

January 5, 2026

The Organization Meeting of the Supervisors of Franklin Township, held in the Franklin Township Volunteer Fire Department Social Hall, was called to order at 7:00 pm hours. Present were Supervisors Dennis Howard, Robert Simonelli and Ernest Robinson, Secretary Ramona Junkins. Visitors present (8)

ORGANIZATIONAL MINUTES FOR 2026

Pledge of Allegiance

Moment of Silence

Organizational Business:

A motion was made by R. Simonelli to appoint Dennis Howard as **temporary Chairman** of the Board of Supervisors. E. Robinson seconded. Motion Carried (3-0).

A motion was made by R. Simonelli to appoint Ramona Junkins as **temporary secretary**. E. Robinson seconded. Motion Carried (3-0).

A motion was made by R. Simonelli to appoint Dennis Howard as **Chairman of the Board** of Supervisors. E. Robinson seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Robert Simonelli as **Vice Chairman of the Board** of Supervisors. E. Robinson seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ramona Junkins as **Secretary/Treasurer**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Jan Dennis as **Asst. Secretary** on a as needed basis. R. Simonelli seconded. Motion Carried (3-0).

Dennis Howard swore in the Fire Police for Franklin Township which were Mat Rea, Robert Simonelli, Tara Miller, Robert Herman, Aaron Lance, Dale McDaniel.

A motion was made by D. Howard to appoint Ramona Junkins as the **Open Records Officer**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Robert Herman to the **Vacancy Board**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Gery Nietupski from Nietupski Angelone LLC at \$110.00/hour and \$185.00 for meetings as **Township Solicitor**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Joel M Snavely from Quinn Law Firm as the **Zoning Hearing Board Solicitor**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ramona Junkins as administrative **secretary to the Planning Commission and Zoning Hearing Board**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to retain Berkheimer Tax Administrators as the collector for the **Earned Income Tax** as per Act 32. R. Simonelli. Motion Carried (3-0).

A motion was made by D. Howard to retain Berkheimer Tax Administrators as the **LST Tax Collector** for 2026 at the rate negotiated by the Erie County Tax Collection District. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to for the **Tax Collector's commission** at 3.25%. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Renee Start as **Deputy Tax Collector**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ralph Breiding as **Zoning Officer**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ralph Breiding as the **Code Enforcement Officer**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Matthew Brown to the **Planning Commission** for a term of 4 years. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ralph Breiding to the **Planning Commission** for a term of 4 years. R. Simonelli seconded. Motion Carried (3-0).

Resolution 1 of 2026

A RESOLUTION FOR APPOINTMENT TO THE ZONING HEARING BOARD MEMBER

A motion was made by D. Howard to appoint Patrick Mullen to the **Zoning Hearing Board** for a three-year term. R. Simonelli seconded. Motion Carried (3-0).

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 Patrick Mullen to serve as a member of the Franklin Township Zoning Hearing Board for a three-year term expiring on January 2, 2029.

Adopted this 5th day of January 2026.

D. Howard moved to adopt Resolution #1 of 2026. R. Simonelli seconded. Carried.

A motion was made by D. Howard to appoint Ernest Robinson as the **Roadmaster**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Robert Simonelli as **Assistant Roadmaster**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Adam Pieper as a **Full Time Laborer**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Gary Gebhardt, Brian Tinko, Bill Hagerty, and Mathew Brown as the **Part Time Laborers**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint **as Road Laborers and Equipment Operators, all Supervisors, Full Time and Part-time Road Laborers**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to stay with the **PSATS CDL Drug & Alcohol Program**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to allow for Dennis Howard, Robert Simonelli, Ernest Robinson, Ramona Junkins, and Ralph Breiding to attend the **PSATS' Annual Educational Conference**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by R. Simonelli to appoint Dennis Howard as **PSATS' Annual Educational Conference delegate**. E. Robinson seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ernest Robinson as the **voting delegate/ representative for the Erie County Association of Township Officials** and alternates being Robert Simonelli & Ramona Junkins. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by R. Simonelli to appoint Dennis Howard to the **Erie Area Council of Governments as the delegate and representative** and Ramona Junkins as the alternate. E. Robinson seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Shawn Wroblewski as the **EMA Coordinator**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ramona Junkins as the **West Erie County EMA COG representative** and Robert Simonelli as the alternate. R. Simonelli. Motion Carried (3-0).

A motion was made by D. Howard to establish the Emergency Call down list as follows Ramona Junkins, EMA Delegate, Ernest Robinson, Robert Simonelli, and Dennis Howard. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard that if the office is closed or it is an after-hour Emergency please call Ernest Robinson's Cell Phone number. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ramona Junkins as the **Erie County Tax Collection Committee** primary voting delegate, Chairman of the ECTCC as the alternate voting delegate. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ramona Junkins as the **Erie County Association of Municipal Administrators** representative. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. 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. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to have Buseck, Barger, Bleil & Co. perform the **Audit for 2025**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint the County of Erie to collect the **Real Estate Transfer Tax**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Mark J. Corey and Associates as the **Township Engineer**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint the Erie County Tax Claim Bureau to collect **Delinquent Real Estate Taxes**. R. Simonelli seconded. Motion Carried (3-0).

