

NORTH EAST TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
7:30 PM
TUESDAY, JANUARY 2nd, 2018

Chairman Fredrick Shunk called the meeting to order with the Pledge of Allegiance. Also in attendance were Supervisors August Neff and Robert Mazza along with Attorney Robert Jeffery and Secretary Karen Ahlgrim. Members of the public included, Jim Williams, Karl & Nancy Larson and Aime Szymanski. Chairman Shunk asked for any public comments and Mr. Larson asked if anyone had spoken with Mr. Gabler of Lakeside Chevy concerning the parking lot lighting. Fredrick Shunk noted that he has not of late but will try to catch up with him soon.

A motion from August Neff and the second from Robert Mazza approved the minutes as presented for the December 29, 2017 meeting and passed by unanimous vote. Secretary Ahlgrim presented the Treasurer's report for the period of December 29, 2017 through January 2, 2018 and by a motion from Fredrick Shunk and the second from Robert Mazza accepted it as presented and passed by unanimous vote. Robert Mazza made a motion to officially close the books for the year 2017 with the second from August Neff and 2017 was officially closed with all in favor. No bills were generated for this period.

At this time Chairman Fredrick Shunk turned the meeting over to the Secretary for the nomination of Chairman. August Neff made the motion to nominate Fredrick Shunk and Robert Mazza made the second. Passed by unanimous vote.

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

Secretary Ahlgrim then turned the meeting over to the Chairman Fredrick Shunk for appointment of the Secretary-Treasurer. Robert Mazza made the motion to reappoint Karen Ahlgrim and the second came from August Neff and passed by unanimous vote.

Appointment of the Assistant Secretary, Deborah Miller was made by a motion from August Neff and the second from Robert Mazza and passed by unanimous vote.

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

A motion to set the bond for the Administrative Assistant at \$15,000 was made by August Neff and the second from Robert Mazza and passed by unanimous vote.

August Neff made the motion that August Neff, District 1, Robert Mazza, District 2 and Fredrick Shunk, District 3, be appointed Roadmasters. Robert Mazza made the second and passed by unanimous vote.

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

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Appointment of Water & Sewer Administrative Assistant___Deborah Miller___.

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

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

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Appointment of Zoning Officer_____Russ LaFuria_____.

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Set Bond for Zoning Administrator_____ \$15,000.00_____

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Administration Building Hours: 8am to 4:30pm

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

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

Motion___Robert Mazza_____2nd___August Neff_____. 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 Saving.....First National Bank
- Sewer Fund Checking.....First National Bank
- Sewer Saving.....First National Bank
- Escrow Account.....First National Bank
- NEACA Account.....First National Bank
- Certificates of Deposit or Money Markets....Purchase where best rate

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Fire Agreements:

- A. Fuller Hose Fire Co. _____ \$3500.00 _____
- B. Crescent Hose Fire Company__ \$3500.00 _____

Motion__ August Neff _____ 2nd ____ Robert Mazza _____. Motion carried.

Motion to recommend to Auditors Compensation for Supervisors Meetings

Per Year: August Neff... \$2500, Fredrick W. Shunk...\$2500, Robert Mazza...\$2500

Motion__ August Neff _____ 2nd ____ Robert Mazza _____. Motion carried.

Compensation of Secretary/Treasurer__ \$53,248.00/year ____.

Motion__ August Neff _____ 2nd ____ Robert Mazza _____. Motion carried.

Compensation of Asst' Sec/Water/Sewer Assistant ____ \$49,004.80 year__.

Motion__ Robert Mazza ____ 2nd ____ August Neff _____. Motion carried.

Compensation of Administrative Assistant__ Darla Harris __\$37,835.20 year__.

Motion__ August Neff _____ 2nd ____ Robert Mazza _____. Motion carried.

Compensation of Zoning Administrator/Code Enforcement Officer: Russ LaFuria
____\$47,840.00/year____.

Motion__ Robert Mazza ____ 2nd ____ August Neff _____. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W.Shunk with
compensation set at \$61,006.40/year____.

Motion__ August Neff _____ 2nd ____ Robert Mazza _____. *Fredrick Shunk abstaining.*
Motion carried.

Compensation for NonEmployee Roadmaster/Water/Sewer__ \$2400.00/year
Robert Mazza _____.

Motion__ Fredrick Shunk _____ 2nd ____ August Neff _____. *Robert Mazza abstaining.*
Motion carried.

Compensation for Supervisor in charge of Roads, Bridges & Storm Sewers__ August
Neff _____\$63,814.40/year.

