

**SALEM TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL ORGANIZATIONAL MEETING  
MUNICIPAL BUILDING - 7:00 P.M.  
JANUARY 6, 2025**

- Call the meeting to order

The purpose of this meeting is to organize the Board of Supervisors of Salem Township for the coming year beginning January 1, 2025.

- Call the meeting to order
- Pledge of Allegiance
- Prayer
- Introduction
- Public discussion from residents and taxpayers taken as items are brought up for motion
- Announcements: No smoking during meetings
- Please turn off all cell phones
- Administrative Actions:

**1. APPOINTMENTS**

1A. Motion to appoint \_\_\_\_\_ as **Chairman** of the Board of Supervisors.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1B. Motion to appoint \_\_\_\_\_ as **Vice-Chairman** of the Board of Supervisors.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1C. Motion to appoint **Kelly Otto**, as **Secretary Treasurer** of the Board of Supervisors.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1D. Motion made to appoint Supervisor \_\_\_\_\_ as **head of office**.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1E. Motion to appoint \_\_\_\_\_ as **full time Roadmaster**.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1F. Motion to appoint \_\_\_\_\_ as **full time Roadmaster**.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

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- 1G. Motion to appoint \_\_\_\_\_ as **part time Roadmaster**.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1H. Motion to appoint \_\_\_\_\_ as **Solicitor** for the Township of Salem, at a retainer rate of \$200.00 **per month and \$ 130.00 per hour for work done outside the monthly meeting.**  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1I. Motion made to appoint \_\_\_\_\_ as **engineer** for the Township of Salem.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1J. Motion made to appoint \_\_\_\_\_ as **primary sewage enforcement officer** for the Township of Salem.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1K. Motion made to appoint \_\_\_\_\_ as **secondary sewage enforcement officer** for the Township of Salem.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1L. Motion made to appoint **Becky Maruca as Tax Collector** to collect Act 511 and institution district taxes for Salem Township for the year 2025 with compensation set at a rate of 4% of the taxes collected.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1M. Motion made to appoint **Becky Maruca as Tax Collector to collect township real property taxes**, with compensation to be set at a rate of 4% of the first \$300,000 in taxes collected and then at a rate of 2% on any township real property taxes collected in excess of \$300,000 for the year 2025.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_
- 1N. Motion to appoint **Marcy Montepart** as **Deputy Tax Collector** to collect and settle Act 511, Institution District and Township Real Property Taxes during any period of incapacity of the appointed Tax Collector, as same is defined in the Local Tax Collection Law.  
Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

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1O. Motion to appoint \_\_\_\_\_ to serve on the ***vacancy board*** for the Township of Salem.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1P. Motion to appoint \_\_\_\_\_ as **emergency management coordinator** for the Township of Salem.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1Q. Motion to appoint \_\_\_\_\_ to serve as **assistant emergency management** coordinator for the Township of Salem.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1R. Motion to appoint \_\_\_\_\_ as **Code Enforcement Officer** for the Township of Salem.

1S. Motion to appoint \_\_\_\_\_ to replace the elected auditors to *conduct the audit* of the 2024 fiscal year, pursuant to the terms of the Second-Class Township Code for the total sum of \$\_\_\_\_\_

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1T. Motion to appoint Supervisor \_\_\_\_\_ as ***voting delegate to the 2025 PSATS Annual Convention.***

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

IU. Motion to appoint \_\_\_\_\_ as voting delegate and alternate delegates \_\_\_\_\_ and \_\_\_\_\_ to the Westmoreland County Tax Collection Committee (WCTCC) for 2025.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1V. Motion to reaffirm Supervisor \_\_\_\_\_ as Salem Township's designated representative to the Westmoreland Heritage Trail for 2025.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

1W. Motion to appoint and/or reaffirm the appointments of the following individuals to the Salem Township **Planning Commission:**

Ms. Connie Mattei (originally appointed July 17, 2019)  
Mr. John Durco (originally appointed September 21, 2022)

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Mr. Paul Holleran (originally appointed January 17, 2024)

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 1X. Motion to appoint and/or reaffirm the appointment of the following individuals to the **UCC Appeals Board** for their established terms, with five members and two alternates as follows. It is to be noted that the positions are all “volunteer positions”.

Keith Walters  
Robert Rosetti  
Timothy Jobe  
Jim Fontana  
Brian Crystaloski  
Alternates are Keith Brinker and Douglas Regola

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 1Y. Motion to appoint and/or reaffirm the appointment of the following individuals to serve on the **Recreation Board** to serve for their established terms: It is to be noted that the positions are all “volunteer positions”.

