

**Union Township Board of Supervisors  
Reorganization Meeting  
January 6, 2020  
9:00am**

The Union Township Board of Supervisors reorganization meeting was called to order by Supervisor Heather Daerr at 9:00am. The pledge of allegiance was recited.

Board members in attendance by roll call were Richard Lawson, Paul Chasko, Charles Trax, and Heather Daerr.

Also, in attendance Nicole-Wright-Secretary, James Donahoe-Project Manager, and Linda Roach-Zoning/Code Official.

Motion to nominate Heather Daerr as Chairman.

Motion by Richard Lawson, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-ABSTAIN.

Motion Carried.

Motion to nominate Charles Trax as Vice Chairman.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-ABSTAIN, Heather Daerr-YES.

Motion Carried.

Motion to appoint Gary Sweat/Sweat Law Offices as Solicitor.

Motion by Richard Lawson, Second by Paul Chasko

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-ABSTAIN, Heather Daerr-YES.

Motion Carried.

Motion to appoint Attorney, Steven Taczak as special counsel for the Zoning Hearing Board.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint James Harshman/Harshman CE Group, LLC.

Motion by Charles Trax, Second by Richard Lawson conditioned upon discussions with Mr. Harshman

regarding the terms & conditions for payments, ownership of the drawings, errors and omissions, definitions of the classifications of his people, and Mr. Harshman attending the Non-Legislative meetings.

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Nicole Dooley as our Secretary based upon a proposed revised job description eliminating the Treasurer portion of her job and billing related matters as discussed and requested by Nicole.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

1-6-2020

Motion to appoint James Donahoe as Project Manager based on a job description and executing Mr. Donahoe's contract with an understanding that an official job description has to be finalized on or before the January Legislative meeting.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to rescind the original motion for Nicole as Secretary.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Nicole Wright as the Union Township Secretary based on the revised job description eliminating the Treasurer as requested by Nicole and with the understanding that an official job description will set on or before the January Legislative meeting.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Linda Roach as the Zoning/Code Enforcement officer with the understanding that an official job description will be set on or before the January Legislative meeting.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Ken Puglisi as Union Township Road Superintendent with the understanding that an official job description will be set on or before the January Legislative meeting.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Kathy Houston & Associates for the auditor for the 2019 DCED Audit including financial statements.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Supervisor, Richard Lawson as Treasurer with the authority to engage Palermo Kissinger to handle matters set forth in their proposal dated December 3, 2019 to Union Township.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-ABSTAIN, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Keystone Collections for Earned Income Tax Collector.

Motion by Charles Trax, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Keystone Collections for Local Services Tax Collector.

Motion by Richard Lawson, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Washington County Sewerage Council as the sewerage enforcement officer.  
Motion by Heather Daerr, Second by Richard Lawson  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Richard Lawson as the Township representative to Washington County Sewerage council.  
Motion by Charles Trax, Second by Richard Lawson  
Roll Call Vote: Richard Lawson-ABSTAIN, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Kym Secreet as Animal Control Officer  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Jim Donahoe as the voting delegate to the State convention.  
Motion by Richard Lawson, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-ABSTAIN, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Charles Trax as the alternate voting delegate to the State convention.  
Motion by Heather Daerr, Second by Richard Lawson  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to designate Brentwood Bank, Key Bank, PLGIT, and PNC Bank as depositories for all Township funds.  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Harshman CE Group, LLC on a month to month basis until we decide what we are doing on inspection agencies.  
Motion by Richard Lawson, Second by Heather Daerr  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Nicole Wright as the plan administrator or all Township Pension Funds.  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Lenny Bailey as the Emergency Management Coordinator.  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to designate the Observer Reporter for all legal advertisements.  
Motion by Charles Trax, Second by Paul Chasko  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Jim Donahoe as the Union Township representative to Southeastern Regional EMS.  
Motion by Richard Lawson, Second by Paul Chasko  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Richard Lawson as a Road Master.  
Motion by Charles Trax, Second by Heather Daerr  
Roll Call Vote: Richard Lawson-ABSTAIN, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to appoint Charles Trax as a Road Master  
Motion by Heather Daerr, Second by Richard Lawson  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-ABSTAIN, Heather Daerr-YES.  
Motion Carried.

Motion to authorize the extension of the Teamsters Local 205 Contract and wage rates subject to following the current contract.  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to continue with three signatories on Township checks  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to authorize all Supervisors, and Richard Lawson as the named Treasurer on all Township checks.  
Motion by Charles Trax, Second by Heather Daerr  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to set the Board of Supervisors monthly meeting schedule as the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of every month at 5:00 pm.  
Motion by Heather Daerr, Second by Richard Lawson  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to set the monthly Planning Department meeting on the 2<sup>nd</sup> Wednesday of every month at 4:30pm.  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to set Secretary bond amount at \$500,000.00.  
Motion by Heather Daerr, Second by Charles Trax  
Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.  
Motion Carried.

