

PULASKI TOWNSHIP BOARD OF SUPERVISORS

LAWRENCE COUNTY
1172 STATE ROUTE 208
PULASKI, PENNSYLVANIA 16143
PHONE: 724-964-8891 FAX: 724-964-1028

January 9, 2025

The organizational and regular monthly meeting of the Pulaski Township Board of Supervisors was held on January 6, 2025 at 5:00 pm in the Township Municipal Building 1172 State Route 208, Pulaski, PA 16143.

Members present were Keith Stowe and Virginia Zinza. Kelly Smith was absent.

The meeting was opened with the Pledge of Allegiance to the Flag and called to order by Keith Stowe.

This meeting is being recorded for the purpose of transcribing minutes.

A motion was made by Virginia Zinza and second by Keith Stowe to open the Organizational and regular Meeting of January 6, 2025 as advertised in the legal section of the New Castle News on December 11, 2024. The Board voted all in favor; motion carried.

Public Comment regarding items listed on the Agenda – None.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Keith Stowe as temporary Chairman of the Board. The Board voted all in favor; motion carried.

A motion was made by Keith Stowe and second by Virginia Zinza to appoint Megan Allison as temporary Secretary/Treasurer of the Board. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Keith Stowe as Chairman of the Board for the year 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Kelly Smith as Vice-Chairman of the Board for the year 2025. The Board voted all in favor; motion carried.

A motion was made by Keith Stowe and second by Virginia Zinza to appoint Megan Allison as Secretary/Treasurer of the Board for the year 2025 at \$21.00 per hour, retroactive to January 1, 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Louis Perrotta as Township Solicitor for the year 2025. The Board voted all in favor; motion carried.

A motion was made by Keith Stowe and second by Virginia Zinza to appoint Ryan Long as Solicitor for the Zoning Hearing Board for 2025. Attorney Long advised he wished to be re-appointed. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint all three (3) Supervisors as road masters at the recommended compensation of \$17.20 per hour. Hourly rate to be approved by the Board of Auditors at their organizational meeting to be held on January 7, 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to hold the regular scheduled monthly meetings of the Board of Supervisors for the year 2025 on the first Monday of each month at 7:00 pm, except in September when the meeting will be held on the second Monday at 7:00 p.m., in the township municipal building 1172 S.R. 208 Pulaski, PA 16143. The Board voted all in favor; motion carried.

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A motion was made by Virginia Zinza and second by Keith Stowe to retain First National Bank, New Wilmington Branch, as depository of township funds for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Mourice Waltz as Zoning Administrator/Officer to administer the Zoning Ordinance at a lump sum retainer of \$500.00 per month for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Mourice Waltz as Stormwater Management Coordinator and Floodplain Administrator for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Ken Rodgers and M. Mourine Rodgers of Waltz Planners & Consultants as alternate Zoning Administrator/Officers for Pulaski Township for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Pennsylvania Construction Inspection, Inc. as the Building Code Official for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Joe Goodge to serve as Chairman of the Vacancy Board for 2025. Mr. Goodge confirmed he wished to be re-appointed. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to authorize the Chairman of the Board to approve a Bi-Weekly payroll for fiscal year 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Kenneth D. Rodgers to conduct all municipal Sewage Enforcement work in Pulaski Township for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Doug Duncan as alternate to conduct municipal Sewage Enforcement work in Pulaski Township for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint M. Mourine Rodgers and Cole Jones as Percolation Test Technicians for work in Pulaski Township for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to approve the continued payment of a Health and Welfare supplement to Guy Morse in the amount of \$300.00 per month for opting not to take the Township 100% paid health benefits. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to reappoint Frank B. Taylor Engineering and R.A.R. Engineering as Township Engineers for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to set the Treasurer's bond at \$1,500,000.00 for fiscal year 2025. The Board voted all in favor; motion carried.

