

January 7, 2019

The Organization Meeting of the Supervisors of Franklin Township, held in the Franklin Township Volunteer Fire Department Social Hall, was called to order at 1903 hours. Present were Supervisors James Sachar, Dennis Howard, Daniel Netzler, Steven Walker, and Robert Simonelli. Solicitor Gery Nietupski and Secretary Ramona Junkins. Visitors present were: Dee Engel and Robert Herman

ORGANIZATIONAL MINUTES FOR 2019

Pledge of Allegiance

Organizational Business:

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

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

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

A motion was made by James Sachar to appoint Daniel Netzler as **Vice Chairman of the Board** of Supervisors. Robert Simonelli 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**. Robert Simonelli seconded. Passed by unanimous roll call vote

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 Dennis Howard 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 Thomas Kuhn from Quinn Law Firm as the **Zoning Hearing Board Solicitor**. James Sachar 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**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to retain Berkheimer Tax Administrators as the collector for the **Earned Income Tax** as per Act 32. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to retain June Shelhamer as the **LST Tax** Collector for 2019 at the rate of 4% (four percent) commission. Daniel Netzler seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to for the **Tax Collector's commission** at 3.25%. Daniel Netzler 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 2019

A RESOLUTION FOR APPOINTMENT TO THE ZONING HEARING BOARD MEMBER

A motion was made by Dennis Howard to appoint Bill Greenleaf to the **Zoning Hearing Board** for a three year term. Robert Simonelli seconded. Passed by unanimous roll call vote

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 Bill Greenleaf to serve as a member of the Franklin Township Zoning Hearing Board for a three year term expiring in December 31, 2021.

A motion was made by Steven Walker to appoint Dana Volkman to the **Zoning Hearing Board** for a one year term. Robert Simonelli seconded. Passed by unanimous roll call vote

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 Dana Volkman to serve as a member of the Franklin Township Zoning Hearing Board to complete a term that expires in December 31, 2019.

A motion was made by Dennis Howard to appoint Robert Herman to the **Zoning Hearing Board as an Alternate** for a three year term. Robert Simonelli seconded. Passed by unanimous roll call vote

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 Robert Herman to serve as an Alternate member of the Franklin Township Zoning Hearing Board for a three year term expiring in December 31, 2021

Adopted this 7th day of January 2019.

Dennis Howard moved to adopt Resolution #1 of 2019. 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 Daniel Netzler as the **Roadmaster**. Robert Simonelli seconded. Yea: Dennis Howard, Daniel Netzler, Steven Walker and Robert Simonelli. Nay: James Sachar. Carried.

A motion was made by Dennis Howard to appoint James Sachar as the **Assistant Roadmaster** position. Robert Simonelli seconded. Yea: Dennis Howard, Daniel Netzler, Steven Walker and Robert Simonelli. Nay: James Sachar. Carried.

The position for the **Road Foreman** is being left vacant as it has not been filled at this time.

A motion was made by James Sachar to appoint Joseph Grimaldi as the **Senior Laborer**. Steven Walker seconded. Yea: James Sachar, Dennis Howard, Daniel Netzler and Steven Walker. Nay: Robert Simonelli.

A motion was made by James Sachar to appoint Alfred Smith as a **Full Time Laborer**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by James Sachar to appoint Tim Aldrich as the **Part Time Laborer**. Robert Simonelli seconded. Yea: James Sachar, Dennis Howard and Robert Simonelli. Nay: Daniel Netzler and Steven Walker.

A motion was made by Dennis Howard to appoint **as Road Laborers and Equipment Operators, all five Supervisors, the Roadmaster, Road foreman, and Full Time and Part time Road Laborers**. Steven Walker seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to stay with the PSATS CDL Drug & Alcohol Program. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to allow for Dennis Howard, Ramona Junkins, Daniel Netzler and Robert Simonelli to attend the **PSATS' Annual Educational Conference**. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by Robert Simonelli to appoint Dennis Howard as **PSATS' Annual Educational Conference delegate**. James Sachar 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 the alternates being Robert Simonelli and Steven Walker. Steven Walker 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 Steven Walker 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** and Ramona Junkins as the alternate. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Chuck Kanarr as the **EMA Coordinator**. Robert Simonelli 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**. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to establish and Emergency Call down list as follows Daniel Netzler, James Sachar, Robert Simonelli, Steven Walker, Dennis Howard and Ramona Junkins. James Sachar 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. Robert Simonelli 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. Robert Simonelli 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 Busek, Barger, Bleil & Co. perform the **Audit for 2018**. 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**. James Sachar 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 2019 General Fund Budget. James Sachar seconded.
2. Dennis Hoard made a motion to add the category Roadmaster & Asst. Roadmaster to the pay wages listed below. Steven Walker seconded. Passed by unanimous roll call vote
3. Roadmaster/ Asst. Roadmaster - \$21.54
Road Foreman - \$21.54
Senior Road Laborer - \$18.73
Full time Road Laborer - \$16.16
Part time Road Laborer -\$15.10
Secretary -\$19.37
Zoning Officer - \$15.91

