Chairman Robert Mazza called the meeting to order with the Pledge of Allegiance. Also, in attendance were Supervisors August Neff and Fredrick Shunk along with Attorney Robert Jeffery, Engineer Jeff Kordes and Secretary Karen Ahlgrim. Members of the public included, Jim Williams, Jim Barbour, Holly Orton, Paul Crowe, Ann Kreider, Teresa Sculley, Dennis Kershner and Fritz Holzhausen. Chairman Mazza asked for any public comments and none were received. Mr. Mazza thanked Mr. Paul Crowe for aiding the Township with our recent website crash and getting our recycling calendar and tonight’s agenda up on the temporary website page.

A motion from Fredrick Shunk and the second from Robert Mazza approved the minutes as presented for the December 27, 2019 meeting and passed by unanimous vote. Secretary Ahlgrim presented the Treasurer’s report for the period of December 27, 2019 through January 5, 2020 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 2019 with the second from August Neff and 2019 was officially closed with all in favor.

Bills for the December 27, 2019 through January 5, 2020 period were presented as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Checks</td>
<td>#18579</td>
<td>$16,456.34</td>
</tr>
<tr>
<td>General Fund Debits</td>
<td>#J3231</td>
<td>$250.63</td>
</tr>
<tr>
<td>Water Fund Checks</td>
<td>#5632</td>
<td>$2,647.63</td>
</tr>
<tr>
<td>Sewer Fund Checks</td>
<td>#4146</td>
<td>$4,453.14</td>
</tr>
</tbody>
</table>

Total approved by a motion from Fredrick Shunk and the second from Robert Mazza was $23,807.74 and passed by unanimous vote.

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

Chairman Mazza then asked for nominations for Vice-Chairman, Robert Mazza 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 reappoint Karen Ahlgrim was received from August Neff 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 Fredrick Shunk 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, Robert Mazza, 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___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

Appointment of Water & Sewer Administrative Assistant___Deborah Miller___.

Motion___Fredrick Shunk_____2nd____August Neff_____. 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___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

Set Bond for Zoning Administrator____$15,000.00_______

Motion___August Neff____2nd____Fredrick Shunk______. Motion carried.

Administration Building Hours: 8am to 4:30pm

Motion___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

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

3rd Monday 9:00 AM

Motion___August Neff____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___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 as set by PSATS, Per Year: August Neff… $2500, Fredrick W. Shunk…$2500, Robert Mazza…$2500

Motion___Fredrick Shunk____2nd____August Neff_____. Motion carried.

Approve 53-week Payroll for the 2020 year.
Motion___August Neff____2nd_____Fredrick Shunk_____. Motion carried.

Compensation of Secretary/Treasurer___ $56,816.00/year ___. (53 wks.)

Motion___Fredrick Shunk____2nd____August Neff_____. Motion carried.

Compensation of Asst’Sec/Water/Sewer Assistant___ $52,491.20 year__. (53 wks.)

Motion___August Neff __2nd__Fredrick Shunk_____. Motion carried.

Compensation of Administrative Assistant___Darla Harris___$41,106.80 year_. (53 wks.)

Motion___Fredrick Shunk _____2nd____August Neff ___. Motion carried.

Compensation of Zoning Administrator/Code Enforcement Officer: Russ LaFuria ___$51,304.00/year___. (53 wks.)

Motion___Fredrick Shunk _____2nd____August Neff____. Motion carried.

Appointment of NEACA Officer & Water/Sewer Superintendent, Fredrick W. Shunk with compensation set at $64,723.60/year___. (53 wks.)

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 $67,585.60/year.

Motion: Fredrick Shunk 2nd Robert Mazza. August Neff abstaining. Motion carried.

**Hiring & Compensation of Employees for General Labor: 2020**

1. William S. Davis…. Rate/hr….. $31.87…...OT..$47.81/hr.
   Motion: Fredrick Shunk 2nd August Neff.
2. Fredrick J. Shunk….Rate/hr….. $28.29…...OT..$42.44/hr
   Motion: August Neff 2nd Robert Mazza. FW Shunk abstaining.
3. David E. Eisaman… Rate/hr……$26.41 …..OT..$39.62/hr.
   Motion: Fredrick Shunk 2nd August Neff.
4. Donald W. Fuller…..Rate/hr…..$27.09…...OT..$40.64/hr
   Motion: August Neff 2nd Fredrick Shunk.
5. Gregory M. Burick…Rate/hr……$23.30……OT..$34.95/hr.
   Motion: Fredrick Shunk 2nd August Neff.
6. Randy J. Walker …..Rate/hr…..$21.50……OT..$32.25/hr.
   Motion: August Neff 2nd Fredrick Shunk.
7. James D. Crisman…..Rate/hr….. $21.30…..OT..$31.95/hr.
   Motion: Fredrick Shunk 2nd August Neff.
8. Jason D. Orton………Rate/hr…..$21.30……OT..$31.95/hr.
   Motion: Fredrick Shunk 2nd August Neff.
9. Fredrick J. Waters….Rate/hr…..$ 17.95……OT..$26.93/hr.
   Motion: August Neff 2nd Fredrick Shunk.
   Motion carried.

**Fringe Benefits:**

Vacation: Annual vacation shall be granted in accordance with the following schedule.

<table>
<thead>
<tr>
<th>For complete years of full-time Employment as of January 1st.</th>
<th>Number of days paid vacation</th>
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<tbody>
<tr>
<td>1</td>
<td>5</td>
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<td>15</td>
<td>21</td>
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</tbody>
</table>
Fringe Benefits: Cont..

16                             22
17                             23
18                             24
20 and up…..                 25

Longevity Rates for 2020: Adult 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 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 August Neff. 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.