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A motion was made by Keith Stowe and second by Virginia Zinza to set the Elected Tax Collector's bond at \$500,000.00 of which 92% of cost to be paid by W.A.S.D., for the year 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Berkheimer to collect Per Capita Taxes for the township for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to pay utility bills and insurance invoices upon receipt. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to reappoint Guy Morse as Class "A" Maintenance worker in Charge at a rate of \$27.60 per hour, retroactive to January 1, 2025 per the Teamster's contract. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to reappoint Alyson Boyer as Class "B" Maintenance worker at a rate of \$24.50 per hour, retroactive to January 1, 2025 per the Teamster's contract. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to reappoint Gregory Houlette as Class "B" Maintenance Worker at a rate of \$24.50 per hour, retroactive to January 1, 2025 per the Teamster's contract. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Nathan Book as a part time employee on an as needed basis at a rate of \$18.50 per hour, retroactive to January 1, 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to set wages of temporary hired employees for the road department starting at the Pennsylvania State Minimum wage and up to \$18.50 per hour depending upon the employee's experience concerning the handling of Township equipment and the knowledge of township roads. Temporary hired employees must have a valid CDL in order to handle township equipment (which requires a CDL license) as required by law. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Chad Adams as a full time Police Lieutenant and Officer in Charge at a rate of \$30.40 per hour while undergoing contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Jeffrey Wiesen as a part time Police Officer at a rate of \$23.10 per hour while undergoing contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Scott Petroff as a part time Police Officer at a rate of \$22.30 per hour while undergoing contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to adopt benefits for full time, non-union township employees to be as follows for 2025:

- A. One (1) week paid vacation after one (1) year of continuous employment;
- B. Two (2) weeks paid vacation after two (2) years of continuous employment;
- C. Three (3) weeks paid vacation after seven (7) years of continuous employment;

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- D. One (1) day to be added after 11-12 years; two (2) days to be added after 13-14 years and three (3) days to be added after 15 or more years.

The following benefits take effect after a 90-day probation period for all full-time, non-union employees:

- E. Paid holidays to be as follows: New Year's Day, Memorial Day, Fourth of July, Labor Day, Election Day, Thanksgiving Day, Christmas Eve ½ day, Christmas Day and Five (5) personal days
- F. Five (5) days leave with pay for the death of a spouse; three (3) days leave with pay for the death of: Mother, Father, Sister, Brother or Child and two (2) days leave with pay for the death of: Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Grandmother, Grandfather or Grandchild

The Board voted all in favor; motion carried.

Note: No two employees of the Road Department are to schedule their vacation or personal days during the same period. No vacation time and/or personal time will be allowed to accumulate into the following fiscal year for any full time employees of the township.

Note: Non Uniform employees will be enrolled in and receive quarterly contributions in the Non-Uniform Pension Plan after a 6 month probation period.

A motion was made by Virginia Zinza and second by Keith Stowe to continue to implement the Pulaski Township Shop Rules and Job Descriptions for all employees of the Road Department. The Board voted all in favor; motion carried.

A motion was made by Keith Stowe and second by Virginia Zinza to appoint all three (3) Supervisors as Facilitators of the Road Department for 2025. The Board voted all in favor; motion carried.

A motion was made by Keith Stowe and second by Virginia Zinza to appoint all three (3) Supervisors as Facilitators of the Police Department for 2025. The Board voted all in favor; motion carried.

A motion was made by Keith Stowe and second by Virginia Zinza to appoint Virginia Zinza as liaison supervisors with the Municipal Authority for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Guy Morse as the Emergency Management Coordinator for 2025, at the compensation rate of \$1,000 for the year. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to authorize the Board of Supervisors and Board Secretary to attend the 2025 State Convention in Hershey, PA in April, 2025 and to be compensated for mileage and for per diem expenses upon presentation of bills to the Treasurer. Attending Supervisors will be paid Roadmaster's wages while in attendance. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to nominate Keith Stowe as voting delegate to the State Convention. The Board voted all in favor; motion carried.

