

**SALEM TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL MEETING MINUTES
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 made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Bob Zundel** as **Chairman** of the Board of Supervisors.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1B. Motion made by Kerry Jobe and seconded by Bob Zundel to appoint **Ken Trumbetta** as **Vice-Chairman** of the Board of Supervisors.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1C. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Kelly Otto**, as **Secretary Treasurer** of the Board of Supervisors.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1D. Motion made by Kerry Jobe and seconded by Bob Zundel to appoint Supervisor **Ken Trumbetta** as **head of office**.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1E. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Bob Zundel** as **full time Roadmaster**.

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

Vote on the motion: Ken Trumbetta, and Kerry Jobe voted for the motion. Bob Zundel abstained. Motion passed by majority vote.

- 1F. Motion made by Kerry Jobe and seconded by Bob Zundel to appoint **Ken Trumbetta** as **full time Roadmaster**.

Vote on the motion: Bob Zundel and Kerry Jobe voted for the motion. Ken Trumbetta abstained. Motion passed by majority vote.

- 1G. Motion made by Ken Trumbetta and seconded by Bob Zundel to appoint **Kerry Jobe** as **part time Roadmaster**.

Resident Eric Hageder – How many days did you work in 2024? Kerry Jobe - 2 full days and 3 call outs.

Vote on the motion: Bob Zundel and Ken Trumbetta voted for the motion. Kerry Jobe abstained. Motion passed by majority vote.

- 1H. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Gary Falatovich** 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.

Resident Kent Boggs asked when was the last time this was put out to bid? Bob Zundel said that Solicitor Falatovich has been here since 2002. We are confident that he will keep us out of lawsuits.

Kerry Jobe said Professional services are not bid out because you are allowed to interview and pick. The going rate is over \$200/hr.

Resident Debbie Perino and Kent believe that it should be bid out.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1I. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Doug Regola** as **engineer** for the Township of Salem.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1J. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Dave Jobe** as **primary sewage enforcement officer** for the Township of Salem.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

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

- 1K. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Dan Dascani** as **secondary sewage enforcement** officer for the Township of Salem.

Resident Debbie Perino suggested appointing Dick Bourg.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1L. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1M. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1N. Motion made by Kerry Jobe and seconded by Ken Trumbetta to **table** appointing **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.

Resident Debbie Perino asked why Becky's son Jesse was filling in during Becky's time off for illness rather than Marcy. It should be an appointed person. Kerry said that you can't just put who you want in the tax office without satisfying judiciary and bonding requirements. This motion was tabled and will be discussed with Becky.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1O. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Debbie Perino** to serve on the **vacancy board** for the Township of Salem.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

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

- 1P. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Fred Cecchini** as **emergency management coordinator** for the Township of Salem.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1Q. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Brandon Perfetta** to serve as **assistant emergency management** coordinator for the Township of Salem.

Kerry Jobe said that Slickville's Fire Chief is always appointed to serve this position.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1R. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Fred Cecchini** as **Code Enforcement Officer** for the Township of Salem.

Resident Debbie Perino asked what the hourly rate is. The Code Enforcement Officer's rate is \$25/hr.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1S. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint **Sam White** 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 **\$7,775.00**

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1T. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint Supervisor Bob Zundel as **voting delegate to the 2025 PSATS Annual Convention.**

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- IU. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Bob Zundel** as voting delegate and alternate delegates **Ken Trumbetta** and **Kerry Jobe** to the Westmoreland County Tax Collection Committee (WCTCC) for 2025.

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

Resident Debbie Perino asked what they do. Kerry Jobe explained that all Municipalities have representation on this committee to select who the county uses to collect Earned Income tax.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1V. Motion made by Ken Trumbetta and seconded by Bob Zundel to reaffirm Supervisor **Kerry Jobe** as Salem Township's designated. representative to the Westmoreland Heritage Trail for 2025.

Kerry explained that this doesn't have to be a supervisor. It can be any resident of Salem Township. It is a three-year term. Kerry is trying to recruit somebody to fill this spot. There are monthly meetings, fund raising events, and an ambassador program that controls the trails.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1W. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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)
Mr. Paul Holleran (originally appointed January 17, 2024)

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1X. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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 Crystalloski
Alternates are Keith Brinker and Douglas Regola

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

**SALEM TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL MEETING MINUTES
MUNICIPAL BUILDING - 7:00 P.M.**

JANUARY 6, 2025

- 1Y. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 1Z. Motion made by Kerry Jobe and seconded by Bob Zundel to appoint The Township Secretary-Treasurer as Open Records Officer and the Assistant Secretary-Treasurer as Deputy "**Open Records Officer**" for 2025.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

2. ADMINISTRATION

- 2A. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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.

Kerry Jobe said that the hourly compensation will be adjusted to an increase of \$1.25 per hour and two additional vacation days will be added per year. The hourly rate will go from \$24/hr. to \$25.25/hr., and vacation days will increase from 10 to 12/yr.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2B. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

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

- 2C. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2D. Motion made by Ken Trumbetta and seconded by Kerry Jobe to designate the **Delmont Salem News** as the **primary advertising source** to advertise the township's legal notices.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2E. Motion made by Kerry Jobe and seconded by Ken Trumbetta to designate **The Tribune Review** as **secondary advertising** source to advertise the township's legal notices.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2F. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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:

January 15, 2025	July 16, 2025
February 19, 2025	August 20, 2025
March 19, 2025	September 17, 2025
April 16, 2025	October 15, 2025
May 21, 2025	November 19, 2025
June 18, 2025	December 17, 2025

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2G. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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.

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

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

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2H. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2I. Motion made by Kerry Jobe and seconded by Ken Trumbetta 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**

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2J. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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**

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

- 2K. Motion made by Kerry Jobe and seconded by Ken Trumbetta to approve renewing membership with the Indiana-Westmoreland Council of Governments with annual membership dues of \$100.

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

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

3. NEW BUSINESS:

4. OLD BUSINESS –

Resident Eric Hageder asked for an update on the Crabtree sewage project. Kerry Jobe said there is a meeting scheduled for January 23, 2025, where the other Municipalities will report back what they are considering.

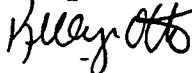
5. ADJOURNMENT

- 5A. Motion made by Ken Trumbetta and seconded by Kerry Jobe 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.

Vote on the motion: Bob Zundel, Ken Trumbetta, Kerry Jobe voted for the motion. Motion passed unanimously.

Time of Adjournment: 7:45

Respectfully submitted,



Kelly Otto