

**Donegal Township Agenda
Organizational / Regular Meeting
January 2, 2024**

Organizational Meeting Agenda:

Call the Organizational Meeting to order by acting Chairman Ryan Ritzert

Pledge of Allegiance

Appoint _____ to Chairman of the Board of Supervisors

Appoint _____ to Vice Chairman of the Board of Supervisors

Appoint _____ to Secretary/Treasurer

Appoint _____ to Vacancy Board

Appoint _____ to Road Master

Appoint **Judith Oshlick** to 6 year Auditor

Appoint **Karen Cain** to 4 year Auditor

Appoint **Richardson Inspection Services** to Building Permit and Municipal Code Officer

Appoint **Richardson Inspection Services** to Stormwater Administrator

Appoint **Richardson Inspection Services** to Floodplain Administrator

Appoint **David Ice** to Primary SEO with **Doug Duncan** as Backup

Appoint **Leslie Stewart** as Delegate to BCTCC with **Michael Haid** as Backup

Appoint **Leslie Stewart** as Administrator of Pension Plan

Appoint **Leslie Stewart** as Right to Know Officer

Appoint **Stepanian & Menchyk** as Solicitor

Appoint **Olsen Craft Associates** as Engineer

Appoint **James Spohn** as Emergency Management Coordinator

Appoint **James Spohn** to Board of Appeals

Approve **Treasurer's Bond** for Secretary/Treasurer at \$400,000

Designate **Northwest Savings Bank** as Township Depository

Adopt Resolution appointing **Mattern CPA** to perform 2023 Audit

Motion to have payroll every two weeks

Motion to have Monthly Meetings the first Tuesday of every month at 6:00 p.m.

Motion to set the mileage reimbursement rate to comply with the IRS rate.

Motion to set full time employees holiday's as follows:

New Year's Day

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

If holiday falls on Saturday, paid time off is Friday. If holiday falls on Sunday, paid time off is Monday

Motion to pay part time employees on record as of 1-1-2024 at their current rate

Motion to approve signing of subdivisions between meetings that have had preliminary approval at a prior meeting and that the corrections requested have been made.

Motion to approve the allowances of checks to be signed between meetings as necessary and payees designated

Motion to allow employees \$50.00 for up to 3 hours and \$75.00 for more than 3 hours and up to 8 hours for attendance of meetings or information workshops the board agrees to pay.

Motion to close organizational meeting and open regular monthly meeting

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Call the monthly meeting to order

Open for public comment

Motion to accept the minutes from the December 19, 2023 meeting with no corrections or additions

Review Generator Quotes

Motion to pay bills

Adjourn meeting

