

The annual organizational meeting and regular monthly meeting of the Fox Township Board of Supervisors were held January 3, 2022 at 6:00 PM. Those present: Matt Pontzer, Dave Mattiuz and Randy Gradizzi, supervisors, Kathy Dowie, secretary-treasurer, Robin Singer, John Thomas, Township solicitor and Jim Nissel.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to appoint Dave Mattiuz as temporary chairman. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to appoint Kathy Dowie as temporary secretary. Motion carried.

Temporary Chairman Mattiuz then called the meeting to order and called for a moment of silence in remembrance of Carole Harshbarger, former secretary, who passed away on December 20th. Mattiuz then continued with the business of the organizational meeting.

A motion was made by Matt Pontzer, seconded by Randy Gradizzi to appoint Dave Mattiuz as chairman. Motion carried

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to appoint Matt Pontzer as vice-chairman. Motion carried.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz to appoint Kathy Dowie as secretary-treasurer. Motion carried.

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to set the treasurer's bond at \$500,000. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Randy Gradizzi as Roadmaster. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to appoint John Penn as Assistant Roadmaster. Motion carried.

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to appoint John Thomas as legal counsel. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz, to continue to hire an engineer as needed for projects after obtaining price quotes. Motion carried.

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to appoint Kathy Dowie as chairman of the vacancy board. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to appoint Tyrel Woelfel and Ernie Mattiuz to serve on the Planning Commission. Motion carried. These terms will expire on 12-31-2025.

A motion was made by Matt Pontzer, seconded by Randy Gradizzi to appoint residents to serve on various Township Boards as follows:

Recreation Board: Roxanne Skrzypek. Term expires 12-31-2026

Zoning Hearing Board: Mark Quagliani. Term expires 12-31-2024

Toby Water Advisory Board: Bob Vollmer. Term expires 12-31-2026

Motion carried.

A motion was made by Matt Pontzer, seconded by Randy Gradizzi to re-appoint Mike Kamandulis and Pat Minard to the Sewer Authority. Motion carried. These terms will expire 12-31-2026. A motion was made by Randy Gradizzi, seconded by Matt Pontzer to appoint Dave Mattiuz to fill the unexpired term on the Sewer Authority, formerly filled by Carole Harshbarger. Mattiuz declined the nomination, stating he only offered in case no other resident was interested. A motion was made by Dave Mattiuz to appoint Cameron Uhl to fill this position. Motion died due to a lack of a second. John Zelinski and Ben Herbstritt also had indicated that they would be willing to serve on the Sewer Authority, however, no motions were made to appoint them. Dave stated that if no one chose to nominate either of these two residents, he would accept the previous nomination. Randy Gradizzi once again made a motion to appoint Dave Mattiuz to the Sewer Authority. Matt Pontzer stated that he did not know the other two candidates and suggested that perhaps the Board interview them, as this was a position that required a knowledgeable individual. Randy Gradizzi rescinded his motion. A motion was then made by Matt Pontzer, seconded by Randy Gradizzi to table the appointment until next month and perhaps set up an interview with the other two candidates. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to select First Commonwealth, CNB, PLIGIT, Farmers and Northwest Banks as depositories for the Township. Motion carried.

A motion was made by Matt Pontzer, seconded by Randy Gradizzi to establish monthly meetings to be held the first Wednesday of the month at 6 PM at the Municipal Building. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Randy Gradizzi as voting delegate to the Annual PSATS convention and to approve the other supervisors and the Township secretary as other delegates to the convention. Motion carried. The convention will be held April 24-27 in Hershey.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to establish holidays for the employees as New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, plus four personal days. Motion carried.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz to establish overtime as anything over 40 hours earned weekly. Motion carried.

Dave Mattiuz announced that employee wages for this calendar year were set at the Budget meeting with a 60¢ per hour increase for all employees, excluding the students hired as summer park staff. Motion carried.

Dave Mattiuz announced that vacation is established within the personnel policy.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to set the mileage reimbursement rate equal to that set by the IRS at 58.5¢ per mile. Motion carried.

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to appoint Russ Braun as Sewage Enforcement Officer. Motion carried.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz to appoint Jim Wischuck as Assistant Sewage Enforcement Officer. Motion carried.

