

The annual organizational meeting and regular monthly meeting of the Fox Township Board of Supervisors were held January 2, 2024 at 6:00 PM. Those present: Matt Pontzer, Dave Mattiuz and Randy Gradizzi, supervisors, Kathy Dowie, secretary-treasurer, Robin Singer, Greg Bauer 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 Randy Gradizzi, seconded by Matt Pontzer 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 Matt Pontzer, seconded by Dave Mattiuz 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 Matt Pontzer, seconded by Dave Mattiuz 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 Dave Mattiuz, seconded by Matt Pontzer to appoint Kathy Dowie as chairman of the vacancy board. Motion carried.

A motion was made by Randy Gradizzi, seconded by Dave Mattiuz to appoint Township residents to fill positions as follows:

Planning Commission: Gerald Huff and Mike Keller. Their terms will expire 12-31-27.

Sewer Authority: Russ Braun and Ken Huey. Their terms will expire 12-31-28.

Recreational Board: Rhonda Mosier. Her term will expire 12-31-28.

Zoning Hearing Board: Jim Nissel. His term will expire 12-31-26.

Toby Water Advisory Board: Joe Largey. His term will expire 12-31-28.

A motion was made by Matt Pontzer, 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 Randy Gradizzi 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 14-17 in Hershey.

A motion was made by Dave Mattiuz, 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 70¢ per hour increase for all employees. Stackpole Hall/PHEAA students will remain at \$12 per hour. Motion carried.

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

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to set the mileage reimbursement rate equal to that set by the IRS at 67¢ per mile. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Russ Braun as Sewage Enforcement Officer. Motion carried.

A motion was made by Dave Mattiuz, seconded by Matt Pontzer to appoint Jim Wischuck as Assistant Sewage Enforcement Officer. Motion carried.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer 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 \$725 for new systems and repairs \$400. Motion carried.

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

A motion was made by Matt Pontzer, seconded by Dave Mattiuz 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 opening sealed bids for limestone. Bid results were as follows:

Company	2A Limestone Per Ton	1B Limestone Per Ton
Bucktail Excavators	\$24.47	\$29.72
Woodland Equipment	<i>*No Prices Included in bid *</i>	
IA Construction Corp	\$40.00	\$42.00

A motion was made by Matt Pontzer, seconded by Dave Mattiuz to award the bid to Bucktail Excavators, the lowest bidder. Motion carried.

Chairman Mattiuz continued 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 6, 2023. Motion carried.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS

The completed CPA audits for Fox Township and Fox Township Sewer Authority for the year 2022 were received and are available for review.

The following subdivision was reviewed by the Planning Commission and recommended for approval:
 James and Katherine Gutowski are subdividing a 0.343-acre parcel from their property located along Homestead Road. This lot will be conveyed to David and Jill Wilhelm as an addition to their property containing an existing home served by public water and sewage. Form B waiver has been included for the new lot.

A motion was made by Randy Gradizzi, seconded by Matt Pontzer to approve this subdivision as presented. Motion carried.

The following bills were submitted for approval for payment:
 From the General Fund, check #29636 thru check #29668 in the amount of \$76,987.10
 From the Landfill Fund, check #2228 thru check #2231 in the amount of \$18,614.67
 From the Toby Water account, check #1543 thru check #1550 in the amount of \$5,952.57
 For a TOTAL of \$101,554.34

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 #29642 and check #1547 to St. Marys Water, as he sits on the Board.

With no further business to discuss, a motion was made by Randy Gradizzi, seconded by Dave Mattiuz, to adjourn this meeting at 6:18 PM. Motion carried.

The next meeting will be held February 7, 2024 at 6:00 PM at the Municipal Building.