

January 2, 2024

The Organization Meeting of the Supervisors of Franklin Township, held in the Franklin Township Volunteer Fire Department Social Hall, was called to order at 7:02pm hours. Present were Supervisors Dennis Howard, Robert Simonelli and Ernest Robinson, Secretary Ramona Junkins. Visitors present were: Anne Robinson, Bob Herman, Raymond Junkins and James Sachar.

ORGANIZATIONAL MINUTES FOR 2024

Pledge of Allegiance

Moment of Silence

Organizational Business:

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

A motion was made by Robert Simonelli to appoint Ramona Junkins as **temporary secretary**. Ernest Robinson 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. Ernest Robinson 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. Ernest Robinson 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**. Ernest Robinson 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 Joel M Snavely 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 2023 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 Kimberly Leicht as **Deputy Tax Collector**. Robert Simonelli 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

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

Resolution 1 of 2024

A RESOLUTION FOR APPOINTMENT TO THE ZONING HEARING BOARD MEMBER

A motion was made by Dennis Howard to appoint Dolores Engel 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 Dolores Engel to serve as a member of the Franklin Township Zoning Hearing Board for a three-year term expiring on December 31, 2027.

Adopted this 2nd day of January 2024.

Dennis Howard moved to adopt Resolution #1 of 2024. Robert Simonelli seconded. Carried.

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

A motion was made by Dennis Howard to appoint Robert Simonelli as interim **Assistant Roadmaster** with an indefinite amount of time. Ernest Robinson seconded. Passed by unanimous roll call vote.

Road Foreman position is still vacant currently. It was decided to leave the **Road Foreman** position vacant at this time.

Senior Road Laborer position is still vacant currently. It was decided to leave the **Senior Road Laborer** position vacant at this time.

A motion was made by Ernest Robinson to appoint Shaun Thayer as **Full Time Laborer**. Robert Simonelli seconded. Passed by unanimous roll call vote.

A motion was made by Robert Simonelli to appoint Brian Dobmeier, Gary Gebhardt and Blake Montour as the **Part Time Laborers**. Ernest Robinson seconded. Passed by unanimous roll call vote.

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

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

A motion was made by Robert Simonelli to appoint Ernest Robinson as the **voting delegate/representative for the Erie County Association of Township Officials and their Convention** and the alternates 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. Ernest Robinson seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint Shawn Wroblewski 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. Ernest Robinson seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to establish the Emergency Call down list as follows Ramona Junkins {EMA Delegate}, Ernest Robinson, Robert Simonelli, and Dennis Howard. 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 Ernest Robinson's Cell Phone number. Robert Simonelli seconded. Passed by unanimous roll call vote.

A motion was made by Dennis Howard to appoint Ramona Junkins as the **Erie County Tax Collection Committee** primary voting delegate, Zachary Leicht 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** 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 2023**. 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 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, Robert Simonelli seconded. Passed by unanimous roll call vote.
 - Roadmaster/ Asst. Roadmaster - \$25.00
 - Road Foreman - \$23.15
 - Senior Road Laborer - \$22.34
 - Full time Road Laborer - \$20.84
 - Part time Road Laborer - \$18.00
 - Secretary/Treasurer - \$24.00
 - Zoning Officer - \$18.98

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, except for April to be the 4th Tuesday, to hold a Budget meeting Monday October 7 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 2025 on January 6th at 7:00 p.m. and the appointment of a CPA Firm; The Auditor's Organization Meeting for 2025 at their set time and to advertise the Planning Commission Organization Meeting and first meeting in 2025 for 7:00 p.m. on January 7th. 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. Robert Simonelli seconded. Passed by unanimous roll call vote

Resolution 2 of 2024

A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2024

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, 2024.

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, 2024.

Adopted this 2nd day of January 2024.

Dennis Howard moved to adopt Resolution #2 of 2024. Robert Simonelli seconded. Carried.

A motion was made by Dennis Howard to authorize all three Supervisors (Dennis Howard, Robert Simonelli, Ernest Robinson) and Ramona Junkins as Treasurer to be **authorized check signers** on all accounts for 3 signatures on all checks. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to approve the 2024 existing **Charges and Fee Chart** for 2024. Robert Simonelli seconded. Passed by unanimous roll call vote

A motion was made by Dennis Howard to appoint 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, 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 2024

A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2024

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 – 2016
 1. Bids, Contracts, and Agreements – 2016
 2. Ethics Commission Statements of Financial Interest – 2018
 3. Oaths of Municipal Officials – 2017
 4. Insurance Policies expired – 2017
 5. Certificates of Insurance expired
 6. Legal advertisements – 2017
 7. Public Utility Realty Reports – 2016
 8. Survey of Financial Condition Forms – 2018
 9. Right-to-Know (Request for Public Records) 2021
 10. Liquid Fuels Tax Records – 2016
 11. Treasurers' Bond Certifications - 2016
- B. Payroll Records
 1. Cancelled Payroll checks – 2016
 2. Withholding Allowance Certificates (W-4) – 2019
 3. Quarterly Statements of State and Local Taxes Withheld – 2019
 4. Pay Period Reports, Timecards and Attendance Records – 2019
 5. Wage and Tax Statements (W-2 Forms) – 2019
- C. General Financial and Purchasing Records
 1. Treasurer's Report - 2016
 2. Accounts Payable files and Ledgers – 2016
 3. Accounts Receivable Accounts and Ledgers – 2016

4. Balance Sheets – 2016
5. Bank Statements and Reconciliations – 2016
6. Cancelled Checks – 2016
7. Check Registers – 2016
8. Daily Cash Records – 2016
9. Deposit Slips – 2016
10. Employee Expense Reports – 2016
11. General Ledger Analyses – 2016
12. Invoices – 2016
- D. Tax Collection and Assessment Records
 1. Public Utility Realty Reports – 2016
 2. Tax Duplicates – 2016
- E. Non-Real Estate Taxes
 1. Withholding Quarterly and Final Returns – 2016
 2. Individual Taxpayer Account Files – 2016
 3. Ledgers and Journals of Collectors – 2016
 4. Tax Account Audits – 2013
- F. Public Works/Engineering Records
 1. Driveway Permits – 2019
 2. Road Occupancy Permits – 2019

Enacted on this 2nd day of January 2024.

Dennis Howard moved to adopt Resolution #3 of 2024. Robert Simonelli seconded. Passed by unanimous roll call vote

RECOGNITION AND APPRECIATION TO THE FOLLOWING WHO SERVED DURING THE YEAR 2023:

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

Zoning Hearing Board: Pat Mullen, Bill Greenleaf, Dee Engel

Planning Commission: Denise Benedict, Dennis Howard, Dave Karle, Morgan Gilmore and Ralph Breiding

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

Correspondence: None

Public Comment:

James Sachar: What is the current rate of pay for Shaun Thayer? Are you moving him to full time at what rate of pay?

ADJOURN

Dennis Howard made the motion to adjourn the meeting at 7:40 p.m. and Robert Simonelli seconded. Passed by unanimous roll call vote

Ramona Junkins, Secretary