



Established 1824

**KELLY**  
*Township*

KELLY TOWNSHIP SUPERVISORS  
REORGANIZATION MEETING AGENDA  
JANUARY 2, 2024  
5:15 P.M.

CALL MEETING TO ORDER AT \_\_\_\_\_ P.M.

1. APPOINTMENT OF **TEMPORARY CHAIRMAN**:
2. APPOINTMENT OF **CHAIRMAN OF BOARD**:
3. APPOINTMENT OF **TEMPORARY SECRETARY**:
4. APPOINTMENT OF **VICE-CHAIRMAN OF BOARD**:
5. APPOINTMENT OF **SECRETARY/TREASURER**:
6. APPOINTMENT OF **ASSISTANT TREASURER**:
7. SETTING OF THE **SECRETARY/TREASURER WAGES**:
8. APPOINTMENT OF **ASSISTANT SECRETARY**:
9. SETTING OF THE **ASSISTANT SECRETARY WAGES**:
10. APPOINTMENT OF **ADMINISTRATIVE ASSISTANT**:
11. SETTING OF THE **ADMINISTRATIVE ASSISTANT WAGES AND PAID TIME OFF**:

***SETTING OF ADMINISTRATIVE ASSISTANT WAGES AND PAID TIME OFF, IF SUPERVISOR, ARE SET BY THE AUDITORS***

12. APPOINTMENT OF **OPEN RECORDS OFFICER (OOR)**:
13. APPOINTMENT OF **ALTERNATE OOR**:

**PUBLIC COMMENT:**

14. APPOINTMENT OF **TOWNSHIP SOLICITOR**:
15. SETTING OF **SOLICITOR'S MONTHLY MEETING FEE**: \_\_\_\_\_ PER SUPERVISOR'S MEETING.
16. APPOINTMENT FOR **ZONING ENFORCEMENT DIRECTOR**.
17. APPOINTMENT OF **REPRESENTATIVE TO CENTRAL KEYSTONE COUNCIL OF GOVERNMENT**:  
2- YEAR TERM 1/1/24 – 12/31/25
18. APPOINTMENT OF **BANKING INSTITUTIONS** AS MAIN DEPOSITORY.
19. APPROVAL OF THE **FIDELITY/SURETY BOND** PURCHASED FROM TRAVELERS' CASUALTY THRU SHOLLEY AGENCY FOR THE TOWNSHIP SECRETARY/TREASURER IN THE AMOUNT OF \$1,000,000.00 TO REMAIN IN PLACE FROM NOVEMBER 9, 2023 THROUGH JANUARY 1, 2025 AND TO BE RENEWED AT THAT TIME.
20. APPOINTMENT OF **DELEGATES** (SUPERVISORS, ROADMASTER OR SECRETARY) TO ATTEND THE PENNSYLVANIA STATE CONVENTION BEING HELD APRIL 14-17, 2024, IN HERSHEY.
21. APPOINTMENT OF THE **VOTING DELEGATE** TO THE STATE CONVENTION.
22. APPROVAL OF THE **TOWNSHIP PAYING ALL EXPENSES** FOR THOSE ATTENDING THE STATE CONVENTION (FOOD, LODGING, MILEAGE, LOST WAGES ETC.)

23. APPOINTMENT OF TOWNSHIP **ROADMASTER**:
24. SETTING OF **ROADMASTER'S WAGES**:
25. APPOINTMENT OF THE **FULL-TIME ROAD EMPLOYEES** AND SETTING OF THEIR WAGES:
26. APPOINTMENT OF THE **PART-TIME ROAD EMPLOYEES** AND SETTING OF THEIR WAGES:
27. APPOINTMENT OF **RECYCLING EMPLOYEES** AND SETTING OF THEIR WAGES:
28. APPROVAL OF ALL **WAGES TO BECOME EFFECTIVE** WITH PAY PERIOD #2.
29. APPROVAL OF THE **2024 MONTHLY TOWNSHIP SUPERVISORS' MEETINGS** and **2024 WORKS SESSIONS** HELD AT THE KELLY TWP BUILDING – 551 ZEIGLER ROAD, LEWISBURG.
30. APPOINTMENT OF A **CPA FIRM** TO AUDIT THE RECORDS AND ACCOUNTS OF KELLY TOWNSHIP FOR THE CALENDAR YEAR 2023.
31. APPOINTMENT OF **TOWNSHIP ENGINEERS** AND SETTING OF FEES:
32. APPOINTMENT OF **SEWER BOARD** – 5 YR. TERM
33. APPOINTMENT OF KELLY TOWNSHIP **PLANNING COMMISSION** – 4-YEAR TERM, AS AMENDED ON OCTOBER 3, 2000.
34. SETTING OF **PLANNING COMMISSION SECRETARY WAGES** PER MEETING
35. SETTING OF THE **PLANNING COMMISSION MEMBERS WAGES** PER MEETING
36. APPOINTMENT OF **UNION COUNTY ADVISORY COMMITTEE**
37. APPOINTMENT TO **CHAIRMAN OF THE VACANCY BOARD** – APPOINTED YEARLY - (3) ELECTED SUPERVISORS: DAVID S. HASSENPLUG, ELVIN E. STOLTZFUS, ERIC E. IMGRUND AND (1) RESIDENT (NOT TO BE AN EMPLOYEE)
38. APPOINTMENT TO **ZONING HEARING BOARD** – 3 YEAR TERM
39. APPOINTMENT OF **SEWAGE ENFORCEMENT OFFICER**:
40. MOTION TO APPROVE **SEO FEE SCHEDULE**:
41. APPOINTMENT OF **FIRE COMPANY ADVISORY COMMITTEE**:  
REPRESENTATIVE \_\_\_\_\_  
ALTERNATE \_\_\_\_\_
42. **FIRE PROTECTION CONTRIBUTIONS**:
43. **OLD BUSINESS**:
44. **CITIZENS ON THE AGENDA**:
45. MOTION TO **ADJOURN** THE MEETING AT \_\_\_\_\_ P.M.