Musulin made a motion to adjourn at 7:23 PM. Supervisor Wilson seconded the motion, motion passed unanimously.*

Respectfully Submitted,



Lindsey Everett  
Township Secretary