

**CHIPPEWA TOWNSHIP
BOARD OF SUPERVISORS
MINUTES
of the
COMBINED REORGANIZATION/AGENDA
MEETING
of
TUESDAY, JANUARY 2, 2024, 10 A.M.**

The Chippewa Township Board of Supervisors held their annual Reorganization Meeting on Tuesday, January 2, 2024 at 10 a.m. Present were Supervisors Jim Bouril, Dan Woodske and Bryan Wright, Manager Mark Taylor, Assistant Manager Lauren Doyle, Code Enforcement Officer Dawna Pella, and Administrative Assistant Cindy Clark. Solicitor Shannon Steele did not attend.

CALL TO ORDER

Supervisor Jim Bouril brought the meeting to order.

VISITORS

Dorinda Roberts from State Representative Marshall's office and Brian O'Roark attended.

REORGANIZATION

The first order of business was to seat a new Chairman of the Board. In the absence of a Solicitor, the meeting was turned over to Supervisor Jim Bouril, who asked for nominations for Chairman of the Board of Supervisors.

MR. WRIGHT MOVED TO NOMINATE MR. WOODSKE as Chairman of the Board of Supervisors. Motion was seconded by Mr. Bouril. There were no other nominations for Chairman and with no further discussion the motion carried.

Mr. Woodske then took over the Chairmanship and thanked the Board for their confidence in him. He asked for nominations for the position of Vice Chairperson of the Board.

MR. BOURIL MOVED TO NOMINATE MR. WRIGHT as Vice Chairperson of the Board of Supervisors. The motion was seconded by Mr. Woodske. There were no other nominations for Vice Chairperson and with no further discussion the motion carried.

REORGANIZATION (CONTINUED)

Chairman Woodske presented the list of names/positions below for consideration by the Supervisors:

Manager – Mark Taylor
Assistant Manager – Lauren Doyle
Police Chief – Eric Hermick
Street Foreman – Eric Chaffee
Solicitor – Shannon Steele
Engineer – Michael Baker, KLH Engineers
Code Enforcement Officer – Dawna Pella
Zoning Officer – Mark Taylor
Assistant Zoning Officer – Dawna Pella
Fire Chief – Dave Syka
Controller – Annette Ice
Treasurer – Annette Ice
Assistant Treasurer – Mark Taylor/Annette Ice
Secretary – Mark Taylor
Recreation Director – Lauren Doyle
Receptionist/Recording Secretary – Cindy Clark
Receptionist/Recording Secretary – Casey Arbogast
Wage Tax Collector – Berkheimer
Delinquent Real Estate Tax Collector-Linda Rawding
Deputy Real Estate & Delinquent Real Estate Tax Collector – Robin Huston

Chief Administrative Officer of Police Pension Plan – Township Manager
Chief Administrative Officer of Non-uniform Pension Plan – Township Manager
Auditor – Mark C. Turnley
Sewage Enforcement Officer – AG-Squared/EADS
Depository – Huntington/First National
Vacancy Board - Don Olayer

Police Liaison – Bryan Wright
Fire Liaison – Jim Bouril
Public Works Liaison – Dan Woodske
Shade Tree Commission Liaison – Bryan Wright
Recreation Board Liaison – Bryan Wright
Sahli Preserve Advisory Board Liaison – Jim Bouril
Administration Chairman – Dan Woodske
Airport Representative – Bryan Wright
Water Authority Representative – Dan Woodske
Sewer Authority Representative – Jim Bouril
Council of Governments (COG) Representative – Dan Woodske
Council of Governments (COG) Alternate – Jim Bouril
Planning Commission Liaison – Bryan Wright
Zoning Board Liaison – Jim Bouril
State Convention Delegate – Dan Woodske
State Convention Alternate Delegate – Jim Bouril

In 2023 the Agenda Meetings were held on the second Wednesday of the month at 10 a.m. The Regular Meetings were held on the third Wednesday of the month at 6:30 p.m. Work Sessions were held as needed. The Supervisors did not indicate that these should be changed.

MR. BOURIL MOVED TO APPROVE the above list of employees/positions/liaisons/representatives/delegates/meeting days/meeting times. Mr. Wright seconded the motion and with no further discussion the motion carried.

