

**Union Township Board of Supervisors  
Special Meeting  
February 13, 2021  
10:00 a.m.**

The Union Township Board of Supervisors meeting was called to order by Chairperson, Heather Daerr at 10:00 a.m.

Pledge of Allegiance

Proof of Publication confirmed

Attendees at meeting were: Heather Daerr, Chairperson; Charles Trax, Vice Chairman; Richard Lawson, Supervisor/ Treasurer; Hal D. Breinig, Supervisor/Roadmaster; David A. Esken, Supervisor/Roadmaster

Also in attendance were: Roberta Singer, Secretary/Ass't. Treasurer; Michael Cruny, Solicitor, Sweat Law Offices; Jessica Stiner, Engineer – Harshman CE Group, LLC; Sarah Scott, Esquire, Sweat Law Offices

Public Comment - None

Executive Sessions: Personnel & Litigation  
Wednesday, February 10, 2021  
Thursday, February 11, 2021

Unfinished Business  
Board of Auditor position – 1 vacancy.

Discussion ensued regarding the Motion to Set Compensation and Benefit Package for Tax Collector by Resolution for 2022 Calendar Year.

This Resolution will cover percentages for collection and delinquent taxes, Township office space, supplies, and compensation.

Conversation also covered work papers being submitted by Tax Collector as requested by the Township auditor.

Discussion regarding collection by credit card. Fees are too significant and all fees are borne by the taxpayer and not the taxing body. We would have to inquire and get account set up to accept any form/type of credit cards, debit cards, etc. Equipment belonging to Tax Collector are laptop, printer, calculator, and telephone.

Discussion regarding program updates, and the company that does annual updates (Taylor Office Machines) for tax purposes does the updates for most tax collectors in Washington County.

Supervisor Lawson requested that Ms. Speer, as an employee of the Township, should advise when important deadlines must be met. She was unaware that the certain information was not submitted on time to the County and needs to be done in a more timely fashion.

Discussion regarding pre-approval of all expenses for supplied to the tax collector. Also, Tax Collector to submit working papers to accountant when asked for. Whether it be Ms. Speer or another person, they will need to speak with Mr. Palermo and find out exactly what he wants in the way or reports, either monthly, quarterly, or annually.

Chairperson Daerr read, verbatim, Resolution No. 1 of 2021 – in full. Please see Resolution 1 of 2021 for Union Township attached.

Motion to approve Resolution No 1 of 2021 to set the compensation and benefit package for the Tax Collector.

Motion: Lawson

Second: Trax

Roll Call: Daerr – yes Trax – yes Lawson – yes Breinig – yes Esken – yes

Motion Carried

Discussion ensued regarding possibility of not being able to collect taxes out of conference room at Township building. Decision to be made at a later date whether residents can come in and pay taxes in person. Discussion regarding number of days and hours, etc. that the building will be open for payments.

Also, a discussion was had regarding scanning machine for deposits. Will it be available after building gets open or not?

Beginning 2022, the Tax Collector can decide what they want to do. Not guaranteed that space in the Township Building will be available, or if they are working from home or renting office space. Anything above and beyond what is in the Resolution No. 1 of 2021 will be discussed at a later date.

Chairperson Daerr was stating that this Board waived charging rent to the Tax Collector and that we tried to accommodate the Tax Collector as much as possible. Also stated that the Tax Collector has collected milage for traveling to bank to make deposits and the Township has reimbursed same. Ms. Speer stated she has never claimed mileage for going to bank or other necessary errands in her role as Tax Collector.

We will know in November of 2021 who will be the new Tax Collector for the next 4 years and certain things can be worked out with the Tax Collector at that point.

Michalle Dupree (4178 Route 88, Finleyville, PA)questioned that this is being done by Resolution – are there any pre-advertising requirements for Resolutions. Attorney Cruny stated that there are not any pre-advertising requirements for Resolutions but there is for Ordinances.

Motion to approve millage for Union Township for 2021 at 1.184 with 2% discount and 5% penalty and 3% for real estate tax collection.

Motion: Lawson

Second: Breinig

Roll Call: Daerr – yes Trax – yes Lawson – yes Breinig – yes Esken – yes

Motion Carried

No Correspondence - None

Public Comment – None

Motion to Adjourn @ 10:41 a.m.

Motion: Daerr

Second: Lawson

Roll Call: Daerr – yes Trax – yes Lawson – yes Breinig – yes Esken - yes

Motion Carried



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ROBERTA J. SINGER, Secretary