

January 2, 2018

The Organization Meeting of the Supervisors of Franklin Township, held in the Franklin Township Volunteer Fire Department Social Hall, was called to order at 1704 hours. Present were Supervisors Dennis Howard, James Sachar, Steven Walker, and Daniel Netzler and Secretary Ramona Junkins. Visitors present were: Dee Engel, Maryann Mook, Karl Ebert, George Plavcan, Dave Dows, Steve Weston and Denise Benedict.

ORGANIZATIONAL MINUTES FOR 2018

Pledge of Allegiance

A moment of silence was observed

Organizational Business:

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

A motion was made by James Sachar to appoint Ramona Junkins as **temporary secretary**. Dennis Howard seconded. Passed by unanimous roll call vote.

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

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

A motion was made by Dennis Howard to appoint Ramona Junkins as **Secretary/Treasurer**. Steven Walker seconded. Passed by unanimous roll call vote

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

Supervisor Robert Simonelli arrived 1711.

A motion was made by Dennis Howard to appoint Robert Herman to the **Vacancy Board**. Robert Simonelli seconded. Passed by unanimous roll call vote.

A motion was made by Steven Walker to appoint Gery Nietupski Esquire LLC at \$110.00/hour and \$185.00 for meetings as **Township Solicitor**. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Ramona Junkins as administrative **secretary to the Planning Commission and Zoning Hearing Board**. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to retain Berkheimer Tax Administrators as the collector of the 1.48% **Earned Income Tax** as per Act 32. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to retain June Shelhamer as the **LST Tax** Collector for 2018 at the rate of 4% (four percent) commission. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to for the **Tax Collector's commission** at 3.25%. Steven Walker seconded. Passed by unanimous roll call vote

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

A motion was made by Dennis Howard to appoint Ralph Breiding as **Zoning Officer**. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Ralph Breiding as the **Code Enforcement Officer**. Robert Simonelli seconded. Passed by unanimous roll call vote

Resolution 1 of 2018

A RESOLUTION FOR APPOINTMENT OF DOLORES ENGEL 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 Dolores Engel to serve as a member of the Franklin Township Zoning Hearing Board for a three year term expiring in December 31, 2020.

Adopted this 2nd day of January 2018.

Dennis Howard moved to adopt Resolution #1 of 2018. Robert Simonelli seconded. Carried. The alternate position was left vacant as no one has come forward to volunteer.

A motion was made by Dennis Howard to appoint Denise Benedict to the **Planning Commission** board for a 4 year term. Daniel Netzler seconded. Passed by unanimous roll call vote. The second position for the Planning Commission was left vacant as no one has come forward to volunteer.

A motion was made by James Sachar to appoint Daniel Netzler as the **Roadmaster**. Dennis Howard seconded. Passed by unanimous roll call vote

A motion was made by James Sachar to appoint Steven Walker as the **Assistant Roadmaster** position. Dennis Howard seconded. Passed by unanimous roll call vote

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

The position for the **Senior Laborer** is being left vacant as it is not needed at this time as Joseph Grimaldi is working full time.

A motion was made by Dennis Howard to appoint **as Road Laborers and Equipment Operators, all five Supervisors, the Roadmaster, Road foreman Road Laborer (Joseph Grimaldi); and as part-time road laborers and equipment operators** Tim Aldrich, and Darrell Copeland. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Daniel Netzler to join the PSATS CDL Drug & Alcohol Program. Dennis Howard seconded. Yeas: Robert Simonelli, Dennis Howard, Steven Walker and Daniel Netzler. Nays: James Sachar. Carried.

With no objections the attendees for the PSATS conference will be Dennis Howard, Daniel Netzler, Steven Walker and Ramona Junkins.

