

# SOUTH BUFFALO TOWNSHIP BOARD OF SUPERVISORS

## REORGANIZATION MEETING

TUESDAY, JANUARY 3, 2023 630PM

### TOWNSHIP OFFICE BUILDING

\_\_\_\_Joe Charlton\_ Acting chairman of the board called the meeting to order at  
\_630pm\_\_ and called for the election of officers for 2023, as the first order of business and declared  
the nominations for the chairman of the board open.

A Motion needed to appoint a Chairman of the Board. A Motion made by \_Paul Bergad\_\_\_\_\_  
second by; \_\_Charlton\_\_\_\_\_ to appoint \_\_Joe Charlton\_\_\_\_\_ as Chairman for the Board of  
Supervisors. VOTE: ALL IN-FAVOR YES

A Motion needed to appoint a Vice chairman of the Board; a Motion was made by \_\_Charlton\_\_\_\_\_  
second by \_\_Bergad\_\_\_\_\_; to appoint \_\_Paul Bergad\_\_\_\_ as Vice chairman of the Board. VOTE: ALL  
IN FAVOR

A Motion needed to appoint \_\_Michele Brestensky\_\_\_\_\_ as Secretary/Treasurer. A motion  
made by \_\_Charlton\_\_\_\_\_; second by \_\_Bergad\_\_\_\_\_; to appoint Sec./Treas. VOTE: ALL  
IN FAVOR

A motion needed to appoint \_\_James Favero\_\_as Township Solicitor. A motion was made by  
\_\_Charlton \_\_ Second by \_\_Bergad \_\_\_\_; to appoint Solicitor. VOTE: ALL IN FAVOR

A Motion needed to appoint \_\_MECALL ENGINEERS, LLC\_\_\_\_ as Township Engineer\_\_, A Motion  
was made by \_\_Charlton \_\_\_\_; 2<sup>nd</sup> by \_\_Bergad \_\_\_\_; to appoint. VOTE: ALL IN FAVOR

A Motion needed to appoint Bank Depositories; A Motion was made by \_\_Charlton \_\_\_\_; second by  
\_\_Bergad\_\_\_\_; to appoint \_\_First National Bank \_\_\_\_as Depository for the General Fund, Money  
Market and White Rock funds and \_\_\_\_First National Bank and PLGIT\_\_for the State Account. VOTE:  
ALL IN FAVOR

A Motion needed to set monthly meetings; A Motion was made by \_\_Charlton\_\_\_\_ second by  
\_\_Bergad\_\_\_\_; to conduct the monthly meetings of the Board of Supervisors on the \_\_3<sup>RD</sup>  
MONDAY\_\_\_\_ of each month at the Municipal building at \_7\_\_PM\_\_. VOTE: ALL IN FAVOR

The wage scale for all non-elected employees for 2023 effective January 1, 2023 at increases an hour Plus Time and a half for hours worked over 40 hours per week. (Week defined as Sunday through Saturday) and to include the following vacation schedule; 1-5 years of service, 1 week paid vacation; 5-10 years of service, 2 weeks paid vacation; 10-15 years of service, 3 weeks paid vacation plus 1 day per year up to the 20th year; over 20 years of service, 4 weeks paid vacation. 13 days paid holidays, New Year's Day, Good Friday, Election Day (May) Memorial Day, Fourth of July, Labor Day, Columbus Day, Election Day (Nov), Thanksgiving Day and Day after and Monday after Thanksgiving, Christmas Day and the Day after and 5 Paid sick days. In the event that the Holiday is worked, the regular eight-hour holiday pay will be paid in the addition to those hours actually worked. Paid vacation is applicable to those employees after completion of one year continuous on the job service in a full-time capacity. A Motion was made by Bergad; Second by Charlton to set Wage Scale. VOTE: ALL IN FAVOR

A Motion needed to appoint Head Road Master. A Motion was made by Charlton; second by Bergad to appoint LAWN KNAPPENBERGER as Head Road master. VOTE: ALL IN FAVOR

A motion needed to appoint a supervisor to be Head of the Police Department; A Motion was made by Charlton; second by Bergad; to appoint Paul Bergad as Head of the Police Department. VOTE: ALL IN FAVOR

The following tax structure for 2023 was set at the December 19, 2022 meeting as follows; 5.7 mills real estate for local government and Local Service tax (LST) at \$52 for persons over 18 years of age. One half of One percent Wage tax levied by the Freeport School District and Board of Supervisors and One half of One percent Real Transfer Tax levied by the Freeport School District and Board of Supervisors. Charlton motions to approve; second by Bergad; VOTE: ALL IN FAVOR

