

BOARD OF SUPERVISORS MEETING MINUTES

Monday, January 13, 2025 5:00 p.m.

1. **APPOINT TEMPORARY CHAIRMAN**
 - 1.1. It was moved by Jeff Zariczny, seconded by Vince Duckett to appoint David Gee as the interim Chairman of the Board
2. **CALL TO ORDER** – Chairman Jeff Zariczny called the meeting to order and led with the Pledge of Allegiance at 4:00 p.m.
 - 2.1. *Present:* Chairman Jeff Zariczny, Vice-Chairman David Gee, Supervisor Vince Duckett, Secretary-Treasurer Emily Onuffer, Road Foreman Joe Papalia, Police Chief Jason Peters, Attorney Andrea Stapleford, Police Officer Charlie Andersen
3. **ELECTION OF CHAIRMAN** – Jeff Zariczny
Motion made by David Gee, second Vince Duckett, --- Motion Passed
4. **ELECTION OF VICE-CHAIRMAN** – David Gee Jr.
Motion made by Vince Duckett, second Jeff Zariczny, --- Motion Passed
5. **APPOINTMENT OF SECRETARY-TREASURER** - Emily Onuffer
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
ESTABLISH AMOUNT OF TREASURER'S BOND - \$1,000,000
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
6. **APPOINTMENT OF ROAD FOREMAN** – Joe Papalia
Motion made by David Gee, second Vince Duckett, --- Motion Passed
7. **APPOINTMENT OF CHIEF OF POLICE** – Jason Peters
Motion made by David Gee, second Vince Duckett, --- Motion Passed
8. **APPOINT SOLICITOR** – Stapleford and Bynam
Motion made by David Gee, second Vince Duckett, --- Motion Passed
9. **APPOINT ENGINEER** – Deiss & Halmi Engineering, Inc.
Motion made by Vince Duckett, second Jeff Zariczny, --- Motion Passed
10. **APPOINT CPA AUDITOR** – Haines & Company
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
11. **APPOINT TOWNSHIP AUDITOR** – Michael Card
Motion made by Jeff Zariczny, second David Gee, --- Motion Passed
12. **APPOINT SEWAGE ENFORCEMENT OFFICER** – Todd Fantaskey, Northwest Soil Service
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
13. **APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER** – Collin Fantaskey
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
14. **APPOINT TOWNSHIP BUILDING UCC CODE ENFORCEMENT & BUILDING CODE OFFICIAL** – Bureau Veritas
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
15. **APPOINT NORTH WARREN MUNICIPAL AUTHORITY MEMBER** – David Gee Jr.
Motion made by Vince Duckett, second Jeff Zariczny, --- Motion Passed
16. **APPOINT CONEWANGO TOWNSHIP MUNICIPAL AUTHORITY MEMBER** – Vince Duckett
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed
17. **APPOINT EMERGENCY MANAGEMENT COORDINATOR** – Jim Zavinski

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Motion made by Jeff Zariczny, second David Gee, --- Motion Passed

18. **APPOINT CHAIRMAN OF VACANCY BOARD** – Joe Papalia
Motion made by David Gee, second Jeff Zariczny, --- Motion Passed

19. **APPOINT OPEN RECORDS OFFICER** – Emily Onuffer
Motion made by Jeff Zariczny, second David Gee, --- Motion Passed

20. **DESIGNATION OF DEPOSITOR OF TOWNSHIP FUNDS** – Northwest Bank & Erie Bank
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed

21. **DESIGNATION OF MEETING LOCATION, DATES AND TIME**
2nd and 4th Monday at 4:00PM, 4th of each month. Additionally, the second meeting in May will be Tuesday, May 27th to accommodate the Memorial Day holiday.
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed

22. **DESIGNATION OF DELEGATES TO PSATS ANNUAL CONVENTION** – May 4-7, 2025
Attendees: Joe Papalia, Jason Peters, Emily Onuffer
Voting Delegate: Emily Onuffer
Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed

23. **DESIGNATION OF EMPLOYEE PAY RATES**
23.1. Authorize the following non-uniform employee hourly wage increases for 2025; Joe Papalia from \$25.00/hour to \$30.00/hour, Mike Morelli from \$24.25/hour to \$25.00/hour, Lucas Stec from \$21.25/hour to \$26.00/hour, and Brandon Hultman from \$19.25/hour to \$22.25/hour, Emily Onuffer from \$25.24/hour to \$27.00/hour.

24. **CORRESPONDENCE**
24.1. Stapleford and Byham, LLC – Township Solicitor Agreement
24.2. Deiss & Halmi- Engineering Service Agreement
24.3. Northwest Soil Services – Sewage Enforcement Officer & Fees

25. **CONTINUE WITH REGULAR MEETING**
25.1. - *Guests:* NWVFD members Brandon Williams and Jerry Hammerbeck, Starbrick VFD members Hollie Faust and Barbara McCullough.
25.2. - Public Comment:
25.2.1. Both departments provided reports highlighting financials and 2025 planning items.
25.2.2. The departments, along with Pleasant Township, have combined training activities to foster more comradery.
25.2.3. Jeff led a discussion around combining the departments because of rising expenses. Both departments were open to the discussion. However, it was pointed out that Conewango Township covers a large area and closing one department would greatly reduce response times in part of the township.
25.2.4. Jeff also requested that both departments provide the township with an estimated cost for an ambulance call-out.
25.2.5. A request was made to bring back the Township's newsletter.

