



WEST DEER  
TOWNSHIP  
SUPERVISORS  
REORGANIZATION  
MEETING

Tuesday  
January 2, 2024  
7:00 p.m.

Members present:

Mr. Frey	_____
Mr. Hollibaugh	_____
Mr. Smullin	_____
Mr. Wiegand	_____
Mrs. Jordan	_____

**West Deer Township Board of Supervisors**

**REORGANIZATION MEETING**

**January 2, 2024 – 7:00 p.m.**

**MAGISTRATE SWAN – SWEAR-IN NEWLY ELECTED SUPERVISOR JOHN HOLLIBAUGH**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Comments from the Public
5. Nominate and Elect Chairperson for the Year 2024
6. Nominate and Elect Vice Chairperson for the Year 2024
7. Approval: Township Manager Employment Agreement
8. Appointment: Township Auditor
9. Appointment: Delegate and Alternate (NHCOG)
10. Appointment: Delegate and Alternate (ACATO)
11. Appointment: Delegate and Alternate (ANTCC Committee)
12. Furnish Bonds
13. Depository for Funds
14. Facsimile Signature
15. Set Monthly Meeting Date and Time
16. Conferences
17. Applicant Interviews: Board/Commission Vacancies
18. Adjournment

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

## **COMMENTS FROM THE PUBLIC**

THE BOARD WILL HEAR COMMENT ON AGENDA AND PUBLIC-RELATED ITEMS AT THIS TIME. PLEASE APPROACH THE MICROPHONE, CLEARLY STATE YOUR NAME AND ADDRESS, AND LIMIT YOUR COMMENTS TO FIVE (5) MINUTES.

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**NOMINATE AND ELECT CHAIRPERSON FOR THE YEAR 2024**

OPEN NOMINATIONS

_____	NOMINATES	_____
_____	NOMINATES	_____ (OPTIONAL)
_____	NOMINATES	_____ (OPTIONAL)

CLOSE NOMINATIONS

WE WILL NOW TAKE A ROLL CALL VOTE – BY STATING A NOMINEE BY NAME – TO APPOINT A NOMINEE AS CHAIRPERSON OF THE WEST DEER TOWNSHIP BOARD OF SUPERVISORS FOR THE YEAR 2024. MEMBERS ARE PERMITTED TO VOTE FOR THEMSELVES.

MR. FREY	_____
MR. HOLLIBAUGH	_____
MRS. JORDAN	_____
MR. SMULLIN	_____
MR. WIEGAND	_____

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**NOMINATE AND ELECT VICE CHAIRPERSON FOR THE YEAR 2024**

OPEN NOMINATIONS

_____	NOMINATES	_____
_____	NOMINATES	_____ (OPTIONAL)
_____	NOMINATES	_____ (OPTIONAL)

CLOSE NOMINATIONS

WE WILL NOW TAKE A ROLL CALL VOTE TO APPOINT A NOMINEE AS VICE-CHAIRPERSON OF THE WEST DEER TOWNSHIP BOARD OF SUPERVISORS FOR THE YEAR 2024.

MR. FREY	_____
MR. HOLLIBAUGH	_____
MRS. JORDAN	_____
MR. SMULLIN	_____
MR. WIEGAND	_____



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**APPROVAL: TOWNSHIP MANAGER EMPLOYMENT AGREEMENT**

ATTACHED IS A DRAFT EMPLOYMENT AGREEMENT WITH CURRENT TOWNSHIP  
MANAGER DANIEL MATOR.

DO I HAVE A MOTION TO APPROVE THE EMPLOYMENT AGREEMENT WITH  
TOWNSHIP MANAGER DANIEL MATOR AS PRESENTED – EFFECTIVE IMMEDIATELY  
– AND TO AUTHORIZE ITS EXECUTION BY THE CHAIRPERSON OF THE BOARD OF  
SUPERVISORS?

	MOTION	SECOND	AYES	NAYES
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____

**EMPLOYMENT AGREEMENT**  
**Township Manager, West Deer Township**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") made and entered into this 2<sup>nd</sup> day of January 2024, by and between THE TOWNSHIP OF WEST DEER, Allegheny County, Pennsylvania, a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania, hereinafter referred to as "Township,"

AND

Daniel J. Mator, hereinafter referred to as "Employee."

