

**NORTH EAST TOWNSHIP SUPERVISORS  
ORGANIZATIONAL MEETING  
7:30 PM  
MONDAY, JANUARY 5<sup>th</sup>, 2026**

Chairman LaFuria called the meeting to order with the Pledge of Allegiance. Also, in attendance were Supervisors August Neff and Fredrick Shunk 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 Fredrick Shunk approved the minutes as presented for the December 23, 2025 meeting and passed by unanimous vote. Secretary Erica Carlstrom presented the Treasurer's report for December 2025 and by a motion from August Neff and the second from Fredrick Shunk accepted it as presented and passed by unanimous vote. Fredrick Shunk made a motion to officially close the books for the year 2025 with the second from August Neff and 2025 was officially closed with all in favor.

Bills for the December 23, 2024 through December 31, 2025 period were presented as follows:

General Fund Checks	#4438-4453	\$	36,733.76
General ACH's	Ach's	\$	998.58
Water Fund Checks	#3343-3348	\$	4,808.64
Sewer Fund Checks	#3084-3086	\$	3,184.83

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:*

At this time Temporary Chairman August Neff cast ballot for nomination of Permanent Chairman of Board of Supervisors as Russ LaFuria. A motion by August Neff to approve and the second from Fredrick Shunk Passed by unanimous vote.

Chairman LaFuria then asked for nominations for Vice-Chairman, Russ LaFuria made the motion to appoint August Neff and the second came from Fredrick Shunk. 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 Fredrick Shunk and the second came from August Neff. All in favor.

A motion to set the bond for the Secretary-Treasurer at \$500,000.00 was made by Russ LaFuria 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 Frederick Shunk 2<sup>nd</sup> August Neff. Motion carried.

Appointment of Water & Sewer Administrative Assistant Vacancy.

Motion 2<sup>nd</sup>. Motion carried.

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

Motion August Neff 2<sup>nd</sup> Frederick Shunk. Motion carried.

Appointment of Zoning Officer James Jobczynski.

Motion Frederick Shunk 2<sup>nd</sup> August Neff. Motion carried.

Set Bond for Zoning Administrator \$15,000.00

Motion Frederick Shunk 2<sup>nd</sup> August Neff. Motion carried.

Administration Building Hours: 8am to 4:30pm

Motion Frederick Shunk 2<sup>nd</sup> August Neff. Motion carried.

Days & Times of Supervisors Board Meetings: 1<sup>st</sup> Monday 7:30 PM

3<sup>rd</sup> Monday 9:00 AM

Motion August Neff 2<sup>nd</sup> Russ LaFuria. 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 August Neff 2<sup>nd</sup> Fredrick Shunk. Motion carried.

Fire Agreements:

- A. Fuller Hose Fire Co. \$12,500.00
- B. Crescent Hose Fire Company \$12,500.00

Motion Fredrick Shunk 2<sup>nd</sup> 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 2<sup>nd</sup> Fredrick Shunk. Motion carried.

Compensation of Secretary/Treasurer, Erica Carlstrom \$61,880.00/year.

Motion Fredrick Shunk 2<sup>nd</sup> August Neff. Motion carried.

Compensation of Water/Sewer Assistant \$ TBD/year.

Motion 2<sup>nd</sup> . Motion carried.

Compensation of Zoning Administrator/Code Enforcement Officer: Jay Jobczynski \$55,452.80/year.

Motion Fredrick Shunk 2<sup>nd</sup> August Neff. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W. Shunk with compensation set at \$83,123.04/year.

Motion August Neff 2<sup>nd</sup> Russ LaFuria. *Fredrick Shunk abstaining.*  
Motion carried.

Compensation for Nonemployee Roadmaster/Administration \$9,400.00/year, Russ LaFuria.

Motion Fredrick Shunk 2<sup>nd</sup> August Neff. *Russell LaFuria abstaining.*  
Motion carried.

Compensation for Supervisor in charge of Roads, Bridges & Storm Sewers August Neff \$86,311.68/year.

