

**UNION TOWNSHIP  
3904 FINLEYVILLE-ELRAMA ROAD  
FINLEYVILLE, PA 15332**

**REORGANIZATION MEETING MINUTES OF UNION TOWNSHIP  
JANUARY 2, 2024 AT 6:30 PM**

1. **CALL TO ORDER**

Michalle Dupree called the Reorganization Meeting of the Union Township Board of Supervisors to order at 6:30 pm.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present was Michalle Dupree and New Supervisors: Suzonne Baynham, Carl Hanford, and Lawrence Speer.

4. **PUBLIC COMMENT**

- George Powell says thanks to the board and encourages them to keep an open mind and work together to get things done.

5. **INSTALLATION OF NEW OFFICERS**

Suzonne Baynham, Carl Hanford, and Lawrence Speer were sworn in by Judge Phil Melograne. Oaths of Office were confirmed.

6. **ELECTION OF OFFICERS**

A motion was made by L. Speer and seconded by C. Hanford to elect Michalle Dupree as Chairperson of the Union Township Board of Supervisors.

VOTE: M. Dupree - abstained, ALL IN FAVOR - MOTION CARRIED

A motion was made by M. Dupree and seconded by S. Baynham to elect Larry Speer as Vice Chairperson of the Union Township Board of Supervisors.

VOTE: L. Speer - abstained, ALL IN FAVOR - MOTION CARRIES

7. **APPOINTMENTS**

a. A motion was made by L. Speer and seconded by C. Hanford to appoint Dennis Makel and Associates as Township Solicitor.

VOTE: ALL IN FAVOR - MOTION CARRIES

b. A motion was made by C. Hanford and seconded by L. Speer to appoint Andrew Kuzma as the Solicitor of the Zoning Hearing Board.

VOTE: ALL IN FAVOR - MOTION CARRIES

c. A motion was made by L. Speer and seconded by M. Dupree to appoint Bankson Engineers, LLC as the Township Engineer.

VOTE: ALL IN FAVOR - MOTION CARRIES

- d. A motion was made by L. Speer and seconded by C. Hanford to appoint Mary Ann Kims as Interim Treasurer / Assistant Secretary.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- e. A motion was made by M. Dupree and seconded by S. Baynham to appoint Diana Kristobek as Administrative Manager / Assistant Treasurer at the rate of \$25.00 per hour with no benefits.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- f. A motion was made by L. Speer and seconded by M. Dupree to approve Kim Turnley of Turnley and Associates to perform the 2023 DCED Audit.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- g. A motion was made by C. Hanford and seconded by L. Speer to appoint Dennis Makel of Makel and Associates as Solicitor of the Planning Commission.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- h. A motion was made by M. Dupree and seconded by S. Baynham to appoint MCSservice, LLC to be the Township Zoning / Code Enforcement Officer on the condition of having an interview with firm representatives.  
VOTE: ALL IN FAVOR - MOTION CARRIED
- i. A motion was made by L. Speer and seconded by C. Hanford to hire MCSservice as the Inspection Agency on the condition of having an interview with firm representatives.
- j. A motion was made by M. Dupree and seconded by S. Baynham to appoint Kym Secreet, Animal Control Officer.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- k. A motion was made by M. Dupree and seconded by L. Speer to appoint Keystone Collections as the Earned Income Tax Collector at the same rate as 2023.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- l. A motion was made by M. Dupree and seconded by L. Speer to appoint Keystone Collections as our Local Tax Collector.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- l. A motion was made by L. Speer and seconded by C. Hanford to appoint Washington County Sewage Council as the Township Sewage Enforcement Agency.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- m. A motion was made by L. Speer and seconded by C. Hanford to appoint Diana Kristobek as the Voting Delegate to the State Convention.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- n. A motion was made by M. Dupree and seconded by L. Speer to appoint Carl Hanford as the Alternate Voting Delegate to the State Convention.  
VOTE: C. Hanford abstained. ALL IN FAVOR - MOTION CARRIES

