

January 6, 2020

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, and Robert Simonelli, Secretary Ramona Junkins. Visitors present were: Dennis Russin, Dee Engel, DW Russin, Ralph Breiding, Steve Weston

ORGANIZATIONAL MINUTES FOR 2020

Pledge of Allegiance

Moment of Silence

Organizational Business:

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

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

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

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

A motion was made by James Sachar to retain June Shelhamer as the **LST Tax** Collector for 2020 at the rate of 4% (four percent) commission. Dennis Howard seconded. Passed by unanimous roll call vote

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

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

A motion was made by James Sachar 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

A motion was made by Robert Simonelli to appoint Dennis Howard to the **Planning Commission** for a term of 4 years. James Sachar seconded. Passed by unanimous roll call vote

Resolution 1 of 2020

A RESOLUTION FOR APPOINTMENT TO THE ZONING HEARING BOARD MEMBER

A motion was made by Dennis Howard to appoint Dana Volkman 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 Dana Volkman to serve as a member of the Franklin Township Zoning Hearing Board for a three year term expiring in December 31, 2022.

Adopted this 6th day of January 2020.

Dennis Howard moved to adopt Resolution #1 of 2020. Robert Simonelli seconded. Carried.

A motion was made by Robert Simonelli to appoint Daniel Netzler as the **Roadmaster**. Dennis Howard seconded. A discussion was held regarding the requirements and duties expected of a Roadmaster. Can anyone be a Roadmaster? If it is not a Supervisor do, they have spending authority and how much. Is there a current job description for the Roadmaster? If Dan is voted in then who will the Assistant Roadmaster be? How was the working relationship between the Roadmaster and the assistant Roadmaster this year? Yea: Robert Simonelli. Nay: James Sachar, Dennis Howard. Motion died

A motion was made by James Sachar to appoint James Sachar as **Roadmaster** and Bill Russin as the **Assistant Roadmaster** and Bill Russin as the full time **Road Foreman**. Dennis Howard seconded. Passed by unanimous roll call vote.

A motion was made by James Sachar to appoint Joseph Grimaldi as the full time **Senior Laborer**. Dennis Howard seconded. Passed by unanimous roll call vote.

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

A motion was made by James Sachar to appoint Tim Aldrich, Steven Dick and Daniel Netzler as the **Part Time Laborers**. Robert Simonelli seconded. Passed by unanimous roll call vote.

A motion was made by Dennis Howard to appoint as **Road Laborers and Equipment Operators, all Supervisors, Road foreman, and Full Time and Part time Road Laborers**. James Sachar 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, and Robert Simonelli to attend the **PSATS' Annual Educational Conference**. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by Dennis Howard 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 James Sachar as the **voting delegate/representative for the Erie County Association of Township Officials and their Convention** and the alternates being Ramona Junkins and Bill Russin. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Dennis Howard to the **Erie Area Council of Governments as the delegate and representative** and Ramona Junkins as the alternate. James Sachar 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 Robert Simonelli 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 Ramona Junkins {EMA Delegate}, Dennis Howard, James Sachar, Robert Simonelli, and Bill Russin. Robert Simonelli seconded. Passed by unanimous roll call vote.

A motion was made by Dennis Howard that if the office is closed or it is an after-hour Emergency please call Bill Russin. James Sachar seconded. A discussion was held on if the Township is paying for the cell for the Road Foreman that it should be the Road Foreman. 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. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by James Sachar 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** Ralph Breiding as the 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 2019**. 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**. James Sachar 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 James Sachar to approve the following hourly wages, Dennis Howard seconded.

- Roadmaster/ Asst. Roadmaster - \$21.54
- Road Foreman - \$20.00
- Senior Road Laborer - \$18.73
- Full time Road Laborer - \$18.00
- Part time Road Laborer - \$15.10

Passed by unanimous roll call vote.

2. A motion was made by Dennis Howard to approve the following hourly wages which is approx.. a 3% increase. James Sachar seconded

- Secretary - \$20.00
- Zoning Officer - \$16.40

Passed by unanimous roll call vote.