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to appoint Robin Singer as Building Code Official. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to set Sewage Application Fees at \$600 for new systems and repairs \$300. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to establish equipment rental fees for emergency situations at: Grader \$75/hr. Backhoe \$65/hr. Large trucks \$65/hr. Small trucks \$55/hr. Street Sweeper \$80/hr., Front-end Loader \$75/hr. skid steer \$55/ hr. excavator \$65/hr. and Emergency Vehicles \$75/hr. All rentals must be with a Township operator. Motion carried.

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to appoint Kathy Dowie as administrator of the pension plan. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Randy Gradizzi as open records officer. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to establish the St. Marys Daily Press as the newspaper of general circulation for all required public notices. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Kathy Dowie as delegate to the Elk County Tax Collection Committee. Motion carried.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz to appoint Ernie Mattiuz to fill the vacancy for Elected Auditor. Motion carried.

With no other business to be addressed at the organizational meeting, Chairman Mattiuz continued with the business of the regular monthly meeting and began by acknowledging the visitors. There were no visitor comments.

A motion was made by Matt Pontzer, seconded by Randy Gradizzi to approve the minutes from the regular monthly meeting of December 1, 2021. Motion carried.

UNFINISHED BUSINESS

The next item to be discussed was the relocation of the streetlight on Dagus Mines Road. Matt Pontzer stated that he has not received the price to install a new one at the Hemlock Road/Dagus Mines Road intersection. The cost to relocate another streetlight on Dagus Mines Road \$1,121.23. A motion was made by Matt Pontzer, seconded by Dave Mattiuz to install a new one, provided the cost is \$600 or less. Motion carried.

NEW BUSINESS

The Fox Twp. Planning Commission has proposed an ordinance to regulate solar energy systems. John Thomas had reviewed the proposed ordinance and felt that it was fine. Dave Mattiuz was concerned about a clause referring to the restoration of a site. Thomas suggested a change in the wording for that clause. A motion was made by Matt Pontzer, seconded by Dave Mattiuz to change the wording on that clause then advertise to adoption. Motion carried. The proposed change will be forwarded to the Planning Commission prior to advertising the ordinance.

Tom Kronenwetter submitted an application to renew his junk yard licenses at 131 Linwood Avenue. A motion was made by Matt Pontzer, seconded by Randy Gradizzi to approve this application. Motion carried.

The Elk County Riders requested assistance from the Fox Township Fire Police for traffic control for their "Winterfest Guided ATV Ride" to be held February 19, 2022 (rain date February 26th). A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to approve this request. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to advertise for Proposals for professional services for the Administration of the Fox Township's defined contribution pension plan. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to advertise for the sale of timber on Toby Water property, as submitted by the Forestry Consultant. Motion carried.

Randy Gradizzi is in the process of obtaining price quotes for trimming trees and removal of dead trees along Shelvey, Ridge, and Cuneo Roads. \$20,000 was budgeted for this. A motion was made by Randy Gradizzi, seconded by Matt Pontzer to hire the company with the best price, provided that it does not exceed \$20,000. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to advertise for bids for mowing at the recreational facilities for a three-year period to do all the facilities. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to advertise for bids for Paving of Fern Lane, Laurel Lane, George and Anna Streets and a portion of Squab Hollow Road. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to execute that Maintenance Contract with Cleveland Brothers for the loader and the grader. Motion carried. This also includes filters for the backhoe and skid steer.

Jill Pritt requested that Judy Woelfel be appointed Deputy Tax Collector. A motion was made by Matt Pontzer, seconded by Dave Mattiuz to appoint Judy Woelfel as deputy tax collector. Motion carried.

The following bills were submitted for approval for payment:

- From the General Fund, check #28806 thru check #28836 in the amount of \$61,819.13
- From the Landfill Fund, check #2081 thru check #2085 in the amount of \$13,720.85
- From the Fire protection Fund, check #1666 in the amount of \$145.00
- From the State Fund, check #3201 and check #3202 in the amount of \$23,955.70
- From the Toby Water account, check #1378 thru check #1383 in the amount of \$8,339.64
- For a TOTAL of \$107,980.32

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to approve the bills as presented. Motion carried with Pontzer and Mattiuz in favor. Randy Gradizzi was in favor of the motion but abstained from check #28816 and checks # 1381 to St. Marys Water, as he sits on the Board.

With no further business to discuss, a motion was made by Randy Gradizzi, seconded by Matt Pontzer, to adjourn this meeting at 6:36 PM. Motion carried.

The next meeting will be held February 2, 2022 at 6 PM at the Municipal Building.