

Winfield Township Supervisors Reorganization

January 6, 2025

The Winfield Township reorganization meeting was called to order on January 6, 2025 at 8:00 a.m. by acting Chairman, Matthew Klabnik with the Pledge of Allegiance. Supervisors Glenn Nagle and Michael Robb were present. There being no public comments for items on the reorganization agenda, the meeting proceeded.

Appointments:

Chairman: Nominations were opened for Chairman. Mr. Robb made a **motion** to appoint Mr. Klabnik as Chairman of The Winfield Township Board of Supervisors for 2025. Seconded by Mr. Glenn. 3 ayes, motion carried

Vice-Chairman: Mr. Klabnik made a **motion** to appoint Mr. Nagle Vice-Chairman of The Winfield Township Board of Supervisors for 2025. Mr. Robb seconded the motion. 3 ayes, motion carried

Secretary-Treasurer: A **motion** was made by Mr. Klabnik to appoint Patty Knapp for the Full-time position of Secretary-Treasurer for 2025. Seconded by Mr. Robb. 3 ayes, motion carried

Assistant Secretary/Zoning Officer: A motion was made by Mr. Klabnik to appoint Rachel Altman for the Part-time position of Assistant Secretary/Zoning Officer for 2025 at the rate of \$12,000 per year. Seconded by Mr. Nagle. 3 ayes, motion carried

Assistant Treasurer: A **motion** was made by Mr. Klabnik to appoint Michael Robb for the Assistant Treasurer for 2025, and to keep the rate the same as previous years at \$12,000, upon Township Auditor's approval. Seconded by Mr. Nagle. Mr. Robb abstained. 3 ayes, motion carried

Solicitor: Mr. Klabnik made the **motion** to retain the firm of Dillion McCandless King Coulter & Graham as solicitor with Michael Hnath being the representative for 2025 at the hourly rate of \$200.00 per hour. Mr. Nagle seconded the motion. 3 ayes, motion carried

Engineer: Mr. Klabnik made the **motion** to appoint LSSE as the township's engineering firm for 2025 and HRG as the additional engineering firm for 2025. Seconded by Mr. Robb. 3 ayes, motion carried

Sewage Enforcement Officer: Mr. Klabnik made a **motion to** reappoint Douglas Duncan as the Sewage Enforcement officer for 2025 and accept the submitted fee schedule for 2025 with the application fee at \$875 with an administrative fee of \$25. Mr. Robb seconded the motion. 3 ayes, motion carried

Back-Up SEO: Mr. Klabnik made the **motion** to appoint Collin Fantaskey and Patrick West as the back-up SEOs for 2025 with them agreeing to follow the same fee schedule. Seconded by Mr. Robb. 3 ayes, motion carried

Emergency Management Coordinator: Mr. Klabnik made a **motion** to appoint CJ Burns as the Emergency Coordinator for 2025 at a rate of \$1,000.00 per year. Seconded by Mr. Robb. 3 ayes, motion carried

Deputy Emergency Management Coordinator: Mr. Klabnik made a motion to appoint Sarah Lang Smith as the Deputy Emergency Management Coordinator. Mr. Nagle seconded the motion, 3 ayes, motion carried

Planning Commission: Mr. Klabnik made a **motion** to reappoint Dave Kennedy and AJ Kennedy to another Three-Year Term through 2027. Seconded by Mr. Nagle. 3 ayes, motion carried. A motion was made by Mr. Klabnik to appoint Patty Knapp as the Planning Commission Secretary. Seconded by Mr. Robb. 3 ayes, motion carried. A motion was made by Mr. Klabnik, to approve the rate of \$35 per meeting for Patty Knapp, the Planning secretary to transcribe the minutes. Seconded by Mr. Robb. 3 ayes, motion carried.

