

WAVERLY TOWNSHIP SUPERVISORS REORGANIZATION MEETING

January 5, 2026

Attending Supervisors:	Chery Lynn Murnin, Chairman Drew Christian, Vice Chairman Eric Parry, Supervisor
Solicitor:	Malcolm MacGregor
Municipal Authority Solicitor:	William Rinaldi
SALDO Solicitor:	William Jones
Litigation Solicitor:	Terry Dempsey
Township Manager:	Christine Capozzi
Maintenance Superintendent:	Thomas James
Police Chief:	Kenneth James
Engineer:	Ned Slocum
Building Code Official:	BIU, NEIC

The reorganization meeting of the Waverly Township Supervisors was called to order at 6:00 P.M. in the Township Board Room. The first order of business was the appointment of a temporary chairman. Drew Christian was appointed as temporary chairman.

NOMINATION & ELECTION OF CHAIRMAN. On a motion by Eric Parry, seconded by Drew Christian, Cheryl Lynn Murnin was elected chairman of the Waverly Twp. Board of Supervisors for the year 2026. At this point, the newly elected chairman took charge of the meeting.

NOMINATION AND ELECTION OF VICE CHAIRMAN. On a motion by Eric Parry, seconded by Cheryl Murnin, Drew Christian was elected Vice Chairman of the Waverly Twp. Board of Supervisors for the year 2026, all voting yes.

NOMINATION AND ELECTION OF TREASURER. On a motion by Cheryl Lynn Murnin, seconded by Drew Christian, Eric Parry was elected Treasurer for the year 2026, all voting yes.

On a motion by Drew Christian, seconded by Eric Parry, the following individuals were appointed to the following positions for the year 2026:

- a. Township Secretary – Christine Capozzi (1 yr.)
- b. Township Manager – Christine Capozzi (1 yr.)
- c. Clerk/Assistant Treasurer – Jacqueline Bisch (1 yr.)
- d. Maintenance Superintendent – Tom James (1 yr.)
- e. Chief of Police – Kenneth James (1 yr.)
- f. Township Solicitor – Malcolm MacGregor (1 yr.)
- g. Planning Commission Solicitor – William Jones, Esq. (1 yr.)
- h. Roadmaster – Tom James (1 yr.)
- i. Township Engineer – Milnes Engineering, Inc. (1 yr.)
- j. Municipal Authority Member – Thomas Karam, one open position (4 yr.)
- k. Planning Commission Members – One open position
- l. Emergency Management Coordinator – Chief Ken James/Christine Capozzi (1 yr.)
- m. Wage Tax Collector – Berkheimer, TCC of Lackawanna County.

- n. Zoning Enforcement Officer – Christine Capozzi (1 yr.)
- o. Zoning Hearing Board (3 yrs.)– Jody Fitzsimmons, Heather Acker, One open position, Solicitor – Matthew Boyd, Esq. (1 yr.)
- p. Historic Architectural Review Board – One open position (5 yrs.)
- q. Shade Tree Commission – Open positions TBD (4 yrs.)
- r. Abington Area Joint Recreation Board 2 years – Mike Walsh, Eric Parry, Dylan MacGregor (2 yrs.)
- s. Chief Administrative Officer for Pensions – Township Treasurer (Eric Parry, 1 yr.)
- t. Chairman of Vacancy Board – John Hennemuth (1 yr.)
- u. U.C.C. Board of Appeals – David W. Sanders, AIA, Fred M. Bales, CFPS, BS, Dennis Kutch, P.E., William J. White, P.E., Kevin R. Bonham, ASEE - TBD
- v. Open Records Officer – Jacqueline Bisch (1 yr.)
- w. Abington COG Representatives –NA
- x. SAPA Representatives – Christine Capozzi, Eric Parry (1 yr.)
- y. TCC Delegates – Christine Capozzi, vacant position (1 yr.)
- z. Waverly Community House Trustees – no open positions
- aa. Police Commissioner – Drew Christian
- bb. HARB Liaison – Cheryl Lynn Murnin

DEPOSITORY FOR TOWNSHIP FUNDS. On a motion by Drew Christian, seconded by Eric Parry, the (PLGIT) Pennsylvania Local Government Investment Trust and Honesdale National Bank was selected as the depository for the township funds, all voting yes.

ESTABLISHMENT OF DATES, TIME and PLACE FOR TWP. SUPERVISOR’S MEETINGS Supervisor’s meetings will be held on the *2nd and Last Mondays of each month* with the exception of the months of January, May, and December. During the month of January, the meetings will be held on the first Monday, during the month of May the meeting will be on the last Tuesday of the month, in October the meeting will be held on the second Tuesday, and during the month of December, there will only be one meeting held on the second Monday. The meetings will be held in the *Waverly Township meeting room, Lake Henry Drive*, at 6:00 P.M.

