



January 3, 2023

Board of Supervisors, Reorganization Minutes

Present:

Mel Musulin, Chairman
Tom May, Solicitor

Mark Wilson, Vice Chairman
Charles Behm, Roadmaster

Steve Buehler, Supervisor
Tom Hartwig, Manager

Visitors:

Brian Miller, Resident

Donna Behm, Resident

Call Meeting to Order

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

Reorganization of the Board of Supervisors

1. Appoint Chairperson Pro-tempore.

Chairman Musulin appointed Tom May Temporary Chairman.

2. Appointment of Board Chairperson.

- a. *Vice Chairman Wilson made a motion to nominate Mel Musulin as Chairman of the Board. Supervisor Buehler seconded the motion, motion passed unanimously.*
- b. *Vice Chairman Wilson made a motion to close nominations for Chairperson. Supervisor Buehler seconded the motion, motion passed unanimously.*
- c. *Vice Chairman Wilson made a motion to appoint Mel Musulin as Chairman of the Board. Supervisor Buehler seconded the motion, motion passed unanimously.*

3. Appointment of Board Vice Chairperson.

- a. *Supervisor Buehler made a motion to nominate Mark Wilson as Vice Chairperson of the Board. Chairman Musulin seconded the motion, motion passed unanimously.*
- b. *Supervisor Buehler made a motion to close nominations for Vice Chairperson. Chairman Musulin seconded the motion, motion passed unanimously.*
- c. *Chairman Musulin made a motion to appoint Mark Wilson as Vice Chairperson of the Board. Supervisor Buehler seconded the motion, motion passed unanimously.*

4. Appointment of Vacancy Board Chairperson

Chairman Musulin made a motion to appoint Brian Miller as Vacancy Board Chairperson. Vice Chairman Wilson seconded the motion, motion passed unanimously.

Reorganization of Township

1. Set Employee Wages and Benefits

Chairman Musulin made a motion to increase employee wages by 7.5% and continue UPMC health benefits. Vice Chairman Wilson seconded the motion, motion passed unanimously.

2. Appoint Township Secretary/Treasurer.

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

3. Appoint Township Assistant Secretary/Treasurer

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

4. Appoint Township Roadmaster for 2023.

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

5. Township Manager

Chairman Musulin made a motion to appoint Tom Hartwig as Township Manager. Vice Chairman Wilson seconded the motion, motion passed unanimously.

6. Appoint Township Open Records Officer

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

Reorganization Business

1. Establish Treasurers Bond

Chairman Musulin made a motion to set Lindsey Everetts bond amount at \$1.3 million. Supervisor Buehler seconded the motion, motion passed unanimously.

2. Accounting Firm

Chairman Musulin made a motion to appoint Mark Turnley to perform the 2022 audit. Supervisor Buehler seconded the motion, motion passed unanimously.

3. Select Township Solicitor and agree to contracted fee.

Chairman Musulin made a motion to appoint Tom May with Dillon, McCandless King Coulter & Graham as Township Solicitor and accept his 2023 fee schedule. Supervisor Buehler seconded the motion, motion passed unanimously.

4. Select Township Engineer and agree to contracted fee.

Chairman Musulin made a motion to appoint Gannett Fleming as the Township Engineer and accept his 2023 fee schedule. Supervisor Buehler seconded the motion, motion passed unanimously.

5. Sewage Enforcement Officer (SEO) appointment and fee schedule

Chairman Musulin made a motion to appoint Phil Chips as SEO and accept his 2023 fee schedule. Supervisor Buehler seconded the motion, motion passed unanimously.

6. Adopt 2023 Fee Schedule

Chairman Musulin made a motion to approve the 2023 fee schedule. Supervisor Buehler seconded the motion, motion passed unanimously.

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

Chairman Musulin made a motion to acknowledge Amy Marree as EMC. Scott Marree & Tom Hartwig are to be the alternates, and all necessary expenses will be authorized. Supervisor Buehler seconded the motion, motion passed unanimously.

8. Building Inspector

Chairman Musulin made a motion to appoint MDIA as the townships residential & commercial building inspector. Supervisor Buehler seconded the motion, motion passed unanimously.

Appointment Of Depositories

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

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

2. Appointment of Authorized Signers

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

Township Representatives

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

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

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

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

a. Attending Convention

Chairman Musulin made a motion to send all three supervisors, the roadmaster, and township manager, with expenses being covered by the township. Supervisor Buehler seconded the motion, motion passed unanimously.

3. Appoint Representative to the Butler County Tax Collection Commission.

Chairman Musulin made a motion to appoint Melvin Musulin as representative to the Butler County Tax Collection Commission with Steve Buehler as the alternate. Supervisor Buehler seconded the motion, motion passed unanimously.

Establish Township Office Hours and Holidays

Chairman Musulin made a motion to set the townships office hours: Monday through Friday 7:30 AM – 3:30 PM. The office will also be closed for the following holidays:

- *New Year's Day*
- *Good Friday*
- *Primary Election*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *General Election*
- *Veterans Day*
- *Thanksgiving Day*
- *Day After Thanksgiving*
- *Christmas Eve*
- *Christmas Day*

Supervisor Buehler seconded the motion, motion passed unanimously.

Establish Ag Security Board

Chairman Musulin made a motion establishing the following to the Ag Security Board:

- John McElhinny
- Stu Thompson
- Charles Behm
- Julie Anderson
- Steve Buehler

Supervisor Buehler seconded the motion, motion passed unanimously.

Establish Ag Information Committee

Chairman Musulin made a motion establishing the following to the Ag Information Committee:

- John McElhinny
- Stu Thompson
- Charles Behm
- Mark Wilson
- Steve Buehler
- Mel Musulin
- William Hall

Supervisor Buehler seconded the motion, motion passed unanimously.

Reappointment of Planning Commission Members

Chairman Musulin made a motion to appoint the following people to the Planning Commission:

- Tom Zoelle
- Nick Madaffari
- Charles Flach

Supervisor Buehler seconded the motion, motion passed unanimously.

Appointment of Sewer Authority Member

Chairman Musulin made a motion appointing Kimberly Hall to the remaining 4-year term of Mark Wilson on the Sewer Authority Board. Supervisor Buehler seconded the motion, motion passed unanimously.

Public Comment

None

Next Public Meeting

January 11, 2023: Board of Supervisors Meeting

January 25, 2023: Planning Commission Meeting

Adjournment

Supervisor Buehler made a motion to adjourn at 7:19 PM. Vice Chairman Wilson seconded the motion, motion passed unanimously.

Respectfully Submitted,

Thomas Hartwig
Township Manager