

NORTH EAST TOWNSHIP SUPERVISORS
ORGANIZATIONAL MEETING
7:30 PM
MONDAY, JANUARY 3rd, 2022

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. Chairman Neff asked for any public comments and none were received.

A motion from Fredrick Shunk and the second from August Neff approved the minutes as presented for the December 29, 2021 meeting and passed by unanimous vote. Secretary Erica Carlstrom presented the Treasurer's report for the period of December 29, 2021 through January 3, 2022 and by a motion from August Neff and the second from Russell LaFuria accepted it as presented and passed by unanimous vote. Fredrick Shunk made a motion to officially close the books for the year 2021 with the second from Russell LaFuria and 2021 was officially closed with all in favor.

Bills for the December 29, 2021 through January 3, 2022 period were presented as follows:

General Fund Checks		\$	0
General Fund Debits	#J3642	\$	130.73
Water Fund Checks	#6407-6408	\$	17,577.50
Sewer Fund Checks		\$	0

Total approved by a motion from August Neff and the second from Robert Mazza was \$36,635.91 and passed by unanimous vote.

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

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

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

Appointment of the Assistant Secretaries Deborah Miller was made by a motion from Fredrick Shunk and the second from Russell LaFuria 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 Fredrick Shunk and passed by unanimous vote.

A motion to set the bond for the Administrative Assistant at \$15,000 was made by Fredrick Shunk and the second from Russell LaFuria and passed by unanimous vote.

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

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

Motion____ Fredrick Shunk____2nd ____Russell LaFuria____. Motion carried.

Appointment of Water & Sewer Administrative Assistant ____Deborah Miller____.

Motion____Fredrick Shunk____2nd ____Russell LaFuria____. Motion carried.

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

Motion____Russell LaFuria____2nd ____ Fredrick Shunk____. Motion carried.

Appointment of Zoning Officer____James Jobczynski____.

Motion____Fredrick Shunk____2nd ____Russell LaFuria____. Motion carried.

Set Bond for Zoning Administrator____\$15,000.00____

Motion____Russell LaFuria____2nd ____Fredrick Shunk____. Motion carried.

Administration Building Hours: 8am to 4:30pm

Motion____Fredrick Shunk____2nd ____Russell LaFuria____. Motion carried.

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

3rd Monday 9:00 AM

Motion____Robert Mazza____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___Russell LaFuria____2nd____Fredrick Shunk____. Motion carried.

Fire Agreements:

A. Fuller Hose Fire Co._____ \$15,000.00____

B. Crescent Hose Fire Company__ \$15,000.00 ____

Motion___Russell LaFuria____2nd____ Fredrick Shunk____. 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__Robert Mazza____2nd____Fredrick Shunk____. Motion carried.

Compensation of Secretary/Treasurer, Erica Carlstrom__ \$46,384.00/year ____.

Motion___Russell LaFuria____2nd____Fredrick Shunk____. Motion carried.

Compensation of Asst'Sec/Water/Sewer Assistant Deb Miller__ \$56,284.80/year__.

Motion___Fredrick Shunk ____2nd____Russell LaFuria____. Motion carried.

Compensation of Administrative Assistant__Shelly Newara__\$37,440.00/year_.

Motion___Russell LaFuria ____2nd____Fredrick Shunk _____. Motion carried.

Compensation of Zoning Administrator/Code Enforcement Officer: Jay Jobczynski
__\$45,760.00/year____.

Motion____Fredrick Shunk____2nd____Russell LaFuria____. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W.Shunk with compensation set at \$69,846.40/year____.

Motion___Russell LaFuria____2nd____August Neff____. *Fredrick Shunk abstaining.*
Motion carried.

Compensation for Nonemployee Roadmaster/Administration__ \$800.00/year, Russell LaFuria. Rate for 4 months as a Nonemployee Roadmaster ____.

Motion___Fredrick Shunk____2nd____August Neff____. *Russell LaFuria abstaining.*
Motion carried.

Compensation of Zoning Advisor____Russell LaFuria____\$54,475.20/year____

Motion____August Neff____2nd____Fredrick Shunk____ *Russell LaFuria abstaining.*

Motion carried.

Compensation for Supervisor in charge of Roads, Bridges & Storm Sewers____August Neff____\$72,654.40/year.

Motion____Russell LaFuria____2nd____ Fredrick Shunk____. *August Neff abstaining.*

Motion carried.

Hiring & Compensation of Employees for General Labor: 2020

1. William S. Davis.... Rate/hr..... \$34.17.....OT..\$51.26/hr.
2. David E. Eisaman... Rate/hr.....\$28.71OT..\$43.07/hr..
3. Donald W. Fuller.....Rate/hr.....\$29.89.....OT..\$44.84/hr
4. Gregory M. Burick...Rate/hr.....\$23.99.....OT..\$35.99/hr.
5. Randy J. WalkerRate/hr.....\$23.80.....OT..\$35.70/hr..
6. James D. Crisman.....Rate/hr..... \$23.60.....OT..\$35.40/hr.
7. Jason D. Orton.....Rate/hr.....\$24.10.....OT..\$36.15/hr.
8. Fredrick J. Waters....Rate/hr.....\$20.00.....OT..\$30.00/hr.
9. Sean M. Lewis.....Rate/hr.....\$19.30.....OT..\$28.95/hr.
10. Michael R. Carlstrom...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

Fringe Benefits: Cont..

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

Longevity Rates for 2021: 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___ Russell LaFuria___2nd___ 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___ Fredrick Shunk___2nd___ Russell LaFuria _____. Motion carried.

Appointment of Solicitor: _____ Robert J. Jeffery_____

Motion___ Russell LaFuria___2nd___ Fredrick Shunk_____. Motion carried.

