

NORTH EAST TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
7:30 PM
MONDAY, JANUARY 7th, 2019

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, Engineer Jeff Kordes and Secretary Karen Ahlgrim. Members of the public included, Teresa Sculley, Ann Kreider, Fritz Holzhausen and Matt Putman. Chairman Shunk asked for any public comments and Mr. Putman thanked the Roads department for the placement of new signage at Williams Road and West Law Road.

A motion from August Neff and the second from Robert Mazza approved the minutes as presented for the December 28, 2018 meeting and passed by unanimous vote. Secretary Ahlgrim presented the Treasurer's report for the period of December 28, 2018 through January 6, 2019 and by a motion from Robert Mazza and the second from August Neff accepted it as presented and passed by unanimous vote. Robert Mazza made a motion to officially close the books for the year 2018 with the second from August Neff and 2018 was officially closed with all in favor.

Bills for the December 28, 2018 through January 6th period were presented as follows:

General Fund Checks	#17750-17754	\$40,170.95
General Fund Debits	#J3012	\$ 149.24
Water Fund Checks	#5266	\$ 2,079.27
Sewer Fund Checks	#4146	\$ 2,258.28

Total approved by a motion from Robert Mazza and the second from Fredrick Shunk was \$44,657.74 and passed by unanimous vote.

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 Robert Mazza and Fredrick Shunk made the second. Passed by unanimous vote.

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

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

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

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

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

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

Motion___August Neff____2nd___Fredrick Shunk____. Motion carried.

Appointment of Water & Sewer Administrative Assistant___Deborah Miller____.

Motion___August Neff____2nd___Fredrick Shunk____. Motion carried.

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

Motion___Fredrick Shunk____2nd___August Neff____. Motion carried.

Appointment of Zoning Officer___Russ LaFuria____.

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___August Neff____2nd___Fredrick Shunk____. Motion carried.

Days & Times of Supervisors Board Meetings: 1st Monday 7:30 PM

3rd Monday 9:00 AM

Motion___August Neff____2nd___Robert Mazza____. 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._____ \$3500.00_____

B. Crescent Hose Fire Company__ \$3500.00 _____

Motion___August Neff_____2nd____Fredrick Shunk_____. Motion carried.

Motion to recommend to Auditors Compensation for Supervisors Meetings

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

Motion___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

Compensation of Secretary/Treasurer___ \$54,496.00/year ____.

Motion___August Neff_____2nd____Fredrick Shunk_____. Motion carried.

Compensation of Asst'Sec/Water/Sewer Assistant___ \$50,252.80 year__.

Motion___Fredrick Shunk ___2nd____August Neff_____. Motion carried.

Compensation of Administrative Assistant___Darla Harris__\$39,083.20 year_.

Motion___Fredrick Shunk _____2nd____August Neff _____. Motion carried.

Compensation of Zoning Administrator/Code Enforcement Officer: Russ LaFuria
___\$49,088.00/year____.

Motion___August Neff_____2nd____Fredrick Shunk_____. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W.Shunk with
compensation set at \$62,254.40/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___\$65,062.40/year.

Motion___Fredrick Shunk___2nd___Robert Mazza____. *August Neff abstaining.*
Motion carried.

Hiring & Compensation of Employees for General Labor: 2019

1. William S. Davis.... Rate/hr..... \$31.27OT..\$46.91/hr
2. Fredrick J. Shunk.....Rate/hr..... \$27.69..... OT..\$41.54hr
3. David E. Eisaman... Rate/hr.....\$25.81OT..\$38.72/hr
4. Donald W. Fuller.....Rate/hr.....\$26.49.....OT..\$39.74/hr
5. Gregory M. Burick...Rate/hr.....\$22.70.....OT..\$34.05/hr
6. Randy J. WalkerRate/hr.....\$20.90..... OT..\$31.35/hr
7. James D. Crisman.....Rate/hr..... \$20.70..... OT..\$31.05/hr
8. Jason D. Orton.....Rate/hr.....\$20.70..... OT..\$31.05/hr
9. Fredrick J. Waters....Rate/hr.....\$ 17.35.....OT..\$26.03/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 2019: 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, \$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___August Neff_____ 2nd _____Robert Mazza_____. 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___Fredrick Shunk_____2nd____Robert Mazza_____. 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___Fredrick Shunk _____. Motion carried.

Appointment of Solicitor: _____ Robert J. Jeffery_____

Motion___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

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

Motion___August Neff_____2nd___Fredrick Shunk_____. Motion carried.

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

Jeff Kordes

Motion___Fredrick Shunk_____2nd____August Neff _____. Motion carried.

Appointments to Planning Commission: Kirk Hill (2019-2022). (4 year term).

Motion___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

Appointments to Zoning Hearing Board:_____ Clay Fails_____ (2019-2022)

Motion_____August Neff_____2nd____Fredrick Shunk_____. Motion carried.

Appointments to the Water/Sewer Authority: _____ Rick Hall_____ (2019-2023)
(5 year term). *One Position Open (2019-2020)

Motion_____August Neff_____2nd____Fredrick Shunk_____. Motion carried.

