The annual organizational meeting and regular monthly meeting of the Fox Township Board of Supervisors were held January 5, 2026 at 6:00 PM with the following persons present: Matt Pontzer, Dave Mattiuz and Randy Gradizzi, supervisors, Kathy Dowie, secretary-treasurer, Robin Singer, Jerry Zimmerman and Greg Bauer.

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

A motion was made by Randy Gradizzi, seconded by Matt Pontzer 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 Randy Gradizzi, seconded by Matt Pontzer 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 RFPs. Motion carried.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz 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 Township residents to fill positions as follows:
Planning Commission: Matt Higgins and Ernie Mattiuz. Their terms will expire 12-31-29.
Sewer Authority: Jerry Zimmerman. His term will expire 12-31-30.
Recreational Board: Ken Huey and Lori Mahoney. Their terms will expire 12-31-30.
Zoning Hearing Board: Ray Gahr. His term will expire 12-31-28.
St. Marys Airport Authority: Peter Turbovich.

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 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 Randy Gradizzi, seconded by Dave Mattiuz to appoint Matt Pontzer 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 19-22 in Hershey.

A motion was made by Randy Gradizzi, 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.

A motion was made by Matt Pontzer, seconded by Dave Mattiuz to set employee wages for this calendar year at a 2.5% per hour increase for all employees. Stackpole Hall/PHEAA students will be $14 per hour. Motion carried.

A motion was made by Matt Pontzer, seconded by Randy Gradizzi to set vacation as established within the personnel policy. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to set the mileage reimbursement rate equal to that set by the IRS at 72.5¢ 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 Mary Kay Lepton 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 Matt Pontzer, seconded by Dave Mattiuz to set Sewage Application Fees at $750 for new systems, repairs $400 and other services as established by Russ Brauns submitted fee schedule. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to establish equipment rental fees for emergency situations at: Grader $80/hr. Backhoe $70/hr. Large trucks $70/hr. Small trucks $60/hr. Street Sweeper $85/hr., Front-end Loader $80/hr. skid steer $60/hr. excavator $70/hr. and Emergency Vehicles $80/hr. All rentals must be with a Township operator. Motion carried.

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

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

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

Jerry Zimmerman, manager of Fox Township Ambulance, was present to talk about interfacility transports. Zimmerman explained that Penn Highlands has contracted with an outside EMS company to take interfacility transports when the local ambulance service is not able to do so. He stated that residents need to tell the hospital staff that they are members of Fox Township Ambulance and that they want Fox to transport them to guarantee that they are transported by Fox.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to approve the minutes from the monthly meeting of December 3, 2025. Motion carried.

UNFINISHED BUSINESS
There was no unfinished business.

NEW BUSINESS

Two elected auditor positions remained vacant since no one won these positions in the last election. Cathy Zimmerman and Rob Schreiber agreed to fill these positions if so appointed. A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Cathy Zimmerman and Rob Schreiber as elected auditors. Motion carried. 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.

The following bills have been submitted for approval for payment:
From the General Fund, check#30439 thru check#30470 in the amount of $90,529.31
From the Landfill Fund, check#2391 thru check#2394 in the amount of $18,778.00
From the State Fund, check #3242 thru check #3244 in the amount of $19,168.04
From the Toby Water account, check #1706 thru check #1709 in the amount of $13,289.91
From the MPCF Grant account, check #1033 in the amount of $415.742.15
For a TOTAL of $557,507.41
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 #30443, and check #1708 to St. Marys Water, as he sits on the Board.

OTHER BUSINESS

Chairman Mattiuz called for an executive session to be held after the meeting to discuss a personnel issue.

With no further business to discuss, a motion was made by Matt Pontzer, seconded by Randy Gradizzi, to adjourn this meeting at 6:20 PM. Motion carried.

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