

Canton Township Board of Supervisors  
Re-organization Meeting Minutes  
January 03,2023

Meeting called to order at 6:30 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. Richard 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 stays the same as last year and benefits as stated in contract.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Richard 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 contract.

Nomination made by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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

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

Compensation-\$135.00 per hour- Letter attached.

Motion by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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. Tom Bodnovich

Second by: Mr. Richard Horner

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

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

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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

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

Motion made by: Mr. Richard 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. Richard 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 6:30 PM at 1265 W. Chestnut St, in the Municipal Building.

Motion made by: Mr. Tom Bodnovich

Second by: Richard Horner

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

**Motion** to hold the meetings for the Planning Committee at 5:30 PM on 2<sup>nd</sup> Thursday of every month at 1265 W. Chestnut St, in the Municipal Building.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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

**Motion** to advertise the Board of Supervisors and the Planning Committee meetings for 2022.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard 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. Richard Horner

Second by: Mr. Tom Bodnovich

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

**Motion** to name Washington Financial as the 2022 depository.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard 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 2022, and two Supervisors to sign when Treasurer is unavailable.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard 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- Christy Moore

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 Kym Seccret as Animal Control Officer.

Compensation- \$400.00 per month

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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

**Motion** to appoint to the Zoning Hearing Board Korey Kennedy-3year term, Jared Dorsey-2024, Jim Husk-2025

Nomination made by: Mr. Richard Horner

Second by: Mr. Tom Bodnovich

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. Butch Main

Second by: Mr. Tom Bodnovich

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. Richard Horner

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

**Motion** to set mileage rate by the IRS for 2023 as 0.62.5 cents.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard 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. Richard Horner

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

**Motion** to appoint Joseph Joscsak as Code Enforcement Officer. Compensation at \$65,000.00 a year and benefits .

Motion made by: Mr. Butch Main

Second by: Mr. Richard 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.

**Discussion and Motion** to approve the signing of the engagement letter from Palemo and Kissinger for the 2022 audit and to also approve Resolution 1 of 2023 to enter into a contract with a certified public accountant for the 2023 year.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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

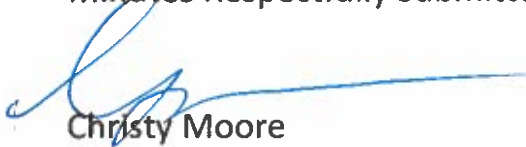
**Motion** to adjourn the meeting @6:49PM.

Motion made by: Mr. Tom Bodnovich

Second by: Mr. Richard Horner

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

Minutes Respectfully Submitted



Christy Moore

**Dennis M. Makel, Esquire**  
dennis@makelandassociates.com

**Megan L. Patrick, Esquire**  
megan@makelandassociates.com

**Gabrielle M. Conti, Esquire**  
gabrielle@makelandassociates.com

**Michael A. Ierino, Esquire**  
mike@makelandassociates.com

December 1, 2022

Canton Township  
1265 W. Chestnut Street  
Washington, PA 15301

In Re: Solicitorship for 2023

Dear Supervisors:

I am requesting to be reappointed as the Solicitor for the year 2023. As you are well aware, I do not charge for any phone calls between my office and the 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 proposed in order to be retained the following:

1. The Hourly Rate of One Hundred Thirty Five (\$135.00) Dollars per hour.
2. Attendance of regular monthly Board meetings at the rate of One Hundred Thirty Five (\$135.00) per hour.
3. Reimbursement for costs incurred such as copy fees, 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: dh



December 2, 2022

Canton Township  
1265 West Chestnut Street  
Washington, PA 15301

Subject: Professional Services for 2023

Dear Township Supervisors,

We would like to take this opportunity to thank you again for choosing us to provide professional consulting services to you in 2022. It continues to be an honor and a privilege for us to serve the community in this capacity. It is important to us that the support we provide to you is helpful, of excellent quality, and always cost effective.

Looking ahead to next year, if there is ever anything more we can be doing for you, or something we can do differently, please do not hesitate to ask. The primary categories of services that we provide to municipalities in southwestern PA for are as follows:

1. Municipal Engineering & Surveying
2. Uniform Construction Code (UCC), Zoning, & Code Enforcement
3. Building Design & Facilities Planning
4. Project Management, Inspections, & Oversight
5. Grant Applications
6. Act 537 Sewage & Stormwater MS4 Planning & Implementation
7. Road Bonding HHA Support & Inspections

All of our services are available to you on an as-needed basis at any time. Please see our attached schedule of rates for 2023. We look forward to another successful year!

