
NORTH SEWICKLEY TOWNSHIP
BOARD OF SUPERVISORS

2024 ORGANIZATION MEETING
Tuesday – January 2, 2024 - 4:00 pm

The Organization meeting of the North Sewickley Township Board of Supervisors was held on Tuesday, January 2, 2024, at 4:00 P. M. at the North Sewickley Township Building, 893 Mercer Road, Beaver Falls. In attendance were Supervisors Emmett Santillo, Brian Seeger, Tom Roush, Solicitor Ryan Long, Engineer, Emily Palmer, Clerk, Lisa Crespo, Assistant Clerk, Jamie Wolf, Road Foreman, Josh Syphrit, Police Chief, Jeffrey Becze and various members of the public were present.

2023 Chairman, Emmett Santillo asked Attorney, Ryan Long, to open the meeting with the Pledge of Allegiance.

Election of Chairperson:

Attorney Long then asked for nominations for a Chairman, Brian Seeger nominated Tom Roush as Chairman, Tom Roush seconded. All in favor.

Vice Chairperson:

Tom Roush made the motion to nominate Emmett Santillo as Vice Chairman. Brian Seeger seconded. All in favor.

Brian Seeger performed the Oath of Office on December 12, 2023, before District Judge Eileen M. Conroy.

Resolution of Secretary/Treasurer:

Tom Roush made the motion to appoint Lisa Crespo as Secretary/Treasurer with Township Clerk, Jamie Wolf as defined in Resolution 01022024. Emmett Santillo seconded. All in favor.

Appointment of Address Assignments/Changes

Tom Roush made the motion to appoint Lisa Crespo and Jamie Wolf as the office representatives that assign and change addresses in the 911 portal. Emmett Santillo seconded. All in favor.

Resolution to Establish Compensation of Office Staff:

Tom Roush made the motion to accept resolution 01022024-1 setting the Township Secretary/Treasurer, Lisa Crespo, wage at \$4,000/year. Clerk, Jamie Wolf, will receive an hourly compensation of \$20.10/hr which includes a \$0.40/hr. increase from 2023. Emmett Santillo seconded. All in favor.

Establish the Amount of the Secretary/Treasurer and Clerk Bond:

Tom Roush made the motion to set the Secretary/Treasurer's and Clerk bond amount at \$1,800,000.00. Emmett Santillo seconded. All in favor.

Police Chief – 1-Year Contract and Compensation:

Tom Roush made the motion to ratify the 1-year contract for Police Chief Jeffrey Becze, that was approved by the Board of Supervisors on December 28, 2023, with no changes. The contract is effective January 2, 2024 – January 1, 2025. Police Chief Salary is set at \$63,654, which is a 3% increase from 2023. There is no code enforcement, assistant zoning or animal control in the 2024 contract. Police Chief has a mandatory contribution on \$51.58 per month toward health Care plan. Vision, dental, short-term disability, and life insurance are provided to the employee. Police Chief has 4 weeks’ vacation and 6 personal days for 2024. The uniform allowance is \$625.00. Emmett Santillo seconded the motion. All in favor.

Establish 2024 Holiday Schedule:

Tom Roush made the motion to establish the 2024 Holiday schedule with no changes from 2023: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and the day after, Christmas Eve and Christmas Day and the employee’s birthday. Emmett Santillo seconded. All in favor

Appointment of the Liaison to the Road Department:

Brian Seeger made the motion to appoint Tom Roush as the Road Department liaison. Emmett Santillo seconded. All in favor.

Appointment of the Liaison to the Police Department:

Tom Roush made the motion to appoint Brian Seeger as the Police Department liaison. Emmett Santillo seconded. All in favor

Reappoint all Current Full and Part Time Union Employees with Increases as Stated in Union Contracts:

Tom Roush made the motion to reappoint all current full and part time employees with increases as stated in their union contracts or at budget meetings. Emmett Santillo seconded. All in favor.

Appoint Deputy Tax Collector:

Tom Roush made the motion to accept Kristen Kelosky as deputy tax collector as presented by Lauren Murphy. Emmett Santillo seconded. All in favor.

Appointment of Solicitor:

Tom Roush made the motion to appoint Ryan Long as Solicitor noting that there was no increase for 2024 with a \$450.00 monthly retainer and no changes to the fee agreement since 2015 with a \$150.00 an hour rate. Emmett Santillo seconded. All in favor.

Appoint of Engineer:

Tom Roush made the motion to appoint Lennon, Smith, Souleret, Inc. as Engineer and accept the compensation schedule submitted, noting that there was no increase to the retainer for 2024 which is \$100.00 per month. Emmett Santillo seconded. All in favor.

Appointment of the Township Auditor:

Tom Roush made the motion to appoint Herrmann and Loll with a fee not to exceed \$3,100.00 as the Township Auditor. Emmett Santillo seconded. All in favor.

