

**Boggs Township Supervisors**  
Organization and Regular Meeting Minutes  
January 3, 2022

The January 3, 2022, Organization and regular meeting of the Boggs Township Board of Supervisors was held in the Boggs Township Municipal Building, 1270 Runville Road, Bellefonte, PA. Meeting called to order at 7:00 pm. The Pledge of Allegiance was observed. Present were Supervisors David Veneziano, Terry Gates, and Glenn Coakley, and Solicitor Rodney Beard. It was noted the Secretary James Strunk was ill and not able to attend the meeting.

Election of a temporary chairman and secretary.

Motion by Gates, 2<sup>nd</sup> by Coakley, to appoint David Veneziano as Temporary Chairman.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Motion by Veneziano, 2<sup>nd</sup> by Coakley, to appoint Rodney Beard as Temporary Recording Secretary.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes.

**2022 Organization**

**Election of Officers:**

**Chairman** - Motion by Gates, 2<sup>nd</sup> by Coakley to elect David J. Veneziano as Chairman.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

At this time, Veneziano assumed the duties of the Chairman.

**Vice -Chairman** - Motion by Coakley, 2<sup>nd</sup> by Veneziano to elect Terry L. Gates as Vice-Chairman.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Secretary/Treasurer** - Motion by Gates, 2<sup>nd</sup> by Coakley, to elect James L. Strunk as Secretary/Treasurer.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Vacancy Board Member** - Motion by Gates, 2<sup>nd</sup> by Coakley to appoint Robert C. Bennett as Vacancy Board Member.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Roadmaster** - Motion by Gates, 2<sup>nd</sup> by Coakley to appoint David Veneziano as Roadmaster.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Taxation: Resolution 2022-0103-1**

Real Estate - 4.50 mills total

2.84 mills General Purpose

1.66 mills Fire Protection

Per Capita - \$5.00

Earned Income Tax Resident - ½ of 1%

Earned Income Tax Non-Resident - ½ of 1%

Real Estate Transfer Tax - ½ of 1%

Local Services Tax - \$52.00 annually per employee.

**Tax Collection Agencies:**

Elected Real Estate and Per Capita Tax Collector - Sharon A. Yangula

Appointed Deputy Tax Collector - Brian Yangula

Compensation: 5% of Taxes Collected

Benefits: Reimbursement of Annual Tax Collector Association Dues

Reimbursement of Postage and Mailing Costs

Earned Income Tax Collector - Centre Tax Agency

Local Services Tax Collector - Centre Tax Agency  
Delinquent Per Capita Tax Collector - Berkheimer Tax Administrators

**Supervisors:** David Veneziano, Terry Gates Jr. and Glenn Coakley  
Compensation: Each elected Supervisor shall receive \$1,875.00 gross per year. Payable at \$156.25 gross pay per month.

**Signatures: Resolution 2022-0103-2**

The following are authorized to sign financial and legal documents for the township.  
David J. Veneziano, Terry L. Gates Jr., Glenn Coakley and James L. Strunk.

These individuals are authorized to provide such direction to financial institutions and other agencies with whom the Township engages in regard to necessary and convenient authorizations for the conduct of governmental operations.

**2022 Meeting Dates:** As approved at the December 7, 2021 regular meeting.

The Board of Supervisors will meet on the following dates.

January 3, 2022	Monday	Organization & Regular Meeting
January 4, 2022	Tuesday	Auditor's Organization Meeting
February 1, 2022	Tuesday	Regular Meeting
March 1, 2022	Tuesday	Regular Meeting
April 5, 2022	Tuesday	Regular Meeting
May 3, 2022	Tuesday	Regular Meeting
June 7, 2022	Tuesday	Regular Meeting
July 5, 2022	Tuesday	Regular Meeting
August 2, 2022	Tuesday	Regular Meeting
September 6, 2022	Tuesday	Regular Meeting
October 4, 2022	Tuesday	Regular Meeting
November 1, 2022	Tuesday	Regular Meeting
December 6, 2022	Tuesday	Regular Meeting

All meetings shall be held in the Boggs Township Municipal Building, 1270 Runville Road, Bellefonte, PA and will begin promptly at 7:00pm unless advertised otherwise.

**Annual Appointments:**

Township Solicitor - **Resolution 2022-0103-3**

Rodney A. Beard, Beard Law Company

Zoning Hearing Board Solicitor - **Resolution 2022-0103-4**

Scott C. Etter of Etter Law Firm LLC.

