

ELK TOWNSHIP SUPERVISORS MEETING
ELK TOWNSHIP OFFICE SCANDIA, PA

January 6, 2025

The Elk Township Organizational meeting was called to order with the Pledge of Allegiance at 6:32pm. Present were Supervisors Jeffrey Carlstrom, Kelly VanCise, Matt Wallin and Secretary Sherry Moore.

Supervisor Jeffrey Carlstrom made a motion to appoint Supervisor Matt Wallin as temporary Chairman Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to appoint Sherry Moore as temporary Secretary Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to elect Supervisor Kelly VanCise as Chairman Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to elect Supervisor Jeffrey Carlstrom as Vice Chairman Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to elect Supervisor Matt Wallin as supervisor of personnel Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to elect Sherry Moore as Secretary/ Treasurer Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion to appoint Julie Parmenter of Pine Grove Township as Assistant Secretary if needed Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to set the treasurer's bond at \$600,000.00 with Travelers Casualty & Surety Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion to go with Resolution 2-2009 for the gas mileage to be the reimbursement set by the IRS Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

The appointment for road foreman and skilled laborer was tabled at this time due to interviews in process.

Supervisor Matt Wallin made a motion to increase the Secretary Sherry Moore's wages fifty cents an hour Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to keep the road foreman's wages at \$19.50 an hour Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion to keep the skilled laborer wages at \$19.00 an hour Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to keep the full-time road crews' medical & clothing benefits as follows Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

After the 1st of the month following 30 days of employment:

Hospital Insurance Township pays 100%

Dental Insurance Township pays 100%

After six months:

Vision Allowance: \$125.00 a yr. and can roll over 1 yr. to a maximum of \$250.00

Clothing Allowance will be \$250.00 towards work clothes per year for full time employees

Supervisor Jeffrey Carlstrom made a motion to have the paid holidays to be, New Year's Day, Memorial Day, Good Friday, Labor Day, Independence Day, Employee's Birthday, Thanksgiving Day and Christmas Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to keep the full-time employees leave benefits as follows Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Benefits for full time employees:

Vacation: 40 hours after one year of employment and after 2 years eight hours for each year up to 160 paid hours

Sick Hours: 40 hours after six months of employment

Personal Hours: 24 hours after one year of employment

Supervisor Matt Wallin made a motion that part time employees (after five years of employment) get paid Holidays: New Year's Day, Memorial Day, Good Friday, Labor Day, Independence Day, Employee's Birthday, Thanksgiving Day and Christmas (only if it is a scheduled work day and for the hours scheduled) No Health, Dental, Vacation or Sick pay for part time employees Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion for the township to place 5% into the retirement fund per quarter for part time and full-time employees after six months of employment (as in the township ordinance #59) Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion for Tim Bevevino to be the township's solicitor Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion for Todd Fantaskey to be the townships Sewage Enforcement Officer Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to have Collin Fantaskey as the Alternate Sewage Enforcement Officer Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion for Eco- Strategies to be the engineering firm for the township Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to appoint Ronald Johnson as chairman of the vacancy board Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion for James Zavinski to be the townships Emergency Management Coordinator Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion for James Peterson to be the township's Constable Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion that Julie Parmenter be the Deputy Tax Collector Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion for Berkheimer to be the earned income tax collector Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion for Larina Zimmerman to be the Tax Collection Committee Representative Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to set the pay rate at \$18.00 per hour for temporary road crew with a CDL and \$16.00 per hour if they don't have a CDL (these are on a needed basis) Supervisor Kelly VanCise seconds the motion. Motion carried with three votes. Supervisor Matt Wallin made a motion to have Mike Moore, Jon Ferrie and Stuart Beck to be temporary road crew employees when needed Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to adopt Resolution 2-2025 to use Northwest Savings Bank for the townships checking, savings, CD's, grants and money market accounts and PLGIT for the State Fund, Fire Fund, Savings, EMS Fund and Act 13 Fund and to have the signors for all township accounts to be the three Supervisors and the Secretary with three signatures required per check Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to hold the township's monthly meetings on the second and fourth Wednesdays of the month at 6:30 pm and to be held at the Elk Township Office, with their only being a meeting on the first Wednesday in December due to the holiday Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion for Construction Code Inspections to be the townships building inspectors Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to have Warren County do the townships planning and zoning Supervisor Matt Wallin seconds the motion. Motion carried with three votes.

Supervisor Kelly VanCise made a motion to have Warren County Planning & Zoning to be the Floodplain Administrator Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to have a spring road inspection with a date to be announced at a later date Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to have Matt Wallin be the alternate right to know person Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion not to send anyone to the state convention this year Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion that English be the official language for all township business Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to have Kelly VanCise be the voting delegate from the township for the COG Supervisor Jeffrey Carlstrom seconds the motion. Motion carried with three votes.

Supervisor Matt Wallin made a motion to adopt Resolution 1-2025 to authorize payments as needed of any bills that are due and need to be paid before the scheduled township meetings and to pay certain bills online Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Supervisor Jeffrey Carlstrom made a motion to have Scandia VFD be the township's fire department Supervisor Kelly VanCise seconds the motion. Motion carried with three votes. The list of fire department events for 2025 will be approved when the department finalizes them.

The Scandia Fire Department will be at the regular meeting January 22, 2025 to sign the agreements with the township.

The Township Auditors will hold their organizational meeting on January 7, 2025 at 6:30 pm at the township office.

PUBLIC COMMENT: None

Supervisor Matt Wallin made a motion to adjourn the meeting at 7:00 pm Supervisor Kelly VanCise seconds the motion. Motion carried with three votes.

Signed and Sealed by Secretary Sherry M. Moore

