

January 3, 2017

The Organization Meeting of the Supervisors of Franklin Township, held in the Franklin Township Volunteer Fire Department Social Hall, was called to order at 1701 hours. Present were Supervisors James Sachar, Gary Truitt, Daniel Netzler and Steven Walker and Secretary Ramona Junkins. Visitors present were: Jim Carver, Diana Carver, Denny Russin, Karl Ebert, George Plavcan, Abby Hudson, Raymond Junkins, Steven Weston, Dee Engel and Michael Stroup.

ORGANIZATIONAL MINUTES FOR 2017

Pledge of Allegiance

A moment of silence was observed

Organizational Business:

A motion was made by Daniel Netzler, to appoint Gary Truitt as **temporary Chairman** of the Board of Supervisors. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Ramona Junkins as **temporary secretary**. Daniel Netzler seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Dennis Howard as **Chairman of the Board** of Supervisors. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by James Sachar to appoint Gary Truitt as **Vice Chairman of the Board** of Supervisors. Steven Walker seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Ramona Junkins as **Secretary/Treasurer**. Daniel Netzler seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Ramona Junkins as the **Open Records Officer**. Steven Walker seconded. Passed by unanimous roll call vote.

Tabled due to no one being interested. **Vacancy Board.**

A motion was made by Gary Truitt to appoint Schroeck and Associates, George Schroeck as **Township Solicitor**. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Ramona Junkins as administrative **secretary to the Planning Commission and Zoning Hearing Board**. Steven Walker seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to retain Berkheimer Tax Administrators as the collector of the 1.48% **Earned Income Tax** as per Act 32. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to retain June Shelhamer as the **LST Tax** Collector for 2017 at the rate of 4% (four percent) commission. Daniel Netzler seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to keep the **Tax Collector's commission** at 3% (three percent). Steven Walker seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Liana Thayer as **Deputy Tax Collector**. Daniel Netzler seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to appoint Ralph Breiding as **Zoning Officer**. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Ralph Breiding as the **Code Enforcement Officer**. Steven Walker seconded. Passed by unanimous roll call vote

Resolution 1 of 2017

A RESOLUTION FOR APPOINTMENT OF JOYCE BERRY FOR A ZONING HEARING BOARD MEMBER FOR A 3 YEAR TERM

BE IT HEREBY RESOLVED and is hereby resolved and enacted by Board of Supervisors of Franklin Township, Erie County, Commonwealth of Pennsylvania that the Franklin Township Board of Supervisors appoint Joyce Berry to serve as a member of the Franklin Township Zoning Hearing Board for a three year term expiring in January 2020.

Adopted this 3rd day of January 2017.

Gary Truitt moved to adopt Resolution #1 of 2017. Daniel Netzler seconded. Carried.

A motion was made by Gary Truitt to appoint Michael Stroup to the **Planning Commission** board for a 4 year term. James Sachar seconded. A discussion was held in regards to George Plavcan also being interested and he attends all the meetings so why was he not chosen. Yeas: Gary Truitt, James Sachar. Nays: Daniel Netzler, Steven Walker. Tied, Tabled till the January meeting.

A motion was made by James Sachar to appoint Gary Truitt as the **Roadmaster**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint James Sachar as the **Assistant Roadmaster** position. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Steve Weston as the **Road Foreman**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint James Sachar as the **Senior Laborer** and noting him as a working Supervisor, so his wage is not set by the Board of Supervisors. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint **as Road Laborers and Equipment Operators, all five Supervisors, the Roadmaster, Road foreman and Senior Laborer; and as part-time road laborers and equipment operators** Tim Aldrich, and Darrell Copeland. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Dennis Howard as **PSATS' Annual Educational Conference delegate**. James Sachar seconded. Passed by unanimous roll call vote.

A discussion on who will be attending this year also occurred as at this time Dennis Howard and Ramona Junkins are interested in attending the conference with registration being next week.