Ashley Dobies  
Kathy Hamilton  
Gerry Sacco  
Lynn Jobe  
Tim D’Aurora  
Mark Steeves  
Tim Kozinko

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 1Z. Motion to appoint The Township Secretary-Treasurer as Open Records Officer and the Assistant Secretary-Treasurer as Deputy **“Open Records Officer” for 2025.**

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

**2. ADMINISTRATION**

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2A. Motion made to approve **Resolution 01 – 2025**, A Resolution of the Board of Supervisors of the Township of Salem, County of Westmoreland, Commonwealth of Pennsylvania, appointing **Kelly Otto as Secretary-Treasurer** of the Township of Salem and setting the compensation of same.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

2B. Motion to approve **Resolution 02 -2025**, A Resolution of the Township of Salem, Westmoreland County, Pennsylvania, appointing **First Commonwealth Bank, PNC Bank, S&T Bank, Commercial National Bank and Citizens Bank** as Depositories of Township Funds.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

2C. Motion to approve attendance and reimbursement of expenses of the supervisors and secretary to the 2025 **Pennsylvania State Association of Township Supervisors' (PSATS) Annual convention** to be held in Hershey, PA, from **May 4-7, 2025** as per Second Class Township Code Rules.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

2D. Motion to designate the **Delmont Salem News** as the **primary advertising source** to advertise the township's legal notices.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

2E. Motion to designate **The Tribune Review** as **secondary advertising** source to advertise the township's legal notices.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

2F. Motion to establish the Salem Township Supervisors **Regular meeting schedule for the year 2025** with each meeting to be held on the following Wednesdays at 7 pm at the Salem Township Municipal Building and to direct Secretary to advertise same:

- |                          |                           |
|--------------------------|---------------------------|
| <b>January 15, 2025</b>  | <b>July 16, 2025</b>      |
| <b>February 19, 2025</b> | <b>August 20, 2025</b>    |
| <b>March 19, 2025</b>    | <b>September 17, 2025</b> |
| <b>April 16, 2025</b>    | <b>October 15, 2025</b>   |
| <b>May 21, 2025</b>      | <b>November 19, 2025</b>  |
| <b>June 18, 2025</b>     | <b>December 17, 2025</b>  |

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Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 2G. Motion to advertise the **Planning Commission 2025 regular monthly meeting** schedule, with all meetings held at the Township Municipal Building at 6:00 P.M., on the following dates. Note that meeting will be held only if agenda items have been presented for review.

<b>February 5, 2025</b>	<b>July 2, 2025</b>
<b>March 5, 2025</b>	<b>August 6, 2025</b>
<b>April 2, 2025</b>	<b>September 3, 2025</b>
<b>May 7, 2025</b>	<b>October 1, 2025</b>
<b>June 4, 2025</b>	<b>November 5, 2025</b>
	<b>December 3, 2025</b>

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 2H. Motion to approve the standard business **Mileage Reimbursement Rate for 2025** at **.70/mile**, up 3 cents from 2024, per PSATS and IRS notification of same.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 2I. Motion to approve **Resolution No. 03-2025** as follows:

**A RESOLUTION OF THE TOWNSHIP OF SALEM, WESTMORELAND COUNTY,  
PENNSYLVANIA, RETAINING A THIRD-PARTY INSPECTION AGENCY FOR  
PURPOSES OF ISSUING PERMITS, CONDUCTING PLAN REVIEWS AND  
INSPECTIONS AND ENGAGING IN THE ADMINISTRATION AND ENFORCEMENT OF  
SALEM TOWNSHIP ORDINANCE NO. 05-2004, AND ESTABLISHING PERMITTING  
AND INSPECTION FEES THEREFORE**

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

- 2J. Motion to approve **Resolution No. 04-2025** as follows:

**A RESOLUTION OF THE TOWNSHIP OF SALEM, WESTMORELAND COUNTY,  
PENNSYLVANIA APPROVING MODIFICATIONS TO THE FEE SCHEDULE AND  
CHARGES ASSOCIATED WITH ON LOT SEWAGE DISPOSAL SYSTEMS**

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

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- 2K. Motion to approve renewing membership with the Indiana-Westmoreland Council of Governments with annual membership dues of \$100.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

**3. NEW BUSINESS:**

**4. OLD BUSINESS –**

**5. ADJOURNMENT**

- 5A. Motion to adjourn the meeting with the ***first regular meeting of the Board of Supervisors*** to be held on **Wednesday, January 15, 2025**, at 7:00 pm at the Salem Township Municipal Building.

Motion\_\_\_\_\_ Second \_\_\_\_\_ Vote: Zundel\_\_\_\_\_ Trumbetta \_\_\_\_\_ Jobe \_\_\_\_\_

**Time of Adjournment:**