

# BRADFORD TOWNSHIP BOARD OF SUPERVISORS

## REORGANIZATION MEETING MONDAY, JANUARY 4, 2021 at 7:00PM MEETING MINUTES

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Present at the Reorganizational Meeting: Jim Erwin, Mark Cline, Steve Mascho

Reorganizational Meeting was called to order by Jim Erwin

- 1) Nomination was received for the 2021 Chairman of the Board.

Nomination and Motion was made by Mark Cline to nominate Jim Erwin as Chairman; Motion was seconded by Jim Erwin  
Call for vote: Steve M.: Abstained; Mark C.: Yes; Jim E.: Yes

James Erwin -- Chairman

- 2) Nomination was received for the 2021 Vice Chairman of the Board.

Nomination and Motion was made by Jim Erwin to nominate Mark Cline as Vice-Chairman; Motion was seconded by Jim Erwin  
Call for vote: Steve M.: Abstained; Mark C.: Yes; Jim E.: Yes

Mark Cline - Vice-Chairman

- 3) **Request a motion to accept the following appointments for 2021**

Susan Gibiser Township Secretary / Treasurer

Robert Shipman Chief of Police

Frank Behan Foreman - Road and Garbage Departments

Motion was made by Mark Cline, seconded by Jim Erwin

Call for vote: Steve M.: Yes for Secretary / Treasurer; Police Chief;  
**NO** for Road / Garbage Foreman; Mark C.: Yes; Jim E.: Yes

- 4) Motion was made by Mark Cline to advertise the Board of Supervisors to hold the regular monthly meetings on the second Monday of each month at 7:00pm; **EXCEPT for November's meeting will be the third Monday, 11/15**

Work sessions / General Business meetings will be held on the fourth Monday of each month at 5:30 p.m. at the township office.

Special meetings, Work Sessions, as needed, will be advertised accordingly.

Motion was made by Mark Cline, seconded by Jim Erwin

Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

**5) The following positions were appointed by the BOS for 2021:**

<u>Jim Erwin; Mark Cline</u>	Voting Delegates to the State & County Conventions
<u>Susan Gibiser</u>	Alternate Delegate to the State & County Conventions
<u>Jim Erwin</u>	Road Master for 2021
<u>Mark Cline</u>	Superintendent of Police Department
<u>Jim Erwin</u>	Superintendent of Garbage Department
<u>Mark Cline</u>	Superintendent of Sewer Department
<u>Steve Mascho</u>	Superintendent of Office Personal
<u>Michael Salerno</u>	Zoning Officer – 2021
<u>Michael Salerno</u>	Code Enforcement Officer - 2021
<u>Todd Fantaskey</u>	Sewage Enforcement Officer
<u>Nick Melnick</u>	Alternate Sewage Enforcement Officer
<u>Stapleford &amp; Byham, LLC</u>	Township Solicitor for 2021
<u>Campbell, Durrant, Beatty, Palombo, Miller</u>	Labor Attorney & Council for 2021
<u>E&amp;M Engineering</u>	Township Engineering Firm - Chapter 94
<u>ETA, Inc. /Jason Snyder</u>	Township Engineering Firm for Bridges
<u>Laurel Highlands Structural / Owen Beachy</u>	Engineering Firm for Bridges

<u>George Hart</u>	Township Engineering Firm for Sewer Projects – Bankson Engineers
<u>Dan Burkhouse</u>	Bradford Township Volunteer Fire Dept. Fire Chief
<u>Jay Bradish</u>	Emergency Management Coordinator
<u>None</u>	Asst. Emergency Management Coordinator
<u>Jeffrey Carson</u>	Elected Township Auditor (6 Yr. Term) 2025
<u>Thomas Gibiser</u>	Elected Township Auditor for (4 Yr. Term) 2023
<u>LareeSue Behan</u>	Vacancy Board Chairperson – Yearly Appt

Motion was made by Mark Cline to accept the above appointments for 2021

Motion made by Mark Cline, seconded by Jim Erwin  
Call for vote: Steve M.: Yes for all except Engineers for bridges and  
Chapter 94; Vacancy Board member; Mark C.: Yes; Jim E.: Yes