Appointment to the North East Area Recreation Commission, Deanna Walk, for a three year term (2019-2021) The member will report back to Supervisors periodically.

Motion_____Fredrick Shunk_____2nd____August Neff_____. Motion carried.

Appointment to Vacancy Board: _____ Kurt Lichtenfeld _____.

Motion___August Neff_____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___August Neff____2nd___Fredrick Shunk____. Motion carried.

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

Motion___August Neff____2nd___Robert Mazza____. Motion carried.

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

Motion___ Fredrick Shunk____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___Fredrick Shunk____2nd___August Neff____. Motion carried.

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

Motion___August Neff____2nd___Fredrick Shunk____. Motion carried.

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

Motion___August Neff____2nd___Fredrick Shunk____. Motion carried.

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

Motion___Fredrick Shunk____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 @ .58 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___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___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:

_____Robert Mazza _____/___Fredrick Shunk_____.

Motion___Fredrick Shunk_____2nd___Robert Mazza_____. Motion carried.

Motion to Bid Road Supplies for the Year 2019.

Motion___August Neff_____2nd___Fredrick Shunk_____. Motion carried.

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

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 \$11.00/hr: (Fritz, GW Holzhausen, for school year 18-19)

Motion___Fredrick Shunk_____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___Fredrick Shunk_____2nd___August Neff _____. Motion carried.
Robert Mazza abstaining.

Appointment to the East Erie County Communication Board: ___David Meehl___,
Alternate: ___August Neff_____.

Motion___August Neff_____2nd___Fredrick Shunk_____. Motion carried.

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

Motion___August Neff_____2nd___Robert Mazza_____. Motion carried.

Motion for Supervisors & appropriate employees to attend Annual Township State Convention in Hershey, PA April 13th – April 17th, 2019. (Saturday-Wednesday)

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Motion to pay expenses to attend Annual State Convention from April 13th – April 17th, 2019. (Saturday-Wednesday)

Motion___August Neff_____2nd___Fredrick Shunk_____. Motion carried.

Appointment of Delegate to State Convention for 2019: ___August Neff_____.

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Motion to appoint Alternate to Annual Convention for 2018 in Hershey:___ Fredrick Shunk_____.

Motion___August Neff _____2nd___Robert Mazza_____. Motion carried.

Resolution #2019-001 setting the Township contribution rate of \$5,500/year to Employee Pension Fund.

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Resolution #2019-002 for Employees called to perform Jury Duty.

Motion___August Neff_____2nd___Fredrick Shunk_____. Motion carried.

Resolution #2019-003 appointing a Secretary in the absence of the Regular Secretary, ___Deborah Miller_____.

Motion___August Neff_____2nd___Fredrick Shunk_____. Motion carried.

Resolution #2019-004 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___Fredrick Shunk_____. Motion carried.

Resolution #2019-005 to certify to the Northwest Savings Bank who qualified signers of checks are.__August Neff, Fredrick W. Shunk, Robert Mazza & Karen Ahlgrim.

Motion___Fredrick Shunk_____2nd___August Neff_____. Motion carried.

Resolution #2019-006 to allow the 2019 County Aid monies to be used for the 2019 Township Road/Maintenance projects.

Motion ___ August Neff ___ 2nd ___ Fredrick Shunk _____. Motion carried.

Resolution #2019-007, 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 ___ Fredrick Shunk ___ 2nd ___ August Neff _____. Motion carried.

Resolution #2019-008, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2019.

(Karen Ahlgrim, Primary and ECTCC Chairperson as 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 ___ August Neff _____. Motion carried.

Motion to reappoint Terry D. Thomson as North East Township Emergency Management Coordinator for 2019 with Scott Connors as Assistant.

Motion ___ August Neff ___ 2nd ___ Fredrick Shunk _____. Motion carried.

Resolution #2019-009, establishing the water rates, effective with the second quarter of 2019 was enacted by a motion from Fredrick Shunk and the second from August Neff and passed by unanimous vote.

Resolution #2019-010, establishing the sewer rates, effective with the second quarter of 2019 was enacted by a motion from August Neff and the second from Fredrick Shunk and passed by unanimous vote.

Zoning Administrator Russ LaFuria submitted the Annual Building Report for 2018, the number of new residences was up by one from 2017 from 8 to 9. Additions at 13, garages 7, barns at 10, no new commercial permits were issued but 9 commercial remodels were permitted, 2 mobile homes and 36 other's. Total permits (86) for a total of \$9,204,115.00 were written for 2018. A motion to accept this report as presented was made by August Neff and the second from Fredrick Shunk and passed by unanimous vote.

Another reminder of the Winter Snow Rules in effect for plowing across roadways and parking along roadways was addressed by Supervisors.

The 2019 January through June recycle calendar is now on the website or can be picked up at the municipal building.

Local Services Tax (LST) for 2019 will be at the rate of \$52.00/year, collected by Berkheimer and Associates, inquiries should be directed to Berkheimer and Associates at 814-833-4870.

With all business concluded a motion to adjourn was made by Robert Mazza at 8:05 PM and the second from Fredrick Shunk. Meeting adjourned.

Respectfully submitted,

Karen Ahlgrim, Secretary