

NORTH EAST TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
7:30 PM
MONDAY, JANUARY 6th, 2025

Chairman Shunk called the meeting to order with the Pledge of Allegiance. Also, in attendance were Supervisors August Neff and Russ LaFuria along with Township Solicitor Tim Wachter and Secretary Erica Carlstrom.

Chairman Shunk asked for any public comments, and none were received.

A motion from August Neff and the second from Russ LaFuria approved the minutes as presented for the December 23, 2024 meeting and passed by unanimous vote. Secretary Erica Carlstrom presented the Treasurer's report for the period of December 23, 2024 through December 31, 2024 and by a motion from Russ LaFuria and the second from August Neff accepted it as presented and passed by unanimous vote. Russ LaFuria made a motion to officially close the books for the year 2024 with the second from August Neff and 2024 was officially closed with all in favor.

Bills for the December 23, 2024 through December 31, 2024 period were presented as follows:

General Fund Checks	#3644-3645	\$	58,642.64
General ACH's	Ach's	\$	1,428.70
Water Fund Checks	#2953-2954	\$	11,217.14
Sewer Fund Checks	#2781-2782	\$	4,688.99

Total approved by a motion from Fredrick Shunk and the second from Russ LaFuria was \$75,977.47 and passed by unanimous vote.

Correspondence:

Committee signups for ECATO.

New Business:

Final approval for Dave Thornton; Lot line revision for parcel on West Law Road. A motion to approve and sign from August Neff and the second from Russ LaFuria. All in favor.

At this time Chairman Fredrick Shunk turned the meeting over to the Temporary Chairman, August Neff for the nomination of Chairman. Fredrick Shunk made the motion to nominate Russ LaFuria and August Neff made the second. Passed by unanimous vote.

Chairman LaFuria then asked for nominations for Vice-Chairman, Fredrick Shunk made the motion to appoint August Neff and the second came from Russ LaFuria. Passed by unanimous vote.

Appointment of the Secretary-Treasurer, a motion to appoint Erica Carlstrom was received from Fredrick Shunk and the second came from August Neff and passed by unanimous vote.

Appointment of the Assistant Secretary, a motion to appoint Russ LaFuria was received from August Neff and the second came from Fredrick Shunk. All in favor.

A motion to set the bond for the Secretary-Treasurer at \$500,000.00 was made by Fredrick Shunk and the second from August Neff and passed by unanimous vote.

August Neff made the motion for appointment of Road Masters, August Neff, District 1, Russell LaFuria, District 2 and Fredrick Shunk, District 3. Fredrick Shunk made the second and passed by unanimous vote.

Appointment of the Wage Tax Collector: ___Berkheimer & Assoc.____.

Motion___ Fredrick Shunk____2nd ___August Neff____. Motion carried.

Appointment of Water & Sewer Administrative Assistant___Shelly Newara____.

Motion___Russ LaFuria____2nd ___August Neff____. Motion carried.

Set Bond of Water & Sewer Administrative Assistant____ \$500,000.00 _____.

Motion___Fredrick Shunk____2nd ___August Neff____. Motion carried.

Appointment of Zoning Officer____James Jobczynski_____.

Motion___August Neff____2nd ___Fredrick Shunk____. Motion carried.

Set Bond for Zoning Administrator_____ \$15,000.00 _____

Motion___Fredrick Shunk____2nd ___August Neff____. Motion carried.

Administration Building Hours: 8am to 4:30pm

Motion___Fredrick Shunk____2nd ___August Neff____. Motion carried.

Days & Times of Supervisors Board Meetings: 1st Monday 7:30 PM
3rd Monday 9:00 AM

Motion___August Neff____2nd ___Fredrick Shunk____. Motion carried.

Deposits:

General Fund Checking..... First National Bank
Payroll Fund Checking..... First National Bank
State Fund /Turnback Checking.....Northwest Savings Bank
EIT Tax Berkheimer Checking.....First National Bank
LST Berkheimer Checking.....First National Bank
Water Fund Checking.....First National Bank

Water Savings.....First National Bank
Sewer Fund Checking.....First National Bank
Sewer Savings.....First National Bank
Escrow Account.....First National Bank
NEACA Account.....First National Bank

Certificates of Deposit or Money Markets....Purchase where best rate

Motion___Fredrick Shunk____2nd____August Neff____. Motion carried.

Fire Agreements:

- A. Fuller Hose Fire Co._____ \$12,500.00____
- B. Crescent Hose Fire Company__ \$12,500.00 ____

Motion___ Fredrick Shunk ____2nd___ August Neff____. Motion carried.

Motion to recommend to Auditors Compensation for Supervisors Meetings as set by PSATS, Per Year: August Neff... \$2500, Fredrick W. Shunk...\$2500, Russell LaFuria...\$2500

Motion__August Neff____2nd___ Fredrick Shunk _____. Motion carried.