Motion__ Robert Mazza ____ 2nd ____ Fritzer Shunk _____. *August Neff abstaining.*
Motion carried.

Hiring & Compensation of Employees for General Labor: 2017

1. William S. Davis.... Rate/hr..... \$30.67.....OT..\$46.01/hr
2. Fredrick J. Shunk.....Rate/hr..... \$27.09..... OT..\$40.64/hr
3. David E. Eisaman... Rate/hr.....\$25.21OT..\$37.82/hr
4. Donald W. Fuller.....Rate/hr.....\$24.89.....OT..\$37.34/hr
5. Gregory M. Burick...Rate/hr.....\$22.10.....OT..\$33.15/hr
6. Randy J. WalkerRate/hr.....\$20.30..... OT..\$30.45/hr
7. James D. Crisman.....Rate/hr..... \$20.10.....OT..\$30.15/hr
8. Jason D. Orton.....Rate/hr.....\$20.10.....OT..\$30.15/hr
9. Fredrick J. Waters....Rate/hr.....\$ 16.75.....OT..\$25.13/hr

Motion____August Neff____2nd ____Robert Mazza____. Motion carried.
 (Fredrick Shunk abstaining)

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	12
7	13
8	14
9	15
10	16
11	17
12	18
13	19
14	20
15	21
16	22
17	23
18	24
20 and up.....	25

Longevity Rates for 2018: 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

Con't

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.

The Township will contribute yearly to Full-Time Employee Health Savings Accounts in the amount of \$2,250.00 for Family, Employee and Spouse, Employee and Child/Children and \$1,000.00 for Singles.

Clothing Allowance: Garage Crew includes A. Neff and F.W. Shunk, \$440.00 per year. Hospitalization, Dental and Optical Insurance. Full Time Employees, min. 35 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 35 or more hours per week as set by Pension Administrator.

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

Motion__Robert Mazza_____2nd__August Neff_____. 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.

Motion__Robert Mazza_____2nd_____August Neff_____. Motion carried.

The minimum hourly start rate for new full-time employee’s in administrative positions: \$12.00/hr with a 90 day review to follow.

Motion__August Neff_____2nd__Robert Mazza _____. Motion carried.

Appointment of Solicitor: _____ Robert J. Jeffery_____

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Appointment of Auditing Firm: _____ Felix & Gloeckler, P.C.____

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

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

Clay Falls

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Appointments to Planning Commission: Kurt Lichtenfeld (2018-2021). (4 year term).

Motion___ Robert Mazza___2nd_____ August Neff_____.

Appointments to Zoning Hearing Board: None Required.

Appointments to the Water/Sewer Authority: _____(1) Position Open (2018-2022)
(5 year term).

The Board thanks Julia Gorniak for 26 years of service to the Water/Sewer Authority.

Appointment to the North East Area Recreation Commission, Godfried (Fritz)
Holzhausen for the three year term (2018-2020) The member will report back to
Supervisors periodically.

Motion_____August Neff_____2nd_____Robert Mazza_____. Motion carried.

Appointment to Vacancy Board: _____Kurt Lichtenfeld _____.

Motion___Robert Mazza_____2nd___Fredrick Shunk_____. Motion carried.

Appointment to ECATO Executive Committee: _____August Neff_____.

Motion___Fredrick Shunk_____2nd___Robert Mazza_____. Motion carried.

Appointment of Alternate's to ECATO Exec Comm: _Fredrick Shunk & Robert Mazza.

Motion___Robert Mazza___2nd_____August Neff_____.

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

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

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

Motion___ Robert Mazza_____2nd___August Neff_____. Motion carried.

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

Motion___Fredrick Shunk_____2nd___Robert Mazza_____. Motion carried.

Appoint Department Supervisor for Administration: __Robert Mazza_____.

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 \$1,000.00.

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

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

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

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

Motion___Robert Mazza_____2nd___August Neff_____. 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 @ .54.5 cents/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___Robert Mazza_____2nd___August Neff_____. 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__Robert Mazza_____. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:

__Fredrick Shunk_____/__Robert Mazza_____.

Motion__Robert Mazza_____2nd__August Neff_____. Motion carried.

Motion to Bid Road Supplies for the Year 2018.

Motion__August Neff_____2nd__Robert Mazza_____. Motion carried.

Motion to pay Assistant Secretary \$35.00 for attending Supervisors Meetings in the absence of the Secretary

Motion__Robert Mazza_____2nd__August Neff_____. Motion carried.

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

Motion__August Neff_____2nd__Robert Mazza_____. Motion carried.

