

**DARLINGTON TOWNSHIP SUPERVISORS REORGANIZATION
MEETING HELD MONDAY, JANUARY 4, 2021**

The Darlington Township Board of Supervisors met on Monday, January 4, 2021 at 7:00 P.M. in the township municipal building for their Reorganization Meeting.

Chairman, Greg Houlette called the meeting to order.

Present were the following:

Supervisors: Greg Houlette
Paul Campbell
Sandy Dey

Manager/Treasurer: Megan Greene
Secretary: Susan Householder

Visitors: None

REORGANIZATION MEETING FOR 2021 YEAR

Chairman, Greg Houlette appointed Susan Householder to act as temporary Township Secretary.

CHAIRMAN: Paul Campbell motioned, Sandy Dey seconded to approve Greg Houlette as Chairman of the Board of Supervisors for the 2021 year. Motion carried unanimously.

VICE CHAIRMAN: Greg Houlette motioned, Sandy Dey seconded to name Paul Campbell, Vice Chairman for the 2021 year. Motion carried unanimously.

SECRETARY: Greg Houlette motioned, Sandy Dey seconded to name Susan Householder, Township Secretary. Motion carried unanimously.

MANAGER/TREASURER: Greg Houlette motioned, Sandy Dey seconded to name Megan Greene, Township Manager/Treasurer. Motion carried unanimously.

ROAD MASTER: Greg Houlette motioned, Sandy Dey seconded to appoint Kevin McRoberts as Road Master. Motion carried unanimously.

POLICE CHIEF: Greg Houlette motioned, Paul Campbell seconded to name Melvin Beighey, Police Chief. Motion carried unanimously.

TOWNSHIP ENGINEER: Greg Houlette motioned, Sandy Dey seconded to appoint Michael Baker International Inc. as Township Engineer. Motion carried unanimously.

TOWNSHIP SOLICITOR: Greg Houlette motioned, Sandy Dey seconded to appoint Law Firm, Santicola, Steele & Fedeles as the Township Solicitors. Motion carried unanimously.

ZONING HEARING BOARD ATTORNEY: Greg Houlette motioned, Paul Campbell seconded to appoint Bernard Rabik the Zoning Hearing Board Attorney. Motion carried unanimously.

SEWAGE ENFORCEMENT OFFICER: Greg Houlette motioned, Paul Campbell seconded to name AG Squared, Michael Groves, Sewage Enforcement Officer. Motion carried unanimously.

ALTERNATE SEWAGE ENFORCEMENT OFFICER: Greg Houlette motioned, Sandy Dey seconded to name Jeffery Winkle, Ronald Anadarko as Alternate Sewage Enforcement Officers. Motion carried unanimously.

WAGE TAX COLLECTOR: Greg Houlette motioned, Paul Campbell seconded to appoint Berkheimer Tax Administrator as Earned Income Wage Tax Collector. Motion carried unanimously.

PER CAPITA TAX COLLECTOR: Greg Houlette motioned, Sandy Dey seconded to appoint Berkheimer Tax Administrator as Per Capita Tax Collector. Motion carried unanimously.

ZONING OFFICER AND ALTERNATE ZONING OFFICER: Greg Houlette motioned, Sandy Dey seconded to appoint Jeffrey Frey, Zoning Officer and Alternate Zoning Officer. Motion carried unanimously.

APPOINT PROPERTY MAINTENANCE CODE ENFORCEMENT OFFICER: Greg Houlette motioned, Paul Campbell seconded to appoint Pella Consulting as the Property Maintenance Code Enforcement Officers. Motion carried unanimously.

APPOINT EMA COORDINATOR: Greg Houlette motioned, Paul Campbell seconded to appoint William Douthitt EMA Coordinator. Motion carried unanimously.

COG MEMBERSHIP: Paul Campbell motioned, Greg Houlette seconded to approve being a member of the Council of Government (COG). Motion carried unanimously.

APPOINT DELEGATE AND ALTERNATE REGARDING THE COUNCIL OF GOVERNMENT (COG) Paul Campbell motioned, Sandy Dey seconded to appoint Greg Houlette the Delegate and Paul Campbell the Alternate regarding the Council of Government (COG). Motion carried unanimously.