A Motion is needed to appoint an Act 511 Wage Tax Collector EIT, LST and Delinquent Wage Taxes. A Motion was made by Charlton; second by Bergad; to appoint Berkheimer Associates as Act 511 Wage Tax Collector EIT, LST and Delinquent Wage Taxes. VOTE: ALL IN FAVOR

The following is the Commission of the Elected Real Estate Tax Collector. Collection commission for RE Collector is at 3% of all taxes collected at Discount, 4% of all taxes collected at Face, and 5% of all taxes collected at Delinquent. A Motion was made by Charlton; second by Bergad; to set the Real Estate Tax collector's rates. VOTE: ALL IN FAVOR

Police wages are per hour. Each officer must have time cards in the hands of the secretary every two weeks to pay police officers, same with the Road department. The Chief must give a written report for each monthly meeting. A Motion was made by Charlton; second by Bergad; to set the Police Wages. VOTE: ALL IN FAVOR

Road Employees, Police, and Secretary are paid every other Wednesday commencing January 1, 2023, other employees and bills will be paid monthly after a majority of the board approval except for Utility bills, withholding taxes and invoices with discounts and approve online bill payments also. A Motion was made by Charlton; second by Bergad; to pay Township employees on a Bi-weekly schedule and to pay bills via mail and by online. VOTE: ALL IN FAVOR

A Motion needed to appoint the following board/commission members;

THAD SZELC appoint to the 3-year term for the Zoning Board; Motion made by Joe Charlton; second by Paul Bergad; VOTE: ALL IN FAVOR

A Motion made by; Joe Charlton second by; Paul Bergad; to appoint JENN CHRISTY; to the 5-year Term for the Planning Hearing. VOTE: ALL IN FAVOR

A Motion made by Joe Charlton; Second by Paul Bergad; to appoint PAUL BERGAD; to the Municipal Authority Board 5-year term. VOTE: ALL IN FAVOR

A Motion made by Joe Charlton; second by Paul Bergad; to appoint CHAD GOURLEY as the Chairman of the Vacancy Board VOTE: ALL IN FAVOR

Motion to appoint TYLER GARRONE Representative for the Uniform Construction Committee (UCC) at County level by Joe Charlton; second by Paul Bergad; VOTE: ALL IN FAVOR

Motion to appoint WADE BOWSER as the Appeal Representative for the UCC at County level by Joe Charlton; second by; Paul Bergad VOTE: ALL IN FAVOR

A Motion needed for Township to pay for the Rental of Employee uniforms; Motion was made by Joe Charlton; second by Paul Bergad for the Township to pay for the Rental of Employee uniforms. VOTE: ALL IN FAVOR

A Motion needed to appoint a Voting Delegate. A motion was made by Paul Bergad; second by Joe Charlton to appoint Joe Charlton; as a voting delegate to the State Convention, April 23-26, 2023 VOTE: ALL IN FAVOR

A Motion needed to set No Lien Letter fees. A motion was made by Joe Charlton; second by Paul Bergad; to set the fee for No Lien Letters at \$35 upon written request from the seller and pre-payment to the township. VOTE: ALL IN FAVOR

A Motion needed to set Police Report fees. A motion was made by Joe Charlton; second by Paul Bergad; to set the fees for police report copies at \$15.00 per written request.

VOTE: ALL IN FAVOR

A Motion needed to authorize advertising of Road Materials. A motion was made by Joe Charlton; second by Paul Bergad; directing secretary to advertise Materials needed for township roads. All bids to be opened and read at regular and or special meetings. VOTE: ALL IN FAVOR

A Motion needed to appoint CPA Firm for Auditing. A motion was made by Joe Charlton; second by Paul Bergad; to appoint Merge and Hill Associates, CPA Firm for the Audit. VOTE: ALL IN FAVOR Charlton also motions to adopt resolution to appoint a CPA for auditing also; Bergad 2nds, all in favor yes, Resolution adopted.

A Motion needed to appoint a Drug and Alcohol Consortium. A motion was made by Joe Charlton; second by Paul Bergad; to appoint ARIN IU 28 for the Township's Drug and Alcohol Consortium and to remove Police Officers as they are not CDL required; VOTE: ALL IN FAVOR

With no further business, a motion to adjourn; Motion was made by Joe Charlton; second by Paul Bergad; to adjourn at 6:48 PM. REORGANIZATION MEETING ADJOURNED.

Next regular meeting will be held following this adjournment today at 7pm Jan 3, 2023

Minutes taken, typed and submitted by Michele Bréstensky, secretary