

**SALEM TOWNSHIP BOARD OF SUPERVISORS
ANNUAL ORGANIZATIONAL MEETING MINUTES
MUNICIPAL BUILDING - 7:00 P.M.
JANUARY 2, 2024**

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, 2024.

- Call the meeting to order
- Pledge of Allegiance
- Prayer
- Introduction: Ken Trumbetta, Kerry Jobe, Kelly Otto, Bob Zundel
- 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: Ken Trumbetta and Kerry Jobe voted for the motion. Bob Zundel abstained.
Motion passed by majority vote.

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

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

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

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

- 1D. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Arlene Rosatti** as **Assistant Secretary-Treasurer** of the Board of Supervisors.

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

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

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

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

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

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

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

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

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

- 1I. 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 Debbie Perino asked what the rates were previously. The rates were \$120.00 per hour last year. The retainer rate remained the same.

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

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

Resident Connie Mattei questioned what Doug's responsibilities would be. Doug is responsible for inspecting the roads as part of the excess maintenance agreements. He is also responsible for Stormwater Management.

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

- 1K. 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: Bob Zundel, Ken Trumbetta and Kerry Jobe voted for the motion.
Motion passed unanimously.

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- 1L. Motion made by Ken Trumbetta and seconded by Kerry Jobe to table the request of appointing a **secondary sewage enforcement** officer for the Township of Salem until the January 17, 2024 Supervisor meeting.

This motion was tabled until a Secondary Sewage Enforcement Officer can be interviewed. This SEO would perform the perc tests for new septic systems.

Resident John Durco asked if the new SEO would be paid on a retainer or a straight rate. He also questioned why the Township is paying a primary and secondary SEO. Bob Zundel stated that Dave Jobe isn't permitted to do soil profiles. The pay will be determined during the interview but most likely the secondary SEO will be paid on an as needed basis.

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

- 1M. 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 2024 with compensation set at a rate of 4% of the taxes collected.

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

- 1N. 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 2024.

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

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

Resident Debbie Perino asked how she is paid. Ken stated that she is an employee of Becky's. Becky will determine her wages.

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

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- 1P. 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: Bob Zundel, Ken Trumbetta and Kerry Jobe voted for the motion.
Motion passed unanimously.

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

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

- 1R. 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.

Brandon Perfetta is the chief of Slickville, VFD.

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

- 1S. Motion made by Kerry Jobe and seconded by Ken Trumbetta to appoint **Sam White** to replace the elected auditors to *conduct the audit* of the 2023 fiscal year, pursuant to the terms of the Second-Class Township Code for the total sum of \$7,480.00

Vote: Bob Zundel, Ken Trumbetta and 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 2024 PSATS Annual Convention.***

Vote: Bob Zundel, Ken Trumbetta and 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 2024.

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

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- 1V. Motion made by Ken Trumbetta and seconded by Kerry Jobe to reaffirm Supervisor Kerry Jobe as Salem Township's designated representative to the Westmoreland Heritage Trail for 2024.

Vote: Bob Zundel, Ken Trumbetta and 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)

Resident Debbie Perino asked if the vacancy will be advertised. Ken Trumbetta said that it does not need to be advertised as it is a volunteer position. The supervisors need more time to discuss before making a decision on filling the vacancy.

PC member and resident Connie Mattei asked when they are making a decision on filling the vacancy, what do they envision the PC's role to be. Whoever they decide they should bring something to the table, have time, and be qualified.

Bob Zundel said he will ask for resumes and interview before the January 17, 2024 supervisor meeting.

Vote: Bob Zundel, Ken Trumbetta and 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 Crystaloski
Alternates are Keith Brinker and Douglas Regola

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

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- 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

Kerry Jobe stated that Robin Savage’s resignation in December caused a vacancy for this Board. Mark Steeves and Ashley Dobies have been newly appointed in 2023.

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

- 1Z. Motion made by Ken Trumbetta and seconded by Kerry Jobe to appoint The Township Secretary-Treasurer as Open Records Officer and the Assistant Secretary-Treasurer as Deputy **“Open Records Officer” for 2024.**

Vote: Bob Zundel, Ken Trumbetta and 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 – 2024**, 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.

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

- 2B. Motion made by Ken Trumbetta and seconded by Kerry Jobe to approve **Resolution 02 – 2024**, A Resolution of the Board of Supervisors of the Township of Salem, County of Westmoreland, Commonwealth of Pennsylvania, appointing **Arlene Rosatti as Assistant Township Treasurer of** Township of Salem, and setting the compensation of same.

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

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- 2C. Motion made by Kerry Jobe and seconded by Ken Trumbetta to approve **Resolution 03 -2024**, 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: Bob Zundel, Ken Trumbetta and Kerry Jobe voted for the motion.
Motion passed unanimously

- 2D. Motion made by Ken Trumbetta and seconded by Kerry Jobe to approve attendance and reimbursement of expenses of the supervisors and secretary to the 2024 **Pennsylvania State Association of Township Supervisors' (PSATS) Annual convention** to be held in Hershey, PA, from **April 14 to April 17, 2024**, as per Second Class Township Code Rules.

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

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

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

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

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

- 2G. Motion made by Kerry Jobe and seconded by Ken Trumbetta to establish the Salem Township Supervisors **Regular meeting schedule for the year 2024** 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 17, 2024
February 21, 2024
March 20, 2024
April 17 2024
May 15, 2024
June 19, 2024**

**July 17, 2024
August 21, 2024
September 18, 2024
October 16, 2024
November 20, 2024
December 18, 2024**

Vote: Bob Zundel, Ken Trumbetta and Kerry Jobe voted for the motion.

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Motion passed unanimously

- 2H. Motion made by Ken Trumbetta and seconded by Kerry Jobe to advertise the **Planning Commission 2024 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.

February 7, 2024	July 3, 2024
March 6, 2024	August 7, 2024
April 3, 2024	September 4, 2024
May 1, 2024	October 2, 2024
June 5, 2024	November 6, 2024
	December 4, 2024

PC member and Resident Connie Mattei asked that when deciding who to appoint to the Board, to make sure that they will be available the first Wednesday of the month.

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

- 2I. Motion made by Kerry Jobe and seconded by Ken Trumbetta to approve the standard business **Mileage Reimbursement Rate for 2024** at **.67/mile**, up 1.5 cents from 2023, per PSATS notification of same.

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

- 2J. Motion made by Ken Trumbetta and seconded by Kerry Jobe to approve **Resolution No. 04-2024** 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**

The supervisors gave an explanation of what this resolution is.

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

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- 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.

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

3. NEW BUSINESS: PC chair, Connie Mattei advised the Board of a vacancy on the Planning Commission.

4. OLD BUSINESS –

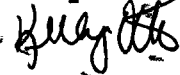
5. ADJOURNMENT

- 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 17, 2024**, at 7:00 pm at the Salem Township Municipal Building.

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

Time of Adjournment: 8:00pm

Respectfully submitted,



Kelly Otto