Open Records Officer - James L. Strunk, Secretary/Treasurer

Township Engineer - **Resolution 2022-0103-5**

Buchart Horn Company

Code Enforcement/Zoning Officer - **Resolution 2022-0103-6**

Williams Inspection Service

Subdivision/Land Development Plan Reviewer

Williams Inspection Service

Planning/Zoning Consultant - Doug Hovey

Certified Public Accountant - **Resolution 2022-0103-7**

Rick Bair of Baker Tilly Virchow Krause, LLP

Perform Fiscal Year 2021 Audit

Sewage Enforcement Officer - **Resolution 2022-0103-8**

Primary - Jeffery Kreiger

Alternates - Stanley Wallace and Sean Kreiger.

Security Depositor - First National Bank

Website Administrator - Kessler Freedman

Emergency Management Coordinator - Motion by Veneziano, 2<sup>nd</sup> by Coakley to appoint Terry Gates.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Chief Administrative Officer for Pension Plan - Motion by Gates, 2<sup>nd</sup> by Coakley, to appoint James Strunk.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Act 32 Tax Collection Committee - Sharon A. Yangula

Alternate - Brian Yangula

Citizens' Hook and Ladder Fire Company Oversight Committee - Motion by Veneziano, 2<sup>nd</sup> by Coakley, to appoint Terry Gates.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Departments: Road Maintenance (4% Increase Approved in 2022 Budget)**

**Roadmaster/Operator** - David Veneziano Note: Must be approved by Auditors.

Compensation: Regular Pay = \$26.38.

**Equipment Operator** - Terry Gates Jr. Note: Must be approved by Auditors.

Compensation: Regular Pay = \$24.32.

**Equipment Operator** - Scott P. Bennett

Compensation: Regular Pay = \$23.69.

**Regular Flex Time Employee** - Glenn Coakley Note: Must be approved by the Auditors.

Compensation: Regular Pay = \$23.69.

**Benefits:** Covered by Personnel Policy as adopted on July 6, 2010/amended November 3, 2015

M.E.R.P. \$3500.00 per year for full time employees. Amended December 3, 2019.

M.E.R.P. \$1.00 per hour worked with a \$1500.00 max for part time employees. Amended December 7, 2012.

**Departments: Administrative (4% Increase Approved in 2022 Budget)**

**Secretary/Treasurer** - James L. Strunk

Compensation: Regular Pay = \$23.77.

**Benefits:** Covered by Personnel Policy as adopted on July 6, 2010/amended November 3, 2015.

M.E.R.P. \$3500.00 per year for full time employees, Amended December 3, 2019.

Treasurer Bond: Set at \$1,500,000.00

Payment of Invoices/Bills: The board shall allow the secretary-treasurer to pay any and all bills that shall become due between monthly supervisor's meetings.

Signature: The Secretary-Treasurer shall sign on all documents on behalf of the Board of Supervisors as needed.

**Community Building:**

Scheduler - Motion by Veneziano, 2<sup>nd</sup> by Gates to appoint James Strunk.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Compensation: Included in Secretary/Treasurer Wages

Caretaker - Motion by Veneziano, 2<sup>nd</sup> by Coakley to appoint Terry Gates.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Alternate Caretaker - Any township employee.

Compensation: \$13.44 per hour (Note: Must be approved by Auditors if supervisor)

Hours: One Hour to Open and One to Close the Building per Rental.

Township Building Janitor: Township Road Crew employees, normal wage rates.

**Meeting attendance payments:**

Auditors - \$35.00 per meeting

Zoning Hearing Board - \$50.00 per meeting

Secretary/Treasurer - \$50.00 per meeting

**Mileage Reimbursement:**

Boggs Township shall reimburse mileage at the rate approved by the Federal Government.

**Departments: Zoning, Code Enforcement and Planning**

Zoning and Code Enforcement Officer - Williams Inspection Service.

Subdivision/Land Development Plan Reviewer - Williams Inspection Service.

Compensation = \$50.00 per hour plus postage reimbursement.

Planning Consultant - Doug Hovey Land Use and Planning Consultant.

Compensation: On Call Basis.