- o. A motion was made by M. Dupree and seconded by L. Speer to table appointments to the Vacancy Board Chairman appointment.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- p. A motion was made by M. Dupree and seconded by C. Hanford to appoint the Observer Reporter as the designated Newspaper for Legal Advertisements.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- q. A motion was made by M. Dupree and seconded by C Hanford to table the appointment of the Emergency Management Coordinator.  
VOTE: ALL IN FAVOR - MOTION CARRIES
- r. A motion was made by M. Dupree and seconded by L. Speer to appoint Suzonne Baynham as Township Roadmaster.  
VOTE: S. Baynham abstained - ALL IN FAVOR - MOTION CARRIES
- A motion was made by M. Dupree and seconded by S. Baynham to appoint Carl Hanford as Township Roadmaster.  
VOTE: C. Hanford abstained - ALL IN FAVOR - MOTION CARRIES
- A motion was made by M. Dupree and seconded by S. Baynham to appoint Larry Speer as Township Roadmaster.  
VOTE: L. Speer abstained - ALL IN FAVOR - MOTION CARRIES
- A motion was made by L. Speer and seconded by C. Hanford to appoint Michalle Dupree as Township Roadmaster.  
VOTE: M. Dupree abstained - ALL IN FAVOR - MOTION CARRIES
- s. A motion was made by M. Dupree and seconded by C. Hanford to designate the following depositories for Township funds: PLGIT, Key Bank, Washington Financial, PNC Bank and Brentwood Bank.  
VOTE: ALL IN FAVOR - MOTION CARRIES

8. **ACTIONS REQUIRED**

A motion was made by C. Hanford and seconded by S. Baynham to set the monthly meeting dates as the second and fourth Wednesday of every month at 6:30 pm at the Union Township Municipal Building in Finleyville, PA.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by L. Speer to set the bond amount for the Treasurer at \$1,250,000.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by C. Hanford to set the bond amount for the administrative manager / assistant treasurer at \$250,000.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by S. Baynham to authorize all supervisors, the treasurer, and the assistant treasurer as signers on Township accounts.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by S. Baynham to set the bond amount for the Tax Collector for Real Estate Tax at 30% of the tax duplicate.

VOTE: L. Speer abstained - ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by C. Hanford to set the bond amount for the Elected Tax Collector Per Capita and Street Light Collection at the same amount as 2023.

VOTE: L. Speer - abstained - ALL IN FAVOR - MOTION CARRIES

A motion was made by L. Speer and seconded by C. Hanford to set the mileage reimbursement rate for personal vehicles as per IRS guidelines.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by L. Speer to authorize all supervisors and staff to attend the 2024 PSATS Convention.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by S. Baynham and seconded by L. Speer to approve the fee schedule for the Township Engineer.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by L. Speer and seconded by C. Hanford to approve Resolution #1 of 2024 setting the Township Fee Schedule.

VOTE: ALL IN FAVOR - MOTION CARRIES

#### 9. **APPOINTMENTS TO FILL VACANCIES**

A motion was made by M. Dupree and seconded by L. Speer to appoint Karen Stroop to the Board of Auditors.

VOTE: ALL IN FAVOR - MOTION CARRIES

A motion was made by L. Speer and seconded by C. Hanford to appoint Richard Cox to the Board of Auditors.

VOTE: M. Dupree abstained - ALL IN FAVOR - MOTION CARRIES

A motion was made by M. Dupree and seconded by S. Baynham to table the appointment of vacant seats on the Planning Commission Board, the Zoning Hearing Board, and the Board of Supervisors

VOTE: ALL IN FAVOR - MOTION CARRIES

#### 10. **REMARKS BY BOARD MEMBERS**

Mr. Speer suggested that interested residents submit a letter of interest for any of the vacant board seats, receptionist, or treasurer during the week of January 8, 2024.

#### 11. **ADJOURNMENT**

Board Approved: January 10, 2024

A motion was made by M. Dupree and seconded by S. Baynham to adjourn the meeting at 7:21 pm.

VOTE: ALL IN FAVOR - MOTION CARRIES

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Diana Kristobek, Secretary

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Michalle Dupree, Chairperson