

## **Patterson Township Board of Commissioners**

### **Reorganization Meeting**

**Tuesday, January 2, 2024**

The Patterson Township Board of Commissioners held their reorganization meeting on Tuesday, January 2, 2024 at 7:00 p.m. at the Municipal Complex, 1600 19<sup>th</sup> Avenue. Township Administrator/Secretary Milnes called the meeting to order and led the Pledge of Allegiance. Roll call showed Commissioners Bartoe, Kretschman, Hammer, Kristian and Jolliffe present.

The first order of business is to elect the officers. Mrs. Milnes acted as the temporary chair.

Mrs. Milnes requested nominations for President of the Board. Commissioner Kretschman nominated Commissioner Bartoe as President of the Board. Nomination seconded by Commissioner Kristian. Requesting any other nominations, motion was made by Commissioner Jolliffe to close the nominations. Motion seconded by Commissioner Kretschman. The motion passed unanimously on a roll call vote. Commissioner Bartoe will serve 2024-2025 as President.

The meeting was turned over to Commissioner Bartoe to preside.

Commissioner Bartoe requested nominations for Vice-President of the Board. Commissioner Kristian nominated Commissioner Kretschman as Vice-President of the Board. Nomination seconded by Commissioner Jolliffe. Requesting any other nominations, a motion was made by Commissioner Kristian to close the nominations. Motion seconded by Commissioner Jolliffe. The motion passed unanimously on a roll call vote. Commissioner Kretschman will serve 2024-2025 as Vice-President.

Commissioner Bartoe requested that Paula Wagoner, former President of the Board, hand out awards from the 2023 holiday decorating contest. Paula Wagoner and Kathy Ristau presented the awards and handed out as follows:

- 1<sup>st</sup> place – Frech Family – 1413 19<sup>th</sup> Ave. – \$100.00
- 2<sup>nd</sup> Place – Ray Family – 28 St. Andrews Drive – \$75.00
- 3<sup>rd</sup> Place – Dietz Family – 1709 Book Ave. – \$50.00

Commissioner Bartoe requested an executive session for personnel matters – executive session from 7:07pm-7:35pm.

**Resolution #2024-001** was presented establishing the monthly meeting schedule, spending policy, and the Committee assignments. The second Thursday of the month at 7:00 p.m. will remain as the regular meeting night, with a work session to be held on the Monday preceding the monthly meeting at 4:00 p.m. The spending policy will be set at \$2,000.00 per Commissioner, of which allows the Commissioners in charge of their appropriate department to spend up to \$2,000.00 without the entire Board's approval. In the event of an emergency, the Department Chair must seek approval from two (2) other Commissioners for any purchase over \$2,000.00. Commissioner Bartoe advised of the following Committee assignments:

**Administration, Police, and COG:** Ren Bartoe

**Fire & Emergency Management, Buildings & Grounds, and HR:** Joe Kristian

**Public Works & Recycling:** Steve Kretschman

**Zoning, Code Enforcement, Community Life, and COG Alternate:** Chris Jolliffe

**Park, Recreation and Finance:** Will Hammer

A motion was made by Commissioner Kretschman to adopt Resolution #2024-001 Establish Monthly Meeting Schedule, Spending Policy (presently \$2,000 per Commissioner), Appointment of Committee Assignments. The motion was seconded by Commissioner Kristian. The motion passed unanimously on a roll call vote.

**Resolution #2024-002** was presented authorizing facsimile signatures for banking services of payments or withdrawals of money. Motion was made by Commissioner Kristian, seconded by Commissioner Jolliffe adopting Resolution #2024-002. The motion passed unanimously on a roll call vote.

**Resolution #2024-003** was presented setting the Secretary salary. Motion was made by Commissioner Kristian to set the Secretary salary at \$51,015.00 plus non salary benefits, seconded by Commissioner Kretschman adopting Resolution #2024-002. The motion passed unanimously on a roll call vote.

