

Winfield Township Supervisors Reorganization

January 2, 2024 – Meeting Minutes

The Winfield Township reorganization meeting was called to order on January 2, 2024 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 2024. Seconded by Mr. Nagle. Roll call, three yes votes.

Vice-Chairman: Mr. Robb made a **motion** to appoint Mr. Nagle Vice-Chairman of The Winfield Township Board of Supervisors for 2024. Mr. Klabnik seconded the motion. Roll call, three yes votes.

Secretary-Treasurer/Zoning Officer: A **motion** was made by Mr. Klabnik to appoint Rachel Altman for the Full-time position of Secretary-Treasurer/Zoning Officer for 2024. Seconded by Mr. Robb. Roll call, three yes votes.

Assistant Treasurer: A **motion** was made by Mr. Klabnik to appoint Michael Robb for the Assistant Treasurer for 2024, and to keep the rate the same as previous years at \$12,000, upon Township Auditor's approval. Seconded by Mr. Nagle. Roll call, two yes votes (Robb – abstained).

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 2024 at the hourly rate of \$195.00 per hour. Mr. Robb seconded the motion. Roll call, three yes votes.

Engineer: Mr. Klabnik made the **motion** to appoint HRG as the township's engineering firm for 2024. Seconded by Mr. Nagle. Roll call, three yes votes.

Sewage Enforcement Officer: Mr. Klabnik made a **motion** to reappoint Douglas Duncan as the Sewage Enforcement officer for 2023 and accept the submitted fee schedule for 2024 with the application fee at \$875 with an administrative fee of \$25. Mr. Robb seconded the motion. Roll call, three yes votes.

Back-Up SEO: Mr. Klabnik made the **motion** to appoint Collin Fantaskey as the back-up SEO and Patrick West as the 2nd Alternate for 2024 with them agreeing to follow the same fee schedule. Seconded by Mr. Nagle. Roll call, three yes votes.

Emergency Management Coordinator: Mr. Klabnik made a **motion** to appoint CJ Burns as the Emergency Coordinator for 2024 at a rate of \$1,000.00 per year and an hourly rate of \$25/hr if used. Seconded by Mr. Robb. Roll call, three yes votes.

Deputy Emergency Management Coordinator: Mr. Klabnik made a motion to appoint Sarah Lang Smith as the Deputy Emergency Management Coordinator with the same hourly rate as the EMC. Mr. Nagle seconded the motion. Roll call, three yes votes.

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. Roll call, three yes votes. A motion was made by Mr. Klabnik to appoint Rachel Altman as the Planning Commission Secretary. Seconded by Mr. Robb. Roll call, three yes votes. A motion was made by Mr. Klabnik, to approve the rate of \$35 per meeting for Rachel Altman, the Planning secretary to transcribe the minutes. Seconded by Mr. Nagle. Roll call, three yes votes.

Members of the Planning Commission are: Three year terms

Matt KlabnikJanuary, 2025

Pamela StivasonJanuary, 2025

David KennedyJanuary, 2027

A.J. KennedyJanuary, 2027

Tyrus Giesler.....January, 2026

Zoning Hearing Board: Mr. Klabnik made a **motion** to reappoint Brian Myers and Michael Conde to serve on the Zoning Hearing Board for another three year term to replace Gary McKruit until January 2027. Seconded by Mr. Robb. Roll call, three yes votes.

Members of the Zoning Hearing Board are: Three year terms

Jacqueline PfeifferJanuary 2025

Brian Myers.....January 2027

Michael Conde..... January 2027 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 \$190.00 per hour. Motion was seconded by Mr. Nagle. Roll call, three yes votes.

Park Advisory Board: Mr. Klabnik made a **motion** to appoint Rachel Altman as the secretary for the park board @ \$35 rate per meeting. Mr. Robb seconded the motion. Roll call, three yes votes.

Members of the Park Advisory Board are: Five year terms

Alicia CrowfitJanuary 2026

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

Winfield Township Appeals Board: No appointments necessary

Members of the Appeals Board are:

Brent Bricker.....Scott Lauer

Jerry D. GaiserWilliam Winkle

5 member board

Brian Hartle

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. Roll call, three yes votes.

Road Master: Mr. Klabnik made a **motion** to reappoint Craig Govan as Road Master. Seconded by Mr. Robb. Roll call, three yes votes.

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 2024 @ \$575. Seconded by Mr. Nagle. Roll call, three yes votes.

Dog Officer: Mr. Klabnik made a **motion** to reappoint the State as dog officer for 2024. The motion was seconded by Mr. Robb. Roll call, three yes votes.

Elected Tax Collector Fee: Mr. Klabnik made a **motion** to affirm the rate of 4.5% for 2024 for the total face of taxes collected. Seconded by Mr. Robb. Roll call, three yes votes.

