

AGENDA
SADSBURY TWP ORGANIZATION MEETING
TUESDAY, JANUARY 6, 2025

CALL TO ORDER:

Call to order by _____ at 1:00 p.m. w/salute to the flag. Members of the Board of Supervisors are Kevin VanHonk, Lyle Hoovler and Bonnie Smith. At December meeting, regular monthly meetings for Feb thru Dec 2025 were set on the 2nd Tuesday of each month at 1:00 p.m. Meetings may be recorded to aid secretary in preparing minutes and will be deleted after approval.

CHAIRMAN:

Motion _____, _____ to appoint _____ as Chairman of the Board of Supervisors.

VICE-CHAIRMAN:

Motion _____, _____ to appoint _____ as Vice-Chairman of the Board of Supervisors.

SECRETARY-TREASURER:

Motion _____, _____ to re-appoint Rose Mumau as Secretary/Treasurer.

TREASURER'S BOND:

Motion _____, _____ to renew bond for Treasurer in the amount of \$1,000,000.

DEPOSITORY OF TOWNSHIP FUNDS:

Motion _____, _____ to appoint Marquette Savings Bank, First National Bank and PLGIT as depositors of township General Fund and Liquid Fuels Fund, and First Natl. Bank of PA as depositor of the Sadsbury Township Pension Plan.

TOWNSHIP SOLICITOR:

Motion _____, _____ to retain Atty. Joseph Ferguson of Shafer Law Firm as solicitor.

TOWNSHIP ENGINEER:

Motion _____, _____ to retain Greenman-Pedersen Inc. as Township Engineer.

ROAD MASTER:

Motion _____, _____ to re-appoint David Hubbard as Road Master; authorize Road Master to spend up to \$3,000 in case of emergencies without prior approval from Board of Supervisors; in absence of Road Master, the Board of Supervisors have the same authority under the same conditions; authorize Road Master to take home township truck during periods of inclement weather to check roads.

ZONING OFFICER:

Motion _____, _____ to appoint Joe Chriest, Zoning Officer and Rose Mumau, Ass't Zoning Officer.

OPEN RECORDS OFFICER:

Mtn _____, _____ to appoint Secretary as Open Records Officer.

CLERK – Vacant position

VACANCY BOARD:

Motion _____, _____ to appoint David Hubbard as Vacancy Board Chairman

PLANNING COMMISSION:

Motion _____, _____ to appoint John Jay & Chad Waldschmidt to the Planning Commission for a term of 4 years expiring 12/31/2028; appoint _____ to fill vacancy of Ray Andel thru end of term 12/31/25, appoint Brian Bair as alternate member; set annual pay rate at \$75 each for those members who attend a majority of the meetings held during the year.

ZONING HEARING BOARD – Members, Alternate Members & Solicitor:

Motion _____, _____ to re-appoint Alan Heil to the Zoning Hearing Board for a term of three years expiring 12/31/2027; appoint Sue Anderson as alternate for a term of one year; retain Atty. Harry White as solicitor; set pay rate for ZHB members at \$25.00 per hearing.

JOINT CODE APPEALS BOARD (Vernon & Sadsbury Twp):

Motion _____, _____ to re-appoint Dale (DJ) Costa Jr. and Brian Ferguson to the Joint Code Appeals Board. (other three members appointed by Vernon Twp).

DELEGATES TO COG, SAFETY COMMITTEE & CLRPC:

Motion _____, _____ to appoint delegates to the following boards:

- a) French Creek Council of Governments – Joe Christ as delegate; Rose Mumau, Lyle Hoovler, Kevin VanHonk and Bonnie Smith as alternate delegates
- b) Sadsbury Twp Safety Committee – Lyle Hoovler as delegate; Bonnie Smith and Kevin VanHonk as alternate delegates.
- c) Conneaut Lake Regional Police Commission – all supervisors as delegates.

CONNEAUT LAKE JOINT MUNICIPAL AUTHORITY:

Motion _____, _____ to appoint _____ to the Conneaut Lake Joint Municipal Authority as representative for Sadsbury Twp. for a term of 5 years, expiring 1/1/2030. (replaces Brian Ferguson, resignation effective 12/31/24)

SEWAGE ENFORCEMENT OFFICER:

Motion _____, _____ to appoint Mike Klink as Sewage Enforcement Officer, and Mike Simmons of SAI SEO Services as alternate sewage enforcement officers following fee schedule as submitted by the SEOs.

CODE ENFORCEMENT AGENCY & BUILDING CODE OFFICIAL:

Motion _____, _____ to appoint MDIA and Prosek’s Inspection as Code Enforcement Agencies & Building Code Officials and approve updated fee schedules for 2025.