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

Motion___ Russell LaFuria___2nd___ Fredrick Shunk_____. Motion carried.

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

Motion___ Fredrick Shunk___2nd___ Russell LaFuria _____. Motion carried.

Appointments to Zoning Hearing Board member:___Dr. Tom Mack _____
 (2022-2022) (4-year term)

Motion___ Russell LaFuria___2nd___ Fredrick Shunk_____. Motion carried.

Appointments to the Water/Sewer Authority: _____ William Heald_____
 (2022-2027) (5-year terms)

Motion_____ August Neff___2nd___ Russell LaFuria_____. Motion carried.

Appointment as an Elected Auditor:___Mark Blackburn_____ (2022-2028) (6-yr term_

Motion___ Fredrick Shunk___ 2nd___ Russell LaFuria_____. Motion carried.

Appointment to the Planning Commission: ____Vernon Frye (2022-2026) (4-year term)

Motion____Russell LaFuria____2nd____Fredrick Shunk____. Motion carried.

Appointment to the Planning Commission: _Leanne Parmenter (2022-2026)
(4-year term)

Motion____Fredrick Shunk____2nd____Russell LaFuria____. Motion carried.

Appointment to Vacancy Board:____Kurt Lichtenfeld____.

Motion____Russell LaFuria____2nd____Fredrick Shunk____. Motion carried.

Appointment to ECATO Executive Committee: ____August Neff____.

Motion____Fredrick Shunk____2nd____Russell LaFuria____. Motion carried.

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

Motion____Russell LaFuria____2nd____Fredrick Shunk____. 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____Fredrick Shunk____2nd____Russell LaFuria____. 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____Fredrick Shunk____. Motion carried.

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

Motion____Fredrick Shunk____2nd____Russell LaFuria _____. Motion carried.

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

Motion___Russell LaFuria____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___Russell LaFuria____. 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 @ .58.5cents/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___Russell LaFuria____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___Russell LaFuria____. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:

____Fredrick Shunk____/___Russell LaFuria____.

Motion___Russell LaFuria____2nd___Fredrick Shunk____. Motion carried.

Motion to Bid Road Supplies for the Year 2022.

Motion___Russell LaFuria____2nd___ Fredrick Shunk____. Motion carried.

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

Motion___Fredrick Shunk____ 2nd___Russell LaFuria____ Motion carried.

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

Motion___Russell LaFuria____2nd___Fredrick Shunk____. Motion carried.

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

Motion___ Fredrick Shunk____2nd___Russell LaFuria____. Motion carried.

Motion to pay School Crossing Guard \$13.75/hr: Fritz, GW Holzhausen, for school year 21-22

Motion___Russell LaFuria____2nd___ Fredrick Shunk_____. 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___Fredrick Shunk____2nd___Russell LaFuria_____. Motion carried.

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

Motion___Russell LaFuria____2nd___Fredrick Shunk_____. Motion carried.

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

Motion___Russell LaFuria____2nd___August Neff_____. Motion carried.

Motion for Supervisors & appropriate employees to attend Annual Township State Convention in Hershey, PA April 24th- 27th, 2022. (Saturday-Wednesday)

Motion___ Fredrick Shunk____2nd___Russell LaFuria_____. Motion carried.

Motion to pay expenses to attend Annual State Convention from April 24th-27th, 2022. (Saturday-Wednesday)

Motion___Fredrick Shunk____2nd___Russell LaFuria_____. Motion carried.

Appointment of Delegate to State Convention for 2022: ___Russell LaFuria_____.

Motion___Fredrick Shunk____2nd___August Neff_____. Motion carried.

Motion to appoint Alternate to Annual Convention for 2022 in Hershey:___Erica Carlstrom_____.

Motion___Fredrick Shunk ____2nd___Russell LaFuria_____. Motion carried.

Resolution #2022-001 setting the Township contribution rate of \$6,400/year to Employee Pension Fund. (Full Time Employees)

Motion___Russell LaFuria____2nd___ Fredrick Shunk_____. Motion carried.

Resolution #2022-002 for Employees called to perform Jury Duty.

Motion___Fredrick Shunk____2nd___Russell LaFuria_____. Motion carried.

Resolution #2022-003 appointing a Secretary in the absence of the Regular Secretary, ___Deborah Miller__.

Motion___Russell LaFuria_____2nd___ Fredrick Shunk_____. Motion carried.

Resolution #2022-004 to certify to the First National Bank who qualified signers of checks are. August Neff, Fredrick W. Shunk, Russell LaFuria, Erica Carlstrom & Deborah Miller__.

Motion___Fredrick Shunk_____2nd___Russell LaFuria_____. Motion carried.

Resolution #2022-005 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___Russell LaFuria_____. Motion carried.

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

Motion___ Fredrick Shunk_____2nd___Russell LaFuria_____. Motion carried.

Resolution #2022-007, 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___Russell LaFuria_____2nd___ Fredrick Shunk _____. Motion carried.

Resolution #2022-008, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2022.

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

Motion___ Fredrick Shunk_____2nd___Russell LaFuria_____. 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 Terry D. Thomson as North East Township Emergency Management Coordinator for 2022.

Motion___ Fredrick Shunk_____2nd___Russell LaFuria_____. Motion carried.

Zoning Administrator Jay Jobczynski submitted the Annual Building Report for 2021. A motion to accept this report as presented was made by Russell LaFuria and the second from Fredrick Shunk and passed by unanimous vote.

North East Township Planning Commission is looking for 2 alternates to serve.

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 2022 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 8:00 PM. Meeting adjourned.

Respectfully submitted,

Erica Carlstrom, Secretary