A discussion on appointing a new Auditor but no one was interested so tabled until next meeting.

COMPENSATION:

A motion was made by D. Howard to approve the hourly wages as approved in the 2026 budget; R. Simonelli seconded. Motion Carried (3-0).

OTHER:

A motion was made by D. 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 expect in April to be held the 4th Tuesday, to hold a Budget meeting Monday September 21 & 28 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 2027 on January 4th at 7:00 p.m.; The Auditor's Organization Meeting for 2027 at their set time and to advertise the Planning Commission Organization Meeting and first meeting in 2027 for 7:00 p.m. on January 5th. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to keep the office hours for Franklin Township Municipal Building on Monday & Wednesdays 8:30am to 2:30pm. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to set the **Treasurer's Bond Limit** at \$400,000. R. Simonelli seconded. Motion Carried (3-0).

Resolution 2 of 2026

A RESOLUTION OF DEPOSITORIES OF BANKS FOR 2026

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, 2026.

BE IT HEREBY FURTHER RESOLVED that the signatures of three including at least two Supervisors are required on all checks or warrants issued by the Township for the fiscal year ending December 31, 2026.

Adopted this 5th day of January 2026.

D. Howard moved to adopt Resolution #2 of 2026. R. Simonelli seconded. Carried.

A motion was made by D. 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. R. Simonelli seconded. Motion Carried (3-0).

RESOLUTION #3 of 2026

A motion was made by D. Howard to approve Resolution 3 of 2026 adopting the Schedule of Fees for 2026. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard to appoint Ramona Junkins as the Treasurer as **custodian of petty cash**. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. 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. R. Simonelli seconded. Motion Carried (3-0).

A motion was made by D. Howard that the **tax collector is authorized to collect actual out of pocket expenses incurred as follows: \$15.00 service charge for providing tax certifications upon request by members of the public; \$35.00 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. R. Simonelli seconded. Motion Carried (3-0).

RESOLUTION #4 of 2026

A RESOLUTION FOLLOWING THE RECORDS AND RETENTION POLICY FOR 2026

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 – 2018
 1. Bids, Contracts, and Agreements – 2018
 2. Ethics Commission Statements of Financial Interest – 2020
 3. Oaths of Municipal Officials – 2019
 4. Insurance Policies expired – 2019
 5. Certificates of Insurance expired
 6. Legal advertisements – 2016
 7. Public Utility Realty Reports – 2018
 8. Survey of Financial Condition Forms – 2018
 9. Right-to-Know (Request for Public Records) 2023
 10. Liquid Fuels Tax Records – 2018
 11. Treasurers' Bond Certifications - 2018
- B. Payroll Records
 1. Cancelled Payroll checks – 2018
 2. Withholding Allowance Certificates (W-4) – 2021
 3. Quarterly Statements of State and Local Taxes Withheld – 2021
 4. Pay Period Reports, Timecards and Attendance Records – 2021
 5. Wage and Tax Statements (W-2 Forms) – 2021
- C. General Financial and Purchasing Records
 1. Treasurer's Report - 2018
 2. Accounts Payable files and Ledgers – 2018
 3. Accounts Receivable Accounts and Ledgers – 2018
 4. Balance Sheets – 2018
 5. Bank Statements and Reconciliations – 2018
 6. Cancelled Checks – 2018
 7. Check Registers – 2018
 8. Daily Cash Records – 2018
 9. Deposit Slips – 2018
 10. Employee Expense Reports – 2018
 11. General Ledger Analyses – 2018
 12. Invoices – 2018
- D. Tax Collection and Assessment Records

1. Public Utility Realty Reports – 2018
2. Tax Duplicates – 2018
- E. Non-Real Estate Taxes
 1. Withholding Quarterly and Final Returns – 2018
 2. Individual Taxpayer Account Files – 2018
 3. Ledgers and Journals of Collectors – 2018
 4. Tax Account Audits – 2015
- F. Public Works/Engineering Records
 1. Driveway Permits – 2021
 2. Road Occupancy Permits – 2021

Enacted on this 5th day of January 2026.

D. Howard moved to adopt Resolution #4 of 2026. R. Simonelli seconded. Motion Carried (3-0).

RECOGNITION AND APPRECIATION TO THE FOLLOWING WHO SERVED DURING THE YEAR 2025:

Board of Auditors: Dana Erdely, Gale Brugh, Georgia Hudy

Zoning Hearing Board: Pat Mullen, Laura Howard, 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: None

ADJOURN

D. Howard made the motion to adjourn the meeting at 7:29 p.m. and R. Simonelli seconded. Motion Carried (3-0).

Ramona Junkins, Secretary