

NORTH EAST TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
7:30 PM
TUESDAY, JANUARY 3rd, 2023

Chairman August Neff called the meeting to order with the Pledge of Allegiance. Also, in attendance were Supervisors Fredrick Shunk and Russ LaFuria along with Attorney Robert Jeffery, Secretary Erica Carlstrom. Members of the public included Mason Bennett and Jim Barbour. Chairman Neff 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 28, 2022 meeting and passed by unanimous vote. Secretary Erica Carlstrom presented the Treasurer's report for the period of December 28, 2022 through January 2, 2023 and by a motion from Russ LaFuria and the second from August Neff accepted it as presented and passed by unanimous vote. August Neff made a motion to officially close the books for the year 2022 with the second from Russell LaFuria and 2022 was officially closed with all in favor.

Bills for the December 28, 2022 through January 2, 2023 period were presented as follows:

General Fund Checks	#21278	\$	25,641.15
Water Fund Checks	#6772	\$	2,765.79
Sewer Fund Checks	#5214-5216	\$	12,273.22

Total approved by a motion from August Neff and the second from Fredrick Shunk was \$40,680.16 and passed by unanimous vote.

Supervisors discussed the purchase of a truck bed for the 2022 Chevy 6500 HD truck that is being purchased from Hallman Chevrolet. A motion from Russ LaFuria to approve the purchase of the bed from Trux Inc. The second motion received from August Neff. All in favor.

James Sul; Kerr Road; Subdividing the parcel. The plan meets all the requirements and has Planning approval. A motion to approve and sign was made by August Neff and the second from Russ LaFuria. Passed by unanimous vote.

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

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

Appointment of the Assistant Secretary Russ LaFuria 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 Russell LaFuria and the second from August Neff and passed by unanimous vote.

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

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

Motion___ August Neff___2nd___Russell LaFuria____. 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___August Neff___2nd___ Russ LaFuria____. Motion carried.

Appointment of Zoning Officer___James Jobczynski_____.

Motion___Russ LaFuria___2nd___August Neff____. Motion carried.

Set Bond for Zoning Administrator_____ \$15,000.00 _____

Motion___August Neff___2nd___Russ LaFuria____. Motion carried.

Administration Building Hours: 8am to 4:30pm

Motion___Russ LaFuria___2nd___August Neff____. Motion carried.

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

Motion___Russ LaFuria___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 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___2nd___Russ LaFuria____. Motion carried.

Fire Agreements:

A. Fuller Hose Fire Co._____ \$17,500.00____

B. Crescent Hose Fire Company__ \$17,500.00 ____

Motion___Russell LaFuria___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___Russ LaFuria____. Motion carried.

Compensation of Secretary/Treasurer, Erica Carlstrom___ \$51,022.40/year ____.

Motion___Fredrick Shunk___2nd___Russ LaFuria____. Motion carried.

Compensation of Water/Sewer Assistant Shelly Newara___ \$45,760.00/year____.

Motion___August Neff ___2nd___Russ LaFuria____. Motion carried.

Compensation of Zoning/Code Enforcement Officer: Jay Jobczynski
___\$50,336.00/year____.

Motion___Russ LaFuria___2nd___August Neff____. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W.Shunk with compensation set at \$77,005.66/year____.

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

Compensation for Nonemployee Roadmaster/Administration___ \$4,800.00/year, Russ LaFuria.

Motion___August Neff___2nd___Fredrick Shunk____. *Russ LaFuria abstaining.*
Motion carried.

Compensation for Supervisor in charge of Roads, Bridges & Storm Sewers___August Neff___\$80,101.48/year.

Motion___Fredrick Shunk___2nd___ Russ LaFuria____. *August Neff abstaining.*
Motion carried.

Hiring & Compensation of Employees for General Labor: 2023

1. William S. Davis.... Rate/hr..... \$35.88.....OT..\$53.82/hr.
2. David E. Eisaman... Rate/hr.....\$30.15OT..\$45.22/hr..
3. Donald W. Fuller.....Rate/hr.....\$31.38.....OT..\$47.08/hr
4. Gregory M. Burick...Rate/hr.....\$23.99.....OT..\$35.99/hr.
5. Randy J. WalkerRate/hr.....\$24.99.....OT..\$37.49/hr..
6. James D. Crisman.....Rate/hr..... \$24.78.....OT..\$37.17/hr.
7. Jason D. Orton.....Rate/hr.....\$25.31.....OT..\$37.96/hr.
8. Fredrick J. Waters....Rate/hr.....\$21.00.....OT..\$31.50/hr.
9. Sean M. Lewis.....Rate/hr.....\$21.30.....OT..\$31.95/hr.
10. Michael R. Carlstrom...Rate/hr....\$21.00.....OT..\$31.50/hr.

Motion_____August Neff___2nd____Russ LaFuria_____

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

Fringe Benefits: Cont..

14	19
15	20
16	21
17	22
18	23
19	24
20 and up.....	25

Longevity Rates for 2023: 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.

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 Fredrick Shunk and the second from Russell LaFuria. 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____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___ Russ LaFuria____2nd___August Neff _____. Motion carried.

Appointment of Solicitor: _____ Robert J. Jeffery_____

Motion___August Neff____2nd___ Russ LaFuria_____. Motion carried.

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

Motion___Russell LaFuria____2nd___August Neff_____. Motion carried.

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

Jeff Kordes

Motion___August Neff____2nd___Russell LaFuria _____. Motion carried.

