

PULASKI TOWNSHIP BOARD OF SUPERVISORS

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

January 4, 2024

The organizational and regular monthly meeting of the Pulaski Township Board of Supervisors was held on January 2, 2024 at 5:00 pm in the Township Municipal Building 1172 State Route 208, Pulaski, PA 16143.

Members present were Keith Stowe, Kelly Smith and Virginia Zinza.

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 Kelly Smith and second by Virginia Zinza to open the Organizational and regular Meeting of January 2, 2024 as advertised in the legal section of the New Castle News on December 8, 2023. 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 Kelly Smith to appoint Keith Stowe as temporary Chairman of the Board. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith 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 Kelly Smith and second by Virginia Zinza to appoint Keith Stowe as Chairman of the Board for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Kelly Smith as Vice-Chairman of the Board for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Megan Allison as Secretary/Treasurer of the Board for the year 2024 at \$21.00 per hour, retroactive to January 1, 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Louis Perrotta as Township Solicitor for the year 2024. Chairman Stowe advised Jason Medure has been the Township Solicitor the last couple years. Two Board members voted in favor (Keith Stowe - No), motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Ryan Long as Solicitor for the Zoning Hearing Board for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza 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 3, 2024. The Board voted all in favor; motion carried.

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A motion was made by Virginia Zinza and second by Kelly Smith to hold the regular scheduled monthly meetings of the Board of Supervisors for the year 2024 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.

A motion was made by Kelly Smith and second by Virginia Zinza to retain First National Bank, New Wilmington Branch, as depository of township funds for fiscal year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Mourice Waltz as Zoning Administrator/Officer to administer the Zoning Ordinance at a lump sum retainer of \$500.00 per month, for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Mourice Waltz as Stormwater Management Coordinator and Floodplain Administrator for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Ken Rodgers and M. Mourine Rodgers of Waltz Planners & Consultants as alternate Zoning Administrator/Officers for Pulaski Township for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Pennsylvania Construction Inspection, Inc. as the Building Code Official for 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Joe Goodge to serve as Chairman of the Vacancy Board for 2024. Megan spoke with Joe and he is willing to be re-appointed. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to authorize the Chairman of the Board to approve a Bi-Weekly payroll for fiscal year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Kenneth D. Rodgers to conduct all municipal Sewage Enforcement work in Pulaski Township for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Doug Duncan as alternate to conduct municipal Sewage Enforcement work in Pulaski Township for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint M. Mourine Rodgers and Cole Jones as Percolation Test Technicians for work in Pulaski Township for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to approve the continued payment of a Health and Welfare supplement to Randall Courson 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.

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A motion was made by Virginia Zinza and second by Kelly Smith 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 Kelly Smith to reappoint Frank B. Taylor Engineering and R.A.R. Engineering as Township Engineers for the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to set the Treasurer's bond at \$1,500,000.00 for fiscal year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith 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 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Berkheimer to collect Per Capita Taxes for the township for 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza 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 Kelly Smith to reappoint Guy Morse as Class "A" Maintenance worker in Charge at a rate of \$25.35 per hour, retroactive to January 1, 2024 per the Teamster's contract. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Keith Stowe to reappoint Carl Fette as Class "B" Maintenance worker at a rate of \$21.55 per hour, retroactive to January 1, 2024 per the Teamster's contract. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to set wages of temporary hired employees for the road department starting at the Pennsylvania State Minimum wage and up to \$18.00 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 commercial driver's license 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 Kelly Smith to appoint Nathan Book as a part time employee on an as needed basis at a rate of \$18.00 per hour, retroactive to January 1, 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Greg Houlette as a part-time employee, on an as needed basis, at a rate of \$16.30 per hour, retroactive to January 1, 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Keith Hoffman as a part-time employee, on an as needed basis, at a rate of \$16.80 per hour, retroactive to January 1, 2024. The Board voted all in favor; motion carried.

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A motion was made by Kelly Smith and second by Virginia Zinza to appoint Chad Adams as a full time Police Lieutenant and Officer in Charge at a rate of \$30.40 per hour, retroactive to January 1, 2024 per union contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Randy Courson as a full time Police Officer and Sergeant at a rate of \$27.20 per hour, retroactive to January 1, 2024 per union contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Jeffrey Wiesen as a part time Police Officer at a rate of \$23.10 per hour, retroactive to January 1, 2024 per union contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Joseph Hora as a part time Police Officer at a rate of \$22.30 per hour, retroactive to January 1, 2024 per union contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Scott Petroff as a part time Police Officer at a rate of \$22.30 per hour, retroactive to January 1, 2024 per union contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to appoint Hannah Richards as a part-time Police Officer at a rate of \$19.00 per hour, retroactive to January 1, 2024 per union contract negotiations. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to adopt benefits for full time, non-union township employees to be as follows for 2024:

- 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;
- 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. Seven and one half (7 ½) 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. Three (3) days leave with pay for the death of: Mother, Father, Sister, Brother, Spouse or Child