Motion Fredrick Shunk 2<sup>nd</sup> Russ LaFuria. *August Neff abstaining.*  
Motion carried.

**Hiring & Compensation of Employees for General Labor: 2026**

1. William S. Davis.... Rate/hr..... \$38.70.....OT..\$58.05/hr.
2. David E. Eisaman... Rate/hr.....\$32.73.....OT..\$49.10/hr.
3. Donald W. Fuller.....Rate/hr.....\$34.19.....OT..\$51.29/hr.
4. Randy J. Walker .....Rate/hr.....\$27.23.....OT..\$40.85/hr..
5. James D. Crisman.....Rate/hr..... \$27.00.....OT..\$40.50/hr.
6. Jason D. Orton.....Rate/hr.....\$27.56.....OT..\$41.34/hr.
7. Fredrick J. Waters....Rate/hr.....\$24.33.....OT..\$36.50/hr.
8. Sean M. Lewis.....Rate/hr.....\$25.17.....OT..\$37.76./hr.
9. Michael R. Carlstrom...Rate/hr....\$24.86.....OT..\$37.29/hr.
10. Jacob L. Gilbert.....Rate/hr.....\$21.50.....OT\$32.25/hr.

Motion \_\_\_\_\_ August Neff 2<sup>nd</sup> \_\_\_\_\_ 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 <sup>st</sup> .	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 2026: 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 \_\_\_\_ August Neff \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ Fredrick Shunk \_\_\_\_\_. 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        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Appointment of Solicitor:        Tim Wachter- Knox Law       

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Appointment of Auditing Firm:        Heberlein & Falk, P.C.       

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Appointment of Engineer:        Mark J. Corey & Associates       

Motion        Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

Appointment of Engineering Firm:        Greenman-Pedersen, Inc.       

Jeff Kordes

Motion        Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

Appointments of Zoning Hearing Board Member:        Thomas Mack         
(2026-2030) (4-year term)

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Appointment to Vacancy Board:        Kurt Lichtenfeld       .

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Appointment to ECATO Executive Committee:        August Neff       .

Motion        Russ LaFuria        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

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

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Appointment of Water/Sewer Dept Superintendent:        Fredrick W. Shunk       .

Motion        August Neff        2<sup>nd</sup>        Russ LaFuria       . Motion carried.

Appointment of Assistant to the Water/Sewer Dept Superintendent:        Don Fuller       .

Motion        Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

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

Motion        Fredrick Shunk        2<sup>nd</sup>        Russ LaFuria       . Motion carried.

Appoint Department Supervisor for Administration: Russell LaFuria.

Motion Frederick Shunk 2<sup>nd</sup> 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 2<sup>nd</sup> Russ LaFuria. Motion carried.

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

Motion Russ LaFuria 2<sup>nd</sup> August Neff. Motion carried.

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

Motion August Neff 2<sup>nd</sup> Frederick Shunk. Motion carried.

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

Motion Frederick Shunk 2<sup>nd</sup> August Neff. Motion carried.

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

Motion August Neff 2<sup>nd</sup> Frederick 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 @ .72.5 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 Frederick Shunk 2<sup>nd</sup> 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 2<sup>nd</sup> Russ LaFuria. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:  
Frederick Shunk / Jay Jobczynski.

Motion Frederick Shunk Neff 2<sup>nd</sup> August Neff. Motion carried.

Motion to Bid Road Supplies for the Year 2026.

Motion  August Neff  2<sup>nd</sup>  Russ LaFuria  . Motion carried.

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

Motion  Fredrick Shunk  2<sup>nd</sup>  August Neff  Motion carried.

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

Motion  Fredrick Shunk  2<sup>nd</sup>  Russ LaFuria  . Motion carried.

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

Motion  Fredrick Shunk  2<sup>nd</sup>  Russ LaFuria  . Motion carried.

Motion to set compensation for Supervisors (not employed full-time) an hourly rate for necessary emergency administrative work, utilities or roadwork. \$22.00/hour.