EMERGENCY MANAGEMENT COORDINATOR & ASSISTANT EMC:

Motion _____, _____ to re-appoint Tim Latta as Emergency Management Coordinator with annual compensation of \$500 and Kevin VanHonk as Assistant Emergency Management Coordinator (no compensation).

TAXES/ASSESSMENTS – Set Rates, Commissions, Deputy Tax Collector, CCTCC delegate:

Motion _____, _____ to:

- a) retain Berkheimer Associates as the Collector of Earned Income Tax at commission rate of 1.57% and Local Services Tax with a commission rate of 1.6% (remains in effect thru 2025 per Crawford Co. Tax Collection Committee contract).
- b) confirm commission rate for Elected Tax Collector at 5% for collection of real estate tax, per capita tax and fire hydrant assessment.
- c) appoint Stephanie Turlij as Deputy Tax Collector in the event the elected tax collector is unable to fulfill her duties, per Act 164 of 2014.
- d) appoint Rose Mumau as delegate, Kevin VanHonk as alternate delegate, and Jill Dunlap as 2nd alternate to the Crawford Co. Tax Collection Committee.

LEGAL NOTICES:

Motion _____, _____ to direct the Secretary to publish all meetings and legal notices in The Meadville Tribune to comply with the Sunshine Law; and authorize Auditors to publish the 2024 Financial Audit in The Meadville Tribune.

PAYMENT OF BILLS:

Motion _____, _____ to authorize the Treasurer to pay bills at the regular meetings of the Board of Supervisors, and pay bills received between meetings which are deemed necessary to meet deadline requirements, take advantage of discount periods and to avoid late fees. Electronic payments will be permitted for payment of payroll taxes, utilities and other standard reoccurring payments.

OFFICE SUPPLIES:

Motion _____, _____ to authorize Secretary to order office supplies as needed for the year.

EMPLOYEE PAY:

Motion _____, _____ to approve pay rates for employees as follows:

- a) Current Employees: set payrates for 2025 as follows:

David Hubbard	\$26.61 per hour (roadmaster)
Dan Burchill	\$22.26 per hour (road dept – FT)
Tim Barr	\$22.00 per hour (road dept – FT)
Lud Zarembinski	\$21.40 per hour (road dept – PT)
Rose Mumau	\$24.80 per hour (secretary/treasurer)
Rose Mumau	\$5,500 annually (assistant zoning officer)
Joe Christ	\$30.90 per hour (zoning officer)

All rates effective pay period beginning 12/29/24.

- b) New Hires: Pay rate to be set by Board of Supervisors at time of hire
- c) Overtime for Hourly Employees: paid a rate of time and one-half for any hours worked over 8 hours per day and 40 hours per week, or summer schedule over 10 hours per day and 40 hours per week. Work incurred on a holiday will be paid double the regular hourly rate. Leave time to be included as hours worked.
- d) Employee Pay Schedule: paid biweekly; pay period begins on Sunday for a period to two weeks, ending on Saturday; pay day will be the following Friday.

FULL-TIME EMPLOYEE BENEFITS:

Motion _____, _____ to reaffirm benefits will remain the same as 2024 for current full-time employees working 40 hrs per week, including health, dental, short-term disability & life insurance paid by township; paid-time-off includes 6 holidays, 10 vacation days (80 hrs), 5 sick days (40 hrs), 4 floating holidays (32 hrs) and bereavement leave. New full-time employees must work one full year to be eligible for paid vacation effective January of the following year unless otherwise approved by the Board of Supervisors; sick leave will accumulate one day (8 hrs) sick leave for every 2½ months worked until one year of employment; then eligible for five sick days (40 hrs) effective January of the following year unless otherwise approved by the Board of Supervisors.

WORKING SUPERVISORS:

Motion _____, _____ to consider all supervisors as Working Supervisors. Set pay rate for Working Supervisors at \$18.50 per hour, effective pay period beginning Dec 29, 2024. Duties include working with road crew as needed from time to time; assisting in office as needed; working Township Clean-up Day; or other duties as assigned by the Board of Supervisors and approved by the Board of Auditors. Pay rate is contingent upon approval by the Board of Auditors.

SUPERVISOR BENEFITS:

Motion _____, _____ to authorize Supervisors and dependents to be eligible for Health/Dental benefits paid by Township; or receive reimbursement for Medicare & prescription costs per HRA.

MILEAGE REIMBURSEMENT

Motion _____, _____ to reimburse employees and Supervisors for mileage expense at the current IRS standard business mileage rate, as amended from time to time, when necessary for use of personal vehicle for Township Business (rate is 70 cents per mile effective 1/1/25).

CELL PHONE REIMBURSEMENT:

Motion _____, _____ to reimburse roadmaster \$40 per month, full-time road department employees and zoning officer \$15 per month for use of personal cell phones for township business.

