

Brady Township
Board of Supervisors
141 West Liberty Road
Slippery Rock Pa 16057

Organizational Meeting Agenda
January 2, 2024
1:00 PM

1. Outgoing chairperson calls meeting to Order.
2. Pledge of Allegiance and moment of silence
3. Roll Call.
4. Outgoing chairperson calls for a motion to appoint a *temporary* chairperson.
5. Temporary chairperson calls for a motion appointing the 2024 chairperson.
6. Temporary Chairperson turns meeting over to newly appointed chairperson.
7. Newly appointed chairperson calls for a motion to appoint the 2024 vice chairperson.
8. Public Comment.
9. Administrative Appointments: Appoint
 - a. Roadmaster
 - b. Secretary/Treasurer
 - c. Authorized contact for the Earned Income Tax Collector and Berkheimer Tax Associates (*Michelle Thompson*)
 - d. Floodplain administrator *must be chairman per floodplain ordinance*
 - e. Right-to Know officer (*Michelle Thompson*)
 - f. Administrative Officer for PA Unemployment Compensation (*Michelle Thompson*)
 - g. Sewage enforcement officer (*currently Doug Duncan*)
 - h. Alternate sewage enforcement officer (*currently Collin Fantasky and Patrick West*)
 - i. Continue paying alternate SEO by 1099
 - j. Code enforcement officer (*currently Jeff Richardson, Richardson Inspection Services*)
 - k. Zoning officer (*currently Jeff Richardson, Richardson Inspection Services*)
 - l. Stormwater management coordinator (*currently Jeff Richardson, Richardson Inspection Services*)
10. Boards, Commissions and Committee Appointments: Appoint by Resolution 2024-1
 - a. Zoning Hearing Board member three-year term
 - b. Planning Commission Board member for four-year term.
 - c. Chairman of the Board of Vacancies
 - d. Agricultural Security Area Advisory Committee member
11. Professional Services: Appoint
 - a. Solicitor
 - b. Engineer
 - c. CPA to conduct 2023 audit by Resolution 2024-6

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12. Tax Services: Appoint

- a. Real estate tax collector (*Helen Staiger*)
- b. Deputy real estate tax collector (*Lisa Vargo Steele*)
- c. Earned income tax collector (*Berkheimer*)
- d. Per capita tax collector (*Helen Staiger*)
- e. Delinquent real estate tax collector (*Butler County Tax Office*)
- f. Real estate transfer tax collector (*Butler County Recorder of Deeds*)
- g. Tax collector committee delegate (TCC). (*currently Michelle Thompson*)
- h. Tax collector committee alternate (TCC) (*currently Helen Staiger*)

13. Emergency Services: Appoint

- a. Emergency services providers (fire and ambulance companies)
- b. Emergency services coordinator
- c. Hazardous mitigation coordinator

14. Resolutions:

- a. Adopt 2024 Wage/Salary Resolution 2024-2
- b. Adopt Resolution 2024-3 regarding payment of select bills outside of the regular monthly meetings.
- c. Adopt the 2024 Fee Schedule Resolution 2024-4 (incorporates the Sewage Enforcement Officer fees and the Code Enforcement agency fees along with the Township fees).
- d. Adopt Resolution 2024-5 declaring yearly benefits for the Secretary Treasurer

15. Authorizations/Approvals/Motions

- a. Approve the attendance of the Board of Supervisors and Secretary/Treasurer to the PSATS 2024 Conference from April 14 – April 17, 2024 in Hershey PA and authorize reimbursement of reasonable expenses including travel, mileage, and any other expenses deemed allowable by the Second Class Township Code.
- b. Appoint voting delegate to the PSATS State Convention
- c. Appoint depository for Township accounts (*currently First National Bank and Nextier Bank*)
- d. Approve reimbursement of expenses incurred while attending seminars and training for appointed and elected officials and any other employee the Board of Supervisors chooses.
- f. Approve the mileage reimbursement rate for 2024 at the current IRS allowance (*67 cents/mile*)
- g. Approve the Treasurer's Bond at \$600,000.00
- h. Approve the following exchange rates for other municipalities:
 - i. Truck - \$40.00/hour, operator included
 - ii. Grader - \$40.00/hour, plus hourly rate for operator
 - iii. Mower - \$45.00/hour, operator included
 - iv. Backhoe - \$40.00/hour, operator included
- i. Appoint PA One Call contact currently (*Bob McConnell*)
- j. Appoint PA One Call responder (*currently Michelle Thompson*)
- k. Appoint newspaper of record (for Township advertisements).
- l. Set observed holiday schedule (Federal Holidays to include New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If any of these Holidays should fall on a Saturday or Sunday, the Holiday will be observed on the Friday before or the Monday following the Holiday).

16. Motion to adjourn