

**Canton Township Board of Supervisors  
Re-organization Meeting Minutes  
January 02,2024**

Meeting called to order at 1:00 PM by current Chairman Butch Main.  
Roll Call: Tom Bodnovich, Richard Horner, and Butch Main. Also, present  
Stephanie Pettit Township Manager, Christy Moore Assistant Secretary Treasurer  
and Joseph Joscsak Code Enforcement Officer.

**Nomination** to appoint Butch Main as Chairman of the Board of Supervisors.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Bodnovich-yes, Horner-yes, Main-yes, Nomination carried.

**Nomination** to appoint Tom Bodnovich as Vice Chairman of the Board of Supervisors.

Nomination made by: Mr. Rich Horner

Second by: Mr. Butch Main

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Nomination and Motion** to appoint Stephanie Pettit as Secretary/Treasurer.

Compensation and benefits as stated in her contract.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Nomination and Motion** to appoint Christy Moore as Assistant Secretary/Treasurer. Compensation and benefits as stated in her contract.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Nomination and Motion** to appoint Makel and Associates as Solicitor

Compensation-\$140.00 per hour- Letter attached.

Motion by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Nomination and Motion** to apppoint John Smith as Zoning Solicitor  
Compensation-\$130.00 per hour- Letter attached.

Motion by: Mr. Rich Horner

Second by: Mr. Tom Bodnovich

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Nomination and Motion** of Harshman CE Group as Engineer.

Compensation- Fee schedule attached.

Nomination made by: Mr. Rich Horner

Second by: Mr. Tom Bodnovich

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to set Secretary/Treasurer's Bond at \$750,000.00.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to set Assistant Secretary/Treasurer's Bond at \$30,00.00.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to appoint Lori Stillwagon-Patterson as receptionist with an increase of \$1  
an hour.

Motion made by: Mr. Rich Horner

Second by: Mr. Tom Bodnovich

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to appoint Stephanie Pettit as Open Records Officer.

Motion made by: Mr. Rich Horner

Second by: Mr. Tom Bodnovich

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to appoint John Skariot as Vacancy Board Chairman.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to hold the Board of Supervisors meeting on the 2<sup>nd</sup> Thursday of each month at 5:00 PM at 1265 W. Chestnut St, in the Municipal Building.

Motion made by: Mr. Tom Bodnovich

Second by: Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to hold the meetings for the Planning Committee at 4:30 PM on 2<sup>nd</sup> Thursday of every month at 1265 W. Chestnut St, in the Municipal Building.

Motion made by: Mr. Rich Horner

Second by: Mr. Tom Bodnovich

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to advertise the Board of Supervisors and the Planning Committee meetings for 2024.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to set Township business hours Monday-Thursday 8:00 AM to 4:30 PM and Friday 8:00 AM to 2:00 PM.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to name Washington Financial as the 2024 depository.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to designate the Secretary/Treasurer and at least one of the three Supervisors sign all checks for vouchers and legal documents for 2024, and two Supervisors to sign when Treasurer is unavailable.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to name Tax Delegate Committee-

Primary Voting Delegate- Stephanie Pettit

1<sup>st</sup> Alternate Voting Delegate- Richard Horner

2<sup>nd</sup> Voting Delegate- Tom Bodnovich

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to approve Resolution 2 of 2024 appointing tax collections committee.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to appoint Kym Secreet as Animal Control Officer.

Compensation- \$400.00 per month

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to appoint to the Zoning Hearing Board Jared Dorsey-2027, Korey Kennedy- 2026, Jim Husk-2025

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to appoint Ashleigh Dugan and Angela Campbell to the Board of Auditors with term to expire the 1<sup>st</sup> Monday of January 2026 based on the fact the township has not received a Statement of Financial Interests, a Certificate of Elections and the failure of anyone to submit an oath of office.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to appoint Stephanie Pettit as Sewage Co-op Representative and to continue with Washington Sewage Council as Sewage Enforcement.

Fee Schedule is attached for Washington Sewage Council

Motion made by- Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to appoint Joseph Joscsak as Emergency Management Coordinator.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to set mileage rate by the IRS for 2023 as 0.67 cents.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to appoint Joseph Joscsak as Zoning Officer.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Butch Main

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Motion** to appoint Joseph Joscsak as Code Enforcement Officer. Compensation and Benefits at 4% increase.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to appoint Harshman CE Group for Building Inspection Services.