APPOINT MANAGER/TREASURER TO BE CHIEF ADMINSTRATOR OF THE PENSION. Greg Houlette motioned, Sandy Dey seconded to appoint Megan Greene as the Chief Administrator of the Pension. Motion carried unanimously.

APPOINT ENGINEER AS FLOODPLAIN MANAGER: Greg Houlette motioned, Paul Campbell seconded to appoint Jeff Frye the Floodplain Manager. Motion carried unanimously.

SUPERVISOR TO ACT AS ROAD MASTER: Greg Houlette motioned, Paul Campbell seconded to allow all Supervisors to act as Road Master. Hourly wage will be set by auditors. Motion carried unanimously.

DEPOSITORY: Greg Houlette motioned, Sandy Dey seconded to name Wesbanco Bank the township depository. Motion carried unanimously.

AUDITORS FOR WAGE TAX COLLECTIONS: Greg Houlette motioned, Paul Campbell seconded to name H2R CPA as auditors for Real Estate tax collections. Motion carried unanimously.

EMPLOYEE PAID HOLIDAY:

Greg Houlette motioned, Sandy Dey seconded to approve the following paid holidays for the 2021 year:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Presidents Day, Veterans Day, Christmas Eve Day and New Years Eve Day.

MONTHLY MEETING: Greg Houlette motioned, Paul Campbell seconded to meet the second Monday of each month at 7:00 P.M. in the Township Municipal Building for the regular monthly meeting. Motion carried unanimously.

WORK SESSION MEETING: Paul Campbell motioned, Greg Houlette seconded to meet the first Monday of the month as needed at 7:00 P.M. in the Township Municipal Building for the regular work session meeting. Motion carried unanimously.

PLANNING COMMISSION MEETING: Greg Houlette motioned, Sandy Dey seconded to meet the first Monday of each month at 7:00 P.M. in the Township Municipal Building for the Planning Commission monthly meeting. Motion carried unanimously.

VACANCY BOARD: Greg Houlette motioned, Paul Campbell seconded to name Thomas Householder on the Vacancy Board for the 2021 year. Motioned carried unanimously.

RESOLUTION:

#1-2021 Building Permit, Sub Divisions, Septic Systems, and Variance Appeal fee Schedule.

#2-2021 Michael Baker Engineering International, Inc., Township Engineer and accept fee schedule.

#3-2021 Sewage Enforcement Schedule - S.E.O. Michael Groves, Alternates, Jeffery Winkle & Ronald Andrasko.

#4-2021 Sainovich, Steele and Fedeles, Township Solicitors and accept fee schedule.

#5-2021 Zoning Hearing Board Members 2020:

Greg Wallace	2021
Robert Omlor	2021
Dean Helmuth	2023
Alternate: Edwin Knotts	2022

Greg Houlette submitted his resignation letter as a member of the Planning Commission Board due to his new position as Township Supervisor.

#6-2021 Planning Commission Members 2020:

Susan Householder	2022
Donald Sirota	2022
Mike McManus	2023
Edwin Knotts	2021
Shaun McRoberts	2023

#7-2021 Ag Security Board Members:

Don McQuean
Ron Stidmon
Bill Douthitt
Kevin McRoberts

#8-2021 ZONING OFFICER FEE SCHEDULE -Jeffery Frye

#9-2021 ADOPTED RESOLUTION FOR PAY SCALE 2021 YEAR.

Road Master	Hourly rate \$21.16 Plus, Ten (10) Paid Holiday Vacation Days per the Paid Time off Policy Limited Medical Benefits 3 Sick/Personal Days
-------------	---

Heavy Equipment Operator with a CDL Full Time	Hourly rate \$18.82 Plus Ten (10) Paid Holidays
--	--

Vacation Days per the Paid Time Off Policy
 Limited Medical Benefits
 3 Sick/Personal Days

Skilled Laborer
 Full Time

Hourly rate \$17.97
 Plus Ten (10) Paid Holidays
 Vacation Days per the Paid Time Off Policy
 Limited Medical Benefits
 3 Sick/Personal Days