A motion was made by Gary Truitt to appoint Daniel Netzler as **voting delegate/ representative for the Erie County Association of Township Officials and their Convention** and Dennis Howard, Gary Truitt, James Sachar and Steven Walker as alternates, in that priority order. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Steven Walker as **Representative to Northwest PA Regional Planning and Development Commission**. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint James Sachar as the **Representative to Erie County Planning** and Daniel Netzler as the alternate. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Dennis Howard to the **Erie Area Council of Governments as the delegate and representative**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Ramona Junkins as the **West Erie County EMA COG representative** and Gary Truitt as the **alternate**. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint June Shelhamer as the **Erie County Tax Collection Committee** primary voting delegate, Ramona Junkins as the 1st alternate voting delegate and the Chairman of the ECTCC as the 2nd alternate voting delegate. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Ramona Junkins as the **Erie County Association of Municipal Administrators** representative. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Ralph Breiding as the **Erie County Zoning and Code Enforcement Officials Association** representative, and Ramona Junkins as the alternate. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to have Monahan & Monahan perform the **Audit for 2016**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint the County of Erie to collect the **Real Estate Transfer Tax**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint Mark J. Corey and Associates as the **Township Engineer**. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint the Erie County Tax Claim Bureau to collect **Delinquent Real Estate Taxes**. Steven Walker seconded. Passed by unanimous roll call vote

COMPENSATION :

1. A motion was made by Gary Truitt, to approve the following hourly wages which have been accounted for in the 2017 General Fund Budget. Steven Walker seconded. Road foreman - \$20.30
Senior Road Laborer - \$17.65
Part time Road Laborer -\$14.23
Probationary Road Laborer -\$16.62
Secretary -\$17.10
Zoning Officer - \$15.45
Passed by unanimous roll call vote.

OTHER:

A motion was made by Gary Truitt to advertise: all meetings be held in the FTVFD Social Hall, to set the Supervisors' monthly meetings for the third Tuesday of each month at 7:00 p.m. except for this January it will be held the 3rd Monday; to hold a Budget meeting November 5 at 1:00 p.m.; to set the Planning Commission monthly meetings for the first Tuesday of each month at 7 p.m.; to move any meetings to the FTVFD Social Hall in case of an overflow crowd; to hold the Supervisors Organization Meeting for 2018 on January 2nd at 5:00 p.m.; The Auditor's Organization Meeting for 2018 at 10:00am on January 3rd, and to advertise the Planning Commission Organization Meeting and first meeting in 2018 for 7 p.m. on January 2nd. Daniel Netzler seconded. Passed by unanimous roll call vote.

A motion was made by Gary Truitt to keep the office hours for Franklin Township Municipal Building at Monday & Wednesdays 8:30am to 2:30pm. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to set the **Treasurer's Bond Limit** at \$400,000. Steven Walker seconded. Passed by unanimous roll call vote

Resolution 2 of 2017

A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2017

BE IT HEREBY RESOLVED and is hereby resolved and enacted by Board of Supervisors of Franklin Township, Erie County, Commonwealth of Pennsylvania that the PA Local Government Investment Trust be named as depository for the Tax Collector Deposit Account. The Northwest Savings Bank and PA Local Government Investment Trust be designated as primary and secondary depositories for the Franklin Township General Fund, State Fund, Payroll Fund, Fire Department Fund, Permanent Improvement Fund, Municipal Building Fund, EIT Claims Fund, Road Machinery Fund, and Petty Cash Fund, PNC Bank as the bank for the Eureka Road Paving Fund for the fiscal year ending December 31, 2017.

BE IT HEREBY FURTHER RESOLVED that the signatures of three including at least two Supervisors be required on all checks or warrants issued by the Township for the fiscal year ending December 31, 2017.

Adopted this 3rd day of January 2017.

Gary Truitt moved to adopt Resolution #2 of 2017. Daniel Netzler seconded. Carried.

