**Summit Township** **Supervisors:**

PO Box 231 – 10956 Plum Street William Agnew

Harmonsburg PA 16422 Lud Zarembinski

Ph 814-382-5058 Jerauld Smith

Summit Township Organizational Meeting: January 3, 2022

The organizational meeting of the Summit Township Board of Supervisors was held on January 3, 2022 at

10956 Plum Street, Harmonsburg, PA. Those present were Supervisors William Agnew, Jerauld Smith and Ludwig Zarembinski. Also in attendance were Secretary/Treasurer Janelle Agnew and Attorney Brian Cagle.

The meeting was called to order by Bill Agnew at 4:01 PM with a pledge to the flag.

Motion by Lud Zarembinski to appoint Bill Agnew as Chairman, seconded by Jerry Smith. Motion carried.

Motion by Jerry Smith to appoint Lud Zarembinski as vice-chairman, seconded by Bill Agnew. Motion carried.

Motion by Bill Agnew to appoint Jerry Smith as assistant secretary with no pay, seconded by Lud Zarembinski. Motion carried.

David Schaef, Roseanne Staab, and Tim Weber were in attendance and there were no public comments.

Motion by Bill Agnew, second by Lud Zarembinski, to appoint Robert Moore as Secretary-Treasurer and set his bond at $500,000.00. Motion carried.

Motion by Lud Zarembinski, second by Jerry Smith to hold the monthly meetings at the township building located at 10956 Plum Street and to set the monthly meetings for 7 PM the first Tuesday of each month. The meeting dates will be: February 1st, March 1st, April 5th, May 3rd, June 7th, July 5th, August 2nd, September 6th, October 4th, November 1st, December 6th, with the year-end meeting date to be set later. Motion carried.

Motion by Bill Agnew, second by Jerry Smith, that supervisors in case of an emergency, any one or all, can spend up to $1000.00. Motion carried.

Motion by Lud Zarembinski, second by Bill Agnew, that the streetlight bills in excess of the amount collected, may be paid out of the General Fund. Motion carried.

Motion by Lud Zarembinski that Erie Bank and First National Bank of PA & PLGIT utilized for financial accounts, second by Bill Agnew. Motion carried.

Motion by Bill Agnew, second by Lud Zarembinski, that the check signers are to be all three supervisors and the secretary/treasurer. Motion carried.

Motion by Bill Agnew, second by Jerry Smith, that the mileage reimbursement rate be the same as the IRS rate for 2022, $0.585 cents per mile when using personal vehicle for township business. Motion carried.

Motion by Jerry Smith, second by Lud Zarembinski, that all bills received by the Secretary after a meeting, which are deemed necessary to avoid penalty, may be paid prior to the next meeting. All others will wait until the next meeting. Motion carried.

Motion by Jerry Smith, second by Lud Zarembinski, that the Secretary may destroy files and old unused checks as necessary that are no longer needed by the Township and are past their legal retention date. Motion carried.

Motion by Lud Zarembinski, 2nd by Jerry Smith, Qualifying reimbursements (i.e. hotel, mileage, food, etc) for those who attend the State and County Conventions and approved training sessions. 2022 PSATS Conference April 24-27th. Motion carried.

Motion by Bill Agnew, 2nd by Lud Zarembinski, that Berkheimer, as appointed by the Crawford County Tax Collection Committee will be the wage tax collector, with a commission of 1.57% (renewed 7-year contract effective January 1, 2019-December 31, 2025) The secretary is appointed as the CCTCC delegate with the alternates: Rose Mumau and Jill Dunlap. CCTC Meetings are quarterly. Motion carried.

Motion by Lud Zarembinski, 2nd by Jerry Smith, elected tax collector commission is 5% for Real Estate, Per Capita and Street Light Tax. Motion carried.

Motion by Jerry Smith, 2nd by Lud Zarembinski, *USI Insurance Services, Michael Kneidinger* will be agent for Insurance policies for both the township and fire department. Motion carried.

Motion by Bill Agnew, 2nd by Jerry Smith, that Brian Cagle of Pepicelli, Youngs, and Youngs to be retained as the Township Solicitor. Motion carried.

Motion by Lud Zarembinski, 2nd by Bill Agnew, to appoint as Sewage Enforcement Officer: Michael Rinkevich withtheAlternate: Mike Klink. Fee Schedules adopted as presented from each with most charges being paid in full by the applicant. Motion carried.

Motion by Bill Agnew, 2nd by Jerry Smith, to appoint Middle Department Inspection Agency and Prosek Inspection as the Building Code Inspectors for the enforcement of the Uniform Construction Code. Motion carried.

Motion by Lud Zarembinski, 2nd by Jerry Smith to appoint Donald Ott as Chairman of the Vacancy Board. Motion Carried.