WITNESSETH

WHEREAS, the Township desires to retain the services of Employee as Township Manager, Township Secretary, and Township Treasurer in accordance with the Home Rule Charter of West Deer Township, Township Ordinances, and the Second Class Township Code; and

WHEREAS, Employee is willing to serve in the employ of the Township as Township Manager, Township Secretary, and Township Treasurer; and

WHEREAS, Employee and the Township mutually desire to enter into an agreement providing certain terms and conditions of Employee's employment by the Township which:

- (1) secures and maintains the services of the Employee and provides inducement to remain in such employment; and
- (2) reduces to writing the terms of its agreement with the Employee and delineates the exchange of consideration; and
- (3) makes possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; and
- (4) provides a just means for terminating Employee's services at such time as he may be unable fully to discharge his duties or when the Township may desire to

NOW THEREFORE, in consideration of the mutual covenants herein contained and the exchange of consideration referenced below – the receipt and sufficiency of which is hereby acknowledged – the parties agree to and intend to be bound by the following:

#### SECTION I – DUTIES

The Township agrees to employ Employee as Township Manager to perform the functions and duties of the Township Manager, Township Secretary, and Township Treasurer as more fully specified in the Township's Home Rule Charter, Township Code, the Township Personnel Policy and Procedure Manual, and the laws of the Commonwealth of Pennsylvania, and to perform such legally permissible and proper duties and functions as the Township Board of Supervisors ("Board of Supervisors") may from time to time assign.

#### SECTION II – TERM

- A. The term of this Agreement shall be from 2 January 2024 to 6 January 2026.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Township Board of Supervisors to terminate the services of the Employee at any time.
- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Township, provided, however, Employee shall give the Township thirty (30) days advance notice thereof to the Township.
- D. In the event of a termination, resignation, or retirement, the Employee shall be fully compensated for all accrued vacation, personal, and sick days in accordance with the terms of this Agreement.

### SECTION III – SALARY AND REIMBURSABLES

#### A. Base Salary

1. For services rendered by Employee during his employment under this Agreement, the Township shall pay Employee an annual Base Salary before deductions or taxes of \$135,042.00 for the 2024 calendar year.
2. The Base Salary shall be paid at such intervals as salaries and wages are paid generally to employees of the Township.
3. Any and all increases to the Base Salary shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but in no event shall the Employee be paid less than the salary set forth in Section 3.A.1. of the Agreement except by mutual written agreement between Employee and the Township.
4. Except as otherwise provided in this Agreement, the Employee shall be entitled, at a minimum, to the highest level of salary increase enjoyed by and/or available to other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.

#### B. Vehicle Reimbursement

1. In lieu of providing a Township vehicle, the Township agrees to reimburse Employee a lump sum of three-hundred dollars (\$300.00) per month for his use of his personal vehicle in the performance of his duties set forth herein including, but not limited to, the attendance of required meetings, seminars, and conferences.
2. Any reimbursement payable under this Section shall be paid at such intervals as reimbursements are generally paid to employees of the Township.
3. Employee shall be solely responsible for the cost of insuring his vehicle and for any expenses related to the vehicle's maintenance and/or repairs.
4. The Township shall reimburse the Employee at the IRS standard mileage rate for any business use of the vehicle beyond the greater West Deer Township area. For the purposes of this section, use of the car within the greater West Deer Township area is defined as travel to locations within a fifty (50) mile radius of the local government limits.

5. Any and all increases to the Vehicle Reimbursement shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget.

C. Wireless Smartphone Reimbursement

1. Employee shall obtain and provide a "smart" cellular phone at his own expense which shall be used in the performance of his duties set forth herein.
2. In lieu of providing Employee a smartphone, the Township agrees to reimburse the Employee for business use of his personal smartphone a lump sum amount of seventy-five dollars (\$75.00) per month.
3. Employee's cellular phone number shall be provided to the Township and the cell phone shall at all times be available and accessible for Township business.
4. Any and all increases to the Wireless Smartphone Reimbursement shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget.

