

**SOUTH STRABANE TOWNSHIP  
BOARD OF SUPERVISORS REORGANIZATION MEETING**

Tuesday, January 2, 2024 – 7:00 p.m.

**AGENDA**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Swearing in of Newly Elected Supervisors
4. Public Comment Time

The Township Board of Supervisors allocates a period of time during this item for those individuals who would like the opportunity to address the Board of Supervisors on any matter. Each person addressing the Board of Supervisors is asked to limit their comments to a maximum of three (3) minutes.
5. Announcements and Recognitions
  - Executive Session Announcement  
December 28, 2023, Advice of Legal Counsel
6. Board of Supervisors Reorganization for 2024
  - A. Appointment of Chairman: Nominations and motion for the position of Chairman of the Board of Supervisors for the ensuing year.
  - B. Appointment of Vice-Chairman: Nominations and motion for the position of Vice-Chairman of the Board of Supervisors for the ensuing year.
  - C. Appointment of Township Solicitor, Labor Counsel and Zoning Hearing Board Solicitor: Motion to appoint Makel & Associates to serve as the Township solicitor, Campbell Durrant, Beatty, Polumbo and Miller to serve as Labor Counsel and Sweat Law Offices to serve as Zoning Hearing Board Counsel for the 2024 year.
  - D. Establish the Time and Place of Monthly Meetings: Motion designating the South Strabane Township Municipal Building, 550 Washington Road, as the place for the monthly Board of Supervisors Regular Meetings and establishing the fourth Tuesday of each month at 6:00 PM except for the Months of November and December which will be the third Thursday of the month at 6:00 PM.
  - E. Robert's Rules of Order: Move to adopt Robert's Rules of Order as a guide for parliamentary procedure for the 2024 year.
  - F. Appointment of, Secretary/Treasurer and Pension Fund Administrator: Call for a motion to appoint Township Manager Jeffrey Ziegler as the Secretary/Treasurer and pension fund administrator.
  - G. Appointment of Township Zoning Officer: Motion to appoint Scott Heckman as the Township Zoning Officer.
  - H. Appointment of Assistant Zoning Officer: Motion to appoint Troy Lucas as the Township Assistant Zoning Officer.

- I. Establish Depository Institution: Motion to designate Washington Financial Bank as the Township's depository institution for 2024.
- J. Designation of Official Newspaper: Motion to designate The Washington Observer as the Official Newspaper for 2024.
- K. Appointment of Tax Collectors: Motion to appoint Keystone Collections as Local Services/Delinquent Tax Collector for 2024 and Laura Keisling as Real Estate/Delinquent Tax, Mercantile/Delinquent Tax collector for 2024.
- L. Emergency Management Coordinator: Motion to appoint Chief Jordan Cramer as Emergency Management Coordinator for 2024.
- M. Township Engineer and Alternate Consulting Engineer: Motion to appoint KLH Engineering, Inc. as the Township Consulting Engineer/MS4 Engineer, and Harshman CE Group, LLC as the Township Alternate Consulting Engineer for the year 2024.
- N. Zoning Hearing Board: Nominations and motion for two (2) appointments to three (3) year terms on the Zoning Hearing Board.
- O. Planning Commission: Nominations and motion for one (1) appointment to the Planning Commission for a four (4) year term.
- P. Building Code Board of Appeals: Nominations and motion for one (1) appointment to the Building Code Board of Appeals for a three (3) year term.
- Q. Township Vacancy Board Chairman: Nominations and motion for the position of Chairman of the Township Vacancy Board for a one-year term, until the first Monday in January 2025.
- R. Washington County Tax Collection District Representative: Motion to appoint Township Manager Jeffrey Ziegler as the Township representative for the Washington County Tax Collection District for 2024.
- S. Washington County Sewage Council Representative: Motion to appoint Township Manager Jeffrey Ziegler as the Township representative on the Washington County Sewage Council for 2024.
- T. PSATS Convention Voting Delegate: Motion to appoint George Rowand as the voting delegate to the 2024 PSATS Convention.

#### New Business

- A. Motion to approve the hire of one (1) full-time Police Officer with the South Strabane Township Police Department per the recommendation of the Township Manager and Police Chief.

#### Upcoming Meetings

All meetings take place in the Meeting Room (550 Washington Road) unless otherwise noted. Please refer to the Township's website at [southstrabane.com](http://southstrabane.com) to confirm as meeting days and times may change.

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| • Board of Auditors Reorganization and Regular Meeting    | January 3 <sup>rd</sup> at 5:00 p.m.  |
| • Planning Commission Reorganization and Regular Meeting  | January 4 <sup>th</sup> at 7:00 p.m.  |
| • Zoning Hearing Board Reorganization and Regular Meeting | January 8 <sup>th</sup> at 6:00 p.m.  |
| • Green Team Meeting                                      | January 11 <sup>th</sup> at 2:00 p.m. |
| • Board of Supervisors Regular Meeting                    | January 23 <sup>rd</sup> at 6:00 p.m. |