Motion to set wage rate for elected Tax Collector at 3% current, 5% delinquent for real estate, street light and per capita.

Motion by Heather Daerr, Second by Paul Chasko

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to set bond amount for Tax Collector at 30% of the Tax Duplicate.

Motion by Richard Lawson, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to set the Treasurer Bond amount for \$500,000.00.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to set bond for the elected Tax Collector for per capita and street light tax collection at \$36,000.00

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to set the bond for Project Manager Jim Donahoe subject to the advice and investigation with our insurance agency.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to deny meeting rules of conduct.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to adopt the most recent edition of Roberts Rules as the parliamentary procedure of Union Township Board of Supervisors meetings and all other meetings.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to set the mileage reimbursement for the use of personal vehicles at whatever is the usual customary rate for 2020.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to approve fee schedule for the Solicitor

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

1-6-2020

Motion to approve fee schedule for Harshman CE Group, LLC. conditioned upon definitions of professionals.

Motion by Richard Lawson, Second by Heather Daerr

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to approve fee schedule for Animal Control.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to approve Houston & Associates fee schedule.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to set wage rate for Zoning Hearing Board to \$45.00 per hearing.

Motion by Charles Trax, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-Abstain

Motion Carried.

Motion authorize any Supervisor or employee attendance at the PSATS convention.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to advertise two-year open seat for the Board of Supervisors.

Motion by Paul Chasko, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Linda Roach as the interim Planning Director

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to nominate Charles Trax as the Planning Department Chairperson.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-ABSTAIN, Heather Daerr-YES.

Motion Carried.

Motion to nominate Heather Daerr as the Planning Department Vice-Chairperson.

Motion by Charles Trax, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-ABSTAIN.

Motion Carried.

Motion to appoint Township citizen, Heather Dougherty to the Planning Department.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Paul Chasko as the alternate Supervisors for the Planning Department.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-ABSTAIN, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Will Dougherty as the alternate Township resident for the Planning Department.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to appoint Michael Cruny as the Planning Department Solicitor.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to approve the December 2019 supplemental bill pay list in the amount of \$13,205.57\

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

#### **Any Other Business**

The following items were on the agenda:

- A. Approve/Deny amendments to the employee handbook.
- B. Approve/Deny Sweat Law Offices the ability to appoint and hire a labor attorney for Union Township at the discretion if the event arises.
- C. Approve/Deny Sweat Law Offices to act as Union Townships Human Relations Council for 2020.
- D. Approve/Deny appointing Supervisor Daerr as the point person for approval of personal days off for administrative employees.
- E. Approve/Deny the vacation requests for all personnel by the end of January 2020 as per the employee handbook.
- F. Approve/Deny James Donahoe's contract.
- G. Any other items.

Motion to table agenda item A until Wednesday.

Motion by Heather Daerr, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to approve Sweat Law Office the ability to appoint and hire a labor attorney for Union Township at the discretion if the event arises.

Motion by Richard Lawson, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to approve Sweat Law Office to act as Union Township Human Relations Council for 2020.

Motion by Charles Trax, Second by Richard Lawson

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

1-6-2020

Motion to approve appointing Supervisor Daerr as the point person for approval of personal days off for administrative employees.

Motion by Charles Trax, Second by Paul Chasko

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-ABSTAIN.

Motion Carried.

Motion to approve the vacation requests for all personnel by the end of January 2020 as per the employee handbook.

Motion by Charles Trax, Second by Paul Chasko

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Motion to table James Donahoe contract for the Non-Leg meeting on Wednesday

Motion by Heather Daerr, Second by Paul Chasko

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

Supervisor, Heather Daerr asked for the following items to be added to the Non-Legislative meeting:

Discuss free MS4 training on March 19, 2020 from 9-12.

Discuss press release for Elrama Park & LSA Grant

Discuss looking for grant opportunities for MS4 and storm sewer updates

Discuss Rick Kovach and PCSA processes

Discuss setting up a meeting with Palermo Kissinger & Associates

Supervisor, Paul Chasko questioned the Board regarding continuing messenger articles.

**Public Comment**

No public comment was made.

Supervisor, Richard Lawson questioned the Board to consider looking for a reconditioned blue print machine.

Motion to go to executive session at 10:16am.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.

The Board of Supervisors returned from executive session at 10:35am. Supervisor Heather Daerr stated that in executive session the Board discussed personnel matters.

Motion to adjourn at 10:35am.

Motion by Heather Daerr, Second by Charles Trax

Roll Call Vote: Richard Lawson-YES, Paul Chasko-YES, Charles Trax-YES, Heather Daerr-YES.

Motion Carried.



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SWEAT LAW OFFICES