Members of the Planning Commission are: Three year terms
Matt KlabnikJanuary, 2028
Pamela StivasonJanuary, 2028
David KennedyJanuary, 2027
A.J. KennedyJanuary, 2027
Tyrus Giesler.....January, 2026

Zoning Hearing Board: Mr. Klabnik made a **motion** to reappoint Jacqueline Pfeiffer to serve on the Zoning Hearing Board for another three year term until January 2028. Seconded by Mr. Nagle. 3 ayes, motion carried

Members of the Zoning Hearing Board are: Three year terms
Paul Barbiaux.....January 2024
Jacqueline PfeifferJanuary 2025
Brian Myers.....January 2026
Michael Conde..... January 2026 Alternate

Zoning Hearing Board Attorney: Mr. Klabnik made a **motion** to appoint Michael Gallagher of the firm Murrin Taylor Flach & Gallagher as attorney to the Zoning Hearing Board in 2024 at a rate of \$200.00 per hour. Motion was seconded by Mr. Robb. 3 ayes, motion carried.

Park Advisory Board: Mr. Klabnik made a **motion** to appoint Patty Knapp as the secretary for the park board @ \$35 rate per meeting. Mr. Robb seconded the motion. 3 ayes, motion carried. No new appointments necessary

Members of the Park Advisory Board are: Five year terms
Charles Cox.....January 2024
Robert Peters.....January 2026
Gary Riemer.....January 2027

Agricultural Security Committee: No new appointments necessary

Members of the Agricultural Security Committee are:
Michael Robb
Gerald Frazak
Leroy Andrews
Stephen Ambrose

Minutes

Winfield Township Appeals Board: No appointments necessary

Members of the Appeals Board are:

Brent Bricker.....Scott Lauer

Jerry D. GaiserBrian Hartle 5 member board

Vacancy open

Saxonburg Area Library Board:

Shelbie Moser.....12/31/25

Vacancy Board: Mr. Klabnik made a **motion** to reappoint Pam Stivason to the Vacancy Board. Seconded by Mr. Robb, 3 ayes, motion carried.

Road Master: Mr. Klabnik made a **motion** to reappoint Cody Martsolf as Road Master. Seconded by Mr. Robb. 3 ayes, motion carried

Cemetery Caretaker: Mr. Klabnik made a **motion** to retain Kenneth Elliot as caretaker of Fisk Cemetery with the fee for services for the year of 2025 @ \$575. Seconded by Mr. Robb. 3 ayes, motion carried

Dog Officer: Mr. Klabnik made a **motion** to reappoint the State as dog officer for 2025. The motion was seconded by Mr. Nagle. 3 ayes, motion carried

Elected Tax Collector Fee: Mr. Klabnik made a **motion** to affirm the rate of 4.5% for 2025 for the total face of taxes collected. Seconded by Mr. Nagle. 3 ayes, motion carried

CPA Firm: Mr. Klabnik made a **motion** to appoint Mattern CPA, LLC as the CPA Firm of the Township and that they conduct the audit of the Township's Finances and file all necessary reports required by the state for the terms disclosed in the proposal they submitted. Mr. Robb seconded the motion, 3 ayes, motion carried

Third Party Inspection Agency: Mr. Klabnik made a **motion** to appoint MDIA Inspection Company as the Third Party Inspection Agency for 2025. Seconded by Mr. Nagle. 3 ayes, motion carried

Chief Administration Officer for Pension Plan: Mr. Klabnik made a **motion** to appoint Patty Knapp as the Pension Plan's Chief Administration Officer. Seconded by Mr. Robb. 3 ayes, motion carried

Earned Income Tax & Local Service Tax Collector: Mr. Klabnik made a **motion**, seconded by Mr. Nagle to have Berkheimer continue these services in 2025. 3 ayes, motion carried

Depositories: A **motion** was made by Mr. Klabnik that accounts remain the same keeping the checking accounts with PLGIT, Northwest, and First Commonwealth and any additional bank that may be needed. Seconded by Mr. Nagle. 3 ayes, motion carried