REORGANIZATION (CONTINUED)

2024 BENEFITS SHEET AND SALARY SCHEDULE

The next order of business was to adopt the 2024 Benefits Sheet and Salary Schedule. Chairman Woodske asked for questions or comments regarding these and there were none so he asked for a motion on this.

MR. WRIGHT MOVED TO APPROVE the 2024 Benefits Sheet and Salary Schedule. Mr. Bouril seconded the motion and with no further discussion, the motion carried.

RESOLUTIONS

Chairman Woodske then presented in a group, the following five resolutions for adoption. He read a synopsis of each resolution and asked for questions. There were none.

RESOLUTION NO. 2024-1: A RESOLUTION OF THE TOWNSHIP OF CHIPPEWA RELATIVE TO THE ESTABLISHMENT AND MAINTENANCE OF EMPLOYEES' PENSION, ANNUITY, INSURANCE, AND BENEFIT FUND OR FUNDS, TO AMEND CERTAIN PROVISIONS OF THE PENSION PLAN OR PROGRAM APPLICABLE TO THE POLICE EMPLOYEES OF SAID TOWNSHIP.

RESOLUTION NO. 2024-2: WHEREAS, SECTION 7503 OF THE PENNSYLVANIA EMERGENCY MANAGEMENT SERVICES CODE, 35 PA C.S. SECTION 1702. ET. SEQ. MANDATES THAT CHIPPEWA TOWNSHIP PREPARE, MAINTAIN AND KEEP CURRENT AN EMERGENCY OPERATIONS PLAN FOR THE PREVENTION AND MINIMIZATION OF INJURY AND DAMAGE CAUSED BY A MAJOR EMERGENCY OR DISASTER WITHIN THIS TOWNSHIP; NOW THEREFORE, WE THE UNDERSIGNED SUPERVISORS OF CHIPPEWA TOWNSHIP DO HEREBY APPROVE, ADOPT AND PLACE INTO IMMEDIATE EFFECT THE EMERGENCY OPERATIONS PLAN OF CHIPPEWA TOWNSHIP. THIS PLAN SHALL BE REVIEWED ON AN ANNUAL BASIS TO MAKE CERTAIN THAT IT CONFORMS WITH THE REQUIREMENTS OF THE BEAVER COUNTY EMERGENCY OPERATIONS PLAN.

PROMULGATION: THIS PLAN SUPERSEDES PREVIOUS CHIPPEWA TOWNSHIP PLANS DEVELOPED FOR RESPONSE TO A MAJOR EMERGENCY OR DISASTER. THIS PLAN WAS ADOPTED BY THE BOARD OF SUPERVISORS UNDER RESOLUTION NO. 2024-2 DATED JANUARY 2, 2024.

RESOLUTION NO. 2024-3: A RESOLUTION OF THE TOWNSHIP OF CHIPPEWA AUTHORIZING CHIPPEWA TOWNSHIP TO PARTICIPATE IN THE LOCAL PIGGYBACK PURCHASING PROGRAM AND AUTHORIZING THE TOWNSHIP MANAGER TO EXECUTE ANY CONTRACTS OR AGREEMENTS AUTHORIZED BY THE BOARD OF SUPERVISORS FOR CHIPPEWA TOWNSHIP.

RESOLUTION NO. 2024-4: A RESOLUTION OF THE TOWNSHIP OF CHIPPEWA AUTHORIZING CHIPPEWA TOWNSHIP TO PARTICIPATE IN THE BEAVER COUNTY REGIONAL COUNCIL OF GOVERNMENTS JOINT BIDDING AND THE TOWNSHIP MANAGER TO EXECUTE ANY NECESSARY CONTRACTS, AND/OR OTHER ITEMS NECESSARY TO PARTICIPATE.

RESOLUTION NO. 2024-5: A RESOLUTION OF THE BOARD OF SUPERVISORS IN AND FOR THE TOWNSHIP OF CHIPPEWA, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA ADOPTING CERTAIN FEES FOR SERVICES PROVIDED BY THE TOWNSHIP.

MR. BOURIL MOVED TO ADOPT the above five resolutions. Motion was seconded by Mr. Wright and with no further discussion the motion carried.

BOARD APPOINTMENTS

Chairman Bouril announced the names of those on Township boards or commissions whose terms are expiring.