- 25.3. Review of minutes of December 23 meeting.
Motion made by Vince Duckett, second David Gee, --- Motion Passed
25.4. Approval of December's Treasurer Report
Motion made by Vince Duckett, second David Gee, --- Motion Passed

26. **BILLS AND ACTION FOR PAYMENT**
Motion to approve the bills for payment between December 24, 2024 – January 6, 2025, in the amount of \$10,645.20, and between January 7 – 13, 2025, in the amount of \$15,053.87.
ACTION: Motion made by David Gee, second Vince Duckett, --- Motion Passed.

27. **COMMUNICATION**

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27.1. Communication

- 27.1.1. Breezeline price increase
- 27.1.2. Paws Along the River
 - 27.1.2.1. Add to next meeting's agenda to send a donation.
- 27.1.3. Labor Law posters
 - 27.1.3.1. Emily to purchase
- 27.1.4. 2025 Bidding thresholds
- 27.1.5. SWIF audit
- 27.1.6. AmeriServ statements

28. TOWNSHIP REPORTS

28.1. Police Department Report

28.1.1. Shared statistics from 2022, 2023, 2024

	2022	2023	2024
Traffic Citations	110	72	222
DUI's	9	10	27
Assaults	9	6	13
Burglaries	6	8	4
Criminal Mischief	9	16	3
Disorderly Conduct	7	7	9
Domestic	5	2	6
Drug Arrests	20	15	87
Forgeries/Fraud	9	13	14
Harassment	20	11	13
Mental Health	5	4	8
MVA's	27	44	31
Thefts	35	31	38
Retail Thefts	100	69	70

28.1.2. New computers have been ordered. Mark (Techsulere) followed up with CDW-G to find out when they will be shipped.

28.1.3. The First United Methodist Church sponsored an appreciation luncheon for county police professionals in early January.

28.1.4. **Motion** to move Officer Mitch Labesky from Probationary Patrolman to Patrolman 1, with a raise in pay.

ACTION: Motion made by Jeff Zariczny, second Vince Duckett, --- Motion Passed.

28.2. Road Crew Report

28.2.1. Jeff asked Joe to purchase new, bigger, signs for roads that have a 10-ton weight limit to increase visibility.

28.2.2. The new snow truck is still in Huntingdon. Joe has been calling weekly for updates. Jeff asked Joe to call the VP to inform him that the Township will be pursuing liquidated damages.

28.2.3. The pipe for the State Street Project has been delivered. Still waiting on DEP approval.

28.2.4. Steve Halmi will be in Warren Wednesday for a meeting with the Kinzua Federal Credit Union builders/contractors. While he is here, he will take a look at the disturbed soil at 1615 Weiler Rd.

28.2.5. An excess maintenance agreement has been initiated and signed for the property at 106 Mason Rd. This will allow dump truck loads of gravel to be driven to the property.

28.3. Solicitor's Report

28.3.1. An executive session was entered at 5:47PM and exited at 5:59PM.

28.3.2. Andrea is still working on the Police Manual

28.3.3. Andrea will not be able to attend the 1/27/2025 meeting

28.4. Treasurer's Report

Motion to approve the December 2024 treasurer's report

ACTION: Motion made by David Gee, second Vince Duckett, --- Motion Passed.

29. UNFINISHED BUSINESS

29.1. Storm water applications

29.1.1. Kinzua Federal Credit Union Update

29.1.2. 1615 Weiler Rd

30. NEW BUSINESS

30.1. RESOLUTION 2024-57 Financial Assistance ACC

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Motion to adopt RESOLUTION 2024-57 Financial Assistance ACC

ACTION: Motion made by David Gee, second Vince Duckett --- Motion Passed.

30.2. RESOLUTION 2025-01 2025 Mileage Reimbursement

Motion to adopt RESOLUTION 2025-01 2025 Mileage Reimbursement

ACTION: Motion made by David Gee, second Vince Duckett --- Motion Passed.

30.3. RESOLUTION 2025-02 County Aid Liquid Fuel designation

Motion to adopt RESOLUTION 2025-02 County Aid Liquid Fuel designation

ACTION: Motion made by David Gee, second Vince Duckett --- Motion Passed.

30.4. RESOLUTION 2025-03 Sewage Enforcement 2025 Schedule of Fees

Motion to adopt RESOLUTION 2025-03 Sewage Enforcement 2025 Schedule of Fees

ACTION: Motion made by Vince Duckett, second David Gee --- Motion Passed.

30.5. RESOLUTION 2025-04 Stapleford & Byham 2025 Schedule of Fees

Motion to adopt RESOLUTION 2025-04 Stapleford & Byham 2025 Schedule of Fees

ACTION: Motion made by David Gee, second Vince Duckett --- Passed.

30.6. RESOLUTION 2025-05 Deiss & Halmi Engineering 2025 Schedule of Fees

Motion to adopt RESOLUTION 2025-05 Deiss & Halmi Engineering 2025 Schedule of Fees

ACTION: Motion made by David Gee, second Vince Duckett --- Passed.

30.7. RESOLUTION 2025-06 Emergency Operations Plan

Motion to adopt RESOLUTION 2025-06 Emergency Operations Plan

ACTION: Motion made by David Gee, second Vince Duckett --- Passed.

30.8. RESOLUTION 2025-07 Police Pension Plan participant contributions

Motion to adopt RESOLUTION 2025-07 Police Pension Plan participant contributions

ACTION: Motion made by David Gee, second Vince Duckett --- Passed.

31. **PUBLIC COMMENTS**

32. **OTHER MATTERS AND BOARD MEMBER COMMENTS** – Items not on the agenda but came up

33. **ADJOURNMENT**

Motion to adjourn.

ACTION: Motion made by Vince Duckett, second David Gee, --- Motion Passed. Meeting adjourned at 6:33 PM.

Respectfully Submitted,

Emily Onuffer

Secretary-Treasurer