**Appointments/Reappointments:** Commissioner Bartoe presented the list of reappointments as follows:

- a. Township Secretary – Christin Lyn Milnes
- b. Township Treasurer – Christin Lyn Milnes
- c. Deputy Treasurer – Kayla Hall
- d. Solicitor – Bowers & Fawcett, LLC
- e. Township Engineer – Lennon, Smith, Souleret Engineer, Inc.
- f. Township Depository – Wesbanco Bank
- g. Township Auditor – Mark Turnley, CPA
- h. Code Enforcement – New Brighton Boro/Peggy Griffith
- i. Zoning Hearing Board – Rachel Marchionda
- j. Civil Service Commission – Alternate vacant
- k. Planning Commission – Allan Segal/Chaz Januzzi
- l. Zoning Officer – New Brighton Boro/Peggy Griffith
- m. COG Representative/Alternate – Chris Jolliffe
- n. Emergency Management Coordinator – Bryan Landman
- o. Vacancy Board – Thomas Reed

Commissioner Jolliffe made a motion to approve the appointments as presented. The motion was seconded by Commissioner Hammer approving the list of reappointments as presented. The motion passed unanimously on a roll call vote.

**End of Reorganization Meeting**

General Business followed with the presentation of the minutes of the year-end meeting held on December 28, 2023. Motion was made by Commissioner Kristian, seconded by Commissioner Kretschman approving minutes as presented; passed unanimously.

**Public Comment:** None

**Engineer's Report:** *Wyatt Dishler.*, presented his monthly report regarding the following items:

*Highland Ave. Rain Garden Project:* this project is approximately 80% completed. There is grading work which remains at this time. The stone inlet has been replaced and the foundation removed completely. LSSE will have final numbers at the February meeting for approval and payment. Commissioner Kretschman requested that LSSE address the concerns with the damage to trees on the property with the contractor; LSSE will address.

**Solicitor's Report:** Attorney Ken Fawcett was in attendance; no report to present.

**Committee Reports:**

**Public Works & Recycling:** Commissioner Kretschman advised that the slip line work has been completed on Darlington Road; the back fill will be completed shortly.

Commissioner Kretschman advised that he has a need to hire an additional snowplow driver and he asked Attorney Fawcett if the Board would need a special meeting. Attorney Fawcett advised, as there is a predicted snow storm this weekend, there is an emergency need at this time. A motion was made by Commissioner Kretschman to amend the agenda to allow for the emergency hiring of a snowplow driver. The motion was seconded by Commissioner Kristian. Motion carried. A motion was made by Commissioner Kretschman to hire Adam Berger as a temporary snowplow driver as an emergency hire due to the pending snow storm this weekend. The motion was seconded by Commissioner Kristian. The motion passed unanimously on a roll call vote.

Commissioner Kretschman advised that per the City of Beaver Falls, a study was completed on Ross Hill Road and the cause of the multiple accidents was determined to be operator error. They are currently addressing ways to improve this section of roadway, however the options they are seeking to take are not able to be completed in the winter and will need to wait until spring 2024. As such, the road will remain closed until that time.

**Administration and Police:** December Police Report provided to Board.

**COG, Finance, Fire & Emergency Management:** Commissioner Bartoe advised the Board that the final expenses of 2023 were 97.5% of the budgeted amount.

**Buildings & Grounds and Zoning:** Commissioner Kristian advised that he has received one quote of just over \$900.00 to clean the carpets in the municipal building and he is working to obtain additional quotes. He hopes to have this scheduled soon.

**Code Enforcement:** December Code Report provided to Board. Commissioner Jolliffe asked for a safety barrier to be placed at the property located at 400 16<sup>th</sup> Ave. where the property was demolished until the new home is built. Mrs. Milnes will reach out to the Code Enforcement officer to have this request made to the property owner.

**Recreations and Community Life:** No report.

Commissioner Kristian made a motion to accept all committee reports as submitted. The motion was seconded by Commissioner Kretschman. Motion carried.

**Unfinished Business:** None

**Township Agencies:** None

**Communications:** None

**Miscellaneous Business:**

Mansell Sewer Credit – A motion was made by Commissioner Kretschman to approve a credit in the amount of \$3,975.05 for an underground water leak on the property which has been repaired. The Motion was seconded by Commissioner Jolliffe. The motion passed unanimously on a roll call vote.

There being no further business to be brought before the Board, motion was made by Commissioner Jolliffe to adjourn. Motion seconded by Commissioner Hammer. The meeting adjourned at 8:03 p.m.

Respectfully submitted:

Christin Lyn Milnes, Secretary

Copy: Board of Commissioners  
Kenneth G. Fawcett, Esq.  
Larry Lennon, Jr., P.E.