Compensation of Secretary/Treasurer, Erica Carlstrom___ \$57,437.74/year ____.

Motion___ Fredrick Shunk ____2nd____August Neff_____. Motion carried.

Compensation of Water/Sewer Assistant Shelly Newara___ \$48,868.14/year__.

Motion___August Neff ___2nd___ Fredrick Shunk _____. Motion carried.

Compensation of Zoning Administrator/Code Enforcement Officer: Jay Jobczynski ___\$53,988.48/year____.

Motion____ Fredrick Shunk ____2nd____August Neff_____. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W.Shunk with compensation set at \$81,485.04/year____.

Motion___August Neff___2nd___Russ LaFuria____. *Fredrick Shunk abstaining.*
Motion carried.

Compensation for Nonemployee Roadmaster/Administration___ \$8,600.00/year, Russ LaFuria.

Motion___Fredrick Shunk____2nd___August Neff_____. *Russell LaFuria abstaining.*
Motion carried.

Compensation for Supervisor in charge of Roads, Bridges & Storm Sewers ___August Neff___\$84,673.68/year.

Motion___ Fredrick Shunk___2nd___ Russ LaFuria____. *August Neff abstaining.* Motion carried.

Hiring & Compensation of Employees for General Labor: 2025

- 1. William S. Davis.... Rate/hr..... \$37.95.....OT..\$56.93/hr.
- 2. David E. Eisaman... Rate/hr.....\$31.98.....OT..\$47.97/hr.
- 3. Donald W. Fuller.....Rate/hr.....\$33.44.....OT..\$50.17/hr.
- 4. Randy J. WalkerRate/hr.....\$26.51.....OT..\$39.77/hr..
- 5. James D. Crisman.....Rate/hr..... \$26.29.....OT..\$39.43/hr.
- 6. Jason D. Orton.....Rate/hr.....\$26.84.....OT..\$40.26/hr.
- 7. Fredrick J. Waters....Rate/hr.....\$23.69.....OT..\$35.54/hr.
- 8. Sean M. Lewis.....Rate/hr.....\$24.51.....OT..\$36.77/hr.
- 9. Michael R. Carlstrom...Rate/hr....\$24.21.....OT..\$36.31/hr.
- 10. Jacob L. Gilbert.....Rate/hr.....\$20.00.....OT\$30.00/hr.

Motion_____August Neff___2nd___ Fredrick Shunk_____

Fringe Benefits:

Vacation: Annual vacation shall be granted in accordance with the following schedule.

For complete years of full-time Employment as of January 1 st .	Number of days paid vacation
1	5
2	6
3	7
4	8
5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
14	19
15	20
16	21
17	22
18	23
19	24
20 and up.....	25

Longevity Rates for 2025: Annual Base Wage (2080 hours)

3%	6-8 years service
3.5%	9-11 years service
4%	12-14 years service
4.5%	15-17 years service
5%	18-37 years service
7%	38 and up years service

New Hires after January 1, 2018

3.5%	10-20 years of service
5.00%	21+ years of service

Vacation Schedule for Part-time employees: 1-5 years service 1 day, 5-10 years service 3 days, 10-15 years 4 days, 15 & up 5 days (*per Resolution 1995-007*).

Paid Holidays: 1. New Years Day 2. Good Friday 3. Primary Election 4. Memorial Day 5. Independence Day 6. Labor Day 7. General Election 8. Veteran's Day 9. Thanksgiving Day 10. Day after Thanksgiving 11. Christmas Day. ** Monday or Friday off, if holiday comes on a Tuesday or Thursday giving a 4-day weekend. This does not include primary or general elections. This is only for National Holidays. If work is necessary such as snow plowing, a waterline break or recycling and the employee must work he/she can use that day at a later date.

Sick Leave of 12 days per year, accumulates up to 150 days. Once the maximum is reached, any days used through the course of the year will be replaced, up to the 12 earned that year, on the following January 1.

Clothing Allowance: Garage Crew includes A. Neff and F.W. Shunk, \$400.00 per year.

Hospitalization, Dental and Optical Insurance. Full Time Employees, min. 40 hr/wk.

Personal Days.....6 per year (this includes Birthday)

Death in immediate family: Three (3) days
(Full description of immediate family: Spouse, Domestic Partner, Brother, Sister, Mother, Father, Child, Grandparent, Grandchild, Mother-in-law, Father-in-law, Brother-in-law, Sister-in-law, Son-in-law, Daughter-in-law.)

Retirement: All employees working 40 or more hours per week as set by Pension Administrator.