DELEGATES TO THE STATE ASSOCIATION CONVENTION. On a motion by Drew Christian, seconded by Eric Parry, Christine Capozzi was designated as a delegate to the State Supervisors Association annual convention, all voting yes.

HOLIDAYS FOR NON-UNIONIZED EMPLOYEES. On a motion by Drew Christian, seconded by Eric Parry, the following days were designated as holidays for all non-unionized employees, all voting yes.

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| 1) New Year’s Day – Thurs, January 1, ‘26 | (9) Election Day- Tue. Nov. 3 ‘26 |
| (2) MLK Day – Mon. Jan. 19, ‘26 | (10) Veteran’s Day- Wed. Nov. 11 ‘26 |
| (3) President’s Day- Mon. Feb. 16 ‘26 | (11) Thanksgiving- Thu. Nov. 26 ‘26 |
| (4) Good Friday- Fri. April 18, ‘26 | (12) Thanksgiving- Fri. Nov. 27 ‘26 |
| (5) Memorial Day- Mon. May 25 ‘26 | (13) Christmas Eve- Thurs, Dec. 24 ‘26 |
| (6) 4 th of July- Fri. July 4 ‘26 | (14) Christmas Day- Fri. Dec. 25 ‘26 |
| (7) Labor Day- Mon. Sep. 7 ‘26 | (15) New Year’s Eve – Wed. Dec. 31 ‘26 |
| (8) Columbus Day- Mon. Oct 12 ‘26 | |

RESOLUTIONS FOR THE YEAR 2026

On a motion by Eric Parry, seconded by Drew Christian, the supervisors passed the following resolutions, all voting yes.

- (1) A RESOLUTION authorizing and directing the Treasurer of Waverly Township to draw all warrants and deposit all monies of the Township in (PLGIT) Pennsylvania Local Government Investment Trust and the Honesdale National Bank.
- (2) A RESOLUTION authorizing and directing the Board of Supervisors of Waverly Township to sign all checks and warrants drawn on PLGIT and the Honesdale National Bank.
- (3) A RESOLUTION setting the date of the regular monthly meetings of the Supervisors of Waverly Township as the second and last Mondays of each month, with the exception of January which will be the first Tuesday and last Monday, and the month of May which will be the second Monday and last Tuesday, October the second Tuesday, and the month of December, which will be the second Monday only.
- (4) A RESOLUTION of the Township of Waverly, Lackawanna County, Pennsylvania, fixing the tax rate and special levies for the fiscal year ending December 31, 2026, and appropriating specific sums, estimated to be required for the specific purpose of the Township, during the current year.
- (5) A RESOLUTION authorizing and advising that the Township of Waverly will be governed by the Pennsylvania Uniform Construction Code (International Residential Code and BOCA Property Maintenance Code) during the year 2026 and also any changes made to same will be in effect by the Township.
- (6) A RESOLUTION authorizing and directing the Board of Supervisors of Waverly Township to renew the Fiscal Agency Agreement with PLGIT and the Honesdale National Bank for the purpose of obtaining the best possible return on the investment of Township funds.
- (7) A RESOLUTION of the Township of Waverly, Lackawanna County, Pennsylvania, establishing a schedule of fees to be charged and collected by the Township for various permits, applications, registrations, and hearings.
- (8) A RESOLUTION authorizing that the Township of Waverly will continue a Police Pension Fund, with the Pennsylvania Municipal Retirement System (PMRS), in full force and effect for the year 2026 and furtherance thereof meet its minimal municipal obligation to that fund.
- (9) A RESOLUTION imposing a \$10.00 Occupational Privilege Tax on all persons employed within Waverly Township; that tax to be shared with the Abington Heights School District.
- (10) A RESOLUTION appointing delegates to represent the Township of Waverly on the Lackawanna County Tax Collection Committee for the year 2026.
- (11) A RESOLUTION of the Township of Waverly, authorizing the Board of Supervisors to set members contributions to the Police Pension Fund to 0% of their compensation for the calendar year 2026.
- (12) A RESOLUTION of the Township of Waverly, authorizing the Board of Supervisors to change the method and procedure for the collection of the Township's sewer charges from the former practice to a system of collection directly by the Township for the calendar year 2026.

There being no further business to be conducted at the reorganization meeting, on a motion by Drew Christian, seconded by Eric Parry, the meeting was adjourned. The minutes of this meeting were recorded and transcribed by Christine Capozzi, Township Manager/Secretary.