

BRADFORD TOWNSHIP BOARD OF SUPERVISORS

REORGANIZATION MEETING AGENDA TUESDAY, JANUARY 2, 2024 at 6:00PM

Welcome new Township Supervisor, Edward Hayden

Present at the Reorganizational Meeting: Mark Cline, LareeSue Behan, Edward Hayden, Tony Alfieri

Laree Sue Behan, Prior Vice-Chairman will call meeting to order

**** Any Supervisor needs to make a Motion to nominate another Supervisor to be the Temporary Chairman to conduct the beginning of the meeting until the 2024 Chairman is nominated and appointed

- 1) Request a Motion to nominate _____ as Temporary Chairman of the Board
_____ Temporary Chairman

- 2) Request a Motion to nominate _____ as Chairman of the Board for 2024
_____ Chairman

- 3) Request a Motion to accept and appoint _____ as Chairman of the Board for 2024
_____ Chairman

****Elected by quorum vote / the new Chairman shall proceed with the remainder of meeting**

- 4) Request a motion to nominate _____ as Vice-Chairman of the Board for 2024

- A) Request a motion to accept and appoint _____ as Vice-Chairman for 2024
_____ Vice- Chairman

5) Request a motion to accept the following appointments for 2024

Susan Gibiser Township Secretary / Election of Township Treasurer;
Right-to-Know Officer as stated with the OOR

Robert Shipman Chief of Police

Frank Behan Foreman for Road and Garbage Departments

6) Request a motion to advertise for the Board of Supervisors to hold their regular monthly meetings on the second Monday of each month at 7:00pm; Except November’s meeting will be 11/18 for budget purposes

Work sessions / General Business meetings to be held on the fourth Monday of each month (as needed) at 5:30 pm

Special meetings, Work Sessions will be advertised accordingly.

7) The BOS - Appointments for the following positions for 2024:

_____ Voting Delegates to the State & County Conventions

Susan Gibiser Alternate Delegate to the State & County Conventions

_____ Road Master for the Road Dept.

_____ Superintendent of Police Department

_____ Superintendent of Garbage Department

_____ Superintendent of Sewer Department

_____ Superintendent of Office Personnel

Michael Salerno Zoning Officer

Michael Salerno Code Enforcement / Sewer Inspection

Todd Fantaskey Sewage Enforcement Officer

Nick Melnick Alternate Sewage Enforcement Officer

Campbell, Durrant,
Beatty, Palombo, Miller Labor Attorney & Council for 2024

E&M Engineering Township Engineering Firm for Chapter 94

_____	Township Engineer for Bridge Projects 2024
<u>T.J. Stephens, PE</u>	Township Engineer for Sewer Projects – Bankson Engineers 2024
<u>Dan Burkhouse</u>	Bradford Township Volunteer Fire Chief 2024
<u>Jay Bradish</u>	Emergency Management Coordinator 2024
<u>Dan Burkhouse</u>	Asst. Emergency Mgmt. Coordinator 2024
<u>Thomas Gibiser</u>	Elected Township Auditor (6 yr. term) 2024-2029
<u>Randy Grandinetti</u>	Elected Township Auditor (4 yr. term) 2022-2027
<u>Gerald Dowed</u>	Elected Township Auditor (2 yr. term) 2024-2025

A) Request a motion to accept the above appointments as stated for 2024

- Letter of Interest was received for the Vacancy Board Member for 2024 from the following:
 - 1) James Erwin
- 8) Request a motion to appoint _____ as the Vacancy Board Member for 2024**
- 9) Request a Motion to appoint James Erwin as Bradford Township's Board representative on the Bradford District Flood Control Board for 2024**
- 10) Request a Motion to approve the Township Secretary / Treasurer's Bond for 2024 which is set at \$500,000.00**
- 11) Request a motion to authorize the Secretary-Treasurer to pay any necessary invoices that represent a date that would be due before the next regular monthly meeting date**
- 12) Request a motion to approve the following depositories as the Township Banking Accounts for 2024:**
- County National Bank - *Checking Accounts* for CDBG Grant Funds

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

13) The following Appointments for Committees / Board Members for 2024

- Letter of Interest was received to serve on the Planning Commission from the following: 1) Frances Forbes; 2) William Huber

Zoning Hearing Board Member:

_____ - 4 Year Member 2024 - 2028

Bradford Twp. Planning Commission Member

_____ - 4 Year Member 2024 – 2028

2024 Resolutions

14) Request a motion to adopt the following Resolutions for 2024

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| <u>Resolution #2024-1</u> | Enact Budget for 2024 |
| <u>Resolution #2024-2</u> | Designating the Township Secretary-Treasurer as the 2024 Chief Administrative Officer for the Police Pension and Non-Uniform Pension Plan. |
| <u>Resolution #2024-3</u> | Appointing <u>Haines & Company</u> as the certified public accounting firm to audit all accounts of the Bradford Township for 2023 fiscal year. |
| <u>Resolution #2024-4</u> | Appointing <u>Susan K. Gibiser</u> to serve as the voting delegate representing Bradford Township on the McKean County Tax collection committee and _____ to serve as the alternate delegate. |
| <u>Resolution #2024-5</u> | Adopting the Sewage Enforcement Officer Fee schedule for the year of 2024 as stated. |

Resolution #2024-6

Designating the Board of Supervisors and the Township Secretary / Treasurer as the authorized signatures for all Northwest and PLGIT accounts.

- 15) Request a motion to set the 2024 mileage reimbursement as set by the IRS which is **\$.67** cents per mile.

ADJOURNMENT

Request a motion to adjourn the Reorganization meeting at _____ pm

Reopen with the regular monthly meeting for the Board of Supervisor's for January 2024