Annual Holiday Bonus: \$150 full time employees
\$100 weekly full part-time
\$ 50 weekly part-time

Motion to approve Fringe Benefits, Longevity, Vacation, Sick, Clothing benefits, Personal Days, Bereavement Time and Retirement benefits was made by August Neff and the second from Fredrick Shunk. All in favor, motion carried.

The minimum hourly start rate for new full-time employee's general labor positions: \$14.00/hr. with a 90-day review to follow. Based on experience and skills.

Motion___ Fredrick Shunk____2nd____August Neff____. Motion carried.

The minimum hourly start rate for new full-time employee's in administrative positions: \$14.00/hr. with a 90-day review to follow. Based on experience and skills.

Motion___ Fredrick Shunk____2nd____August Neff _____. Motion carried.

Appointment of Solicitor: _____ Tim Wachter- Knox Law_____

Motion___August Neff____2nd____ Fredrick Shunk____. Motion carried.

Appointment of Auditing Firm: _____ Heberleing & Falk, P.C.____

Motion___ Fredrick Shunk____2nd____August Neff____. Motion carried.

Appointment of Engineer:_____Mark J. Corey & Associates_____

Motion____Fredrick Shunk____2nd____August Neff____. Motion carried.

Appointment of Engineering Firm: _____ Greenman-Pedersen, Inc._____

Jeff Kordes

Motion__ Fredrick Shunk____2nd____August Neff _____. Motion carried.

Appointments to Planning Board Member:____Vernon Frye _____

(2025-2029) (4-year term)

Motion____August Neff____2nd____ Fredrick Shunk____. Motion carried.

Appointments to the Water/Sewer Authority: _____Gordon Post____

(2025-2030) (5-year terms)

Motion____August Neff____2nd____ Fredrick Shunk____. Motion carried.

Appointments to the Water/Sewer Authority: _____Fredrick W. Shunk____

(2025-2030) (5-year terms)

Motion____August Neff____2nd____ Fredrick Shunk____. Motion carried.

Appointment to Vacancy Board:_____Kurt Lichtenfeld_____.

Motion____August Neff____2nd____ Fredrick Shunk____. Motion carried.

Appointment to ECATO Executive Committee: _____August Neff_____.

Motion___ Russ LaFuria____2nd____ Fredrick Shunk____. Motion carried.

Appointment of Alternate's to ECATO Exec Comm: _Fredrick Shunk & Russell LaFuria.

Motion___ Fredrick Shunk ____2nd____ August Neff____. Motion carried.

Appointment of Water/Sewer Dept Superintendent: _____Fredrick W. Shunk_____.

Motion___ Russ LaFuria_____2nd___August Neff_____. Motion carried.

Appointment of Assistant to the Water/Sewer Dept Superintendent: __Don Fuller__.

Motion___ August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Appoint Department Supervisor for Road-Bridges-Storm Sewers: __August Neff __.

Motion___Russ LaFuria_____2nd___ Fredrick Shunk_____. Motion carried.

Appoint Department Supervisor for Administration: __Russell LaFuria_____.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Motion to authorize Secretary to buy necessary supplies as needed without prior approval of the Board up to \$1,500.00.

Motion___ Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Motion to authorize Supervisors to spend up to \$4,000.00 for their respective departments without prior board approval.

Motion___ Russ LaFuria_____2nd___August Neff _____. Motion carried.

Motion to authorize Secretary to transfer funds and investments when necessary without prior approval of the Board.

Motion___ Fredrick Shunk_____2nd___August Neff _____. Motion carried.

Motion to designate signers of Purchase Order, Board of Supervisors and Secretary-Treasurer.

Motion___ Fredrick Shunk_____2nd___ August Neff_____. Motion carried.

Motion to authorize Secretary to pay bills when necessary to avoid penalties and take advantage of discounts.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Motion to set pay and mileage fee to attend to banking, post office and administrative needs, schools, conferences and meetings in order to discuss and resolve various questions arising in the discharge of the duties and functions of the respective Township personnel. **Mileage: Paid as set by IRS @ .70cents/mile.** Attendance per day: \$50.00. Attendance per morning, afternoon or evening \$25.00 for those not being paid a salary for the day.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Motion to set pay and mileage for ECATO Year- Book Dinner and ECATO Annual County Convention at rate set by IRS per mile, attendance per day at \$25 & \$50 respectively for those not being paid a salary for the day.

Motion___ August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:
_____Fredrick Shunk_____/___Russell LaFuria_____.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Motion to Bid Road Supplies for the Year 2025.

Motion___ Fredrick Shunk _____2nd___ August Neff_____. Motion carried.

Motion to pay Secretary \$35.00 for attending Supervisor's Meetings.

Motion___Fredrick Shunk_____ 2nd___August Neff___ Motion carried.