#### SECTION IV – BENEFITS

- A. General: Employee shall be entitled to participate in the benefit plans as are generally provided by the Township to its non-union employees subject to any applicable eligibility and/or employee contribution requirements. Employee shall be entitled to the benefits set forth below.
- B. Health Insurance
1. Health Insurance benefits shall be provided to the Employee and his family by the Township.
  2. Employee's contribution rate shall be eight percent (8%) of the Health Insurance premium, and shall be payable at such intervals as contributions are generally paid by employees of the Township.
  3. Employee shall be entitled to receive a payment from the Township of three-hundred dollars (\$300.00) per month should Employee "opt-out" of the health insurance benefit plan provided by the Township.
  4. Any and all increases to the Employee's health insurance contribution rate shall be within the sole discretion of the Board of Supervisors and adopted as part of the respective year's General Fund Budget, but shall not exceed the contribution rate of the majority of other employees, department heads, or general employees of the Township as provided by its policies, Charter, ordinances, and/or personnel rules and regulations.
- C. Dental and Vision Insurance: Dental and Vision Insurance shall be provided to the Employee and his family by the Township, and the Township shall pay 100% of the premiums.
- D. Life Insurance: The Township shall purchase for the benefit of the Employee a fifty-thousand dollar (\$50,000) life insurance policy while the Employee is employed by the Township.

E. Pension Benefit

1. The Employee shall be enrolled in the Municipal Employees' Pension Plan established by the Township.
2. The Employee's contribution rate shall be five-percent (5%) as defined therein.

F. Deferred Contribution Plan

1. In addition to the Township's payment to the local pension plan referenced above, the Township agrees to execute and keep in force all necessary agreements provided by the MissionSquare (formerly ICMA-RC) 457 deferred compensation plan for the Employee's participation in said supplementary retirement plan.
2. In addition to the base salary paid by the Township to the Employee, the Board of Supervisors may agree to contribute a percentage of the Employee's base salary into the MissionSquare 457 deferred compensation plan on the Employee's behalf – in equal proportionate amounts each pay period – as part of the adopted General Fund Budget.
3. The Township and the Employee shall fully disclose to each other the financial impact of any amendment to the terms of Employee's retirement benefit.

G. Vacation Days

1. The Employee shall be entitled to twenty-one (24) vacation days during the 2024 calendar year.
2. Manager shall be entitled to one (1) additional vacation day each calendar year of employment until the total annual vacation day total reaches a maximum of twenty-five (25) days.
3. No more than ten (10) consecutive vacation days may be taken at one time.
4. All vacation days shall be non-cumulative.

H. Personal Days

1. Employee shall be eligible to take three (3) personal days per calendar year.
2. All personal days shall be non-cumulative.



- I. Holidays: The Employee shall be awarded paid holidays consistent with those provided in the Township's Personnel Policy and Procedures Manual.
- J. Sick Days
1. Employee shall be entitled to take ten (10) sick days per calendar year.
  2. Employee may accumulate a maximum of ninety (90) unused sick days over the course of his employment with the Township for use as paid disability leave.
  3. The Township reserves the right to require medical documentation or verification of any illness or other reason for Employee's use of any sick days permitted by this Section IV(J).
- K. Bereavement Leave: The Employee shall be awarded bereavement leave consistent with that provided in the Township's Personnel Policy and Procedures Manual.
- L. Termination and Severance Pay:
1. In the event Employee is terminated by the Board of Supervisors – and during or at such time as Employee is willing and able to perform the duties of the Township Manager – then in that event the Township agrees to pay Employee a lump-sum cash payment equal to six (6) months aggregate salary, or the balance of salary that would be owed if employment continued to the end of the agreement's term, whichever is less, plus all accrued vacation, personal, and sick leave benefits, in addition to continuing to pay for Employee's health insurance, life insurance, and disability coverage for six (6) months or the balance of the agreement's term, whichever is less; provided, however, that in the event Employee is terminated because of just cause including, but not limited to, his conviction of any illegal act involving moral turpitude, fraud or dishonesty, or a violation of the Controlled and Dangerous Substance Act, any wrongful use of Township funds or misappropriation of the same, because of any drug or alcoholic dependency rendering him unable to complete his duties under this agreement, or Employee's failure or refusal to perform the duties set forth in this Agreement, then the aforesaid severance pay and benefits shall not be payable by the Township to Employee.