CONVENTIONS:

Motion _____, _____ to

- a) authorize Supervisors, Secretary/Treasurer, Auditors, Tax Collector and Roadmaster to attend Crawford County Association of Township Officials Spring and Fall Conventions; to pay those in attendance \$50 for each event, or regular hourly rate for township employees attending during their normal work schedule.
- b) authorize Supervisors, Secretary/Treasurer, and Roadmaster to attend the PSATS Annual Conference & Trade Show in Hershey, May 4-7, 2025. Township will pay registration, lodging, meals, and mileage for township personnel. Spouses may attend at their own expense.
- c) Appoint _____ as voting delegate at the 2025 PSATS Conference.

TOWNSHIP EQUIPMENT RENTALS:

Motion _____, _____ to set rental rates per hour, including operator, for Township Equipment as follows:

Trucks	\$ 80.00	Grader	\$ 110.00
Back Hoe	\$ 100.00	Loader	\$ 105.00
John Deere #6430	\$ 110.00	Mack Truck	\$ 95.00
Skid Steer	\$ 100.00		

FEE SCHEDULE:

Motion _____, _____ to adopt Resolution No. 2025-1, establishing the Fee Schedule for permits, licenses and other township services effective Jan 1, 2025.

VOL. FIRE DEPARTMENT NON-FIREFIGHTING ACTIVITIES:

Motion _____, _____ to approve the following non-firefighting activities of the Conneaut Lake Volunteer Fire Departments as follows: parades in local region; raffles, bingo and other fundraising events; open house; traffic control to assist Police for non-emergency events; funeral details; department meetings; fire prevention school and other training as needed.

ADJOURN: Motion _____, _____ to adjourn at _____ p.m.

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JANUARY 6, 2025

1. Call to Order by _____ at _____ p.m.
2. Visitor Comment Period – Mtn. _____, _____ to defer from our regular routine of business to listen to visitors
 - a. Rich Gillespie, Cleveland Brothers

Return to Business – Mtn. _____, _____ to return to our regular routine of business
3. Minute Approval
Mtn _____, _____ to approve minutes of 12/10/24 Board of Supervisors meeting as submitted.
4. Road Master - David Hubbard
 - a. Road report
 - b. 2025 Joint Seal Coat Bid – meeting on 1/14 at 11:00 am
5. Zoning Officer Report
 - a. Monthly report
 - b. Reflections on Conneaut Lake
6. Solicitor Report
7. Correspondence
8. Old Business
 - a. Communication tower at Rec Area (update) – trenching & conduit completed for electric; new pole set; waiting for ground to freeze before delivering fill at pad location (Eric, Mobilcom 12/26/24).
 - b. Resolution #2025-2 Tax Collector Compensation
Mtn _____, _____ to adopt Resolution #2025–2 re-establishing/amending tax collector compensation at a rate of 5% for real estate tax & hydrant assessment (unchanged) and 7% for per capita tax (increase of 2%), effective 1/1/2026. Roll Call: BS _____ LH _____ KV _____
9. New Business:
 - a. Remaining 2024 PTO – request to carryover to 2025
Mtn _____, _____ to approve request to carryover unused 2024 PTO to be used in the first quarter 2025.
 - b. New hire for Road Dept
Mtn _____, _____ to hire _____ as full-time road department employee at a rate of \$ _____ per hour, effective _____.
Roll Call: BS _____ LH _____ KV _____
 - c. Ordinance amending Supervisor Compensation
Mtn _____, _____ to advertise ordinance amending compensation for newly elected or appointed supervisors for consideration of adoption at the February meeting.
 - d. PSATS Dues & Services
Mtn _____, _____ to authorize payment of \$1,475 to PSATS for 2025 dues, CDL Program renewal, Webinar Power Pass, New Laws Service, PSATS Legal Defense Partnership, 4 subscriptions of the PA Township News magazine
Roll Call: BS _____ LH _____ KV _____

e. 2025 PSATS Conference – Registration opens 1/14/25

f. Clean Up Day

Mtn _____, _____ to schedule Clean-Up Day on Saturday, May 10, from 8 am to 3 pm; and schedule spring leaf/yard waste clean-up day on Sat. May 3.

10. Payment of Bills:

Mtn _____, _____ to approve payment of bills & payroll from 12/11/24 thru 1/6/25 from General Fund as presented by the secretary. Roll Call: BS_____ KV_____ LH_____

11. Treasurer's Report

Mtn _____, _____ to approve the Treasurer's Report of December 2024 as submitted.

12. Supervisor Comments

➤ Bonnie Smith _____

➤ Kevin VanHonk _____

➤ Lyle Hoover _____

ADJOURN:

Mtn _____, _____ to adjourn the meeting at _____ p.m.