Appointments to the Water/Sewer Authority: _____Guy Steg____

(2023-2028) (5-year terms)

Motion_____August Neff____2nd_____Russell LaFuria_____. Motion carried.

Appointment to Vacancy Board:_____Kurt Lichtenfeld_____.

Motion_____August Neff____2nd_____Russ LaFuria_____. Motion carried.

Appointment to ECATO Executive Committee: _____August Neff_____.

Motion___ Russ LaFuria____2nd___August Neff_____. Motion carried.

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

Motion___August Neff____2nd_____ Russ LaFuria_____. Motion carried.

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

Motion___August Neff____2nd_____Russell LaFuria_____. Motion carried.

Appointment of Assistant to the Water/Sewer Dept Superintendent: _____Don Fuller____.

Motion___ Russ LaFuria____2nd___August Neff_____. Motion carried.

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

Motion___Fredrick Shunk____2nd_____Russell LaFuria_____. Motion carried.

Appoint Department Supervisor for Administration: ____Russell LaFuria____.

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____Russell LaFuria____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____August Neff____2nd____Russ LaFuria____. Motion carried.

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

Motion____ Russ LaFuria____2nd____August Neff _____. Motion carried.

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

Motion____August Neff____2nd____ Russ LaFuria____. Motion carried.

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

Motion____Russ LaFuria____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 @ .65.5 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____August Neff____2nd____ Russ LaFuria____. 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____ Russ LaFuria____2nd____August Neff____. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:
____Fredrick Shunk____/____Russell LaFuria____.

Motion____August Neff____2nd____Russ LaFuria____. Motion carried.

Motion to Bid Road Supplies for the Year 2023.

Motion____Russ LaFuria____2nd____ August Neff____. Motion carried.

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

Motion____Russ LaFuria____ 2nd____Fredrick Shunk____ Motion carried.

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

Motion____ August Neff____2nd____Russ LaFuria____. Motion carried.

Motion to pay School Crossing Guard \$16.25/hr: Fritz, GW Holzhausen, for school year 22-23

Motion____Russ LaFuria____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: ____David Meehl____,
Alternate: ____August Neff____.

Motion____Russ LaFuria____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 April 22nd – 26th, 2023. (Saturday-Wednesday)

Motion____ August Neff____2nd____Fredrick Shunk____. Motion carried.

Motion to pay expenses to attend Annual State Convention from April 22nd 26th, 2023. (Saturday-Wednesday)

Motion____August Neff____2nd____Russ LaFuria____. Motion carried.

Appointment of Delegate to State Convention for 2023: ____Russell LaFuria____.

Motion____August Neff____2nd____Fredrick Shunk____. Motion carried.

Motion to appoint Alternate to Annual Convention for 2023 in Hershey: __Fredrick Shunk__.

Motion __Russ LaFuria __2nd __August Neff__. Motion carried.

Resolution #2023-001 setting the Township contribution rate of \$6,500/year to Employee Pension Fund. (Full Time Employees)

Motion __August Neff __2nd __ Russ LaFuria__. Motion carried.

Resolution #2023-002 for Employees called to perform Jury Duty.

Motion __Fredrick Shunk __2nd __August Neff__. Motion carried.

Resolution #2023-003 appointing a Secretary in the absence of the Regular Secretary, __Russ LaFuria__.

Motion __August Neff __2nd __ Russ LaFuria__. Motion carried.

Resolution #2023-004 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 __Russ LaFuria__. Motion carried.

Resolution #2023-005 to certify to the Northwest Savings Bank who qualified signers of checks are, August Neff, Fredrick W. Shunk, Russell LaFuria & Erica Carlstrom.

Motion __Russ LaFuria __2nd __August Neff__. Motion carried.

Resolution #2023-006 to allow the 2022 County Aid monies to be used for the 2022 Township Road/Maintenance projects.

Motion __August Neff __2nd __Fredrick Shunk__. Motion carried.

Resolution #2023-007, 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 __Russ LaFuria __2nd __August Neff ____. Motion carried.

Resolution #2023-008, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2023.

Erica Carlstrom, Primary and ECTCC Chairperson as First Alternate
Motion __August Neff __2nd __Russ LaFuria__. Motion carried.

Motion to appoint Chairman of the North East Township Agriculture Security Area Committee. ____August Neff____.

Motion____Russ LaFuria____2nd____Fredrick Shunk____. Motion carried.

Motion to reappoint Terry D. Thomson as North East Township Emergency Management Coordinator for 2023.

Motion____ August Neff____2nd____Russ LaFuria____. Motion carried.

Appointment of Electrician: ____ Geiger Electric LLC__

Motion____August Neff____2nd____Russ LaFuria____. Motion carried.

Appointment of Electrician: ____ Sturdivant Electric__

Motion____Fredrick Shunk____2nd____Russ LaFuria____. Motion carried.

Appointment of HVAC Technician: ____ Artise Heating & Cooling Inc.____

Motion____August Neff____2nd____Russ LaFuria____. Motion carried.

Appointment of Engineer: ____ Mark J. Corey & Associates__

Motion____Fredrick Shunk____2nd____August Neff____. Motion carried.

Zoning Administrator Jay Jobczynski submitted the Annual Building Report for 2022. A motion to accept this report as presented was made by Russ LaFuria and the second from August Neff and passed by unanimous vote.

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 2023 January through June recycle calendar is now on the website www.northeasttp.org

With all business concluded a motion to adjourn was made by Russ LaFuria at 8:30 PM. Meeting adjourned.

Respectfully submitted,

Erica Carlstrom, Secretary