2. In the event the Employee is terminated by the Board of Supervisors within three (3) months of any Supervisor being sworn into office, the termination and severance pay listed above in Section IV(L)(1) shall be increased to twelve (12) months of salary and benefits, or the balance of salary and benefits that would be owed if employment continued to the end of the agreement's term, whichever is less.
3. In the event that the Board of Supervisors at any time reduces the salary or other benefits of Employee, except as part of an across-the-board reduction for all Township Employees – or in the event that the Township refuses, following written notice, to comply with any other provisions benefiting Employee herein – Employee shall be deemed to be terminated at the date of such reduction or refusal to comply, and said termination shall be deemed to be within the meaning and context of the severance pay provision stated herein in Subsection (L)(1) of this Section.
4. As set forth in Section II(C), Employee may voluntarily terminate his employment by giving thirty (30) days advance notice thereof to the Board of Supervisors. In the event of such resignation, Employee's salary and benefits shall not continue beyond his final date of employment by the Township, nor shall Employee be entitled to any termination or severance pay payable under the terms of this Section IV(L).

#### SECTION V – CONTINGENCY MATTERS

The appointment, employment, and any continued employment with the Township is contingent and/or conditional upon the availability of and compliance with any bonding requirements for the Township Manager, Township Treasurer, and Township Secretary.

#### SECTION VI - PROFESSIONAL DEVELOPMENT AND EXPENSES

- A. The Township agrees to budget and pay for all approved Employee professional membership dues including the International City Managers Association (ICMA), the Association for Municipal Managers, the Allegheny League of Municipalities, and such other approved national, regional, state, or local government organizations and committees thereof, which Employee serves as a member.
- B. The Township shall pay all approved, ordinary, and necessary expenses incurred by Employee in furtherance of his education, or in connection with his attendance at any conferences or meetings associated with his membership in any approved professional organization. The Board of Supervisors may request that the Employee provide justification and/or reason for any membership dues or expenses incurred under this Section VI. If the Board of Supervisors determines that said expenses or membership dues are not reasonable, they may refuse to allow all or part of them. No expenses or membership dues shall be reimbursed or paid to the Employee without appropriate documentation and receipts provided by Employee to the Township.

#### SECTION VII - OTHER TERMS AND CONDITIONS OF EMPLOYMENT

- A. To the extent the Township is covered by insurance the Township shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Township Manager, Township Secretary, or Township Treasurer, or resulting from the exercise of judgment or discretion in connection with the performance of his duties or responsibilities, unless the act or omission involved unlawful, willful, or wanton conduct and/or gross negligence. This indemnification provision shall cover any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney fees, and any other liabilities incurred by, imposed upon, or suffered by such Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with all matters

- covered by this provision. Any settlement of any claim must be made with prior approval of the Township in order for indemnification, as provided in this Section, to be available.
- B. Employee shall not engage in any other business or occupation which interferes in any way with the Employee's Township position without the express written consent of the Board of Supervisors.
  - C. The Employee is an exempt employee under the Federal Fair Labor Standards Act. Accordingly, while the Township maintains a policy of accountability for paid time off and an expectation of availability during normal work hours, the Employee does not have a fixed schedule and may be required to devote time outside the normal office hours to the business of the Township including, but not limited to, attendance at meetings of the Board of Supervisors or other Township boards, committees, or organizations.

#### SECTION VIII - GENERAL PROVISIONS

- A. This Agreement shall become effective only upon the approval of the Board of Supervisors and execution by the parties hereto, and it shall encompass the entire agreement between the parties hereto.
- B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable and deemed severable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.
- C. The waiver by the Township of any breach of any provision of this Agreement by the Employee shall not operate or be construed as a waiver of any subsequent breach by Employee.
- D. The headings to articles have been used only for convenience and constitute no part of this Agreement and shall not be used to construe or interpret this Agreement in any manner.
- E. The Employee may not assign his rights and obligations under this Agreement.
- F. This Agreement may be executed in one or more counterparts each of which shall be deemed as an original, but all of which together shall constitute one and the same instrument.
- G. This Agreement embodies the entire understanding of the parties. No amendment or

modification of this Agreement shall be valid or binding upon the Township unless made in writing and signed by a duly authorized officer of the Township or upon the Employee unless made in writing and signed by him.

- H. This Agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.
- I. This Agreement shall inure to the benefit of the Employee, his heirs, executors or administrators.

This Agreement is approved by the Township of West Deer by the Board of Supervisors at a duly assembled meeting of the Board on the 2<sup>nd</sup> day of January 2024.