Dennis Howard made a motion to create the position of **Administrative Assistant**, asking the Auditors to take this position into account when creating Salaries. Robert Simonelli seconded. 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. James Sachar 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.; to hold a Budget meeting October 11 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 2021 on January 4th at 7:00 p.m. and the appointment of a CPA Firm; The Auditor's Organization Meeting for 2021 at their set time and to advertise the Planning Commission Organization Meeting and first meeting in 2021 for 7 p.m. on January 5th. James Sachar seconded. Passed by unanimous roll call vote.

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

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

Resolution 2 of 2020

A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2020

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, for the fiscal year ending December 31, 2020.

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, 2020.

Adopted this 6th day of January 2020.

Dennis Howard moved to adopt Resolution #2 of 2020. James Sachar seconded. Carried.

A motion was made by Dennis Howard to authorize all three 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 2020 **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. 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. James Sachar seconded. Passed by unanimous roll call vote

RESOLUTION #3 of 2020

A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2020

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 – 2012
 1. Bids, Contracts, and Agreements – 2012
 2. Ethics Commission Statements of Financial Interest – 2014
 3. Oaths of Municipal Officials – 2013
 4. Insurance Policies expired – 2013
 5. Certificates of Insurance expired
 6. Legal advertisements – 2009
 7. Public Utility Realty Reports – 2012
 8. Survey of Financial Condition Forms – 2014

- B. Payroll Records
 - 1. Cancelled Payroll checks – 2012
 - 2. Withholding Allowance Certificates (W-4) – 2015
 - 3. Quarterly Statements of State and Local Taxes Withheld – 2015
 - 4. Pay Period Reports, Time Cards and Attendance Records – 2015
 - 5. Wage and Tax Statements (W-2 Forms) – 2015
- C. General Financial and Purchasing Records
 - 1. Accounts Payable files and Ledgers – 2012
 - 2. Accounts Receivable Accounts and Ledgers – 2012
 - 3. Balance Sheets – 2012
 - 4. Bank Statements and Reconciliations – 2012
 - 5. Cancelled Checks – 2012
 - 6. Check Registers – 2012
 - 7. Daily Cash Records – 2012
 - 8. Deposit Slips – 2012
 - 9. Employee Expense Reports – 2012
 - 10. General Ledger Analyses – 2012
 - 11. Invoices – 2012
- D. Tax Collection and Assessment Records
 - 1. Public Utility Realty Reports – 2012
 - 2. Tax Duplicates – 2012
- E. Non-Real Estate Taxes
 - 1. Withholding Quarterly and Final Returns – 2012
 - 2. Individual Taxpayer Account Files – 2012
 - 3. Ledgers and Journals of Collectors – 2012
 - 4. Tax Account Audits – 2009
- F. Public Works/Engineering Records
 - 1. Driveway Permits – 2015
 - 2. Road Occupancy Permits – 2015

Enacted this 6th day of January 2020.

Dennis Howard moved to adopt Resolution #3 of 2020. James Sachar seconded. Passed by unanimous roll call vote

James Sachar made a motion to pay \$66,368.00 down on the new Grader and Finance \$200,000.00 to John Deere.

RECOGNITION AND APPRECIATION TO THE FOLLOWING WHO SERVED DURING THE YEAR 2019:

Board of Auditors: David Dows, Karl Ebert and Judy Sheffer
Zoning Hearing Board: Dana Volkman, Bill Greenleaf, Dee Engel and alt Bill Greenleaf
Planning Commission: Denise Benedict, Terry Rea, Dennis Howard, George Plavcan and Ralph Breiding
Ag. Security Board: John Sachar, John Mischler, Denny Russin, Kathy Netzler and Larry Shepegi

Correspondence: None

Public Comment

It is going to be a tough year, sorry you went down to three Supervisors from the five.

ADJOURN

Dennis Howard made the motion to adjourn the meeting at 2031 and Robert Simonelli seconded. Passed by unanimous roll call vote

Ramona Junkins, Secretary