Appointment of Zoning Enforcement Officer:

Tom Roush made the motion to appoint LSSE as Zoning Enforcement Officer with an hourly fee consistent with the 2024 fee schedule provided for the appointment of the Engineer. Emmett Santillo seconded. All in favor.

Appointment of Building Inspector:

Tom Roush made the motion to appoint MDIA as the Township building inspector with no increase for 2024. Emmett Santillo seconded. All in favor.

Zoning Fees and Township Permit Fees:

Tom Roush made the motion to keep the 2024 Township fee schedule the same as 2023 with changes as necessary by the Board of Supervisors. No fee increased to MDIA fees regarding building permits. Emmett Santillo seconded. All in favor.

Appointment of Sewage Enforcement Officer:

Tom Roush made the motion to appoint the EADS Group as the primary SEO and Lisa Crespo as the secondary accepting both fee schedules presented, no fee increases from 2023. Emmett Santillo seconded. All in favor.

Appointment of Open Records Officer:

Tom Roush made the motion to appoint Jamie Wolf as the Open Records Officer and Lisa Crespo as the secondary. Emmett Santillo seconded. All in favor.

Appointment of Emergency Management Coordinator:

Tom Roush made the motion to appoint Justin Grogan as Emergency Management Coordinator with Jordan Hogue, NST Volunteer Fire Department, as the deputy EMC. Emmett Santillo seconded. All in favor.

Appointment to the Vacancy Board:

Emmett Santillo made the motion and nomination for John Axtell to be appointed to the vacancy Board. There was not a second, motion not carried. Tom Roush made a motion and nomination appointing Beth Metney to the vacancy Board, Brian Seeger seconded. Motion carried. Emmett Santillo, nay.

Appointments to Boards:

Sewer Authority & Water Authority: Tom Roush made the motion to appoint Scott Morrow for a 5-year term. Emmett Santillo seconded.

Planning Commission: None

Zoning Hearing Board: Tom Roush made the motion to accept resolution 01022024-3 appointing Ed Lowry to the Zoning Hearing Board with a 3-year term expiring December 31, 2026. Emmett Santillo seconded. All in favor.

Select Depository and Select Signers:

Tom Roush made the motion for the Township General monies to remain with WesBanco, Franklin Township office, all current accounts with WesBanco will remain, Liquid Fuels monies will remain with PLGIT, Edward Jones will remain with savings and APRA monies. All current Supervisors and Township Secretary/Treasurer Lisa Crespo, are delegated as signers to the

accounts, in addition the Police Department Drug Investigation account with WesBanco will have Jeff Becze as a signer. Emmett Santillo seconded. All in favor.

Establish Time and Dates for Regular Monthly Meetings:

Tom Roush made the motion to set the Township Regular monthly meetings the second Wednesday of every month at 6:00 pm, Secretary/Treasurer to advertise. The Planning meeting in January is scheduled for the 3rd of January, Planning meeting in November is scheduled for Wednesday the 6th due to Election Day being on the 5th of November. Brian Seeger seconded. All in favor. Motion carried.

Certify Delegates to the PSATS Annual Conference and Designate the Voting Delegate:

Tom Roush made the motion to authorize all Supervisors, Secretary/Treasurer, and Clerk to attend the annual conference and appoint Tom Roush as voting delegate for PSATS. Seconded by Emmett Santillo. All in favor.

Appointment Beaver County COG Delegate/Alternate:

Tom Roush made the motion to appoint Emmett Santillo as Beaver County COG delegate, with Tom Roush as the alternate. Emmett Santillo seconded the motion. All in favor.

Establish Mileage Reimbursement Rate:

Consistent with the IRS, Tom Roush made the motion to establish the mileage reimbursement rate of 67 cents per mile driven for business use, up 1.5 cents from 2023. Emmett Santillo seconded. All in favor.

Contribution to North Sewickley Volunteer Fire Department:

Emmett Santillo made the motion to accept Resolution 01032023-4 setting the contribution for the Volunteer Fire Department which will remain the same from 2022 as 1 mill real estate property tax. Tom Roush seconded. All in favor

Tax Levy 2024:

Tom Roush made the motion to accept Resolution 01022024-4 setting the Tax mill at 1.46799 for General Tax Purposes, this includes a 6% increase that resulted from the Beaver County reassessment. Emmett Santillo seconded. All in favor.

NST Volunteer Fire Company Motor Vehicle Accident Rescue Rate Structure:

Tom Roush made the motion to accept Resolution 01022024-5 accepting the rate structure submitted by the NST-Volunteer Fire Department in accordance with Ordinance 070814 with no change from 2023 at this time. Emmett Santillo seconded. All in favor.

Appointment of Fire Police:

Per NST Volunteer Fire Department, at this time there is no appointment to the Fire Police. NSTVFD will determine a candidate at their discretion.

Tom Roush made the motion to adjourn the Organization Meeting and move to the Regular Business meeting at 4:15 pm, Emmett Santillo seconded. All in favor.