Skilled Laborer
 Part Time or Seasonal

Hourly Rate \$17.65
 No Fringe Benefits

Operator without a CDL
 Part or Full Time

Hourly Rate \$14.37
 No Fringe Benefits

CDL Driver
 Part Time or Seasonal

Hourly Rate \$13.20
 No Fringe Benefits

General Laborer or Office Helper

Hourly Rate \$9.52
 No Fringe Benefits

Description
 Road Department Employees
 The following rates include an operator:

Rate/hr	Detail
\$100.00	Minimum of 1 hour
\$125.00	Minimum of 1 hour
\$85.00	
\$100.00	Minimum of 1 hour
\$75.00	Minimum of 1 hour
\$100.00	Minimum of 1 hour
\$85.00	Minimum of 1 hour
\$85.00	Minimum of 1 hour
\$150.00	Minimum of 1 hour
\$65.00	Minimum of 1 hour

Backhoe
 Backhoe with Sweeper
 Single Axle Dump Truck
 Rubber Tired Roller
 Steel Drum Roller
 Grader
 Chipper
 Bucket Truck
 Boom Mower
 1 Ton Dump Truck

Police Chief
 Vacation Days per the Paid Time

Salary – See Contract
 Policy

Police Officer

Hourly Rate \$20.09
 Vacation Days per the Paid Time Off Policy

Police Sergeant	Hourly Rate \$20.86 Vacation days per the Paid Time Off Policy
Tax Collector Commission	Real Estate 4% Interim Real Estate 4%
Cleaning Person (building)	Hourly Rate \$12.41
Township Secretary	Hourly Rate \$17.00 Plus, Ten (10) Paid Holidays Vacation Days per the Paid Time Off Policy Limited Medical Benefits 3 Sick/Personal Days
Manager/Treasurer	Hourly Rate \$20.66 Plus (10) Ten Paid Holidays Vacation Days per the Paid Time Off Policy Limited Medical Benefits 3 Sick/Personal Days
Planning Commission Board	\$25.00 per meeting

- #10-2021** **Petty Cash was determined for the amount of \$200.00.**
Greg Houlette motioned, Paul Campbell seconded to approve the amount of \$200.00 for petty cash. Motion carried unanimously.
- #11-2021** **Motion to approve setting the Municipal Pension contribution rate to 10%.**
Paul Campbell motioned, Greg Houlette seconded to approve setting the municipal pension contribution rate to 10%. Motion carried unanimously.
- #12-2021** **Employees that receives Health Insurance are responsible for 10% of monthly premium.**
Greg Houlette motioned, Sandy Dey seconded to approve that employees are responsible for 10% of their Health Insurance monthly premium. Motion carried unanimously.
- #13-2021** **Employees who are eligible for insurance coverage are compensated for their out-of-pocket expense at a gross rate of \$93.68 per pay.**

Greg Houlette motioned, Sandy Dey seconded to approve employees who are eligible for insurance coverage but decline due to other coverage will be compensated for their out of pocket expense at a gross rate of \$93.68. Motion carried unanimously.

Greg Houlette motioned, Paul Campbell seconded to approve the following employees receive Eye Insurance, Dental Insurance and Short-Term Disability Insurance at the townships expense; Eric Capots, Russ Walton, Kevin McRoberts, Megan Greene, Susan Householder Melvin Beighey. Motion carried unanimously.

Greg Houlette motioned, Paul Campbell seconded to approve Township Manager/Treasurer, Megan Greene be bonded for the amount of \$900,000.000. Motion carried unanimously.

Greg Houlette motioned, Sandy Dey seconded to approve Tax Collector, Tom Householder's bond for the amount of \$790,000.00. This amount covers \$270,000 for Darlington Township and \$520,000, for Blackhawk School District. Motion carried unanimously.

Greg Houlette motioned, Paul Campbell seconded to approve obtaining a Blanket Public Officials bond for the amount of \$100,000.00. Motion carried unanimously.

Greg Houlette motioned, Paul Campbell seconded to approve increasing the township fee to 20% on the Building Permits. Motion carried unanimously.

This Concluded the Reorganization Meeting.