CPA Firm: Mr. Klabnik made a **motion** to appoint Mattern CPA 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. Nagle seconded the motion. Roll call, three yes votes.

Mr. Nagle left the meeting.

Third Party Inspection Agency: Mr. Klabnik made a **motion** to appoint MDIA Inspection Company as the Third-Party Inspection Agency for 2024. Seconded by Mr. Robb. Roll call, two yes votes.

Chief Administration Officer for Pension Plan: Mr. Klabnik made a **motion** to appoint Rachel Altman as the Pension Plan's Chief Administration Officer. Seconded by Mr. Robb. Roll call, two yes votes.

Earned Income Tax & Local Service Tax Collector: Mr. Klabnik made a **motion**, seconded by Mr. Robb to have Berkheimer continue these services in 2024. Roll call, two yes votes.

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. Robb. Roll call, two yes votes.

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. Roll call, two yes votes.

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. Robb. Roll call, two yes votes. *Not on the last Thursday of the month.

February 29, 2024

March 28, 2024

April 25, 2024

May 30, 2024

June 27, 2024

July 25, 2024

August 29, 2024

September 26, 2024

October 31, 2024

November 21, 2024*

December 19, 2024*

Supervisor's Duties: Mr. Klabnik made a **motion** to keep the supervisors' duties as outlined below.

Mr. Robb seconded that motion with all Supervisors rotating attendance to the Fire Company meeting. Roll call, two yes votes.

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

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

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

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. Robb. Roll call, two yes votes.

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. Roll call, two yes votes.

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 power lines, contact 911. Seconded by Mr. Robb. Roll call, two yes votes.

Mileage: Mr. Robb made a **motion** to approve the mileage at the IRS allowable rate for 2024 (.67). Seconded by Mr. Klabnik. Roll call, two yes votes.

State Convention: Mr. Robb made a **motion** to approve all Supervisors, the Township Secretary, and the Roadmaster to attend and to have the Secretary be the voting delegate for the Township. Seconded by Mr. Klabnik. Roll call, two yes votes.

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, if approved by Auditors. Seconded by Mr. Robb. Roll call, two yes votes.

Wages: **Motion** was made by Mr. Klabnik to approve the wages as approved in the Budget effective December 24, 2023. Seconded by Mr. Robb. Roll call, two yes votes.

Mr. Klabnik made a motion to raise Part Time Road Workers to \$15.00/hour. Mr. Robb seconded the motion. Roll call, two yes votes.

Wages 2023: Road Foreman:.....\$27.00
Cody Martself:\$24.04
Randy Reamer:.....\$23.28

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

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

Sec-Treasurer/Zoning Officer/..... \$45,760.00 / 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

Dog Officer:\$50.00 per trip + mileage

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 scheduled 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. Robb. Roll call, two yes votes.

New Year's Day

½ Day Good Friday

Primary Election

Memorial Day

July 4th

Labor Day

General Election

Thanksgiving

½ Day Christmas Eve

Christmas

****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. Robb. Roll call, two yes votes.

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. Roll call, two yes votes.

Jury Duty: Any full-time employee will be paid their regular full time rate. A **motion** by Mr. Klabnik seconded by Mr. Robb. Roll call, two yes votes.

This concludes the reorganization meeting at 8:38 A.M. with a motion by Mr. Klabnik and seconded by Mr. Robb. Roll call, two yes votes.

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GENERAL TOWNSHIP BUSINESS

The General Township Business meeting was called to order at 8:38 AM by Chairman, Matthew Klabnik.

NEW BUSINESS:

Treasurer's Bond: Mr. Klabnik made a motion to approve the Treasurer's and Assistant Treasurer's Bond for 2024. Seconded by Mr. Robb. Roll call, two yes votes.

Resolution 01-2024: Mr. Klabnik made a motion to adopt Resolution 01-2024 the Tax Rates Resolution. Mr. Robb seconded the motion. Roll call, two yes votes.

Fire Company Donations: Mr. Klabnik made a motion to approve giving Saxonburg and Buffalo Fire Companies their annual donation in the amount of \$10,000 each. Mr. Robb seconded the motion. Roll call, two yes votes.

BCATO Representative: - Mr. Klabnik made a motion to approve Rachel Altman as the BCATO Representative for Winfield Township. Mr. Robb seconded the motion. Roll call, two yes votes.

Constable Appointment: Mr. Klabnik made a motion to approve appointing Dennis Krajacic as the Constable for Winfield Township. Mr. Robb seconded the motion. Roll call, two yes votes.

The meeting was adjourned at 8:40 AM by Mr. Klabnik and Mr. Robb. Roll call, two yes votes.

Respectfully submitted,

Rachel Altman
Secretary - Treasurer