NORTH SEWICKLEY TOWNSHIP
BOARD OF SUPERVISORS

REGULAR MEETING
Tuesday – January 2, 2024 - 4:00 pm

The regular meeting of the North Sewickley Township Board of Supervisors was held on Tuesday, January 2, 2024, at 4:16 pm, following the Organization Meeting, in the Meeting Room of the Municipal Building, 893 Mercer Road, Beaver Falls. In attendance were Supervisors, Emmett Santillo, Tom Roush, Brian Seeger, Solicitor Ryan Long, Engineer, Emily Palmer, Lisa Crespo, Jamie Wolf, and various members of the public.

The meeting was called to order by Chairman, Tom Roush, followed by the salute to the flag.

ROLL CALL:

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|-----------------|---------|
| Tom Roush | Present |
| Emmett Santillo | Present |
| Brian Seeger | Present |

PUBLIC SPEAK:

None

EXECUTIVE SESSION:

None

CORRESPONDENCE:

Beaver County Emergency Management Agency – Emergency Preparedness – Available for review in the Township office

Beaver County Assessment – Real Estate Tax Returns

PSATS – 2024 Easy Reference Guide

EquiTrans Midstream – Pipeline Safety

MINUTES:

Emmett Santillo made the motion to accept the regular meeting minutes of December 12, 2023, and the budget meeting minutes of December 28, 2023, as written. Tom Roush seconded. All in favor.

REPORTS:

A. Treasurer’s Report as of January 2, 2024

Current General Funds Balance \$372,712.62

Liquid Fuels Balance: \$47,206.86 as of November 30, 2023 – December 2023 not yet available

B. Building Permit Report & Address Assignments - December 2023

1 building permits was issued– 1 Commercial Dining Hall, there were 0 addresses issued/updated in the 911 Portal and 0 Conditional Use Hearings.

C. Police Report/ACO Report December 2024

Criminal Activity- Part I Offences- 2, Part II Offences- 22. Total Police Service Activity- 39, Citations Issued, Moving- 0 with 5 written warnings, Non-Moving- 11. Total Miles driven 2,922 - fuel consumed 243 gallons. Animal Control Report- 2 incidents handled. Submitted by Chief Jeff Becze.

D. Road Report December 2024

Finished restoration work at 466 Country Club Dr and patched holes around township. Trimmed trees on Grandview Rd, Rosemary Dr, and Barrisville Rd. Put new muffler on 05 Freightliner and took truck for inspection. Began full service on all trucks and all equipment. 16 International truck lift pump removed and replaced by Hill International on warranty. Repaired blown hydraulic hoses on salt spreader as well as replaced auger bearing and rebuilt auger retention collar. Winterized the roller. Cleaned ditches and

catch basins all around township. Replaced fuel filters on diesel fuel pump. Used 86 gallons of gasoline. Used 183 gallons of diesel fuel. Road report by Josh Syphrit Road Foreman.

E. Engineer Report December 2023

Monthly Engineer's Report was presented and is attached with meeting packet. Emily Palmer informed the Supervisors that Bologne Valley Bridge replacement has not made a lot of progress, the supplier is not doing what was promised. They are currently not on the scheduled provided. It was proposed to open the road with a stop sign only allowing it to be one vehicle at a time. Emily does not feel this is a good suggestion. Emmett Santillo and Josh Syphrit both agree that it shouldn't be reopened. There was a discussion with the contractor about getting a new supplier. There are liquidated damages in the contract. Ryan Long would like us to prompt them to get another supplier. Tom Roush asked if we have to use the precast, Emily informed him that's what was approved, we would be back at square one otherwise. Ryan Long feels like we need to treat the situation gently. Emily does not feel we are at the point to send a letter from the Solicitor. The contract was over \$150,000.00 lower than the other bids. Ryan Long would like the Supervisors irritation known and push them to find another supplier.

F. Ryan Long, Solicitor Report

None

ACTION ON BILLS:

Tom Roush made the motion to accept the bills as presented in the amount of \$81,414.87. Emmett Santillo seconded. All in Favor.

UNFINISHED BUSINESS:

A. None

NEW BUSINESS:

- A. **Emmett Santillo made the motion to pay Cintas \$200.00 for the buy out of the contract for the cleaning supplies. Brian Seeger seconded. All in favor.**
- B. Statements of Financial Interest were provided to the Supervisors for completion and return to the office.
- C. **Tom Roush made the motion for the Township to pay for the costs of the Engineer to apply for any grants that are available to Bradshaw Park for the installation of the lighting for the Riverside Baseball Federation. Emmett Santillo seconded. All in favor.** Shawn Martsof explained what they are proposing for lighting. The program has expanded, and their 2024 budget is healthy enough to install the lighting. Brian Seeger wanted to know who does the maintenance with the new lights? Ryan Long suggested a memorandum of understanding to go along with the grant applications.

PUBLIC COMMENT:

None

ADJOURNMENT:

At 4:39 pm. Tom Roush made a motion to adjourn. Emmett Santillo seconded the motion. All in favor.