Compensation- fee schedule is attached (Universal Construction Code)

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Nomination carried.

**Recommendations to auditors:** 4 % current inflation, given without Rich Horner or Butch Main.

**Additional Items:** None.

**Discussion and Motion** to approve the signing of the engagement letter from Palemo and Kissinger for the 2023 audit and to also approve Resolution 1 of 2024 to enter into a contract with a certified public accountant for the 2023 year.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

**Motion** to adjourn the meeting @1:17PM.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Rich Horner

Roll Call Vote: Main-yes, Bodnovich-yes, Horner-yes, Motion carried.

Minutes Respectfully Submitted



Christy Moore

**M**AKEL & ASSOCIATES, LLC  
Attorneys at Law

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Dennis M. Makel, Esquire

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December 12, 2023

Canton Township  
1265 W. Chestnut Street  
Washington, PA 15301

RE: Solicitorship for 2024

Dear Supervisors:

I am requesting to be reappointed as the Solicitor for the year 2024. As you are well aware, I do not charge for any phone calls between my office and the Board of Supervisors and/or Secretary/Treasurer. The reason for the free phone calls is that I believe in an open line of communication between my office and the Township in order to prevent any problems that may occur.

Also, I propose, in order to be retained, the following:

1. The Hourly Rate of One Hundred Forty(\$140.00) Dollars per hour.
2. One Hundred Forty (\$140.00) Dollars to attend monthly meeting.
3. Reimbursement for costs incurred such as copy fees, faxes, etc.

As you are all well aware, our office takes pride in the fact that we are here to provide reasonable fees and great service. If you have any questions or concerns, please do not hesitate to contact my office. Thank you.

Very truly yours,

By:



Dennis M. Makel, Esquire  
Solicitor for Canton Township

DMM: tl



**SMITH BUTZ**

A LIMITED LIABILITY COMPANY  
ATTORNEYS AT LAW

88 Center Church Road  
McMurray, PA 15317

December 28, 2023

**Via Electronic Mail**

Canton Township Zoning Hearing Board  
Attn: Christy Moore, Assistant Township Manager  
[cmoore@yourcanton.com](mailto:cmoore@yourcanton.com)

**Re: Smith Butz LLC Engagement Letter**

Dear Christy and Members:

We are very pleased to have the opportunity to be of service to you. We look forward to working with you and will do our best to provide high quality legal services in a responsive, efficient manner.

Fundamental to a sound relationship is a clear understanding of the terms and conditions upon which we will be providing legal services. Accordingly, the purpose of this letter is to clarify and confirm these terms and conditions.

**Scope of Services.** You have asked us to continue to represent Canton Township Zoning Hearing Board as their Solicitor. While this letter is intended to deal with the specific legal services described above, these terms and conditions will also apply to any additional legal services that we may agree to provide that are outside the initial scope of our representation.

**Staffing.** I, along with Attorney Abigail Briggs, will be the attorneys primarily responsible for the representation. For me to render effective and cost-efficient services, I may also need to involve other attorneys, paralegals and other firm personnel who are not attorneys but are experienced in the preparation of documents and the completion of various tasks. When questions or comments arise about our services, staffing, billings, or other aspects of our representation, please contact me. My direct telephone number is 724-745-5121 and my cell phone number is 724-344-0922. It is important that you are satisfied with our services and responsiveness at all times.

**Responsibilities.** In reliance upon information and guidance provided by you, we will provide legal counsel and assistance to you in accordance with this letter, keep you reasonably informed of progress and developments, and respond to your inquiries.

To enable us to effectively render these services, you agree to cooperate fully with us in all matters relating to the analysis of your circumstances. You also agree to fully and accurately disclose to us all facts that may be relevant to the matter or that we may otherwise request, and to keep us apprised of developments relating to the matter.

Writer's email: [jmsmith@smithbutzlaw.com](mailto:jmsmith@smithbutzlaw.com)

**Term of Engagement.** We may terminate the engagement at any time for any reason by written notice, subject on our part to applicable rules of professional responsibility. In the event that we terminate the engagement, we will take such steps as are reasonably practical to protect your interests in the above matters.

