

ROSS TOWNSHIP SUPERVISORS MEETING  
December 6, 2021

The Ross Township Supervisors Meeting was called to order by Chairwoman Tina Drake at 7:00PM. Vice Chairman David Shay, Supervisor James Zahoroiko and Solicitor Timothy McManus were also in attendance.

The Pledge of Allegiance was recited by all.

As requested by Chairwoman Drake, a moment of silence was observed in remembrance of Sharon Steen, Ross Township Tax Collector, former Part-Time Secretary and Planning Commission Secretary.

The minutes of the November 1, 2021 Supervisors Meeting were approved as presented by motion of Vice Chairman Shay, seconded by Supervisor Zahorokio and carried.

A motion was made to approve the current Treasurer's Report by Vice Chairman Shay, seconded by Supervisor Zahoroiko and carried.

**OLD BUSINESS:**

Township Fee Schedule:

The Board of Supervisors discussed information regarding the new fee schedule. The revised fee schedule will be reviewed in January 2022. Solicitor McManus was requested to prepare a Resolution for adoption once the fee schedule is prepared. The topic was tabled till the next meeting.

**OPEN TO THE PUBLIC:**

Bernie Kozen, Executive Director West End Park and Open Space Commission, commented on the Tree Lighting and Santa Visit held at the Township on Saturday December 4, 2021 and thanked the Township Supervisors and Staff for decorating the inside of the Township building and outside tree. Blue Ridge Hook and Ladder Volunteer Fire Department was recognized for transporting Santa to the Township. Many children and adults were here to take part the event.

**NEW BUSINESS:**

Propose Bench with Plaque, dedicated in honor of Sharon Steen for her many years of services to the Township as Tax Collector, Part-Time Secretary and Planning Commission Secretary:

The Board of Supervisors discussed dedicating a bench and/or a tree in honor of Sharon Steen. Product quotes will be requested. The topic will be discussed at a future meeting.

2022 Budget Adoption:

After a brief discussion by the Board of Supervisors regarding the proposed budget, a motion was made by Vice Chairman Shay to adopt the proposed 2022 budget as advertised, seconded by Supervisor Zahoroiko and carried. It was noted by Vice Chairman Shay that the budget does not reflect a real estate tax for Ross Township residents.

2021 MC Hazard Mitigation Plan Update – Resolution:

The Board of Supervisors reviewed the documentation and resolution provided by Monroe County Emergency Management. After a brief discussion, a motion was made by Vice Chairman Shay to adopt Resolution #195 as proposed, seconded by Supervisor Zahoroiko and carried.

Debit Card Account-Close Existing Card & Appoint New Authorized Signer to New Card:

Chairwoman Drake discussed the current status of the Township Debit Card and the need to Close the existing card and appoint a new Supervisor to the new card. A motion was made by Chairwoman Drake to appoint Supervisor Zahoroiko as signatory to the card, seconded by Vice Chairman Shay and carried.

Consideration of Successor Tax Collector Appointment & Advertisement:

The Board of Supervisors discussed the Tax Collector vacancy. Solicitor McManus discussed the procedure as stated in his email to the Board of Supervisors and reviewed related Second Class Township Code documentation. The joint tax collecting district with Eldred Township option had been discussed in addition to appointing a qualified Ross Township resident to the position. Eldred Township Tax Collector Laura Hoffman shared the procedures and logistics of the Township tax collector role in addition to providing related documentation to the Board of Supervisors and Solicitor McManus. Laura Hoffman has held tax receiving hours at the Ross Township Municipal Building Tax Office since March 2021 as the Temporary Tax Collector during Ross Township Tax Collector Sharon Steen absence from the office. Solicitor McManus will contact Eldred Township Solicitor Michael Gaul regarding the possible joint tax collecting district, etc. A motion was made by Vice Chairman Shay to schedule a Special Meeting on Monday, December 13, 2021 beginning at 5pm to address the tax collector vacancy, seconded by Supervisor Zahoroiko and carried. Secretary/Treasurer Danielle Romano was instructed to advertise the meeting.