The 3-year term of Lee Vega on the Zoning Hearing Board expired on December 31st, 2023.

MR. WRIGHT MOVED TO REAPPOINT LEE VEGA to the Zoning Hearing Board. Mr. Bouril seconded the motion, and with no further discussion, the motion carried.

The 4-year term of Brad Verlihay on the Recreation Board expired on December 31st, 2023.

MR. BOURIL MOVED TO REAPPOINT BRAD VERLIHAY to the Recreation Board. Mr. Wright seconded the motion and with no further discussion, the motion carried.

The 4-year term of Gina Martyak on the Recreation Board expired on December 31, 2023.

MR. BOURIL MOVED TO REAPPOINT GINA MARTYAK to the Recreation Board. Mr. Wright seconded the motion and with no further discussion, the motion carried.

The 5-year term of David Smilek on the Sanitary Authority expired on January 1st, 2024.

MR. BOURIL MOVED TO APPOINT BRYAN WRIGHT to the Sanitary Authority. Mr. Woodske seconded the motion, and with no further discussion, the motion carried.

MANAGER'S AGENDA ITEMS

- A. Christmas Tree Collection by Valley Waste Service – Saturday, January 13th:

Manager Taylor announced that Christmas trees will be picked up on the 13th.

MISCELLANEOUS ITEMS

Manager Taylor asked if any of the visitors wanted to speak. Brian O’Roark said that he had wanted to make a comment regarding the Sanitary Authority but that matter had already been handled earlier in the meeting.

ADJOURNMENT

With nothing further to come before the Board, Chairman Woodske adjourned the Combined Reorganization/Agenda Meeting at 10:10 a.m.

MEETING SCHEDULE

The Regular January Meeting is scheduled for 6:30 p.m. on the 17th. There will be no Agenda Meeting in January.

2024 DEPARTMENT LIAISONS, APPOINTMENTS, MEETING SCHEDULES

Chairman, Board of Supervisors	Dan Woodske
Vice Chairman, Board of Supervisors	Bryan Wright
Manager	Mark Taylor
Assistant Manager	Lauren Doyle
Police Chief	Eric Hermick
Street Foreman	Eric Chaffee
Solicitor	Shannon Steele
Engineer	Michael Baker, KLH Engineers
Code Enforcement Officer	Dawna Pella
Zoning Officer	Mark Taylor
Assistant Zoning Officer	Dawna Pella
Fire Chief	Dave Syka
Controller	Annette Ice
Treasurer	Annette Ice
Assistant Treasurer	Mark Taylor/Annette Ice
Secretary	Mark Taylor
Recreation Director	Lauren Doyle
Receptionist/Recording Secretary	Cindy Clark
Receptionist/Recording Secretary	Casey Arbogast
Wage Tax Collector	Berkheimer
Delinquent Real Estate Tax Collector	Linda Rawding
Deputy Real Estate & Delinquent Real Estate Tax Collector	Robin Huston
Chief Administrative Officer of Police Pension Plan	Township Manager
Chief Administrative Officer of Non-Uniform Pension Plan	Township Manager
Auditor	Mark C. Turnley
Sewage Enforcement Officer	AG-Squared/EADS
Depository	Huntington/First National
Vacancy Board	Don Olayer
Police Liaison	Bryan Wright
Fire Liaison	Jim Bouril
Public Works Liaison	Dan Woodske
Shade Tree Commission Liaison	Bryan Wright
Recreation Board Liaison	Bryan Wright
Sahli Preserve Advisory Board Liaison	Jim Bouril
Administration Chairman	Dan Woodske
Airport Representative	Bryan Wright
Water Authority Representative	Dan Woodske
Sewer Authority Representative	Jim Bouril
Council of Governments (COG) Representative	Dan Woodske
Council of Governments (COG) Alternate	Jim Bouril
Planning Commission Liaison	Bryan Wright
Zoning Board Liaison	Jim Bouril
State Convention Delegate	Dan Woodske
State Convention Alternate Delegate	Jim Bouril
Agenda Meeting Dates and Time	2 nd Wed. of month at 10 a.m.
Regular Meeting Dates and Time	3 rd Wed. of month at 6:30 p.m.
Work Session Dates and Time	As needed. Will be advertised.