Motion___Fredrick Shunk____ 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.

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.


Motion____ Fredrick Shunk__ 2nd ____ August Neff____. Motion carried.

Appointments to Zoning Hearing Board:__ Edward Sveda & Stanley Schuyler____ (2020-2023) (4-year terms)  
Motion_______August Neff___ 2nd ______Fredrick Shunk____. Motion carried.

Appointments to the Water/Sewer Authority: ____Gordon Post & Fredrick W. Shunk__ (2020-2024) (5-year terms)  
Motion_______August Neff___ 2nd ______Fredrick Shunk____. Motion carried.

Appointment to the North East Area Recreation Commission, none for the year 2020.
Appointment to Vacancy Board: _____Kurt Lichtenfeld ______.

Motion___Fredrick Shunk______2nd____August Neff_____. Motion carried.

Appointment to ECATO Executive Committee: ___August Neff______

Motion___Fredrick Shunk______2nd____August Neff_____. 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____Fredrick Shunk______. 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____August Neff_____. 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___Fredrick Shunk________2nd__August Neff_____. Motion carried.

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

Motion___August Neff_____2nd____Fredrick 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 @ .57.5 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__Fredrick Shunk____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__Fredrick Shunk____2nd__August Neff_____. Motion carried.

Appointment of delegate & alternate to Coastal Zone Management:

______Robert Mazza______/__Fredrick Shunk_____.

Motion___Fredrick Shunk_____2nd____August Neff_____. Motion carried.

Motion to Bid Road Supplies for the Year 2020.

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 19-20)

Motion___Fredrick Shunk_____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____. (May be disbanded in 2020)

Motion___Fredrick Shunk____2nd ____August Neff____. 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 May 2nd – May 6th, 2020. (Saturday-Wednesday)

Motion___August Neff____2nd ____Fredrick Shunk____. Motion carried.

Motion to pay expenses to attend Annual State Convention from May 2nd through May 6th, 2020. (Saturday-Wednesday)

Motion___August Neff____2nd ____Fredrick Shunk____. Motion carried.

Appointments of Delegate to State Convention for 2020: ____August Neff______.

Motion___August Neff____2nd ____Fredrick Shunk____. Motion carried.

Appointment of Alternate to Annual Convention for 2020 in Hershey:____Robert Mazza______.

Motion___Fredrick Shunk _____2nd ___August Neff____. Motion carried.

Resolution #2020-001 setting the Township contribution rate of $6,000/year to Employee Pension Fund. (Full Time Employees)

Motion___Fredrick Shunk____2nd ____August Neff____. Motion carried.

Resolution #2020-002 for Employees called to perform Jury Duty.

Motion___August Neff____2nd ____Fredrick Shunk____. Motion carried.

Resolution #2020-003 appointing a Secretary in the absence of the Regular Secretary, __Deborah Miller____.

Motion___Fredrick Shunk_____2nd ____August Neff____. Motion carried.

Resolution #2020-004 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___Fredrick Shunk____2nd ____August Neff____. Motion carried.
Resolution #2020-005 to certify to the Northwest Savings Bank who qualified signers of checks are, August Neff, Fredrick W. Shunk, Robert Mazza & Karen Ahlgrim.

Motion___August Neff_____2nd___Fredrick Shunk______. Motion carried.

Resolution #2020-006 to allow the 2020 County Aid monies to be used for the 2020 Township Road/Maintenance projects.

Motion___Fredrick Shunk_____2nd___August Neff______. Motion carried.

Resolution #2020-007, 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 Berkhheimer and Associates deposits: August L. Neff, Fredrick W. Shunk, Robert Mazza and Karen Ahlgrim.

Motion___Fredrick Shunk____2nd___August Neff____. Motion carried.

Resolution #2020-008, appointing delegates to the Erie County Tax Collection Committee representing North East Township for 2020.

(Karen Ahlgrim, Primary and ECTCC Chairperson as First Alternate)

Motion___August Neff____2nd___Fredrick Shunk_______. 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 2020 with Scott Connors as Assistant.

Motion___Fredrick Shunk____2nd___August Neff____. Motion carried.

Zoning Administrator Russ LaFuria submitted the Annual Building Report for 2019, the number of new residences was down from 2018 (9) to 5. Additions at 12, garages 10, barns at 11, no new commercial permits were issued but 9 commercial remodels were permitted, 2 mobile homes and 37 others. Total permits (86) for a total of $4,658,839.00 were written for 2019. A motion to accept this report as presented was made by August Neff and the second from Fredrick Shunk and passed by unanimous vote.

Resolution #2020-009, establishing the water rates, effective with the second quarter of 2020 was enacted by a motion from Fredrick Shunk and the second from August Neff and passed by unanimous vote.

Resolution #2020-010, establishing the sewer rates, effective with the second quarter of 2020 was enacted by a motion from Fredrick Shunk and the second from August Neff and passed by unanimous vote.
Resolution #2020-011, a 5-Year Agility Agreement with PennDOT was approved to sign by a motion from August Neff and the second from Fredrick Shunk and passed by unanimous vote.

Mylar:

Thomas Orton, North Mill Street, subdividing one lot into two and combining one of the created lots with their residence. A motion to approve and sign was made by August Neff and the second from Fredrick Shunk. Passed by unanimous vote.

New Year reminder of the Winter Snow Rules in effect for plowing across roadways and parking along roadways from October 15th through March 31st was addressed by Supervisors.

The 2020 January through June recycle calendar in now on the website or can be picked up at the municipal building.

With all business concluded a motion to adjourn was made by August Neff at 7:55 PM. Meeting adjourned.

Respectfully submitted,

Karen Ahlgrim, Secretary