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A motion was made by Virginia Zinza and second by Keith Stowe to authorize the Board of Supervisors, Board Secretary and elected Tax Collector to attend educational meetings through the Lawrence County Association of Township Officials during 2025 and receive compensation at the rate of \$50.00 per meeting attended. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to compensate the Pulaski Township Planning Commission members \$30.00 for each advertised meeting they attend during the year 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to compensate the Pulaski Township Zoning Hearing Board members \$30.00 for each advertised meeting they attend during the year 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to approve compensation to the Pulaski Township Municipal Authority members in the amount of \$45.00 for each advertised meeting they attend during the year 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to have Carl and Susan Fette clean the Municipal Building at the cost of \$130.00 per month for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to have Alyson Boyer maintain the mowing of the cemeteries, ball fields and Township Building grounds for the year 2025 at a rate of \$16.00 per hour. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to appoint Kelly Smith to serve on the Agricultural Security Area Advisory Committee. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to reimburse Elected Township Supervisors for lost wages when they are required to attend any court proceedings and District Magistrate hearings on behalf of the Township. The Board voted all in favor; motion carried.

Conclusion of re-organizational meeting.

REGULAR MEETING BUSINESS:

A motion was made by Virginia Zinza and second by Keith Stowe to approve the minutes of the special meeting held on December 23, 2024, with all Board members present, and as presented to the Board on December 30, 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to approve the payment of bills: General Fund – \$17,030.65; Fire Fund – \$1,900.80; State Fund -- \$10,378.58 and Light Fund – \$408.62. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to adopt Resolution No. 01-2025 setting the Township's quarterly contribution to each member's account of the Non-Uniform Pension Plan at \$825.00 per Quarter for the year 2025. The Board voted all in favor; motion carried.

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A motion was made by Virginia Zinza and second by Keith Stowe to adopt Resolution No. 02-2025 waiving the required member contributions for calendar years 2025 and 2026 for the Uniform Pension Plan. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to adopt Resolution No. 03-2025 fixing the reimbursable mileage rate at \$0.70 cents per mile (as set by IRS), reimbursable to employees and/or Township Supervisors that use their personal vehicles to conduct Township business. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to enter into and execute agreement with Infocon Corporation for 2025 tax processing services of real estate, fire and light tax bills. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to continue the website through web.com at the cost of \$334.75 for 2025. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Keith Stowe to approve park rentals for January 17th - 20th and January 25th. The Board voted all in favor; motion carried.

The Board reviewed offer received on the sale of the Model 1250 Vermeer Wood Chipper. Austin Dunkel submitted an offer of \$1,000. The Board discussed re-advertising to see if any more bids come in. A motion was made by Virginia Zinza and second by Keith Stowe to re-advertise the wood chipper for sale. The Board voted all in favor; motion carried.

*Fire Department Report for the month of December, 2025 given by Fire Chief Guy Morse: Structure Fires – 0, MVA – 8, Auto alarms – 1, Service calls – 0, Trees/Lines down – 3, brush fires - 1, Mutual Aid – 0, EMS Calls - 7; Total Calls - 20. The Department had three apparatus pump tested and certified. New Brush truck lighting package is being installed on the 15th. County Fire School is starting up and we'll have two (2) individuals going for basic firefighter course. Also may have two (2) people going for EMT.

Road Department Report for the month of December given by Supervisor Zinza: Clear and treat/salt roads during snow; Ditch work on Heather Heights, English Road, Pulaski-Mercer, Marr Road, Coffee Run Road and Deer Creek; Tree cleanup on Pine Glenn, Coffee Run, Cherriwood, Cotton Road and Tanglewood Road and General Maintenance and repair on equipment.

Police Report - Theft (\$50 to \$200 retail theft) - Criminal Mischief - 1; Motorvehicle Accident - 2; PFA Violation - 1; Administrative Duty - 2; Assist Public - 1; Citation (traffic) - 8; Court Hearings - 3; Community Policing - 1; Traffic Warning - 4. Total calls 32.

No Park Committee report, December meeting was cancelled. January meeting date yet to be determined.

