

Organizational Meeting

AGENDA

1. Appointment of **Temporary Chairman**
2. Appointment of **Temporary Secretary**
3. **Call Meeting to Order** with Pledge to the Flag by Temporary Chairman.
4. Elect **permanent Chairman**
5. Elect **Vice-Chairman**
6. Appoint **Secretary-treasurer**
7. Set **Treasurer's Bond** (currently \$500,000)
8. Appoint **Road Master**
9. Appoint **Assistant Road Master**
10. Appoint **Legal Counsel**
11. Appoint **Engineer**
12. Appoint **Chairman of Vacancy Board**
13. Appoint Township residents to fill positions on the following boards:
 - A. **Planning Commission**
(2) New terms will expire on 12-31-29
Matt Higgins and Ernie Mattiuz have agreed to serve if appointed.
 - B. **Sewer Authority**
(1) New term will expire on 12-31-30
Jerry Zimmerman has agreed to serve if appointed.
 - C. **Recreational Board**
(2) New terms will expire on 12-31-30
Ken Huey and Lori Mahoney have agreed to serve if appointed.
 - D. **Zoning Hearing Board**
(1) New term will expire on 12-31-28
Ray Gahr has agreed to serve if appointed.
 - E. **St. Marys Airport Authority**
Peter Turbovich has agreed to serve if appointed.

14. Select **Bank Depository**

Suggest: First Commonwealth, CNB, PLGIT, Farmers and Northwest Banks.

15. Establish day and time for regular **monthly meetings:**

Presently the first Wednesday of each month at 6:00 PM at the Municipal Building

16. Certify State Association **Convention Delegates (April 19-22) at Hershey Convention Center.**

Voting Delegate-

Other Delegates-

17. Establish **Holidays for employees –**

New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, and Christmas Day, plus four personal days.

18. Establish **Overtime - currently anything over 40 hours earned weekly.**

19. **Wages - employee wages for this calendar year were set at the Budget meeting with a 2.5% increase.**

Stackpole-Hall/PHEAA students will remain at \$14.00 per hour as per Stackpole-Hall.

20. **Vacation - as per Personnel Policy**

21. **Mileage Rate – (IRS rate for 2026 – 72.5¢ per mile)**

22. Appointment of **Sewage Enforcement Officer -**

23. Appointment of **Assistant Sewage Enforcement Officer -**

24. Appointment of Robin Singer as **Building Code Official.**

25. Establish **Sewage Application Fees**

-\$750 for new systems and \$400 for repairs. A new fee schedule was received from Russ Braun.

26. Establish **Equipment Rental Fees for emergency situations - *All rentals must be with a Township operator.* Presently-. Grader \$75/hr. Backhoe \$65/hr. Large trucks \$65/hr. Small trucks \$55/hr. Street Sweeper \$80/hr. Loader \$75/hr. Skid steer \$55/ hr. Excavator \$65/hr. Emergency Vehicles \$75/hr.**

27. Appoint **Administrator for Pension Plan - (presently Kathy Dowie)**

28. Appoint **Open Records Officer –**

29. Establish St. Marys Daily Press as the newspaper of general circulation for all required public notices.

30. Appoint representative for the Elk County Tax Collection Committee –

1. Acknowledge the visitors –
2. Approval of the minutes from the meeting of December 3, 2025.

3. UNFINISHED BUSINESS**4. NEW BUSINESS**

- A. Two elected auditor positions remain vacant since no one won these positions in the last election. Cathy Zimmerman and Rob Schreiber have agreed to fill these positions if so appointed. The elected auditors do not complete the annual audit of the Township's finances. That will be done by the accounting firm of Sharkey, Piccirillo and Keen.

5. The following bills have been submitted for approval for payment:

From the General Fund, check# thru check# in the amount of \$
From the Landfill Fund, check# thru check# in the amount of \$
From the State Fund, check # in the amount of \$
From the Toby Water account, check # thru check # in the amount of \$
For a TOTAL of \$

6. ANY OTHER BUSINESS

7. The next monthly meeting will be held on February 4, 2026 at 6 PM at the Municipal Building.