

---

## **NORTH SEWICKLEY TOWNSHIP**

### **BOARD OF SUPERVISORS**

2025 ORGANIZATION MEETING  
Monday – January 6, 2025 - 6:00 pm

---

The Organization meeting of the North Sewickley Township Board of Supervisors was held on Monday, January 6, 2025, at 6:00pm. 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, David Ritsema and Jason Stanton, Secretary/Treasurer, Lisa Crespo, Clerk, Jamie Wolf, Road Foreman, Josh Syphrit, Police Chief, Jeffrey Becze and various members of the public were present.

Solicitor, Ryan Long, opened the meeting with the Pledge of Allegiance.

#### **Election of Chairperson:**

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

Ryan Long suggested going through the agenda and making one motion on all the agenda items at the end.

#### **Vice Chairperson:**

Nomination for Emmett Santillo as Vice Chairman.

#### **Resolution of Secretary/Treasurer:**

Motion to appoint Lisa Crespo as Secretary/Treasurer with Jamie Wolf appointed as Township Clerk as defined in Resolution 01062025.

#### **Appointment of Address Assignments/Changes**

Motion to appoint Lisa Crespo and Jamie Wolf as the office representatives that assign and change addresses in the 911 portal.

#### **Resolution to Establish Compensation of Office Staff:**

Motion to accept resolution 01062025-1 setting the Township Secretary/Treasurer, Lisa Crespo, wage at \$4,200/year. Clerk, Jamie Wolf, will receive an hourly compensation of \$22.00/hr. which includes a \$1.90/hr. increase from 2024.

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

Motion to set the Secretary/Treasurer's and Clerk bond amount at \$1,800,000.00.

#### **Establish 2025 Holiday Schedule:**

Motion to establish the 2025 Holiday schedule with changes from 2024:  
New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and the day after, Christmas Eve and Christmas Day, employee's birthday, Spring Election Day, Fall Election Day

**Appointment of the Liaison to the Road Department:**

Motion to appoint Tom Roush as the Road Department liaison.

**Appointment of the Liaison to the Police Department:**

Motion to appoint Brian Seeger as the Police Department liaison.

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

Motion to reappoint all current full and part-time employees with increases as stated in the union contracts or at budget meetings.

**Appointment of Deputy Tax Collector:**

Motion to accept Kristen Kelosky as deputy tax collector as presented by Lauren Murphy.

**Appointment of Township Solicitor:**

Motion to appoint Ryan Long as Township Solicitor noting that there was no increase for 2025 with a \$450.00 monthly retainer and no changes to the fee agreement since 2015 with a \$150.00 an hour rate.

**Appointment of Township Engineer:**

Tom Roush made the motion to appoint LSSE as Engineer and Zoning Officer and accept the compensation schedule submitted, noting that there was no increase to the retainer for 2025 which is \$100.00 per month.

**Appointment of the Township Auditor:**

Motion to appoint Herrmann and Loll with a fee not to exceed \$3,300.00 as the Township Auditor.

**Appointment of Building Inspector:**

Motion to appoint MDIA as the Township building inspector based on the 2024 fee schedule, no increase proposed for 2025.

**Zoning Fees and Township Permit Fees:**

Motion to increase the zoning permit fee from \$50.00 to \$150.00, based on the 2025 estimated costs incurred by the Township for zoning review. Building permit fees are assessed by MDIA and there is a 10% charge from the Township for building permit fees. All other permit fees will remain the same from 2024 with changes as necessary by the Township Supervisors at a public meeting.

**Appointment of Sewage Enforcement Officer:**

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 2024.

**Appointment of Open Records Officer:**

Motion to appoint Jamie Wolf as the Open Records Officer and Lisa Crespo as the secondary.

**Appointment of Emergency Management Coordinator:**

Motion to appoint Justin Grogan as Emergency Management Coordinator with Jordan Hogue, NST Volunteer Fire Department, as the deputy EMC.

**Appointment to the Vacancy Board:**

Motion to nominate Beth Metney to the Vacancy Board. Tom Roush and Brian Seeger, aye. Emmett Santillo, nay. Motion carried

**Appointments to Boards:**

**Sewer Authority & Water Authority:** Table to February 12, 2025, Supervisors meeting

**Planning Commission:** John Trozzo Request for Reappointment

**Zoning Hearing Board:**

Richard Weaver Resignation Letter

Alternate Matt Kotuba request for appointment – Resolution 01062025-2

One vacancy to be appointed at the February 12, 2025, meeting

**Select Depository and Select Signers:**

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.

**Establish Time and Dates for Regular Monthly Meetings:**

Motion to set the Township Regular monthly meetings on the second Wednesday of every month at 6:00 pm, Secretary/Treasurer to advertise. The Planning meetings will be the first Tuesday of each month at 6:00 pm with the meeting in November scheduled for the 5<sup>th</sup> of November due to Election Day being on the 4<sup>th</sup>

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

Motion to authorize all Supervisors, Secretary/Treasurer, and Clerk to attend the annual conference and appoint Tom Roush as voting delegate for PSATS.