Passed by unanimous roll call vote.

Dennis Howard made a motion to recommend to the Elected Auditors to adopt these labor rates for Supervisors that are working for the township in the positions provided above. Robert Simonelli seconded. 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 except for April being the 4th Tuesday of the month.; to hold a Budget meeting October 13 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 2020 on January 6th at 7:00 p.m. and the appointment of a CPA Firm; The Auditor's Organization Meeting for 2020 at their set time and to advertise the Planning Commission Organization Meeting and first meeting in 2020 for 7 p.m. on January 7th. Steven Walker 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. Steven Walker seconded. Passed by unanimous roll call vote

Resolution 2 of 2019

A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2019

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, EMS 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, 2019.

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, 2019.

Adopted this 7th day of January 2019.

Dennis Howard moved to adopt Resolution #2 of 2019. Robert Simonelli 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 2019 **Charges and Fee Chart**. James Sachar 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. Steven Walker 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. Daniel Netzler 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. Steven Walker seconded. Passed by unanimous roll call vote

RESOLUTION #3 of 2019

A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2019

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 – 2011

1. Bids, Contracts, and Agreements – 2011
 2. Ethics Commission Statements of Financial Interest – 2013
 3. Oaths of Municipal Officials – 2012
 4. Insurance Policies expired – 2012
 5. Certificates of Insurance expired
 6. Legal advertisements – 2008
 7. Public Utility Realty Reports – 2011
 8. Survey of Financial Condition Forms – 2013
- B. Payroll Records
1. Cancelled Payroll checks – 2011
 2. Withholding Allowance Certificates (W-4) – 2014
 3. Quarterly Statements of State and Local Taxes Withheld – 2014
 4. Pay Period Reports, Time Cards and Attendance Records – 2014
 5. Wage and Tax Statements (W-2 Forms) – 2014
- C. General Financial and Purchasing Records
1. Accounts Payable files and Ledgers – 2011
 2. Accounts Receivable Accounts and Ledgers – 2011
 3. Balance Sheets – 2011
 4. Bank Statements and Reconciliations – 2011
 5. Cancelled Checks – 2011
 6. Check Registers – 2011
 7. Daily Cash Records – 2011
 8. Deposit Slips – 2011
 9. Employee Expense Reports – 2011
 10. General Ledger Analyses – 2011
 11. Invoices – 2011
- D. Tax Collection and Assessment Records
1. Public Utility Realty Reports – 2011
 2. Tax Duplicates – 2011
- E. Non-Real Estate Taxes
1. Withholding Quarterly and Final Returns – 2011
 2. Individual Taxpayer Account Files – 2011
 3. Ledgers and Journals of Collectors – 2011
 4. Tax Account Audits – 2008
- F. Public Works/Engineering Records
1. Driveway Permits – 2014
 2. Road Occupancy Permits – 2014

Enacted this 7th day of January 2019.

Dennis Howard moved to adopt Resolution #3 of 2019. Daniel Netzler seconded. Passed by unanimous roll call vote

RECOGNITION AND APPRECIATION TO THE FOLLOWING WHO SERVED DURING THE YEAR 2018:

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

Zoning Hearing Board: Dana Erdely, Denny Russin, Dee Engel

Planning Commission: Denise Benedict, Terry Rea, Dennis Howard, George Plavcan and Danielle Birch

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

Correspondence: None

Public Comment

Have you ever considered an assistant for Ramona as if something happens to her someone can step in even if just to answer the phones.

ADJOURN

Dennis Howard made the motion to adjourn the meeting at 1955 and Steven Walker seconded.
Passed by unanimous roll call vote

Ramona Junkins, Secretary