

**January 3, 2022**

The Organization Meeting of the Supervisors of Franklin Township, held in the Franklin Township Volunteer Fire Department Social Hall, was called to order at 7:04pm hours. Present were Supervisors Dennis Howard, James Sachar, and Robert Simonelli, Secretary Ramona Junkins and Solicitor Gery Nietupski. Visitors present were: Rylie Leicht, Zachary Leicht, Bob Herman

### **ORGANIZATIONAL MINUTES FOR 2022**

**Dennis Howard stated to the attendees that Robert Simonelli did just hand in his election paperwork, and his sworn in Oath of Office.**

**Pledge of Allegiance**

**Moment of Silence**

**Organizational Business:**

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

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

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

A motion was made by James Sachar to appoint Thomas Kuhn from Quinn Law Firm as the **Zoning Hearing Board 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 for the **Earned Income Tax** as per Act 32. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to retain Berkheimer Tax Administrators as the **LST Tax Collector** for 2022 at the rate negotiated by the Erie County Tax Collection District. Robert Simonelli seconded. Passed by unanimous roll call vote

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

A motion was made by Dennis Howard to appoint Amy Sharman as **Deputy Tax Collector**. Robert Simonelli 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 Dennis Howard to appoint Ralph Breiding to the **Planning Commission** for a term of 4 years. Robert Simonelli seconded. Passed by unanimous roll call vote

Resolution 1 of 2022

**A RESOLUTION FOR APPOINTMENT TO THE ZONING HEARING BOARD MEMBER**

A motion was made by James Sachar 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 William Greenleaf to serve as a member of the Franklin Township Zoning Hearing Board for a three-year term expiring in December 31, 2024.

Adopted this 3<sup>rd</sup> day of January 2022.

James Sachar moved to adopt Resolution #1 of 2022. Robert Simonelli seconded. Carried.

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

A motion was made by James Sachar to appoint Robert Simonelli as **Assistant Roadmaster**. Dennis Howard seconded. Passed by unanimous roll call vote.

A motion was made by James Sachar to appoint Ernest Robinson as **Assistant Roadmaster**. Dennis Howard seconded. Passed by unanimous roll call vote.

A motion was made by James Sachar to appoint Alfred Smith as **Road Foreman**. Dennis Howard seconded. Passy by unanimous roll call vote.

Senior Road Laborer positions is vacant at this time.

Full Time Laborer position is vacant at this time.

It was decided to leave the **Senior Road Laborer & Full Time Laborer** positions vacant at this time.

A motion was made by James Sachar to appoint Brian Dobmeier as the **Part Time Laborer**. Robert Simonelli seconded. Passed by unanimous roll call vote.

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

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

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

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

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

A motion was made by Robert Simonelli to appoint Dennis Howard to the **Erie Area Council of Governments as the delegate and representative** and Ramona Junkins as the alternate. Dennis Howard seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Andrew Pennock as the **EMA Coordinator**. James Sachar 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}, Robert Simonelli, James Sachar, and Dennis Howard. James Sachar 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 Robert Simonelli's Cell Phone number. James Sachar seconded. Passed by unanimous roll call vote.

A motion was made by James Sachar to appoint Ramona Junkins as the **Erie County Tax Collection Committee** primary voting delegate, Rylie Leicht as the 1<sup>st</sup> alternate voting delegate and the Chairman of the ECTCC as the 2<sup>nd</sup> 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** Ralph Breiding as the representative, and Ramona Junkins as the alternate. James Sachar seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to have Busek, Barger, Bleil & Co. perform the **Audit for 2021**. Robert Simonelli 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 James Sachar 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, Robert Simonelli seconded. Passed by unanimous roll call vote.
  - Roadmaster/ Asst. Roadmaster - \$22.62
  - Road Foreman - \$21.00
  - Senior Road Laborer - \$20.27
  - Full time Road Laborer - \$18.90
  - Part time Road Laborer - \$16.33
  - Secretary/Treasurer - \$21.63
  - Zoning Officer - \$17.22