Please call or email anytime.

Sincerely,

James Harshman, PE  
President

**Engineering & Surveying**

100 Courson Hill Road  
Washington, PA 15301  
T: 724-503-4125

[www.HarshmanLLC.com](http://www.HarshmanLLC.com)

**Codes & Zoning**

2455 Park Ave  
Washington, PA 15301  
T: 724-993-4505



**harshman**  
**CE GROUP, LLC**

**Exhibit 1**  
**of**  
**General Terms and Conditions**  
**Standard Attachment A**

**Professional Fees:**

The hourly fees for professional services are as follows:

Principal Engineer	\$165	Construction Inspector II	\$80
Senior Project Engineer	\$130	Construction Inspector I	\$65
Project Engineer II	\$105	Technician II	\$80
Project Engineer I	\$95	Technician I	\$65
Municipal Engineer II	\$105	Camera/Locator Operator	\$150
Municipal Engineer I	\$95	Professional Surveyor	\$105
Project Manager II	\$95	GIS Technician	\$65
Project Manager I	\$80	GIS / Municipal Specialist	\$80
Designer Architectural	\$105	Standard Survey Crew 2 Person	\$145
Designer Civil 3D	\$95	VRS/GPS Survey Crew	\$185
Designer II	\$80	Zoning Officer	\$63
Designer I	\$65	Code Enforcement	\$52
Certified Inspector II	\$105	Clerical/Admin	\$40
Certified Inspector I	\$95	Intern	\$25

All services are performed on an hourly basis. All time, including travel time, spent on the project will be invoiced. Legal testimony, overtime, and weekends, when approved by the Client, will be charged at 150% of these rates. For all invoices paid by credit card, a 3.5% processing fee will be added.

**Reimbursable Expenses:**

Travel and subsistence expenses, expendable field supplies, postage, mailings, and other project expenses will be invoiced at direct cost. Subcontracted services such as soils, traffic, or environmental investigations, contracted reproductions, architectural services, or aerial photogrammetry will be invoiced at direct cost plus ten percent. The following expenses will be invoiced at the stated rates:

Automobiles	\$0.62.5/mile
24x36 Drawing B/W	\$5.00/sheet
24x36 Drawing Color	\$10.00 / sheet

This schedule of fees and rates will be effective through December 2023.



## UCC FEE SCHEDULE - 2023

### Residential Building Permit Fee Schedule:

New Construction	\$0.37 per Gross SF, \$400 min
Additions	\$0.42 per Gross SF, \$300 min
Repairs and Alterations	1.2% of Construction Cost, \$105 min
Manufactured Homes	\$0.27 per Gross SF, \$200 min
Swimming Pools	Above Ground \$100 / In-Ground \$210
Demolition	\$105 min
Electric Service	\$150 min

### Non-Residential Building Permit Fee Schedule:

New Construction	\$.42 per square foot, \$425 min*
Additions	\$.52 per square foot, \$425 min*
Repairs and Alterations	1.7% of Construction Cost, \$425 min
Demolition	1.7% of Demolition Estimate, \$105 min

*\*Plus electrical permit, as per third party pricing*

### Plan Review Schedule:

Residential	\$105 per Dwelling/Unit
Non- Residential	\$0.12 per Gross SF, \$840 min*
Non- Residential Electrical	Varies (quoted after plans received)
Minimum Fee	\$105, unless otherwise listed
ICC Reviews	110% of ICC Review Fee

*\*Minor projects eligible for reduced review fee at plan reviewer's discretion*

### Standard Rates:

Certified Inspector	\$105 per hour
Code Enforcement	\$52 per hour
Mileage	\$0.625/mile

*All fees listed are the initial amount to be collected at the time of application. Based upon actual plan review and inspection time required, and/or re-inspections due to deficiencies, additional fees/costs may be required. All permits are subject to DCED fee as per State Act 13. Applicant is responsible for all plan review fees/costs prior to issuance of a building permit, and any additional or other fees/costs prior to final inspection and/or occupancy. No refunds will be issued after initiation of the application review process and/or issuance of any permits.*

*All hourly rates are port-to-port and will include related office/reporting time as applicable. All fees and/or costs in addition to initial fee(s) collected must be paid prior to issuance of occupancy permit.*

### Municipal & Other Permits:

*All permit fees listed are UCC building permit fees only. Applicant is additionally responsible for any and all other costs, including inspection(s), as required by local municipality(ies) or applicable jurisdictions.*