

**DAMASCUS TOWNSHIP
BOARD OF SUPERVISORS AGENDA
- ORGANIZATIONAL MEETING -**

Monday, January 6, 2025

Meeting called to order @ _____ PM.

The Pledge of Allegiance was led by: _____

Attendance: [] Joe Canfield [] Steve Adams [] Scott Rutledge
 [] Melissa Haviland, Secretary, Treasurer & O.R.O.

Open Floor: AGENDA Items only. Three minutes per speaker.

BOARD OF SUPERVISOR ELECTIONS:

1. Elect a **Temporary Chairman** for the BOS Organization Meeting: need to elect a Temporary Chairman to conduct the meeting. Motion was made by _____, seconded by _____.
 2. Elect a **Chairman of the Board of Supervisors:** Motion was made by _____ to elect _____. The motion was seconded by _____.
 3. Elect a **Vice Chairman of the Board of Supervisors:** Motion was made by _____ to elect _____ seconded by _____.
 4. Appoint / Reappoint: **Operation Administrator:** _____ made a motion to appoint/reappoint _____ with _____ seconding the motion.
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1. **Secretary of the Board of Supervisors:**
- 2A. **Treasurer** of Damascus Township:
- 2B. **Treasurer's Bond:**
3. **Elected tax collector:**
4. **Township Attorney:**
5. **Designation of Board of Supervisors Meetings:**
6. **Vacancy Board:**
- 7A. **Designation of Meeting- Planning Commission:**
- 7B. **Planning Commission:**
- 8A. **Designation of Meeting- Zoning Hearing Board:**
- 8B. **Zoning Hearing Board:**

- 8C. **Zoning Hearing Board Secretary:**
- 8D. **Zoning Hearing Board Attorney:**
- 9. **Zoning Officer & Code Enforcement Officer:**
- 10. **Emergency Management Coordinator:**
- 11. **Building Code Official:**
- 12A. **Sewage Enforcement Officer:**
- 12B. **Alternate Sewage Codes Enforcement Officer:**
- 13. **Stenographer:**
- 14. **Delegate to the Northern Wayne Council of Governments [C.O.G.]**
- 15. **Designations of Depositories:**
- 15B. **Authorizing Payment of Disbursements:**
- 16A. **PSATS Annual Conference VOTING Delegate:**
- 16B. **PSATS Conference May 4 - 7, 2025**
- 17. **Township Insurance Carrier:**
- 18. **IRS Mileage Reimbursement Rate:**
- 19. **Board Members of the Parks and Recreation:**
- 20. **Upper Delaware Council Representative:**
- 21A. **Engineers for Road projects:**
- 21B. **Engineer for Park & Recreation projects:**
- 22A. **Road Foreman:**
- 22B. **Road Crew – CDL Drivers & Seasonal:**
- 23A. **Annual Review/Employee Raises -**
- 23B. **If needed Update Employee Handbook:**
- 24. **Independent Audit Services Resolution #2025:**
- 25. **Designation News Media** for publication of notices & legal advertising:
- 26. **Motion to bid out/get quotes for 2025 materials and Park/Building Maintenance:**
- 27. **Accept Costar Material Quote # _____ from H&K/Bedrock:**
- 28. **Accept Costar Material Quote # _____ from Jen Rutledge Materials:**

#29. Wireless Edge Payments:

#30. Web Site:

#31. Reopen Budget if needed:

#32. Constable:

#33. PA Farm Show:

ALL other matters, not mentioned or voted herein, shall remain in place until the will of the Board of Supervisors vote a *change of status* on such matter(s). Motion made by ____ and seconded by ____.

Public Comments:

Adjournment: _____ made a motion to adjourn the meeting at _____ seconded by _____.

Joseph K Canfield, _____

Scott Rutledge, _____

Steven R Adams, _____

BOS Secretary _____