

MARSHALL TOWNSHIP
525 Pleasant Hill Road, Suite #100
Wexford, PA 15090

MINUTES
Organization Meeting
January 4, 2016
7:15 P.M.

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1. Call to Order - Mr. Madigan called the meeting to order at 7:20 p.m.
 2. Pledge of Allegiance - All rose to recite the Pledge of Allegiance.
 3. Swearing in of New Supervisors - Mr. Madigan and Mr. Edwards was sworn in by Secretary Sheryl Snyder.
 4. Appointment of Temporary Chair: Mr. Madigan recommended a motion to appoint Mr. Lucas as Temporary Chair of the meeting. Mr. Troy moved to approve, seconded by Mr. Edwards; vote in favor was unanimous [5-0].
 5. Appointment of Temporary Secretary: Mr. Troy moved to appoint Sheryl Snyder as Temporary Secretary, seconded by Mr. Candek; vote in favor was unanimous [5-0].
 6. Election of Chairman: Mr. Lucas called for nominations for Chairman. Mr. Bragunier made a motion to appoint Mr. Madigan as Chairman, seconded by Mr. Troy; vote in favor was unanimous [5-0].
 7. Election of Vice Chairman: Mr. Candek nominated Mr. Troy as Vice Chairman, seconded by Mr. Bragunier; vote in favor was unanimous [5-0].
 8. Set the Date and Place of Monthly Meetings and Advertise:
Place: Marshall Municipal Building, 525 Pleasant Hill Road, Suite #100, Wexford, PA 15090
Regular Meetings: 1st Monday, 7:00 p.m., with the exception of July (1st Tuesday) and September (1st Tuesday).
Continued Meetings: 2nd Monday, 7:00 p.m.
Agenda Meetings: Last Monday of the month, 7:00 p.m. with the exception of May (4th Monday), October (4th Monday, November (3rd Monday) and December (3rd Monday).

Motion to approve by Mr. Edwards, seconded by Mr. Troy; vote in favor was unanimous [5-0].
 9. Motion to adopt the Roberts Rules of Order as Amended for the conduct of municipal meetings - Mr. Candek moved to approve, seconded by Mr. Bragunier; vote in favor was unanimous [5-0].

10. OFFICE STAFF APPOINTMENTS

Manager - Neil McFadden, salary as budgeted.

Township Secretary – Sheryl Snyder, hourly compensation as budgeted, with minimum of \$45 per meeting.

Treasurer – Jennifer Moeslein, salary as budgeted.

Assistant Treasurer – Jessica Drozd, salary as budgeted.

Planning Director – Nicole Zimsky, salary as budgeted.

Assistant Planning Director – Vacant.

Receptionist(s) – Debra Meinert (4 days) / Sandra Bauer (1 day), hourly compensation as budgeted.

Assistant Secretary – Sandra Bauer, no additional compensation.

Residential Building Inspector – Phillip Macmillan, salary as budgeted, plus expenses.

Commercial Building Inspector – Professional Code Services, Inc., rates per contract.

Recreation Director – Heather Jerry, salary as budgeted, plus expenses.

Recreation Assistant – Kimberly Pinkerton, hourly compensation as budgeted.

Zoning Officer – Nicole Zimsky, no additional compensation.

Assistant Zoning Officer – Neil McFadden, no additional compensation.

Property Main. Code Enforcement Officer – Nicole Zimsky, no additional compensation

Pension Administrator – Neil McFadden, no additional compensation.

Planning Commission Secretary – Sandra Bauer, hourly compensation as budgeted, minimum \$45 per meeting.

Zoning Hearing Board Corresponding Secretary – Sandra Bauer, no additional compensation.

Zoning Hearing Board Recording Secretary – Adelman Reporters.

Municipal Waste Coordinator/Building Clerk - Michael Schmidt, hourly compensation as budgeted.

Mr. Troy moved to approve the appointments as listed above, seconded by Mr. Candek; vote in favor was unanimous [5-0].

11. ADDITIONAL APPOINTMENTS

Tax Collectors – Keystone Collections Group, Wage Tax, 1.42% Commission and L.S.T., 1.75% Commission. Keystone Collections Group, Delinquent Wage Tax.

Solicitor – Babst, Calland, Clements, Zomnir - Per meeting rates as per 2016 rate schedule.

Engineer/Grading Administrator – Art Gazdik, Groundwork Civil, Consulting Engineer, Rates as per Agreement.

Fire Marshal – Phillip Macmillan, no additional compensation.

Assistant Fire Marshal – Vacant.

O.E.M. – Phillip Macmillan, uncompensated.

Plumbing Inspector – Allegheny County, no compensation.

Custodian – CleanNet USA, terms per contract.

Mr. Troy moved to approve the appointments as listed above, seconded by Mr. Edwards; vote in favor was unanimous [5-0].