Motion to pay Zoning Administrator \$35.00 for attending Planning Commission meetings.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Motion to pay School Crossing Guard \$16.25/hr: Fritz, GW Holzhausen, for school year 24-25

Motion___ Fredrick Shunk_____2nd___ August Neff_____. Motion carried.

Motion to set compensation for Supervisors (not employed full-time) an hourly rate for necessary emergency administrative work, utilities or roadwork. \$18.00/hour.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Appointment to the East Erie County Communication Board: ___Jack Diorazio___,
Alternate: ___Russ LaFuria_____.

Motion___ Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Appoint to the Solid Waste Management Committee: ___ Fredrick Shunk_____.

Motion___August Neff_____2nd___Russ LaFuria_____. Motion carried.

Motion for Supervisors & appropriate employees to attend Annual Township State Convention in Hershey, PA May 3rd – May 7th, 2025. (Saturday-Wednesday)

Motion___ August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Motion to pay expenses to attend Annual State Convention from May 3rd – May 7th, 2025. (Saturday-Wednesday)

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Appointment of Delegate to State Convention for 2025: ___Russell LaFuria_____.

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Motion to appoint Alternate to Annual Convention for 2025 in Hershey:_
_____Erica Carlstrom_____.

Motion___August Neff _____2nd___ Fredrick Shunk_____. Motion carried.

Appointment of Primary ALS Provider_____East Erie County_____

Motion_____August Neff_____2nd___Fredrick Shunk_____. Motion carried.

Resolution #2025-001 setting the Township contribution rate of \$7,200.00/year to Employee Pension Fund. (Full Time Employees)

Motion___ Fredrick Shunk_____2nd___ August Neff_____. Motion carried.

Resolution #2025-002 for Employees called to perform Jury Duty.

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Resolution #2025-003 appointing a Secretary in the absence of the Regular Secretary, ___Russ LaFuria_____.

Motion___ Fredrick Shunk_____2nd___ August Neff_____. Motion carried.

Resolution #2025-004 to certify to the First National Bank who qualified signers of checks are. August Neff, Fredrick W. Shunk, Russell LaFuria, Erica Carlstrom & Shelly Newara__.

Motion___August Neff_____2nd___ Fredrick Shunk_____. Motion carried.

Resolution #2025-005 to certify to the Northwest Savings Bank who qualified signers of checks are, August Neff, Fredrick W. Shunk, Russell LaFuria & Erica Carlstrom.

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Resolution #2025-006 to allow the 2025 County Aid monies to be used for the 2025 Township Road/Maintenance projects.

Motion___ Fredrick Shunk____2nd___August Neff_____. Motion carried.

Resolution #2025-007, to certify to the First National Bank who the qualified signers are for the North East Township Earned Income Tax and Local Services Tax accounts from Berkheimer and Associates deposits: August L. Neff, Fredrick W. Shunk, Russell LaFuria and Erica Carlstrom.

Motion___August Neff____2nd___ Fredrick Shunk _____. Motion carried.

Resolution #2025-008, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2025.

(Erica Carlstrom, Primary and ECTCC Chairperson as First Alternate)

Motion___ Fredrick Shunk____2nd___ August Neff_____. Motion carried.

Motion to appoint Chairman of the North East Township Agriculture Security Area Committee. ___August Neff_____.

Motion___Fredrick Shunk____2nd___Russell LaFuria_____. Motion carried.

Motion to reappoint Jack Diorazio as North East Township Emergency Management Coordinator for 2025.

Motion___ August Neff____2nd___ Fredrick Shunk_____. Motion carried.

Appointment of Electrician:_____Sturdivant Electric_____

Motion___Fredrick Shunk____2nd___August Neff_____. Motion Carried.

Appointment of Electrician:_____Geiger Electric_____

Motion___Fredrick Shunk____2nd___August Neff_____. Motion Carried.

Appointment of HVAC Technician:_____Artise Heating & Cooling Inc._____

Motion___August Neff____2nd___Fredrick Shunk_____. Motion Carried.

Zoning Administrator Jay Jobczynski submitted the Annual Building Report for 2024. A motion to accept this report as presented was made by Russell LaFuria and the second from August Neff and passed by unanimous vote.

The next Supervisor Meeting, Monday, January 20th, at 9:00 AM.

Reminder of Winter Snow Rules in effect October 15th- March 31st for plowing across roadways and keeping fire hydrants shoveled out and clear of snow. There is also to be no parking on Township Roads while the Winter Snow Rules are in place.

The 2025 January through June recycle calendar is now on the website www.northeasttwp.org

With all business concluded a motion to adjourn was made by Fredrick Shunk at 8:15 PM. Meeting adjourned.

Respectfully submitted,

Erica Carlstrom, Secretary