

The annual organizational meeting and regular monthly meeting of the Fox Township Board of Supervisors were held January 3, 2023 at 6:00 PM. Those present: Matt Pontzer, Dave Mattiuz and Randy Gradizzi, supervisors, Kathy Dowie, secretary-treasurer, Robin Singer, Mark Quagliani, Amy Cherry newspaper reporter 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 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 Dave Mattiuz, seconded by Randy Gradizzi to appoint Kathy Dowie as secretary-treasurer. Motion carried.

A motion was made by Matt Pontzer, 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 Matt Pontzer to appoint Matt Klaiber 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 Matt Pontzer, 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 Matt Pontzer, seconded by Dave Mattiuz to appoint Township residents to fill positions as follows:

Planning Commission: Larry Johnson, Rachel Wolfel and Juli Schlimm. Their terms will expire 12-31-26.

Sewer Authority: Perry Casper. His term will expire 12-31-27.

Recreational Board: Tom Young. His term will expire 12-31-27.

Zoning Hearing Board: Ray Gahr. His term will expire 12-31-25. Marty Crowe will serve as alternate.

Toby Water Advisory Board: Mike Keller. His term will expire 12/31/27.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer 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 Dave Mattiuz 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 23-26 in Hershey.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz 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 Dave Mattiuz, seconded by Matt Pontzer 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 80¢ per hour increase for all full-time employees and 60¢ for all part time employees. Stackpole Hall/PHEAA students will remain at \$12 per hour. Motion carried.

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

A motion was made by Dave Mattiuz, seconded by Randy Gradizzi to set the mileage reimbursement rate equal to that set by the IRS at 65.5¢ 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 Dave Mattiuz, seconded by Randy Gradizzi to appoint Jim Wischuck as Assistant Sewage Enforcement Officer. Motion carried.

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

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to set Sewage Application Fees at \$675 for new systems and repairs \$350. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz 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.

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 7, 2022. Motion carried.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to advertise to hire summer park director. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to obtain price quotes for soffit at Senior Center. Motion carried.

The following subdivisions were reviewed by the Fox Township Planning Commission and recommended for approval:

Arnold and Jill Pritt are subdividing a 1-acre lot from their property along Shelvey Summit Road. The existing home on this lot is served by on-lot water and sewage and will be conveyed to Jacqueline Erich. Access will be by way of an extension to an existing 30-foot right-of-way. Lot 2B (the residual) will become an extension of the lot containing Pritt’s home. A motion was made by Randy Gradizzi, seconded by Matt Pontzer to approve this subdivision as presented. Motion carried.

Adam and Jeremiah Vollmer are subdividing their property located along Boone Mt Road. Lot 1 (26.290 acres) contains an existing house served by on-lot sewage and public water. The residual lot (25 acres) will remain a non-building lot. A motion was made by Matt Pontzer, seconded by Randy Gradizzi to approve this subdivision as presented. Motion carried.

Pierre Pontzer is subdividing his property located along Green Road. Lots 1 & 2 (each 2 acres) will be served by public water and public sewage. The residual lot will contain 17.459 acres. A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to approve this subdivision as presented. Motion carried with Matt Pontzer abstaining from the vote as this is his father’s subdivision.

The following bills were submitted for approval for payment:

- From the General Fund, check #29227 thru check #29246 in the amount of \$57,271.63
- From the Landfill Fund, check #2163 thru check#2164 in the amount of \$4,488.00
- From the State Fund, check #3214 in the amount of \$8,046.47
- From the Toby Water account, check #1456 thru check #1462 in the amount of \$10,333.45
- For a TOTAL of \$80,139.55

A motion was made by Matt Pontzer, seconded by Dave Mattiuz 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 #1458 and #29243 to St. Marys Water, as he sits on the Board.

OTHER BUSINESS

Randy Gradizzi announced that they halted work on the Dirt and Gravel Road project on Hollywood Road until the spring.

With no further business to discuss, a motion was made by Randy Gradizzi, seconded by Dave Mattiuz, to adjourn this meeting at 6:21 PM. Motion carried.

The next meeting will be held February 1, 2023 at 6:00 PM at the Municipal Building.