Accepted By

Township of West Deer

\_\_\_\_\_  
Daniel J. Mator

\_\_\_\_\_  
Beverly Jordan, Chairperson  
Board of Supervisors

WITNESS

WITNESS

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**APPOINTMENT: APPOINTED TOWNSHIP AUDITOR**

DO I HAVE A MOTION TO APPOINT THE CERTIFIED AND COMPETENT PUBLIC ACCOUNTANCY FIRM OF MARK C. TURNLEY, CPA TO EXAMINE ALL OF THE ACCOUNTS OF THE TOWNSHIP FOR THE 2023 FISCAL YEAR?

	MOTION	SECOND	AYES	NAYES
MR. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___

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**APPOINTMENT: DELEGATE AND ALTERNATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR 2024**

**DELEGATE**

DO I HAVE A MOTION TO APPOINT \_\_\_\_\_ AS THE  
DELEGATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR THE YEAR  
2024?

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___
MR. HOLLIBAUGH	___	___	___	___

**ALTERNATE**

DO I HAVE A MOTION TO APPOINT \_\_\_\_\_ AS THE  
ALTERNATE DELEGATE TO THE NORTH HILLS COUNCIL OF GOVERNMENTS FOR  
THE YEAR 2024?

	MOTION	SECOND	AYES	NAYES
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___
MR. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___

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**APPOINTMENT: DELEGATE & ALTERNATE TO THE ALLEGHENY COUNTY  
ASSOCIATION OF TOWNSHIP OFFICIALS**

**DELEGATE**

DO I HAVE A MOTION TO APPOINT \_\_\_\_\_ AS THE VOTING  
DELEGATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS  
FOR THE YEAR 2024?

	MOTION	SECOND	AYES	NAYES
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____

**ALTERNATE**

DO I HAVE A MOTION TO APPOINT \_\_\_\_\_ AS THE VOTING  
ALTERNATE DELEGATE TO THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP  
OFFICIALS FOR THE YEAR 2024?

	MOTION	SECOND	AYES	NAYES
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____

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**APPOINTMENT: DELEGATE AND ALTERNATE TO THE ALLEGHENY NORTH TAX  
COLLECTION COMMITTEE**

**DELEGATE**

DO I HAVE A MOTION TO APPOINT TOWNSHIP MANAGER DANIEL MATOR AS  
DELEGATE TO THE ALLEGHENY NORTH TAX COLLECTION COMMITTEE FOR THE  
YEAR 2024?

	MOTION	SECOND	AYES	NAYES
MR. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___

**ALTERNATE**

DO I HAVE A MOTION TO APPOINT FINANCE OFFICER TRACY STARR AS AN  
ALTERNATE TO THE ALLEGHENY NORTH TAX COLLECTION COMMITTEE FOR THE  
YEAR 2024?

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___
MR. HOLLIBAUGH	___	___	___	___

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**FURNISH BONDS**

DO I HAVE A MOTION TO FURNISH BONDS FOR THE TOWNSHIP MANAGER AND THE ADMINISTRATIVE PERSONNEL FOR THE YEAR 2024? THE BONDS WILL BE PAID FROM THE GENERAL FUND?

	MOTION	SECOND	AYES	NAYES
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____

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**DEPOSITORY FOR FUNDS**

DO I HAVE A MOTION TO DESIGNATE PNC BANK AND PLGIT (PA LOCAL GOVERNMENT INVESTMENT TRUST) AS DEPOSITORIES FOR THE TOWNSHIP FUNDS FOR THE YEAR 2024?

	MOTION	SECOND	AYES	NAYES
MR. WIEGAND	—	—	—	—
MR. FREY	—	—	—	—
MR. HOLLIBAUGH	—	—	—	—
MRS. JORDAN	—	—	—	—
MR. SMULLIN	—	—	—	—

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**FACSIMILE SIGNATURE**

DO I HAVE A MOTION TO AUTHORIZE THE USE OF THE FACSIMILE STAMP  
SIGNATURE ON ALL OF THE WEST DEER TOWNSHIP ACCOUNTS?

	MOTION	SECOND	AYES	NAYES
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____

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**SET MONTHLY MEETING DATE AND TIME**

DO I HAVE A MOTION TO SET THE TOWNSHIP MEETING ON THE THIRD WEDNESDAY OF EACH MONTH AT 7:00 P.M. FOR THE YEAR 2024 AND TO ADVERTISE IN ACCORDANCE WITH APPLICABLE LAWS?

