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**SPRINGFIELD TOWNSHIP BOARD OF SUPERVISORS**

**ORGANIZATIONAL MEETING MINUTES**

**JANUARY 2, 2024**

**6:00 p.m.**

**Present:** Supervisors Tim Stiffy, Marcus Kohan, and Joe Mattace. Also present was Township Administrator Lucinda G. Lipko.

**Also Present:** None

**Call to Order:** The meeting was called to order at 6:00 p.m. by Tim Stiffy, followed by the Pledge of Allegiance.

A motion was made by Joe Mattace to appoint Marcus Kohan as Temporary Chairmen.

A motion was made by Joe Mattace to nominate Tim Stiffy as the 2024 Chairmen.

A motion was made by Tim Stiffy to nominate Marcus Kohan as the 2024 Vice Chairmen.

A motion was made by Marcus Kohan to approve Resolution # 1 – 2024 – Fee Resolution. Seconded by Joe Mattace, motion carried.

A motion was made by Joe Mattace to appoint Lucinda Lipko as Secretary/Treasurer and to set the Treasurer’s Bond at $ 1,000,000.00 through Anderson Insurance Agency. Seconded by Marcus Kohan, motion carried.

A motion was made by Tim Stiffy to approve the following depositories for Township monies in 2024:

PLGIT:General Fund, Capital Improvement Fund, Liquid Fuels/State Funds, and Street Lighting, Fire Capital Account, Sewer Capital Purchase Account, Fire LST Tax, Special Levies Tax Mills, Sewer Fund Checking, Debt Service Checking and Road Capital Project Account.

Mercer County State Bank:General Fund, Payroll, Escrow Fund, $860,000 2017 Sewer Project Account, Pension Fund, Petty Cash Fund, ARPA Fund and Sewer Checking Fund.

Seconded by Marcus Kohan, motion carried.

A motion was made by Joe Mattace to approve/confirm the following appointments:

Solicitor: Bogaty Law Office, P.C.

Engineer:Gateway Engineering, Inc.

Sewage Enforcement Officers: SEO Anthony Sbarra #03313and

Alternate SEO Pat Kelly #02368.

Township Administrator**:** Lucinda G. Lipko

Zoning Officer: Richardson Inspection Services

Alternate: T. W. McCosby, LLC

Open Records/Right to Know Officer: Lucinda G. Lipko

Building Code Official: Jeff Richardson, Richardson Inspection Services and

T. W. McCosby and amending all past resolutions/motions to the contrary.

Flood Plain Administrator: Jeff Richardson, Richardson Inspection Services

Third Party Inspectors & Code Enforcement: Richardson Inspection Services and T. W. McCosby and amending all past resolutions/motions to the contrary.

Wage Tax Collector 2018 Earned Income & LST:Berkheimer

Street Lighting Tax for Leesburg: Christy Cratty

Road Master/Public Works Foreman:Jim Knight

EMA Coordinator:Micah Swartz

Road Masters: Tim Stiffy, Joe Mattace & Marcus Kohan

Seconded by Marcus Kohan, motion carried.

A motion was made by Joe Mattace to approve the following appointments:

Voting Delegate for PSATS: Tim Stiffy

Representatives to Wolf Creek COG: Joe Mattace, Tim Stiffy, and Marcus Kohan.

Representatives to the Mercer County EMA: Tim Stiffy, Joe Mattace and Marcus Kohan

Representatives to Mercer County Regional Planning Commission:

Tim Stiffy & Marcus Kohan

Representatives to SVATS MPO: Tim Stiffy and Lucinda Lipko.

Representatives to the Pine Harrisville Authority:

Tim Stiffy from the Board of Supervisors, and

Lucinda Lipko as the alternate

Seconded by Marcus Kohan, motion carried.

A motion was made by Marcus Kohan to appoint the following Supervisor liaisons:

Public Works: Tim Stiffy

Administration: Marcus Kohan

Finance: Joe Mattace

Seconded by Joe Matttace, motion carried.

A motion was made by Marcus Kohan to approve Resolution #­­2 -2024 to appoint George Horchler to a 3-year term ending January 2027 and Jason Patterson to a one-year term as the alternate ending January 2025. Seconded by Joe Mattace, motion carried.

A motion was made by Marcus Kohan to appoint Pete Dickson to a 4-year term ending January 2028. Seconded by Joe Mattace, motion carried.

A motion was made by Joe Mattace to appoint Braden Byler to a 5-year term ending January 2029. Seconded by Marcus Kohan, motion carried.

A motion was made by Tim Stiffy to appoint Marcus Kohan to a 5-year term ending January 2029. Seconded by Joe Mattace, motion carried.

A motion was made by Marcus Kohan to appoint Dave Swartz to the Vacancy Board for 2024. Seconded by Joe Mattace, motion carried.

A motion was made by Tim Stiffy to appoint Marcus Kohan as a liaison to the Springfield Township Volunteer Fire Department. Seconded by Joe Mattace, motion carried.

A motion was made by Marcus Kohan to approve Resolution #3 - 2024 – To enter into an agreement with Sharp Collections to collect Delinquent Earned Income Tax for 2011 and prior years. Seconded by Joe Mattace, motion carried.

A motion was made by Marcus Kohan to approve Resolution #4 - 2024 – To enter into an agreement with Sharp Collections to collect Delinquent Per Capita Taxes. Seconded by Joe Mattace, motion carried.

A motion was made by Tim Stiffy to approve Resolution #5 - 2024 – To appoint Sharp Collection to collect delinquent Street Lighting. Seconded by Marcus Kohan, motion carried.

A motion was made by Marcus Kohan to approve Resolution #6 – 2024 – To appoint Mark Turnley, CPA for calendar year 2024. Seconded by Joe Mattace, motion carried.

A motion was made by Joe Mattace to Authorize the Township Administrator, Office Support, and the Public Works Director to make purchases of $ 500.00 or less without Supervisors approval and purchases of $ 501.00 to $5,000.00 can be made with verbal approval of two Supervisors. Seconded by Marcus Kohan, motion carried.

**Adjournment:**

A motion was made by Marcus Kohan to adjourn. Seconded by Joe Mattace, motion carried.

The Springfield Township Board of Supervisors Organizational meeting adjourned at 6:19 p.m.

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Lucinda G. Lipko, Secretary