Motion  August Neff  2<sup>nd</sup>  Fredrick Shunk  . Motion carried.

Appointment to the East Erie County Communication Board:  Jack Diorazio  , Alternate:  Russ LaFuria  .

Motion  August Neff  2<sup>nd</sup>  Fredrick Shunk  . Motion carried.

Appoint to the Solid Waste Management Committee:  Fredrick Shunk  .

Motion  August Neff  2<sup>nd</sup>  Russ LaFuria  . Motion carried.

Motion for Supervisors & appropriate employees to attend Annual Township State Convention in Hershey, PA April 18<sup>th</sup> – April 22<sup>nd</sup>, 2026. (Saturday-Wednesday)

Motion  Fredrick Shunk  2<sup>nd</sup>  August Neff  . Motion carried.

Motion to pay expenses to attend Annual State Convention from April 18<sup>th</sup> – April 22<sup>nd</sup>, 2026. (Saturday-Wednesday)

Motion  August Neff  2<sup>nd</sup>  Russ LaFuria  . Motion carried.

Appointment of Delegate to State Convention for 2026:  Russell LaFuria  .

Motion  Fredrick Shunk  2<sup>nd</sup>  August Neff  . Motion carried.

Motion to appoint Alternate to Annual Convention for 2026 in Hershey:  
\_\_\_\_\_Erica Carlstrom\_\_\_\_\_.

Motion    Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

Appointment of Primary ALS Provider        East Erie County       

Motion    Russ LaFuria        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

*Resolution #2026-001* setting the Township contribution rate of \$7,400.00/year to Employee Pension Fund. (Full Time Employees)

Motion    August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

*Resolution #2026-002* for Employees called to perform Jury Duty.

Motion    Russ LaFuria        2<sup>nd</sup>        August Neff       . Motion carried.

*Resolution #2026-003* appointing a Secretary in the absence of the Regular Secretary,        Russ LaFuria       .

Motion    Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

*Resolution #2026-004* to certify to the First National Bank who qualified signers of checks are. August Neff, Fredrick W. Shunk, Russell LaFuria, & Erica Carlstrom       .

Motion    Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

*Resolution #2026-005* 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        2<sup>nd</sup>        August Neff       . Motion carried.

*Resolution #2026-006* to allow the 2026 County Aid monies to be used for the 2026 Township Road/Maintenance projects.

Motion    August Neff        2<sup>nd</sup>        Russ LaFuria       . Motion carried.

*Resolution #2026-007*, 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    Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion carried.

*Resolution #2026-008*, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2026.

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

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

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

Motion        Russ LaFuria        2<sup>nd</sup>        Fredrick Shunk       . Motion carried.

Motion to reappoint Jack Diorazio as North East Township Emergency Management Coordinator for 2026.

Motion        August Neff        2<sup>nd</sup>        Russ LaFuria       . Motion carried.

Appointment of Electrician:        Sturdivant Electric       

Motion        August Neff        2<sup>nd</sup>        Fredrick Shunk       . Motion Carried.

Appointment of Electrician:        Geiger Electric       

Motion        Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion Carried.

Appointment of HVAC Technician:        Artise Heating & Cooling Inc.       

Motion        Fredrick Shunk        2<sup>nd</sup>        August Neff       . Motion Carried.

Zoning Administrator Jay Jobczynski submitted the Annual Building Report for 2025. A motion to accept this report as presented was made by August Neff and the second from Russ LaFuria and passed by unanimous vote.

The next Supervisor Meeting, Monday, January 19<sup>th</sup>, at 9:00 AM.

Reminder of Winter Snow Rules in effect October 15<sup>th</sup>- March 31<sup>st</sup> 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 2026 January through June recycle calendar is now on the website  
[www.northeasttwp.org](http://www.northeasttwp.org)

With all business concluded a motion to adjourn was made by Fredrick Shunk at 8:00 PM. Meeting adjourned.

Respectfully submitted,

Erica Carlstrom, Secretary