**Appointment Beaver County COG Delegate/Alternate:**

Motion to appoint Emmett Santillo as Beaver County COG delegate, with Tom Roush as the alternate.

**Beaver County Tax Collection Committee (BCTCC) Voting Delegate Appointment:**

Motion to appoint the primary voting delegate as the Secretary/Treasurer, Chairman as the first alternate voting delegate and the second alternate voting delegate is the Local School District Business Manager as per resolution 01-0625-5.

**Establish Mileage Reimbursement Rate:**

Consistent with the IRS, Motion to establish the mileage reimbursement rate of 70 cents per mile driven for business use, up 3 cents from 2024.

**Tax Levy 2025:**

Motion to accept Resolution 01062025-4 setting the Tax mill at 1.46799 for General Tax Purposes, this includes no increase from 2024. The Fire Protection Tax rate is set to 0.25 which is up from 0.12590 from 2024, the Fire Hydrant Tax Rate is \$9.00 which is no increase from 2024 and the Street Light tax is \$2.00 on each assessed parcel, which is no increase from 2024.

**NST Volunteer Fire Company Motor Vehicle Accident Rescue Rate Structure:**

Motion to accept Resolution 01062025-5 accepting the rate structure submitted by the NST-Volunteer Fire Department in accordance with Ordinance 070814 with no change from 2024 at this time.

**MOTION BY TOM ROUSH AND SECONDED BY EMMETT SANTILLO TO APPROVE ALL MOTIONS AND RESOLUTIONS ABOVE, UNLESS OTHERWISE NOTED IN THE SPECIFIC LINE. THREE AYES, MOTIONS AND RESOLUTIONS CARRIED.**

**Tom Roush made the motion to adjourn the Organization Meeting and move to the Regular Business meeting at 6:12 pm, Emmett Santillo seconded. All in favor.**

---

## **NORTH SEWICKLEY TOWNSHIP** **BOARD OF SUPERVISORS**

**REGULAR MEETING**  
**Monday – January 6, 2025 - 6:00 pm**

---

The regular meeting of the North Sewickley Township Board of Supervisors was held on Monday, January 6, 2025, at 6:00 pm, in the Meeting Room of the Municipal Building, 893 Mercer Road, Beaver Falls. In attendance were Township Supervisors, Solicitor Ryan Long, Engineers, Jason Stanton and David Ritsema, Secretary/Treasurer, Lisa Crespo, Clerk, 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:**

Tom Roush	Present
Emmett Santillo	Present
Brian Seeger	Present

### **PUBLIC SPEAK:**

Carissa Neary – 101 Leech Ln – Carissa wanted an update on the culvert issue. David, Township Engineer, explained that we had an application for a grant and did not receive funds. He is going to check with PennDOT to see what their status is on their end of the project.

### **CORRESPONDENCE:**

**PSATS** – December 2024 New Bulletin

**State Ethic Commission** – Statement of Financial Interest Forms for 2024

### **MINUTES:**

Tom Roush made the motion to accept the regular meeting minutes of December 11, 2024, Brian Seeger seconded. Tom Roush made the motion to accept the budget meeting minutes of December 27, 2024. Emmett Santillo seconded. All in favor.

### **REPORTS:**

#### **A. Treasurer's Report as of January 6, 2025**

Current General Funds Balance \$208,637.51

Liquid Fuels Balance: \$73,949.56 as of December 31, 2024

#### **B. Building Permit Report, Address Assignments & Public Hearings – December 2024**

2 building permits were issued. There were no zoning permits denied and there was 1 zoning permit issued. There were no addresses issued/updated in the 911 Portal and no public hearings. Detailed report is attached with the monthly meeting packet.

#### **C. Police Report/Code Enforcement Report December 2024**

Criminal Activity- Part I Offences- 2, Part II Offences- 13. Total Police Service Activity- 41, Citations Issued, Moving- 11 with 5 written warnings, Non-Moving- 0, Ordinance Violations - 0. Total Miles driven 5,492 - fuel consumed 468.8 gallons. Animal Control Report- No report provided. Submitted by Chief Jeff Becze.

a. Department Update by Chief Jeff Becze – Chief Becze informed the Supervisors that everything is going well, and they are getting a lot of patrol time

b. Code Enforcement Report – No report provided

#### **D. Road Report December 2025**

Constitution paved and seams are sealed

Rebuilt '17 International spreader

Repaired leaking axle seal on Freightliner

Brake switch replaced on '17 International

Fixed '18 Ram's radiator and fan  
Cleaned drains and storm damage  
Repaired basins on Oak Ln and 2 on Rustic Park  
Used 312 gallons of diesel fuel.  
Used 62.2 gallons of gasoline.  
Road report by Josh Syphrit, Road Foreman.