Motion by Lud Zarembinski, 2nd by Bill Agnew, to appoint Diane Agnew and Jerry Smith as Roadmasters. They will have the authority to be able to perform call-outs and schedule department employees work assignments. Township personnel are all responsible and able to perform the necessary duties of this position. Motion carried.

Motion by Lud Zarembinski, 2nd by Jerry Smith to appoint Sequoia Whitmere, Pat Barco, and Linda Hank as Township Auditors. Motion carried.

Motion by Lud Zarembinski, 2nd by Jerry Smith to appoint the members on the various boards and committees and any compensation as follows. Motion carried.

 **Township Emergency Management Director -** Lud Zarembinski and Gene Calvert as Deputy.

 **Planning Commission**: Jim Kusluch (13), Travis Crytzer (18) and Lori Smith (20), Mark Lessig (12) *may be resigning for 2022,* one or two open positions*.*

 **Recreation Board**: No known meetings for 2021. Travis Crytzer formally requested at Oct 5, 2021 monthly meeting restoration of recreation board activity for 2022.

**Previous members listed in January 2021 minutes are**: Kendra Jones (17), Darla Daniels (17), Nichole Baily (17), Betty Rivers (17) – 1 open position.

 **Conneaut Lake Joint** **Municipal Authority** Robert G. Agnew (17) and Lewis Walker (15) Members will be compensated for all legally advertised public meetings attended at a rate of $75.00.

 **Zoning Hearing Board** members are Coletta Reitinger, Ed Morris, Don Ott (active 2021), Klinton Gamble, Bob Turlij.

Motion made by Bill Agnew to call an executive session to discuss personnel matters, seconded by Lud Zarembinski. Board members and Solicitor held an executive session at 4:17 PM returning at 4:37 PM.

Upon return, wages are set at 2022 COLA of 5.9%.

Motion for wages made byBill Agnew2ND by Jerry Smith.Motion Carried.

**Secretary-Treasurer**, Robert Moore pay rate of $15.00 per hour, plus benefits.

**Roadmaster/Supervisor**, Jerry Smith recommend pay rate of $19.40 per hour with benefits the same as employed elected supervisors.

**Roadmaster**, Duane Agnew pay rate of $20.50 per hour with benefits the same as employed elected supervisors.

**Full-time labor-operator with CDL** Gig King pay rate of $18.28 per hour with benefits the same as employed elected supervisors.

**Full-time labor-operator without CDL** John McGlynn pay rate of $14.50/hour with benefits the same as employed elected supervisors.

**Part-time labor with CDL license** pay rate of $16.11 per hour with no benefits.

**Part-time labor (with NO CDL)** pay rate of $13.50 per hour with no benefits.

**Zoning Officer:** reviewing all zoning permit application, at an annual salary of $8,500 + mileage with no benefits.

**Housing Code Enforcement Officer**: Richard Swihart at a rate of $17.00 per hour + mileage + expense reimbursement with no benefits.

**Short Term Rental Enforcement Officer**: Richard Swihart at a rate of $17.00 per hour + mileage + expense reimbursement with no benefits.

**The Zoning Hearing Board** will receive $35.00 for each hearing attended; plus $5.00 for person posting.

Motion by Bill Agnew to set employee benefits as follows, second by Jerry Smith. Motion Carried.

Benefits: Fulltime employees receive medical coverage provided by Aetna, $30,000 life, short term disability and eligibility to township pension plan after 5 years full-time continuous service. Past years consensus stated the “employees receive the same scheduled holidays and number of sick, personal and vacation days established by the Board of Auditors for a full-time working supervisor”. Currently: 9 paid holidays, 40 sick hours and 16 personal hours, 80 hours vacation, with employees who have worked at least 10 years continuous service receiving an additional 40 hours vacation time.

All accumulated compensatory time can be paid when requested or on the final pay in the year it was earned. Unused sick leave hours and unused personal hours shall be paid the second pay of the month of December. The pay rates established during the organization meeting for employees will take effect on first paycheck of New Year.

Pay week for all employees will be every other week Monday 12 am to Sunday 12 Midnight with checks available by Wednesday. Full-time employee pay is based on an 8-hour day, Monday through Friday. Time worked in excess of regularly scheduled hours is considered time and a half. Sick/personal/comp time and overtime cannot be used in the same day.

The supervisor on duty has the right to establish the transition to summertime hours to a 4-day, 10-hour schedule-Monday thru Thursday. Auditors agreed that holiday pay will be consistent with ‘regular hours’ current being worked –if working an 8-hour workday employee will receive 8 hour holiday pay, 10-hour workday employee will receive 10-hour holiday pay. Vacation, sick, and personnel time is broken down by the hour and can be used upon request by-the-hour.

Motion to adjourn at 4:41 PM made by Bill Agnew, 2nd by Lud Zarembinski. Motion carried.