Signatures of bank accounts: Mr. Klabnik made a **motion** to maintain the present check signature requirements as 2 (two) signatures for checks \$5,000 and under (one supervisor must sign). All checks over \$5,000 will require 3 (three) signatures (two supervisors must sign). Motion was seconded by Mr. Robb. 3 ayes, motion carried

Meeting Dates: Mr. Klabnik made a **motion** that the Township Supervisor's meetings continue to be held the last Thursday of the month with the work/agenda meeting at 6:00 p.m. followed by the regular meeting at 7:00 p.m. Seconded by Mr. Nagle. 3 ayes, motion carried

January 30, 2025
February 27, 2025
March 27, 2025
April 24, 2025
May 29, 2025
June 26, 2025
July 31, 2025
August 28, 2025
September 25, 2025
October 30, 2025
November 20, 2025*
December 18, 2025*

Supervisor's Duties: Mr. Klabnik made a **motion** to keep the supervisors' duties as outlined below. Mr. Nagle seconded the motion. 3 ayes, motion carried

Matt Klabnik.....Park**/Trail
.....Personnel
.....Planning & Zoning
.....Fire Companies

Glenn Nagle.Emergency Management
.....Public Works **
.....Fire Companies

Michael Robb.....Sewage
.....Policies & Procedures
.....Recycling
.....Ag-Security
.....Fire Companies

Road Complaint Procedure: Mr. Klabnik made a **motion** that the same procedure be followed in regard to road complaints: The Roadmaster is to be contacted first, followed by the supervisors. If the Secretary is contacted, notice shall be given to the Roadmaster by the end of business. Seconded by Mr. Nagle. 3 ayes, motion carried

Declaration of work for Supervisors: Mr. Klabnik made a **motion** that all supervisors agree to be available in emergencies to perform the work in the township. Seconded by Mr. Robb. 3 ayes, motion carried

Chain of command for emergency road work: Mr. Klabnik made a **motion** that the chain of command is as follows: Roadmaster, Chairman, Vice-Chairman, other supervisor, if none of these are available. If the emergency involves utility lines contact Butler County 911 shall be contacted first so that they may contact the appropriate parties, and then follow the chain of command. Seconded by Mr. Robb. 3 ayes, motion carried

Mileage: Mr. Klabnik made a **motion** to approve the mileage of .70 at the IRS allowable rate for 2025.
Seconded by Mr. Robb. 3 ayes, motion carried

State Convention: Mr. Klabnik made a **motion** to approve all Supervisors, the Township Secretary, and the Roadmaster and Road workers to attend and to have the Secretary be the voting delegate for the Township.
Seconded by Mr. Robb. 3 ayes, motion carried

Bi-Annual road inspection and working Supervisor's wages: Mr. Klabnik made the **motion** that the fee paid to supervisors working part time on the roads be paid according to the part time workers schedule of pay and that the bi-annual road inspection (Spring & Fall) be kept the same at \$40.00 each. Seconded by Mr. Nagle. 3 ayes, motion carried

Wages: **Motion** was made by Mr. Klabnik to approve the wages as approved in the Budget effective December 24, 2024. Seconded by Mr. Nagle 3 ayes, motion carried

Wages 2025: Cody Martself:.....\$27.00
Randy Reamer:.....\$24.04
Michael Bonefeste:... ..\$20.00

New Hire road worker..... \$20.00
Part time road worker:\$15.00

Supervisors.....\$156.25 month as mandated

Sec-Treasurer..... \$45,000.00 / yr. (40 hr. week – plus meetings. mileage will be reimbursed quarterly at the IRS allowable rate. Travel to and from work is exempt from mileage reimbursement).

Assistant Treasurer:\$12,000.00 / yr.
Emergency Management:\$1,000.00 / yr.
Cleaning Person:\$100.00 per cleaning
Planning Commission Secretary:\$35.00 per meeting
Park Advisory Board Secretary:\$35.00 per meeting
Health Care Opt out: \$2,600 / yr.