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- G. 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 Kelly Smith 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 Kelly Smith and second by Virginia Zinza to appoint all three (3) Supervisors as Facilitators of the Road Department for 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint all three (3) Supervisors as Facilitators of the Police Department for 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Keith Stowe to appoint Virginia Zinza as liaison supervisors with the Municipal Authority for 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Guy Morse as the Emergency Management Coordinator for 2024, 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 Kelly Smith to authorize the Board of Supervisors and Board Secretary to attend the 2024 State Convention in Hershey, PA in April, 2024 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 Kelly Smith and second by Virginia Zinza to nominate Keith Stowe as voting delegate to the State Convention. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to authorize the Board of Supervisors, Board Secretary, Elected Tax Collector and Board of Auditors to attend the Lawrence County Spring and Fall Conventions for 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza 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 2024 and receive compensation at the rate of \$50.00 per meeting attended. The Board voted all in favor; motion carried.

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A motion was made by Virginia Zinza and second by Kelly Smith to compensate the Pulaski Township Planning Commission members \$30.00 for each advertised meeting they attend during the year 2024. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to compensate the Pulaski Township Zoning Hearing Board members \$30.00 for each advertised meeting they attend during the year 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza 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 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to have Carl and Susan Fette maintain (clean) the Municipal Building at the cost of \$130.00 per month for 2024. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to have Alyson Boyer maintain the mowing of the cemeteries, ball fields and Township Building grounds for the year 2024 at a rate of \$15.50 per hour. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith 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 Virginia Zinza and second by Kelly Smith 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 Kelly Smith and second by Virginia Zinza to approve the minutes of the special meeting held on December 18, 2023, with all Board members present, and as presented to the Board on December 21, 2023. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to approve the payment of bills:
General Fund – \$22,831.32 Fire Fund – \$5,062.12 Light Fund – \$397.49
The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to adopt Resolution No. 01-2024 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 2024. The Board voted all in favor; motion carried.

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A motion was made by Kelly Smith and second by Virginia Zinza to adopt Resolution No. 02-2024 fixing the reimbursable mileage rate at \$0.67 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.

The Board reviewed two (2) letters of interest submitted for a three (3) year term on the Zoning Hearing Board. Letters were submitted by Dan Abramson and CathyJo Sabol. Discussion was held about the appointment and the Board agreed that both individuals are qualified. Vice Chairman Smith advised he would vote for Mrs. Sabol and Supervisor Zinza advised that she would vote for Mr. Abramson. There was a lengthy discussion held between the Board and the residents who submitted letters of interest. There was discussion about possibly expanding the Zoning Hearing Board to five (5) members instead of three (3) that would need to be discussed with the Solicitor. A motion was made by Virginia Zinza and second by Kelly Smith to table the appointment to the Zoning Hearing Board until next meeting. The Board voted all in favor; motion carried.

A motion was made by Kelly Smith and second by Virginia Zinza to appoint Cathy Jo Sabol to a position on the Municipal Authority Board through September, 2025 to fill a vacancy due to resignation. The Board voted all in favor; motion carried.

A motion was made by Virginia Zinza and second by Kelly Smith to enter into and execute agreement with Infocon Corporation for 2024 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 Kelly Smith to adopt Resolution No. 04-2024 setting the permit application fee for any person to construct, maintain or operate any mobile home park within the limits of Pulaski Township. The Board just recently adopted the mobile home park ordinance and it will require any mobile home park operated in the Township to make application once a year and the fee must be set by Resolution. The Board discussed the fact that the Zoning Officer would need to review the application and ensure the regulations are being met so the fee needs to cover those costs and any cost to the Solicitor if they get involved. Vice Chairman Smith advised other places have fees ranging from \$500 to \$2,500 per year. The Board voted to set the annual fee at \$600 for 2024. The Board voted all in favor; motion carried.

*Fire Department Report for the month of December, 2023 given by Fire Chief Guy Morse: Structure Fires - 1, MVA - 1, Auto alarms - 1, Service calls - 0, Trees/Lines down - 0, brush fires - 0, Mutual Aid - 2, EMS Calls - 13; Total Calls - 18; man power hours for Fire was 33.17, Truck hours for Fire was 10; man hours EMS - 19.5; Car Hours EMS - 9. Brush truck at the Pulaski Station was given to the Department when Guy became a Fire Warden it's a 1985 Chevy and it needs work done on it to pass inspection. The Department is discussing possibly purchasing a new brush truck or looking into a used truck. He wanted to bring this to the Board's attention because the Department will need help financially to purchase the truck. The Department will be discussing this at their meeting tonight so he will have more information for the meeting next month.

Road Department Report for the month of December given by Vice Chairman Smith: Ditching on Brown School Road, Cherriwood Road and N. Valley View Road; Patching on Landau Drive; Treated roads; Hauled scrap and cleaned up garage; General Maintenance and repair on equipment.