a.) Department Update – Continuing winter maintenance and ordered anti-skid

E. Engineer Report January 6, 2025

David Ritsema updated the Supervisors on the Authority Garage and that the zoning hearing is scheduled for the garage. Tom Roush asked if there was an update on the Townwood Road violations. David informed him that it is with the district magistrate to handle from here.

a. Monthly Engineers Report – Attached with the meeting packet

b. **Motion by Brian Seeger to authorize LSSE to prepare the Greenways, Trails and Recreation grant for the bleachers at Bradshaw Park. Emmett Santillo seconded, all in favor.**

c. **Motion by Emmett Santillo to authority LSSE to prepare the grant documents for the mobile speed sign for the Riverside School District on County Club Drive.**

d. Bradshaw Park Update – LSSE is working with Gumphers to schedule to lighting test,

e. Zoning Map Change – Parcel 70-013-0519 – Scott Post talked about his parcel and why he would like it changed. Tom Roush feels there are probably more parcels that are zoned wrong, and we should address those while we are making a change. Mr. Post is seeking to change his parcel from MDR to Industrial. Ryan Long suggested David Ritsema look at the zoning map and we can make all the changes at once. If it applies to other properties, we can waive the fee to Mr. Post.

F. Ryan Long, Solicitor Report

a. Ryan Long stated that he is working with Lisa on finalizing the union contracts for the Police Dept.

**ACTION ON BILLS:**

Tom Roush made the motion to accept the bills as presented in the amount of \$144,790.51. Emmett Santillo seconded. All in Favor.

**UNFINISHED BUSINESS:**

A. Asphalt Zipper – Tom explained the history of the Asphalt Zipper. There is a 15% price increase for 2025. In order to stay with the pricing, we need to make a motion to purchase it. They also offered no payment until 2026, which is when we pay off a couple pieces of equipment for the road crew in order to pay for it. Emmett asked when those payoffs are, Lisa stated March and October 2026. Emmett asked what the payment is. Emmett stated there was no information on it provided since August. Information was searched for in emails to provide payment information. Emmett does not feel comfortable with the purchase, not having payment information provided. Tom stated it is a 6-year payment, and the total is \$303,000. Emmett asked what the interest rate is. Emmett wanted to know why the information wasn't forwarded to the Supervisors. Emmett asked if Tom talked to Emmett about the machine, Tom said he was at the demo. Emmett asked if there was a conversation in December. Emmett explained how he learned of the demo at 7:10 am on the day of the demo. Tom didn't want to bring up the history of not knowing information. Tom stated we had the ability to do this since August and it's been pushed back. Tom was under the impression it was sent to the Supervisors. Brian stated the only thing he knew from August was that there was a \$70,000 to \$80,000 savings. Tom asked Lisa to check her email, he forwarded a quote. After providing the quote, the discussion continued. Brian Seeger asked Josh's thoughts. Josh said he's all for the machine and he doesn't know the savings until they play with it. He's not against it but he isn't a money guy. Emmett wanted to know who it would be financed through and if it is COSTARS. Tom stated we wouldn't have to bid it out because it is a specialized piece of equipment, and they utilize the necessary programs to satisfy the bidding requirement. Emmett would like something in writing on the payment. Ryan Long suggested we could ensure we are in compliance with the bidding requirements. We could hold a special meeting later in the month once we know we are in compliance, or we could approve it conditionally subject to the first payment being due no earlier than 2026 and also with confirmation and documentation that this satisfies the municipal bidding requirements. Tom

would like to approve it conditionally and get the information. Brian would like to know why the price is more than \$275,000.00. Emmett feels we are being forced to spend \$300,000.00 tonight. Emmett has no issues with the machinery. **Tom Roush made the motion to conditionally approve the purchase of the Asphalt Zipper pending the first payment is in 2026 and with documentation that it meets the municipal bidding requirements. Brian Seeger seconds, Emmett is opposed. Motion carries.** Tom will get Lisa on a call with Dave from Asphalt Zipper. Emmett stated publicly that going forward, we need to make sure the information is provided. The was information that could have been shared.

- B. Township Building Interior Painting – Quotes from John Maielli Paint and Pasquale’s Home Remodeling
- C. Township Building Interior Flooring Quote – Joel Shaffer quote for flooring. The price will go down if we can remove the carpet. **Motion by Emmett Santillo to approve John Maielli for the interior painting of the building and the quote from Joel Shaffer for the flooring with a cost not to exceed \$34,950.00. Tom Roush seconded. All in favor.**

#### **NEW BUSINESS:**

- A. COSTARS August 2025 – July 2026 – Salt Request – Motion by Tom Roush to table the COSTARS Salt Contract. Brian Seeger seconded, all in favor. Emmett asked what the price of the salt was that we purchased over the weekend. It was \$90 and Tom stated that it was because of the emergency nature of the delivery. He would like to utilize more local companies for salt.

#### **PUBLIC COMMENT:**

None

#### **ADJOURNMENT:**

At 6:51 pm. Emmett Santillo made a motion to adjourn. Tom Roush seconded the motion. All in favor.

---

Lisa A. Crespo, Clerk