A motion was made by Gary Truitt to authorize all five Supervisors and Ramona Junkins as Treasurer to be **authorized check signers** on all accounts. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to approve the 2017 **Charges and Fee Chart**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt to appoint the Ramona Junkins as the Treasurer as custodian of petty cash. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt that the Treasurer be authorized to pay, prior to any Township meeting, any invoices received in their normal amounts that are recurring, or invoices that have a discount or due date that would expire if held until the meeting, and to present for approval at the next regular meeting all invoices paid along with those proposed to be authorized for payment on that meeting's bill list. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Gary Truitt that the tax collector is authorized to collect actual out of pocket expenses incurred as follows: \$5.00 service charge for providing tax certifications upon request by members of the public; \$20.00 or prevailing rate charge for NSF checks that are returned from the

bank and charged to the account of the tax collector; \$5.00 service charge for "in lieu of" bills or additional duplicate tax bills. Resolution #1-02 shall apply. Steven Walker seconded. Passed by unanimous roll call vote

RESOLUTION #3 of 2017

A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2017

RESOLVED by the Board of Supervisors of the Township of Franklin, County of Erie Pennsylvania,

WHEREAS, by virtue of Resolution No. #4 of 2009, adopted April 14, 2009, the Township of Franklin declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved on December 16, 2008, and,

WHEREAS, in accordance with Act 200 of 1968, P.L.428, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Township of Franklin, County of Erie, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records:

- A. Administrative and Legal Records – 2009 and prior
 1. Bids, Contracts, and Agreements – 2009 and prior
 2. Ethics Commission Statements of Financial Interest – 2011 and prior
 3. Oaths of Municipal Officials – 2010 and prior
 4. Insurance Policies expired – 2010 and prior
 5. Certificates of Insurance expired
 6. Legal advertisements – 2006 and prior
 7. Public Utility Realty Reports – 2009 and prior
 8. Survey of Financial Condition Forms – 2011 and prior
- B. Payroll Records
 1. Cancelled Payroll checks – 2009 and prior
 2. Withholding Allowance Certificates (W-4) – 2012 and prior
 3. Quarterly Statements of State and Local Taxes Withheld – 2012 and prior
 4. Pay Period Reports, Time Cards and Attendance Records – 2012 and prior
 5. Wage and Tax Statements (W-2 Forms) – 2012 and prior
- C. General Financial and Purchasing Records
 1. Accounts Payable files and Ledgers – 2009 and prior
 2. Accounts Receivable Accounts and Ledgers – 2009 and prior
 3. Balance Sheets – 2009 and prior
 4. Bank Statements and Reconciliations – 2009 and prior
 5. Cancelled Checks – 2009 and prior
 6. Check Registers – 2009 and prior
 7. Daily Cash Records – 2009 and prior
 8. Deposit Slips – 2009 and prior
 9. Employee Expense Reports – 2009 and prior
 10. General Ledger Analyses – 2009 and prior
 11. Invoices – 2009 and prior
- D. Tax Collection and Assessment Records
 1. Public Utility Realty Reports – 2009 and prior
 2. Tax Duplicates – 2009 and prior
- E. Non-Real Estate Taxes
 1. Withholding Quarterly and Final Returns – 2009 and prior
 2. Individual Taxpayer Account Files – 2009 and prior
 3. Ledgers and Journals of Collectors – 2009 and prior
 4. Tax Account Audits – 2006 and prior
- F. Public Works/Engineering Records
 1. Driveway Permits – 2012 and prior
 2. Road Occupancy Permits – 2012 and prior

Enacted this 3rd day of January 2017.

Gary Truitt moved to adopt Resolution #3 of 2017. Steven Walker seconded. Carried.

**RECOGNITION AND APPRECIATION TO THE FOLLOWING
WHO SERVED DURING THE YEAR 2016:**

Board of Auditors: David Dows, Karl Ebert and Judy Sheffer

Zoning Hearing Board: Joyce Berry, Denny Russin, Dee Engel

Planning Commission: Denise Benedict, Terry Rea, Raymond Junkins, Dennis Howard & Dana Erdley

Ag. Security Board: John Sachar, John Mischler, Denny Russin, Kathy Netzler and Larry Shepegi

Correspondence: A letter from CECPA was received seeing if January 8, 2017 was possible for a meeting.

Public Comment

A question was asked how many signers are needed on a check.

ADJOURN

Without objection, Gary Truitt called the meeting adjourned at 1744 hours.

Ramona Junkins, Secretary