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Police Report - Assault - Firearm - 1; Burglary-Forced Entry-Residence-Night - 1; Theft (\$200 and over - all other) - 1; Theft (\$50 to \$200 from buildings) - 1; Disorderly Conduct - 1; Harassment - 2; Domestic Violent - 1; Alarm - 1; Suspicious Auto - 1; Dumping - 1; Civil (Other) - 1; Abandoned Vehicle - 1; Assist Other Police Agency - 6; Assist EMS - 1; Warrant (Local - Criminal) - 1; Warrant (Other Authority - Criminal) - 1; Administrative Duty - 5; Citation (traffic) - 7; Court Hearings - 3; Community Policing - 1; Domestic Non-Violent - 1; Erratic Driver - 1; Investigation/Follow-up - 1; Scam/Phone call - 1; Traffic Warning - 8. Total calls 50.

Following is the report of taxes collected during the month of December, 2023:

Elected Tax Collector, Bradley Marshall:

Real Estate Taxes:	\$6,435.56
Fire Taxes:	\$6,435.56
Light Taxes:	\$589.29
Per Capita (Berkheimer)	\$654.60
Delinquent Per Capita:	\$33.00

Wage Taxes received from Berkheimer December, 2023:	\$14,472.43
Local Services Tax received from Berkheimer December, 2023 :	\$83.98

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, 2023:

	<u>COST OF CONSTRUCTION</u>	<u>COST OF PERMITS</u>
Pavilion	\$12,300.00	\$473.78
Barn	\$4,500.00	\$55.50
Demolition Permits (2)		\$349.00
Total Cost of Construction	\$16,800.00	
Total Cost of Permits:	\$878.28	
Total Amount Collected:	\$878.28	

Following is the Treasurer's Report. All balances are as of January 2, 2024.

	<u>Checking Accts.</u>	<u>Savings Accts.</u>	<u>PLGIT Accts.</u>	<u>CD's</u>
General Fund	\$91,394.63	\$150,306.81	\$156,027.42	\$112,155.43
State Fund	\$90,831.58			
Fire Fund	\$2,244.86	\$544,517.63		
Light Fund	\$19,377.49			
Equipment Fund		\$18,163.40	\$30,369.39	
Gas Lease Funds		\$460,501.72	\$396,341.45	
Park Fund	\$1,572.03			
Police Fund	\$1,050.87			

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NOTE: Balances do not reflect taxes collected from elected tax collector as they have just been received and not yet deposited as of this date.

ITEMS FOR DISCUSSION:

Purchase of Fuel Cell, Pump, Toolbox, Bed Liner - We got pricing from Tractor Supply \$1,695.97 and Henley \$4,065.17 on the fuel cell, pump, tool box and bed liner; We got pricing from HKG for lighting at \$3,040. We also contacted Signs by Sam to get pricing on lettering the new truck. A motion was made by Virginia Zinza and second by Kelly Smith to purchase accessories from Henley which includes installation at \$4,065.17, lighting from HKG at \$3,040 and lettering from Signs by Sam at \$600. Funds will be paid from the Gas Fund. The Board voted all in favor; motion carried.

Sale of the Road Grader/2013 Ford Explorer - This was discussed last month, we pulled the machine out and found there are two (2) seals that need fixed on the road grader. If we fix those we need to put a reserve of \$12,000 on it when we put it on Municibid. The Board discussed waiting to post the grader on Municibid until February with a reserve of \$12,000 and accept bids thru March 31, 2024. We need to get the 2013 Ford Explorer appraised before we decide to post it for sale on Municibid for sale.

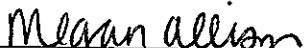
PUBLIC COMMENT:

Dan Abramson - He saw the scoreboard was on the trailer down back what are you doing with it? The Board advised they are moving it up to the Park and in the spring we'll see if we can get it installed at one of the fields. Dan advised that scoreboard was purchased through a grant many years ago so it can't be sold.

A motion was made by Kelly Smith and second by Virginia Zinza to discuss an item not listed on the agenda regarding 10 ton weight limit signs. Vice Chairman Smith stated that the Board was notified by the State Police that they lost a court case due to a DOT truck stop on Evergreen Road because the 10 ton weight limit sign was further than 25 feet from the intersection. The State Police stopped to notify the Township of it and make sure our signs are within 25 feet and they also need to be posted on both sides of the road. We went out and looked at our signs and took measurements we've moved some of them to be within 25 feet, we have several signs that need replaced because they are faded or damaged. We received a quote from Municibid to see what we were going to be getting into and for 128 post kits and 130 signs and the total was for \$10,861.76. We need to get these ordered so we can get the signs up as soon as possible. Lt. Chad Adams advised that he wrote two tickets last month where we'll get 1/2 the fines totaling \$16,200 and \$15,864. So the fines from two truck citations would pay for your signs. A motion was made by Kelly Smith and second by Virginia Zinza to place the order for 130 signs and 128 post kits from U.S. Municipal totaling \$10,861.76 to be paid from the gas fund. The Board voted all in favor; motion carried.

Next meeting is scheduled for February 5, 2024 at 7:00 p.m.

A motion was made by Kelly Smith and second by Virginia Zinza to adjourn the meeting. The Board voted all in favor; motion carried. The meeting adjourned at 6:11 p.m.


Megan Allison, Secretary