**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 to hold a Budget meeting Monday October 17 at 7:00 p.m.; to set the Planning Commission monthly meetings for the first Tuesday of each month at 7 p.m.; to hold the Supervisors Organization Meeting for 2023 on January 3<sup>rd</sup> at 7:00 p.m. and the appointment of a CPA Firm; The Auditor's Organization Meeting for 2023 at their set time and to advertise the Planning Commission Organization Meeting and first meeting in 2023 for 7 p.m. on January 4<sup>th</sup>. Robert Simonelli 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. Robert Simonelli 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 2022

**A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2022**

**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, American Rescue Plan and Petty Cash Fund, for the fiscal year ending December 31, 2022.

**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, 2022.

Adopted this 3<sup>rd</sup> day of January 2022.

Dennis Howard moved to adopt Resolution #2 of 2022. James Sachar seconded. Carried.

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

A motion was made by Dennis Howard to approve the 2022 existing **Charges and Fee Chart** for 2022 that is a continuation of fees as the previous year. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by James Sachar to appoint the Ramona Junkins as the Treasurer as **custodian of petty cash**. Dennis Howard 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, along with paying online for recurring bills. 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: \$10.00 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 2022

#### **A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2022**

**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 – 2014
  1. Bids, Contracts, and Agreements – 2014
  2. Ethics Commission Statements of Financial Interest – 2016
  3. Oaths of Municipal Officials – 2015
  4. Insurance Policies expired – 2015
  5. Certificates of Insurance expired
  6. Legal advertisements – 2011
  7. Public Utility Realty Reports – 2014
  8. Survey of Financial Condition Forms – 2016
- B. Payroll Records
  1. Cancelled Payroll checks – 2014
  2. Withholding Allowance Certificates (W-4) – 2017
  3. Quarterly Statements of State and Local Taxes Withheld – 2017
  4. Pay Period Reports, Time Cards and Attendance Records – 2017
  5. Wage and Tax Statements (W-2 Forms) – 2017
- C. General Financial and Purchasing Records
  1. Accounts Payable files and Ledgers – 2014

2. Accounts Receivable Accounts and Ledgers – 2014
  3. Balance Sheets – 2014
  4. Bank Statements and Reconciliations – 2014
  5. Cancelled Checks – 2014
  6. Check Registers – 2014
  7. Daily Cash Records – 2014
  8. Deposit Slips – 2014
  9. Employee Expense Reports – 2014
  10. General Ledger Analyses – 2014
  11. Invoices – 2014
- D. Tax Collection and Assessment Records
1. Public Utility Realty Reports – 2014
  2. Tax Duplicates – 2014
- E. Non-Real Estate Taxes
1. Withholding Quarterly and Final Returns – 2014
  2. Individual Taxpayer Account Files – 2014
  3. Ledgers and Journals of Collectors – 2014
  4. Tax Account Audits – 2011
- F. Public Works/Engineering Records
1. Driveway Permits – 2017
  2. Road Occupancy Permits – 2017

Enacted this 3<sup>rd</sup> day of January 2022.

Dennis Howard moved to adopt Resolution #3 of 2022. Robert Simonelli seconded. Passed by unanimous roll call vote

## **RECOGNITION AND APPRECIATION TO THE FOLLOWING WHO SERVED DURING THE YEAR 2021:**

**Board of Auditors:** Danielle Birch, Gale Brugh, Georgia Hudy

**Zoning Hearing Board:** Dana Volkman, Bill Greenleaf, Dee Engel

**Planning Commission:** Denise Benedict, Dana Erdely, 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:** None

### **ADJOURN**

Dennis Howard made the motion to adjourn the meeting at 1937 and James Sachar seconded. Passed by unanimous roll call vote

Ramona Junkins, Secretary