
PRESENT:

Jay Rape, Chairman

Mel Musulin, Supervisor

Tom May, Solicitor

Mary McElhinny, Vice Chairperson

Lindsey Everett, Secretary

Donna Behm, Auditor

VISITORS:

Jefferson Argyros, Engineer

Jim Rape, Planning Commission

Brian Miller, CEO

CALL MEETING TO ORDER:

Chairman Rape called the public meeting to order & welcomed everyone at 6:00 PM.

- Appoint Chairperson Pro-tempore.

Supervisor Musulin 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.

Supervisor Musulin made a motion to nominate Jay Rape as Chairman of the Board. Vice Chairperson McElhinny 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.

Supervisor Musulin made a motion to nominate Mary McElhinny as Vice Chairperson of the Board. Chairman Rape 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 Vacancy Board Chairperson

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

Administration

- Appoint Township Secretary/Treasurer and set wage rate and benefits for 2019.

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

- Appoint Township Assistant Secretary/Treasurer and set wage rate and benefits for 2019.

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

- Set and approve payment for Secretary/Treasurer bond in the amount of (\$_____).

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

- Appoint Township Roadmaster and set wage for 2019.

Chairman Rape made a motion to appoint Charles Behm as Roadmaster. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

- Appoint Code Enforcement Officer and set wage for 2019.

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

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

- Philip Chips full-time permanent road worker-set wage and benefits for 2019.

Chairman Rape made a motion to appoint Philip Chips as full-time permanent road worker. Supervisor Musulin seconded the motion, motion passed unanimously.

- Paul Merten full-time permanent road worker-set wage and benefits for 2019.

Chairman Rape made a motion to appoint Paul Merten as full-time permanent road worker. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

- Adopt 2019 Fee Schedule

Supervisor Musulin made a motion to approve the 2019 fee schedule. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

Professional

- Select Township Solicitor and agree to contracted fee.

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

- Select Township Engineer and agree to contracted fee.

Supervisor Musulin made a motion to appoint Arcadis Engineering selecting as the Township Engineer. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

Board Members

- Acknowledge Planning Commission Term as 4 years.
 - Steve Longwell

Supervisor Musulin made a motion to appoint Steve Longwell to another 4-year term. Chairman Rape seconded the motion, motion passed unanimously.

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

Chairman Rape made a motion to appoint Mel Musulin as the Representative to Butler County Council of Governments and Mary McElhinny as the alternate representative. Vice Chairperson McElhinny seconded the motion, motion passed unanimously.

- 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.

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

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

Supervisor Musulin made a motion to send all three supervisors and the roadmaster to the 2019 PSATS Convention. Chairman Rape seconded the motion, motion passed unanimously.

- 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.

- Appoint Represent to the Butler County Township Officials.

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

- Sewage Enforcement Officer (SEO) appointment and fee schedule

Supervisor Musulin made a motion to table appointing the SEO. Chairman Rape seconded the motion, motion passed unanimously.

ESTABLISHING TIMES/OFFICE HOURS

- Set 2019 office hours – Monday thru Friday 7:30 AM to 3:30 PM except established holidays.
- Set Board of Supervisors meetings – Held Every month on the Second Tuesday at 7:00 PM at the Township Municipal Building.

MILEAGE REIMBURSEMENT RATE

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

Vice Chairperson McElhinny made a motion to approve the published IRS business rate of \$.58 when an employee has used a personnel vehicle. Supervisor Musulin seconded the motion, motion passed unanimously.

APPOINTMENT OF DEPOSITORIES

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

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

APPOINTMENT OF AUTHORIZED SIGNERS

- Chairman
- Vice Chairman
- Supervisor
- Treasurer

PUBLIC COMMENT

None

NEXT PUBLIC SUPERVISORS MEETING

February 12, 2019 at 7:00 PM

ADJOURNMENT

Vice Chairperson McElhinny made a motion to adjourn at 6:23 PM. Supervisor Musulin seconded the motion, motion passed unanimously.

Respectfully Submitted,



Lindsey Everett
Township Secretary