12. PUBLIC WORKS APPOINTMENTS

Road Crew - Bruce Dickson: hourly compensation as budgeted
Joseph Gerlesky: hourly compensation as budgeted
Barry Jankowski: hourly compensation as budgeted
William Kinzler: hourly compensation as budgeted
Chad Spontak: hourly compensation as budgeted
Eric Lager: hourly compensation as budgeted
Mark Smelscer: hourly compensation as budgeted
James Eckert: hourly compensation as budgeted
Robert Korvich: hourly compensation as budgeted
Kory Jones: hourly compensation as budgeted
Brian Bauer: hourly compensation as budgeted

Mr. Troy moved to appoint the Road Crew as listed above at the hourly compensation as budgeted in the 2016 annual budget, seconded by Mr. Candek; vote in favor was unanimous [5-0].

13. BOARD/COMMITTEE APPOINTMENTS

Joint Police Board (2) – Mr. Bragunier, Mr. Candek
Police Pension Committee (1) – Mr. Madigan, Alt. – Mr. Edwards
Police Board Liaison – Mr. Candek
North Hills Council of Governments – Mr. Troy (delegate) Mr. Edwards (alternate)
Board Liaison to M.T.M.S.A. – Mr. Troy
Board Liaison to Marshall Township Vol. Fire Co. – Mr. Candek (delegate), Mr. Bragunier (alternate)
Board Liaison to Recreation and Parks Advisory Committee – Mr. Edwards (delegate), Mr. Troy (alternate)
Northland Library Board – Linda McFadden

Mr. Candek moved to appoint the Board/Committee Appointments as listed above, seconded by Mr. Troy; vote in favor was unanimous [5-0].

14. PLANNING COMMISSION APPOINTMENTS (4 Year Term):

- a. Expired Term of Jeff Davison. Motion to reappoint through 2019.
- b. Expired Term of Ron Baling. Motion to reappoint through 2019.

Mr. Troy moved to reappoint both Mr. Davison and Mr. Baling through 2019, seconded by Mr. Edwards; vote in favor was unanimous [5-0].

15. ZONING HEARING BOARD APPOINTMENTS (3 Year Term)

- a. Expired Term of Brij Agarwal. Motion to reappoint Brij Agarwal through 2018.

Mr. Troy moved to reappoint Mr. Agarwal through 2018, seconded by Mr. Bragunier; vote in favor was unanimous [5-0].

16. M.T.M.S.A. BOARD APPOINTMENT (5 Year Term):
 a. Expired Term of Chris Gilson. Motion to reappoint through 2020. Mr. Troy moved to reappoint Mr. Gilson through 2020, seconded by Mr. Candek; vote in favor was unanimous [5-0].
17. VACANCY BOARD APPOINTMENT (1 Year Term)
 a. Motion to appoint Sheryl Snyder. Mr. Troy moved to approve, seconded by Mr. Candek; vote in favor was unanimous [5-0].
18. COMMITTEE APPOINTMENTS
 a. Recreation and Parks Advisory Committee (3 Year Term):
 - Expired Term of Ed Roman. Motion to reappoint through 2018. Mr. Troy moved to approve, seconded by Mr. Bragunier; vote in favor was unanimous [5-0].
 - Expired Term of Patrick Gormley. Motion to reappoint through 2018. Mr. Troy moved to approve, seconded by Mr. Bragunier; vote in favor was unanimous [5-0].
 - Remaining Term of Kevin Saundry. Motion to appoint Dawn Davies through 2017. Mr. Troy moved to approve, seconded by Mr. Candek; vote in favor was unanimous [5-0].
19. North Allegheny Recreation Board (1) (1 Year Term):
 a. Expired Term of Heather Jerry. Motion to reappoint. Mr. Troy moved to approve, seconded by Mr. Edwards; vote in favor was unanimous [5-0].
20. Allegheny County Association of Township Officials (ACATO) - Motion to appoint Mr. Madigan. Motion to appoint an alternate representative Mr. Edwards. Mr. Troy moved to approve, seconded by Mr. Candek; vote in favor was unanimous [5-0].
21. MISCELLANEOUS
Depositories - PLGIT, Citizens, WestBanco and Wells Fargo.
Advertising Circulation - Tribune Review Neighborhood Section (Thursdays only) if timely; otherwise the Tribune Review (daily)
Office Hours - 8 a.m. to 4 p.m., Monday - Friday.
Observed Holidays (7)
 New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving & Day After, Christmas Day
- Mr. Candek moved to approve the Miscellaneous items listed above, seconded by Mr. Troy; vote in favor was unanimous [5-0].

ADJOURN

Since there was no further reorganization business to come before the Board, at 7:37 p.m., the meeting adjourned. Motion by Mr. Madigan, seconded by Mr. Troy; vote in favor was unanimous [5-0].

Respectfully Submitted,

Sheryl Snyder
 Township Secretary