**Departments: Boards and Commissions**

Zoning Hearing Board -

Members: Neil E. Richner, Patti J. Mauk, and Paul Deering

Alternate: Zack Gay

Mid-Centre County Authority-

Appointees: Curtis Leitzell

January 1, 2022 thru December 31, 2027

George MacNamara

January 1, 2021 thru December 31, 2026

Thomas Watson

January 1, 2017 thru December 31, 2022

Motion by Veneziano, 2<sup>nd</sup> by Coakley, to appoint Curtis Leitzell to another term on the Mid-Centre County Authority Board.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Meetings, Conventions, Conferences, Continuing Education -**

**PSATS Annual Conference** -All employees shall be certified to attend the PSATS Annual Educational Conference and Trade Show in Hershey, PA on April 24, 2022 thru April 27, 2022. Supervisors and Road Maintenance Employees may attend on Sunday April 14, 2022. Boggs Township shall provide expense reimbursement for attending the convention as provided by the Second-Class Township Code including lodging, registration fees, and mileage and meal allowances.

PSATS voting Delegate - Any attending officer will be the voting delegate if he attends the conference.

**Centre County Association of Township Officials** - all Boggs Township officials, designated by the Second-Class Township Code Section 1401, who attend the annual spring and fall meetings of CCATO, shall be reimbursed \$50.00 for meeting attendance, mileage reimbursement and applicable registration fees.

**Continuing Education** - Boggs Township shall promote the continuing education of its employees and elected officials. Boggs Township shall provide payment of registration fees and mileage reimbursement for any elected or appointed official or employees whom wish to attend municipal seminars, upon the approval of the Board of Supervisors.

**Approval of 2022 Organizational Resolutions:**

2022-0103-1 2022 Taxation

2022-0103-2 2022 Legal Signatures

2022-0103-3 2022 Township Solicitor

2022-0103-4 2022 Zoning Hearing Board Solicitor

2022-0103-5 2022 Township Engineer

2022-0103-6 2022 Township Code Enforcement/Zoning Officer

2022-0103-7 2022 Audit for year 2021

2022-0103-8 2022 Township Sewage Enforcement Officer and Alternate  
2022-0103-9 2022 Fee Schedule for 2022

Motion by Coakley, 2<sup>nd</sup> by Gates to approve all Resolutions.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Motion by Gates, 2<sup>nd</sup> by Coakley to approve all items not covered by a Resolution.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Motion by Gates, 2<sup>nd</sup> by Coakley to adjourn the Organization Meeting.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes. Organization meeting adjourned at 7:20 pm.

**Minutes  
Regular Meeting  
January 3, 2022**

Regular meeting called to order by Chairman Veneziano at 7:21 pm

**Public Comment:**

Members of the public were present, but upon inquiry from the Chairman, no public comment was offered.

**Minutes - Bills -Treasurer's Reports:**

Motion by Coakley, 2<sup>nd</sup> by Gates to approve reports.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Staff Reports:**

1. Jeff Williams - Zoning Officer Report.  
No report
2. Dave Veneziano - Roadmaster Report.  
Staff conducted some brush cutting in preparation for winter. Also worked on winter equipment maintenance.
3. Terry Gates - Fire Company Oversight Committee Report.  
The committee authorized payment of bills. A representative from Unionville Borough finally showed up.
4. Rodney Beard - Solicitors Report.  
Reported on service of Notice of Violation on Carol Packer regarding property on Curtin Hollow Road. 30 days from date of service will expire on January 8, 2022. Also circulated Memorandum of Understanding with Rodney Wellar/Uhler Associates to communicate with Township Engineer. Motion by Gates, 2<sup>nd</sup> by Coakley to accept the Memo of Understanding and authorize Beard to send to Wellar/Uhler.  
Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes
5. Jim Strunk - Secretary/Treasurer - On behalf of Jim Strunk, Chairman Veneziano reported on the Right to Know request received and responded to regarding Noerr's Garage property.  
Chairman Veneziano also reported that James Strunk had indicated his plan to retire as of June 30, 2022. Supervisors discussed and authorized preparation of job description and advertisement to be reviewed at February meeting.

**Administrative Actions:**

1. None

**Old Business:**

1. None

**New Business:**

1. Use ARPA to pay employees for COVID-19 related absences. Motion by Veneziano, 2<sup>nd</sup> by Gates, to authorize use of ARPA funds to pay COVID-19 related expenses from employee absences.  
Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

2. Market Street Stormwater Improvements. Motion by Gates, 2<sup>nd</sup> by Coakley, to approve Engineer's proposal for engineering services for Market Street Stormwater Improvements under Fee Arrangement B as listed in the proposal for the amount of \$34,750. There will be a deduct of \$1,750 if no permits are required.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

**Correspondence:**

1. None

**Executive Session: If needed.**

**Adjournment:**

Motion by Veneziano, 2<sup>nd</sup> by Coakley to adjourn at 7:40 pm.

Vote: Veneziano - Yes; Gates - Yes; Coakley - Yes

Prepared by Rodney Beard - Solicitor