

Canton Township Board of Supervisors
Re-organization Meeting Minutes
January 06,2020

Meeting called to order at 6:31 PM by current chairman Jack Sheppard.
Roll Call: Tom Bodnovich, Jack Sheppard, and Butch Main.

Nomination to appoint Tom Bodnovich as Chairman of the Board of Supervisors.
Nomination made by: Mr. Butch Main
Second by: Mr. Jack Sheppard
Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Jack Sheppard as Vice Chairman of the Board of Supervisors.
Nomination made by: Mr. Tom Bodnovich
Second by: Mr. Butch Main
Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Stephanie Pettit as Secretary/Treasurer.
Compensation and benefits as stated in contract.
Nomination made by: Mr. Tom Bodnovich
Second by: Mr. Butch Main
Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Christy Moore as Assistant Secretary/Treasurer.
Compensation and benefits as stated in contract.
Nomination made by: Mr. Butch Main
Second by: Mr. Tom Bodnovich
Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Makel and Associates as Solicitor
Compensation-\$120.00 per hour- Letter attached
Nomination made by: Mr. Tom Bodnovich
Second by: Mr. Butch Main
Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination of Harshman CE Group as Engineer.

Compensation- Fee schedule attached

Nomination made by: Mr. Jack Sheppard

Second by: Mr. Tom Bodnovich

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Motion to set Secretary/Treasurer's and Assistant Secretary Treasurer's Bond at \$750,000.00.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Nomination to appoint Stephanie Pettit as Open Records Officer.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint John Skariot as Vacancy Board Chairman.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Motion to hold the business meeting on the 2nd Thursday of each month at 6:30 PM at 1265 W. Chestnut St, in the Municipal Building.

Motion made by: Tom Bodnovich

Second by: Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Motion to advertise meetings for the Board of Supervisors and the Planning Committee at 5:30 PM on 2nd Thursday of every month in 2020.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Motion to set Township business hours Monday-Thursday 8:00 AM to 4:30 PM and Friday 8:00 AM to 2:00 PM.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Motion to name Washington Financial as the 2020 depository.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Motion to designate the Secretary/Treasurer and at least one of the three Supervisors sign all checks for vouchers and legal documents for 2020, and two Supervisors to sign when Treasurer is unavailable.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Nomination to name Tax Delegate Committee-

Primary Voting Delegate- Stephanie Pettit

1st Alternate Voting Delegate- Jack Sheppard

2nd Voting Delegate- Tom Bodnovich

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Kym Secreet as Animal Control Officer.

Compensation- \$400.00 per month

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint to the Zoning Hearing Board Kory Kennedy for a 3 year term, Richard Horner-2021, Jim Husk- 2022

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Jack Sheppard as Sewage Co-op Representative and to continue with Washington Sewage Council as Sewage Enforcement.

Fee Schedule is attached for Washington Sewage Council

Nomination made by- Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Chris Hammett as Emergency Management Coordinator.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Motion to set mileage rate by the IRS for 2020 as 0.575 cents.

Motion made by: Mr. Butch Main

Second by: Mr. Tom Bodnovich

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Nomination to appoint Chris Hammett as Zoning and Code Enforcement Officer and to approve his contract.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Harshman CE Group for Building Inspection Services.

Compensation- fee schedule is attached (Universal Construction Code)

Nomination made by: Mr. Butch Main

Second by: Mr. Tom Bodnovich

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Nomination to appoint Township Auditors Donna Sheppard 2022 and John Skariot 2022 (Due to no one being elected to the board). Letters of interest submitted.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Nomination carried.

Recommendation to auditors: To set Mr. Main's wages according to union wages.

Additional items:

Motion to increase Jenifer Phillips Administrative Assistant/Events Director by \$1.50 an hour.

Motion made by: Mr. Jack Sheppard

Second by: Mr. Tom Bodnovich

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Discussion and Motion to approve the signing of the engagement letter from Palemo and Kissinger for the 2019 audit and to also approve Resolution 1 of 2020 to enter into a contract with a certified public accountant for the 2020 year.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

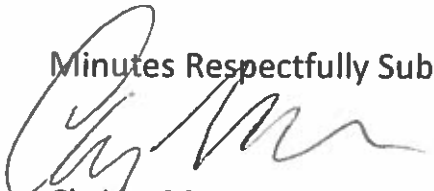
Motion to adjourn the meeting @6:48PM.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Jack Sheppard

Roll Call Vote: Bodnovich-yes, Sheppard-yes, Main-yes, Motion carried.

Minutes Respectfully Submitted



Christy Moore

December 5, 2019

Canton Township
1265 W. Chestnut Street
Washington, PA 15301

In Re: Solicitorship for 2020

Dear Supervisors:

I am requesting to be reappointed as the Solicitor for the year 2020. As you are well aware, I do not charge for any phone calls between my office and the supervisors and/or secretary/treasurer. The reason for the free phone calls is that I believe in an open line of communication between my office and the Township in order to prevent any problems that may occur.

Also I proposed in order to be retained the following:

1. The Hourly Rate of One Hundred Twenty (\$120.00) Dollars per hour.
2. Attendance of regular monthly Board meetings at the rate of One Hundred Twenty (\$120.00) per hour.
3. Reimbursement for costs incurred such as copy fees, etc.

As you are all well aware, our office takes pride in the fact that we are here to provide reasonable fees and great service. If you have any questions or concerns, please do not hesitate to contact my office. Thank you.

Very truly yours,

By:



Dennis M. Makel, Esquire
Solicitor for Canton Township

DMM: db



harshman
CE GROUP, LLC

Exhibit 1
of
General Terms and Conditions
Standard Attachment A

Professional Fees:

The hourly fees for professional services are as follows:

Principal Engineer	\$135	Certified Inspector / UCC	\$80
Senior Project Engineer	\$95	Construction Inspector II	\$65
Project Engineer II	\$80	Construction Inspector I	\$50
Project Engineer I	\$65	Clerical	\$40
Municipal Engineer	\$80	Technician II	\$65
Project Manager II	\$80	Technician I	\$50
Project Manager I	\$65	Camera/Locator Operator	\$80
Professional Surveyor	\$95	GPS (sub-meter) 1 Person	\$80
Designer Architectural	\$95	Standard Survey Crew 2 Person	\$120
Designer Civil 3D	\$80	3 Person Survey Crew	\$150
Designer I	\$65	VRS/GPS Survey Crew	\$170
Zoning Officer	\$50	Code Enforcement	\$40

All services are performed on an hourly basis. All time, including travel time, spent on the project will be invoiced. Legal testimony, overtime, and weekends, when approved by the Client, will be charged at 150% of these rates. For all invoices paid by credit card, a 3% processing fee will be added.

Reimbursable Expenses:

Travel and subsistence expenses, expendable field supplies, postage, mailings, and other project costs, such as soils or environmental investigations, contracted reproductions, or aerial photogrammetry will be invoiced at direct cost. The following expenses will be invoiced at the stated rates:

Automobiles	\$0.54/mile
24x36 Drawing B/W	\$5.00/sheet
24x36 Drawing Color	\$10.00 / sheet

This schedule of fees and rates will be effective through December 2020.