Unless previously terminated, my representation will terminate upon our sending our final statement for services rendered. Following such termination, any otherwise nonpublic information supplied to us which is retained by us will be kept confidential in accordance with applicable rules of professional responsibility. If, upon such termination, you wish to have any documents delivered to you, please advise us. Otherwise, all such documents will be transferred to the person or company responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, at some point in time we reserve the right to destroy or otherwise dispose of any such documents retained by us. Therefore, if you want your records back, you should advise us in writing.

**Fees, Disbursements and Other Charges.**

As the current Solicitor for the Canton Township Zoning Hearing Board, my billing rate is \$130 per hour; time devoted by paralegals is charged at billing rates which are currently \$95 per hour. These rates are adjusted from time to time generally to reflect increased experience and special expertise of consulting attorneys and paralegals and inflationary cost increases affecting our practice, and the adjusted rates will apply to all services performed thereafter.

We will also include on our bills expense charges for performing services such as large photocopying jobs, messenger and delivery service, computerized research, travel, charges paid to third parties, and search and filing fees at our actual costs. We anticipate billing you on a monthly basis and expect that our bills will be paid upon receipt. Our firm does accept all major credit cards.

We will furnish you with a statement describing our services rendered and separately showing disbursements and other charges in a format with such detail as you and we may agree. There often is an unavoidable delay in reporting disbursements and other charges, and therefore not all disbursements and charges may be billed at the same time as the related services.

**Conflicts.** Smith Butz, LLC has numerous clients. Many of these clients rely upon us for general representation. Although we hope it never happens, it is possible that an adverse relationship (including litigation) may develop in the future between you and one of our other clients. If Smith Butz, LLC is not representing you in that matter and the matter is not substantially related to our representation of you as described above, you agree that we may represent the other client, subject to our discussion with you prior to undertaking such a representation.

**Attorney Fees.** As outlined herein, our firm expects payment for work performed upon receipt of the invoice detailing the amounts owed. Unfortunately, circumstances may arise wherein the client fails to abide by these terms. While we will work with you to ensure that a bill can be paid in full, if the bill remains outstanding and we are forced to devote additional time in our collection efforts.

Canton Township Zoning Hearing Board  
December 28, 2023  
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including, but not limited to initiating litigation, we will be entitled to receive reasonable interest and attorney fees associated with those efforts.

**Document Retention.** During the time that we represent you, we will create a file containing the documents that we draft for you, or that we receive from the opposing parties and the court. You will probably also bring us documents, such as tax records, expense records, bank records, deeds or other documents, and we may also obtain documents from other sources, such as medical records, for use in your case.

We will hold all of these records, and any additional objects that we come into possession of in connection with your legal matter, for you during the time that your case is going on. When your case is over, we will write to you to tell you that it is time for you to pick up the contents of your file. It is your responsibility to make sure that you get your file if you want it. We encourage you to pick your file up when we notify you that it is ready, and to keep it for a reasonable period of time after your matter is over, in case you should need any of the information contained in it.

Smith Butz, LLC maintains a Document Retention Policy that governs what will occur with your file, after the file is closed. After we send you the notice that your file is ready for pickup, we will keep it in our offices for sixty (60) days to give you the opportunity to get it at your convenience. If you want your file, we will provide you with the original file and we will keep a copy of it. If you fail to pick your file up during the pickup period, we will assume that you do not want the file. We will place the file in storage for an appropriate length of time based on our file retention procedures and the requirements of the Pennsylvania Rules of Professional Conduct or any other law or ethical standards in effect. At the end of the retention period, your original file (if you have not claimed it), or our retained copy (if you have previously claimed the original), will be destroyed in accordance with our file destruction policies. You will not receive any notice that the retention period has run or that the original file or our retained copy, as applicable, has been destroyed.

Should you have any questions relative to the provisions contained herein please contact me accordingly. We are pleased to have this opportunity to be of service and look forward to working with you.

Very truly yours,

/s/ John M. Smith  
John M. Smith, Esq.

JMS/msa