Following is the report of taxes collected during the month of December, 2024:

Elected Tax Collector, Bradley Marshall:

Berkheimer:

Real Estate Taxes: \$7,582.41
Fire Taxes: \$7,582.41
Light Taxes: \$706.53

Per Capita Tax : \$535.90

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Wage Taxes received from Berkheimer December, 2024: \$14,894.33
 Local Services Tax received from Berkheimer December, 2024 : \$1,234.74

Following is the report of zoning permits issued by the Zoning Administrator, Mourice Waltz and building permits issued by the Building Code Official, Pennsylvania Construction Inspection, Inc. during December, 2024:

	<u>COST OF CONSTRUCTION</u>	<u>COST OF PERMITS</u>
Home Demolition	\$9,800.00	\$174.50
Fence	\$1,616.40	\$30.00
Pole Building	\$29,045.00	\$143.00
Pole Building	\$39,950.00	\$162.00
Barn	\$9,750.00	\$72.00
New Home	\$98,893.00	\$554.06
Total Cost of Construction	\$189,054.40	
Total Cost of Permits:	\$1,135.56	
Total Amount Collected:	\$1,135.56	

Following is the Treasurer's Report. All balances are as of January 6, 2025.

	<u>Checking Accts.</u>	<u>Savings Accts.</u>	<u>PLGIT Accts.</u>	<u>CD's</u>
General Fund	\$101,186.87	\$268,435.49	\$164,445.10	\$117,853.31
State Fund	\$143,886.74			
Fire Fund	\$2,176.47	\$628,760.39		
Light Fund	\$20,843.65			
Equipment Fund		\$31,496.55	\$31,406.85	
Gas Lease Funds		\$527,679.65	\$417,731.68	
Park Fund	\$1,581.41			
Police Fund	\$1,050.87			
ARPA Fund		\$99,394.94		

NOTE: Balances do not reflect taxes collected from elected tax collector as they have not yet been deposited.

ITEMS FOR CONSIDERATION:

Sheehan Subdivision/Property Donation - Shawn Sheehan owns the property that the old sewer plant was on for the New Bedford School and he's willing to donate it to the Township to make part of the Park property since the building was removed. The Solicitor explained a Subdivision would need to be submitted and once that is done they can prepare a Donation Agreement. After discussion with the Township Engineer they advised that it would need to be subdivided and then added to the Township's property and then they recommended consolidating all the Township's lots into one. Megan talked to the Engineer and they advised it would be \$2,600 for the subdivision and Lot Consolidation plus costs for County review and recording fees. A motion was made by Virginia Zinza and second by Keith Stowe to put this on next month's meeting agenda once we have the total cost for discussion. The Board voted all in favor; motion carried.

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Act 94 of 2024 Ordinance for Supervisor's Compensation Increase - Act 94 of 2024 amended the Second Class Township Code to adjust the maximum thresholds for Supervisor compensation and to allow Township Supervisors to be paid on a per-meeting basis. The new Act went into effect on December 1, 2024 and the Board of Supervisors may choose whether to implement the increase by Ordinance or to leave current compensation rates in place. Township's with a population not more than 4,999 went from \$1,875 per year to \$3,145 per year which would be about \$262 per month. Any change in Supervisor compensation will not apply to Supervisors during their current term instead a Supervisor would receive the new rate only after beginning a new term of office. A newly appointed Supervisor would receive the increase immediately. This is an option the Board can consider adopting by Ordinance. A motion was made by Virginia Zinza and second by Keith Stowe to add this to the February meeting agenda for discussion when all Supervisor are in attendance. The Board voted all in favor; motion carried.

Police Department Hiring - The Board discussed re-advertising to accept applications for full-time and part-time officers. A motion was made by Virginia Zinza and second by Keith Stowe to re-advertise to accept applications for full-time and part-time police officers. We can run the same advertisement that was put in the paper last time. The Board voted all in favor; motion carried.

PUBLIC COMMENT:

Rick Suders - Does PSP report when they respond to calls in the Township to our Police Department? Lt. Adams advised not often does PSP contact us and let us know what's going on while we don't have an officer on duty. Mr. Suders thought it would be helpful to our Department knowing what kind of calls the State Police are responding to out here. Mr. Suders also advised they are tearing down some of the trailers in the mobile home park, they've removed some trees and fixed some water leaks so we're moving in the right direction now.

Next meeting is scheduled for February 3, 2025 at 7:00 p.m.

A motion was made by Virginia Zinza and second by Keith Stowe to adjourn the meeting. The Board voted all in favor; motion carried. The meeting adjourned at 5:44 p.m.



Megan Allison, Secretary