Motion to pay School Crossing Guard \$11.00/hr: (Fritz, GW Holzhausen, for school year 17-18)

Motion__Robert Mazza_____2nd__August Neff_____. Motion carried.

Motion to set compensation for Supervisors (not employed full-time) an hourly rate for roadwork, etc. \$18.00/hour.

Motion__August Neff_____2nd__Fredrick Shunk_____. Motion carried.
Robert Mazza abstaining.

Appointment to the East Erie County Communication Board: __Julia Gorniak__,
Alternate: __August Neff_____.

Motion__Robert Mazza_____2nd__Fredrick Shunk_____. Motion carried.

Appoint to the Solid Waste Management Committee: __ Fredrick Shunk__.

Motion__Robert Mazza_____2nd__August Neff_____. Motion carried.

Motion for Supervisors & appropriate employees to attend Annual Township State Convention in Hershey, PA April 21st -25th, 2018. (Saturday-Wednesday)

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Motion to pay expenses to attend Annual State Convention from April 21st – 25th, 2018. (Saturday-Wednesday)

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Appointment of Delegate to State Convention for 2018: ___August Neff_____.

Motion___Fredrick Shunk_____2nd___Robert Mazza_____. Motion carried.

Motion to appoint Alternate to Annual Convention for 2018 in Hershey: __Karen Ahlgrim_____.

Motion___Robert Mazza _____2nd___August Neff_____. Motion carried.

Resolution 2018-001 setting the Township contribution rate of \$5,200/year to Employee Pension Fund.

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Resolution 2018-002 for Employees called to perform Jury Duty.

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Resolution 2018-003 appointing a Secretary in the absence of the Regular Secretary, ___Deborah Miller_____.

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Resolution 2018-004 to certify to the First National Bank who qualified signers of checks are. August Neff, Fredrick W. Shunk, Robert Mazza, Karen Ahlgrim & Deborah Miller__.

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Resolution 2018-005 to certify to the Northwest Savings Bank who qualified signers of checks are.__August Neff, Fredrick W. Shunk, Robert Mazza & Karen Ahlgrim.

Motion___Robert Mazza_____2nd___August Neff_____. Motion carried.

Resolution 2018-006 to allow the 2018 County Aid monies to be used for the 2018 Township Road/Maintenance projects.

Motion ___ August Neff ___ 2nd ___ Robert Mazza _____. Motion carried.

Resolution 2018-007, 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, Robert Mazza and Karen Ahlgrim.

Motion ___ Robert Mazza ___ 2nd ___ August Neff _____. Motion carried.

Resolution 2018-008, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2018.

(Karen Ahlgrim, Primary and ECTCC Chairperson as Alternate)

Motion ___ August Neff ___ 2nd ___ Robert Mazza _____. Motion carried.

Motion to appoint Chairman of the North East Township Agriculture Security Area Committee. ___ August Neff _____.

Motion ___ Robert Mazza ___ 2nd ___ August Neff _____. Motion carried.

Motion to reappoint Terry D. Thomson as North East Township Emergency Management Coordinator for 2018 with Scott Connors as Assistant.

Motion ___ Robert Mazza ___ 2nd ___ August Neff _____. Motion carried.

Zoning Administrator Russ LaFuria submitted the Annual Building Report for 2017, the number of new residences was down from 2016 from 10 to 8. Additions at 16, garages 11, barns at 12, 13 commercial permits were issued, 5 mobile homes and 34 other's. Total permits (99) for a total of \$13,516,846.00 were written for 2017. A motion to accept this report as presented was made by August Neff and the second from Robert Mazza and passed by unanimous vote.

Attorney Robert Jeffery reported that Vineyard Oil and Gas has filed an appeal against Capital Telecom after they were granted a variance for a cell tower, Mr. Jeffery noted the Township will have nothing to gain, and he will send a letter notifying the court that the Township will not be actively involved in this issue.

A request from the North East Community Fair to once again hold their meetings here February through June was approved by a motion from Robert Mazza and the second from August Neff. Motion carried.

Another reminder of the Winter Snow Rules in effect for plowing across roadways and parking along roadways was addressed by Supervisor Neff, noting he may have to start having vehicles towed. He also gave a reminder to shovel around fire hydrants for safety purposes.

Local Services Tax (LST) for 2018 will be at the rate of \$52.00/year, collected by Berkheimer and Associates, inquires should be directed to Berkheimer and Associates at 814-833-4870.

With all business concluded a motion to adjourn was made by Fredrick Shunk Mazza at 8:00 PM and the second from Robert Mazza. Meeting adjourned.

Respectfully submitted,

Karen Ahlgrim, Secretary