

ELDRED TOWNSHIP BOARD OF SUPERVISORS  
**REORGANIZATION MEETING MINUTES**  
January 6, 2025

This meeting was held at the Eldred Township Building. Chairman Greeley called the meeting to order at 4:30 PM. The meeting was opened with a salute to the flag. Roll Call. Supervisors Chairman Greeley, Supervisor Raybuck and Supervisor MacBeth were in attendance.

PUBLIC COMMENT PERIOD: None

**ORGANIZE**

1. Motion by Chairman Greeley to appoint Supervisor Raybuck temporary Secretary. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
2. Motion by Chairman Greeley to appoint Cindy Manns temporary Chairman. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
3. Motion by Supervisor Raybuck to nominate Supervisor Greeley as Chairman. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
4. Motion by Chairman Greeley to nominate Supervisor MacBeth as Vice-Chairman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

**APPOINT**

1. Motion by Chairman Greeley to reappoint Cindy Manns as Secretary/Treasurer. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
2. Motion by Chairman Greeley to eliminate the position of Roadmaster. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
3. Motion by Chairman Greeley to appoint Emily J. Mueller of GRB Law as Township Solicitor. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
4. Motion by Chairman Greeley to reappoint EADS Group as the Township's engineer. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
5. Motion by Chairman Greeley to reappoint Pennsafe Building Inspection Services as the Township's Uniform Construction Code Inspector. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
6. Motion by Chairman Greeley to reappoint Russ Braun as the Township's Sewage Enforcement Officer. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
7. Motion by Chairman Greeley to reappoint Berkheimer as the Township's earned income and local services tax collector. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
8. Motion by Chairman Greeley to reappoint Dan Park as the Township's Vacancy Board Chairman. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

9. Motion by Chairman Greeley to appoint Herb McConnell as the Township's Emergency Management Coordinator. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
10. Motion by Chairman Greeley to reappoint Cindy Manns as the Township's Open Records Officer. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
11. Motion by Chairman Greeley to appoint Cindy Manns as the Township's Floodplain Administrator. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
12. Motion by Chairman Greeley to reappoint Cindy Manns as the Township's Municipal Representative for Land Use/Building Permits. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
13. Motion by Chairman Greeley to appoint Supervisor Raybuck as the Township's PSATS Voting Delegate. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
14. Motion by Chairman Greeley to appoint Supervisor Raybuck as delegate for the Greater Jefferson Area Council of Government. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.  
Motion by Supervisor Raybuck to appoint Chairman Greeley as 1<sup>st</sup> alternate delegate for the Greater Jefferson Area Council of Government. Second by Supervisor MacBeth. Vote 3 ayes. Motion carried.
15. Motion by Chairman Greeley to appoint Cindy Manns as primary voting delegate for the Jefferson County Tax Collection Committee. Second by Supervisor Raybuck. Vote 3 ayes. Motion carried.  
Motion by Chairman Greeley for non-supervisor delegate to be compensated for JCTCC meeting at regular hourly rate. Second by Supervisor Raybuck. Vote 3 ayes. Motion carried.

**SET:**

- 1.** Motion by Chairman Greeley to continue to use PLGIT as the depository for Liquid Fuels funds and Liquid Fuels Savings. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.  
Motion by Chairman Greeley to continue to use PLGIT and S&T Bank as the depository for General Funds. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
- 2.** Motion by Chairman Greeley to set the Treasurers bond for \$350,000.00. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
- 3.** Motion by Chairman Greeley to increase the gross wages by 3% for the Road Foreman, Shop Foreman, and Secretary/Treasurer. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.  
Motion by Chairman Greeley to set the Road Crew Personnel normal working hours from 7:00 AM to 3:00 PM Monday through Friday. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.  
Motion by Chairman Greeley to set the Road Crew Personnel snow removal hours at 5:00AM to 1:00 PM Monday through Friday. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
- 4.** Motion by Chairman Greeley to employ Paul Ross as the Shop Foreman at a pay rate of \$20.60 per hour. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.  
Motion by Supervisor MacBeth to employ Ryan Graham as Road Foreman at a pay rate of \$20.60 per hour. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.  
Motion by Supervisor Raybuck to retain Cindy Manns as Secretary/Treasurer at a pay rate of \$17.00 per hour. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

5. Motion by Chairman Greeley to set the mileage rate as \$ 0.70. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried. The 2025 IRS standard mileage rate for business use is \$0.70 per mile.
6. Motion by Chairman Greeley to set the office hours at 12:30 PM to 5:00 PM Monday through Friday. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
7. Motion by Chairman Greeley to set the regular meeting dates as the second Monday of each consecutive month. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
8. Motion by Chairman Greeley to set the time of the regular meetings at 4:30 PM. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
9. Motion by Chairman Greeley to hold the meetings at the Eldred Township Building. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

**REVIEW:**

1. Motion by Chairman Greeley to reaffirm Resolution 2020-8 and approve the Treasurer paying bills and payroll expenses between meetings. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
2. Motion by Chairman Greeley to set, for every employee, the number of personal days per year at 3 and the number of sick days per year at 3. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
3. Motion by Chairman Greeley to keep the same vacation schedule. Full-time employees receive 1 week after a full calendar year of employment. After 5 years of employment, the employee will earn an additional five days per year, up to a maximum of 20 days of vacation per year.  
Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.
4. Full-Time and part-time employee current paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day  
Full-Time employees paid for an 8-hour day and part-time employees being paid for 4-hour day paid holidays.  
Motion by Chairman Greeley to keep the current paid holidays. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.
5. Motion by Chairman Greeley to close the office for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Second by Supervisor Raybuck. Vote: 3 ayes. Motion carried.

**6. Fee Schedule**

Current:

ATV Permit: \$30.00

Copies Requested: \$0.25 per page.

Land Use Permit (additions or improvements to land or existing buildings): \$25.00 per unit.

Removal Permit (remove structure): \$5.00 per unit.

No-Lien Letter: \$20.00

Road Bond Permits: fee varies by road surface type and distance.

Sewage Enforcement Officer Fees: set by current SEO.

Motion by Chairman Greeley to keep the fee schedule as is. Second by Supervisor MacBeth. Vote: 3 ayes. Motion carried.

Cindy Manns

Secretary/Treasurer