Anything above 40 hr. paid in a work week to hourly full-time employees is paid at overtime wages even when the week includes holiday, vacation, sick, or personal days.

Holidays:

Mr. Klabnik made a **motion** to keep the schedule as listed below for all full-time employees. If the holiday falls on a Saturday, the paid day off will be the preceding Friday or if the holiday falls on a Sunday, the paid day off will be the following Monday. This motion was seconded by Mr. Nagle. 3 ayes, motion carried

New Year's Day
*½ Day Good Friday

Thanksgiving

Primary Election	*½ Day Christmas Eve
Memorial Day	Christmas
July 4 th	
Labor Day	
General Election	

*A half day is 4 hours for hourly employees.

****Personal Time Off:** Mr. Klabnik made a **motion** to approve the PTO schedule as follows

At the time of hire (60 days after hire)..... 17 days
5 years..... 20 days
Every year over 5 you gain one additional day per year, capped at a maximum of 25 days.

Full time employees shall be allowed to accrue **60 days** of PTO. If an employee quits or is terminated, they can only receive payment on **5 days** PTO.

The entitlements of **holiday, jury duty, & bereavement pay entitlement begins and is payable on first day of hire, with PTO becoming payable after 60 days of service.** Seconded by Mr. Nagle. 3 ayes, motion carried

Bereavement: Three paid days to full-time employees. Death of the following immediate family member: Father, Mother, Spouse, Son, Daughter, Step Children, Father-in-law, Mother-in-law, Siblings, Step-Siblings Grandfather, Grandmother, Great Grandparent, & Grandchild. This is not an assumed payment. **Motion** of Mr. Klabnik, seconded by Mr. Robb. 3 ayes, motion carried.

Jury Duty: Any full-time employee will be paid their regular full time rate. A **motion** by Mr. Klabnik seconded by Mr. Robb. 3 ayes, motion carried

This concludes the reorganization meeting at 8:26 A.M. 3 ayes, motion carried

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GENERAL TOWNSHIP BUSINESS

The General Township Business meeting was called to order at 8:27 AM by Chairman Klabnik.

NEW BUSINESS:

Resolution 01-2025 Mr. Klabnik motioned to adopt Resolution 01-2025 the tax rates resolution. Mr. Robb

Treasurer's Bond: Mr. Klabnik made a motion to approve the Treasurer's and Assistant Treasurer's Bond for 2025. Seconded by Mr. Robb.

Tax Collector's Bond: Mr. Klabnik made a motion to approve the Treasurer's and Assistant Treasurer's Bond for 2025. Seconded by Mr. Robb.

Resolution 02-2025: Mr. Klabnik made a motion to adopt Resolution 02-2025 regarding the 2026 tax collector compensation resolution. Mr. Robb seconded the motion.

Assistant Roadmaster: Mr. Nagle made a motion to appoint Randy Reamer as the Assistant Roadmaster in the event that the Roadmaster is unavailable in excess of 8 working hours. The assistant roadmaster will receive the same pay rate as the Roadmaster during the time he is covering for the Roadmaster. Mr. Klabnik seconded the motion.

Fire Company Donations: Mr. Klabnik made a motion to approve giving Saxonburg and Buffalo Fire Companies their annual donation for 2025 in the amount of \$10,000. Mr. Robb seconded the motion.

Auditor: Mr. Klabnik made a motion to appoint Pam Stivason to the vacant auditor position. Mr. Robb seconded the motion.

LSSE: Mr. Klabnik made a motion to approve LSSE quotes for permitting and design work for the Smith Road bridge project and the Winfield Connectivity and Safety Improvements project. Mr. Robb seconded the motion.

The meeting was adjourned at 8:46 AM by Mr. Klabnik.