Temporary Easement Agreement – Proposed Draft:

Solicitor McManus discussed the draft which he prepared regarding the temporary easement. A motion was made by Supervisor Zahoroiko to authorize Solicitor McManus to forward the agreement to Mr. & Mrs. Kresge, seconded by Vice Chairman Shay and carried.

2022 Insurance Proposal:

Vice Chairman Shay discussed the proposals received from Brown & Brown Insurance Lehigh Valley and also Caputo Insurance Agency. Vice Chairman Shay reviewed the policy coverage documents, etc. The insurance proposals were basically for the same amount of coverage. The annual premium quote received by Brown & Brown Insurance was \$43,026. The annual premium quote received by Caputo Insurance was \$30,143. A motion was made by Vice Chairman Shay to begin January 2022 with Caputo Insurance Agency of Beaver Falls, PA, Wesco for Workers Comp. and Great American Insurance, Astra for the Commercial package, seconded by Supervisor Zahoroiko and carried.

In Honor of Chairwoman Drake:

Vice Chairman Shay and Supervisor Zahoroiko acknowledged Chairwoman Drake, as this would be her last Board of Supervisor meeting. Vice Chairman Shay expressed his gratitude of her commitment and dedication to the position. It was noted that Vice Chairman Shay encouraged Chairwoman Drake to seek and accept this position 18 years ago, also noting she was the first female Supervisor elected to Ross Township. Supervisor Zahoroiko also expressed his sincere appreciation for her time in this position and presented her with a Certificate of Service from PSATS in addition to a plaque from the offices of State Senator Mario Scavello and State Representative Rosemary Brown. Chairwoman Drake was very grateful and thanked everyone, she also acknowledged her successor, Mr. Randy Detrick.

Vice Chairman Shay suggested establishing a Supervisors plaque, listing all prior Supervisors and noted Chairwoman Drake's name would be the first name recorded.

**PLANS:**

Nothing to address.

**ROAD FOREMAN REPORT:**

The Board of Supervisors reviewed the report presented by Road Foreman Ethan Brewer. Due to an urgent call during the beginning of the meeting regarding a road concern, Road Foreman Ethan Brewer was not present during the Road Foreman Report. The Board of Supervisors discussed the items in the report. After a review of applications and the Road Foreman's documentation, a motion was made by Vice Chairman Shay to hire James Anglemyer as a Part-Time Snow Removal Driver at the current Part Time Snow Removal Driver rate, seconded by Chairwoman Drake and carried. Supervisor Zahoroiko discussed his conversation with Road Foreman Ethan Brewer regarding the Road Department and future staff/replacements. It was noted that a period of time for training would be beneficial prior to William (Bink) Walck's retirement.

**CORRESPONDENCE:**

The list of Correspondence items were reviewed by the Board of Supervisors.

Supervisor Zahoroiko noted the American Cancer Society letter, donation request. Supervisor Zahoroiko made a motion to amend the agenda to consider a donation to the American Cancer Society in memory of Sharon Steen, seconded by Chairwoman Drake and carried. A motion was made by Supervisor Zahoroiko to donate \$200 to the American Cancer Society in memory of Sharon Steen, seconded by Vice Chairman Shay and carried. A motion was made by Chairwoman Drake to amend the agenda to provide a donation to Corporate Protective Services, seconded by Supervisor Zahoroiko and carried. A motion was made by Vice Chairman Shay to provide a \$500 donation to Corporate Protective Services in appreciation for providing complimentary security service at Township meetings, seconded by Supervisor Zahoroiko and carried.

**RECEIPTS & EXPENDITURES:**

After a review of the bills to be paid, a motion was made to pay all current bills by Supervisor Zahoroiko, seconded by Vice Chairman Shay and carried.

**ADJOURNMENT:**

There being no further business, the motion to adjourn the meeting at 7:55PM was made by Vice Chairman Shay, seconded by Supervisor Zahoroiko and carried.

Respectfully submitted,

Danielle Romano  
Secretary/Treasurer