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

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

A motion was made by Dennis Howard to appoint Steven Walker as **Representative to Northwest PA Regional Planning and Development Commission**. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint James Sachar as the **Representative to Erie County Planning** and Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by James Sachar 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 Dennis Howard to appoint Andrew Jarvi as the **EMA Coordinator**. Steven Walker seconded. Passed by unanimous roll call vote

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

A motion was made by Dennis Howard 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. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Ramona Junkins as the **Erie County Association of Municipal Administrators** representative. James Sachar seconded. Passed by unanimous roll call vote

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

A motion was made by Dennis Howard to have Monahan & Monahan perform the **Audit for 2017**. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint the County of Erie to collect the **Real Estate Transfer Tax**. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Mark J. Corey and Associates as the **Township Engineer**. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint the Erie County Tax Claim Bureau to collect **Delinquent Real Estate Taxes**. Robert Simonelli seconded. Passed by unanimous roll call vote

COMPENSATION :

1. A motion was made by Dennis Howard, to approve the following hourly wages which have been accounted for in the 2018 General Fund Budget. Robert Simonelli seconded.
2. Road foreman - \$20.91
Senior Road Laborer - \$18.18
Road Laborer - \$15.69
Part time Road Laborer -\$14.66

Secretary -\$18.81
Zoning Officer - \$15.45
Passed by unanimous roll call vote.

OTHER:

A motion was made by Dennis Howard to advertise: all meetings to 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.; to hold a Budget meeting November 4 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 2019 on January 2nd at 5:00 p.m.; The Auditor's Organization Meeting for 2019 at 10:00am on January 3rd, and to advertise the Planning Commission Organization Meeting and first meeting in 2019 for 7 p.m. on January 2nd. The Zoning Hearing Board Organization Meeting will be held on January 3rd, 2019 at 5:00pm. Daniel Netzler seconded. Passed by unanimous roll call vote.

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

A motion was made by Dennis Howard to set the **Treasurer's Bond Limit** at \$400,000. Robert Simonelli seconded. Passed by unanimous roll call vote

Resolution 2 of 2018

A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2018

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, 2018.

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, 2018.

Adopted this 2nd day of January 2018.

Dennis Howard moved to adopt Resolution #2 of 2018. James Sachar seconded. Carried.

A motion was made by Dennis Howard to authorize all five Supervisors and Ramona Junkins as Treasurer to be **authorized check signers** on all accounts for 3 signatures on all checks. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to approve the 2018 **Charges and Fee Chart**. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint the Ramona Junkins as the Treasurer as custodian of petty cash. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard 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. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard 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. Robert Simonelli seconded. Passed by unanimous roll call vote

RESOLUTION #3 of 2018

A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2018

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 – 2010
 1. Bids, Contracts, and Agreements – 2010
 2. Ethics Commission Statements of Financial Interest – 2012
 3. Oaths of Municipal Officials – 2011
 4. Insurance Policies expired – 2011
 5. Certificates of Insurance expired
 6. Legal advertisements – 2007
 7. Public Utility Realty Reports – 2010
 8. Survey of Financial Condition Forms – 2012
- B. Payroll Records
 1. Cancelled Payroll checks – 2010
 2. Withholding Allowance Certificates (W-4) – 2013
 3. Quarterly Statements of State and Local Taxes Withheld – 2013
 4. Pay Period Reports, Time Cards and Attendance Records – 2013
 5. Wage and Tax Statements (W-2 Forms) – 2013
- C. General Financial and Purchasing Records
 1. Accounts Payable files and Ledgers – 2010
 2. Accounts Receivable Accounts and Ledgers – 2010
 3. Balance Sheets – 2010
 4. Bank Statements and Reconciliations – 2010
 5. Cancelled Checks – 2010
 6. Check Registers – 2010
 7. Daily Cash Records – 2010
 8. Deposit Slips – 2010
 9. Employee Expense Reports – 2010
 10. General Ledger Analyses – 2010
 11. Invoices – 2010
- D. Tax Collection and Assessment Records
 1. Public Utility Realty Reports – 2010
 2. Tax Duplicates – 2010
- E. Non-Real Estate Taxes
 1. Withholding Quarterly and Final Returns – 2010

2. Individual Taxpayer Account Files – 2010
 3. Ledgers and Journals of Collectors – 2010
 4. Tax Account Audits – 2007
- F. Public Works/Engineering Records
1. Driveway Permits – 2013
 2. Road Occupancy Permits – 2013

Enacted this 2nd day of January 2018.

Dennis Howard moved to adopt Resolution #3 of 2018. Robert Simonelli seconded. Carried.

RECOGNITION AND APPRECIATION TO THE FOLLOWING WHO SERVED DURING THE YEAR 2017:

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 & George Plavcan

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

Correspondence:

Public Comment

None.

ADJOURN

Dennis made the motion to adjourn the meeting at 1846 and James Sachar seconded. Carried

Ramona Junkins, Secretary