#### **6) The following Township positions need to be appointed for 2021**

Motion made by Mark Cline to accept the resignation from Bob Burrell as  
Township Auditor (2 year term position)

Motion made by Mark Cline, seconded by Jim Erwin  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

A) Motion made by Mark Cline to appoint **David Geitner** as Township  
Auditor for the 2 year term 2021 (finish term)

Motion made by Mark Cline, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

7) Motion was made by Steve Mascho to approve the following depositories as  
the township funds accounts for 2021:

- County National Bank - *Checking Accounts*: CDBG Grant Funds;  
Community Development Funds

- Northwest Savings Bank: *Checking Accounts- General Fund; Roads and Bridges; Machinery; Payroll Fund; Liquid Fuel State Fund; Sewer Fund; Sewer Money Market; Sewer Capital Reserve; Garbage Fund; Lighting Fund*
- PLGIT Investment Accounts: Capital Reserve; Money Market; State Liquid Fuels
- Northwest Savings / Trustee. – Non-Uniform Employees' Pension and Police Pension Fund

Motion made by Steve Mascho, seconded by Mark Cline  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

**8) The following appointments were made by the BOS as Board Members for 2021**

**Board Member of Senior Citizens Center Committee**

\_\_\_\_\_ None \_\_\_\_\_ 4 Year Member 2021 – 2025

**Zoning Hearing Board Member:**

**Daniel McCarthy** 4 Year Member 2021 - 2025

**Bradford Twp. Planning Commission Members**

**Donald Cummins** 4 Year Member 2021 – 2025

**Steve Pettinato** 4 Year Member 2021 – 2025

**Bradford District Flood Control Authority**

- 9) Motion was made to appoint Jim Erwin as Bradford Township's Board representative on the Bradford District Flood Control Board**

Motion made by Mark Cline, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

- 10) Motion was made to approve the Township Secretary / Treasurer's Bond for 2021 which is set at \$500,000.00**

Motion made by Mark Cline, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

## **2021 Resolutions**

11) Motion was made by Mark Cline to adopt the following Resolutions for 2021

- |                                  |   |
|----------------------------------|---|
| <b><u>Resolution #2021-1</u></b> | Enact Budget for 2021   |
| <b><u>Resolution #2021-2</u></b> | Designating the Township Secretary-Treasurer as the 2021 Chief Administrative Officer for the Police Pension and Non-Uniform Pension Plan.  |
| <b><u>Resolution #2021-3</u></b> | Appointing <b><u>Haines &amp; Company</u></b> as the certified public accounting firm to audit the accounts of the Bradford Township for 2020 fiscal year.                                      |
| <b><u>Resolution #2021-4</u></b> | Appointing <b><u>Susan K. Gibiser</u></b> to serve as the voting delegate representing Bradford Township on the McKean County Tax collection committee and <b><u>NO</u></b> alternate delegate. |
| <b><u>Resolution #2021-5</u></b> | Adopting the Sewage Enforcement Officer Fee schedule for the year of 2021 as listed.  |

Motion made by Mark Cline, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

11) Motion was made by Mark Cline to set the 2021 mileage reimbursement as set by the IRS which is **\$.56** cents per mile.

Motion made by Mark Cline, seconded by Steve Mascho  
Call for vote: Steve M.: Yes; Mark C.: Yes; Jim E.: Yes

### **ADJOURNMENT**

Motion was made to adjourn the Reorganization meeting.  
Motion made by Mark Cline, seconded by Steve Mascho  
Meeting adjourned at 7:09 pm

Meeting was reopened at 7:10pm for the Board of Supervisor's regular monthly meeting for January 2021

#### **Bradford Township Board of Supervisor**

\_\_\_\_\_  
Susan K. Gibiser, Secretary/Treasurer

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James B. Erwin, Supervisor

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Mark L. Cline, Sr., Supervisor

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Steven L. Mascho, Supervisor