	MOTION	SECOND	AYES	NAYES
MR. HOLLIBAUGH	___	___	___	___
MRS. JORDAN	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___

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## CONFERENCES

THE ALLEGHENY COUNTY ASSOCIATION OF TOWNSHIP OFFICIALS 2024  
CONFERENCES ARE HELD IN THE SPRING AND FALL.

DO I HAVE A MOTION TO AUTHORIZE THE BOARD MEMBERS TO ATTEND THE  
SPRING AND FALL CONFERENCES OF THE ALLEGHENY COUNTY ASSOCIATION OF  
TOWNSHIP OFFICIALS AND EXPENSES TO BE REIMBURSED FOR THE BOARD  
MEMBERS?

	MOTION	SECOND	AYES	NAYES
MRS. JORDAN	___	___	___	___
MR. SMULLIN	___	___	___	___
MR. WIEGAND	___	___	___	___
MR. FREY	___	___	___	___
MR. HOLLIBAUGH	___	___	___	___

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### **APPLICANT INTERVIEWS: BOARD VACANCIES**

AS OF DECEMBER 31, 2023, THERE ARE VACANCIES ON THE PLANNING COMMISSION, ZONING HEARING BOARD, AND THE PARKS AND RECREATION BOARD. ALL APPLICANTS WERE INVITED TO ATTEND THE BOARD'S MEETING THIS EVENING.

THE TOWNSHIP ADVERTISED FOR ALL OF THE VACANCIES.

### **PLANNING COMMISSION – 2 APPOINTMENTS**

ONE MEMBERS' TERM EXPIRED ON DECEMBER 31, 2023 – ALAN BANKS.

MR. BANKS REQUESTED REAPPOINTMENT.

THE BOARD IS IN RECEIPT OF THE ATTACHED LETTER FROM MARK SCHIMDT STATING THAT HE HAS RESIGNED FROM THE PLANNING COMMISSION EFFECTIVE DECEMBER 31, 2023.

MR. SCHMIDT'S TERM EXPIRES DECEMBER 31, 2025, SO THERE IS A VACANCY TO FILL HIS UNEXPIRED TERM.

THE BOARD RECEIVED TWO LETTERS OF INTEREST FROM DAVID HARRISON AND WILL HILINSKI, AND THEIR LETTERS OF INTEREST ARE ATTACHED.

ARE MESSRS. BANKS, HARRISON, AND HILINSKI PRESENT?

Continued on the next page....

### **ZONING HEARING BOARD – 1 APPOINTMENT**

ONE MEMBERS' TERM EXPIRED ON DECEMBER 31, 2023 – SEAN PARKINSON.

MR. PARKINSON REQUESTED REAPPOINTMENT.

IS MR. PARKINSON PRESENT?

### **PARKS & RECREATION BOARD – 2 APPOINTMENTS**

THE BOARD IS IN RECEIPT OF THE ATTACHED EMAILS FROM TAITE HOPWOOD AND DAVE KINNIBURGH STATING THAT THEY HAVE RESIGNED FROM THE PARKS & RECREATION BOARD EFFECTIVE JUNE 2023.

MR. HOPWOOD'S TERM EXPIRES DECEMBER 31, 2024 AND MR. KINNIBURGH'S TERM EXPIRES DECEMBER 31, 2027, SO THERE ARE VACANCIES TO FILL THEIR UNEXPIRED TERMS.

THE TOWNSHIP DID NOT RECEIVE ANY LETTERS OF INTEREST.

**THANK YOU FOR COMING THIS EVENING. THE BOARD WILL MAKE ITS APPOINTMENTS AT THE JANUARY 17<sup>TH</sup> MEETING.**

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## ADJOURNMENT

DO I HAVE A MOTION TO ADJOURN THE REORGANIZATION MEETING  
AT \_\_\_\_\_ P.M.?

	MOTION	SECOND	AYES	NAYES
MR. SMULLIN	_____	_____	_____	_____
MR. WIEGAND	_____	_____	_____	_____
MR. FREY	_____	_____	_____	_____
MR. HOLLIBAUGH	_____	_____	_____	_____
MRS. JORDAN	_____	_____	_____	_____