
Summit Township

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Supervisors:

William Agnew
Lud Zarembinski
Jerauld Smith

Organizational Meeting Agenda – January 3, 2022 - 5PM**MEETING CALL TO ORDER – PLEDGE OF ALLEGIANCE****APPOINT CHAIRMAN, VICE-CHAIRMAN****APPROVAL OF PRIOR 2021 ORGANIZATION MEETING MINUTES****VISITOR RECOGNITION/PUBLIC COMMENT****NEW BUSINESS****- Appoint the following:**

Secretary-Treasurer
Assistant Secretary-Treasurer
Township Solicitor
Township Engineer
Zoning Officer
Housing Code Enforcement Officer
Assistant Housing Code Enforcement Officer
Short-Term Rental Enforcement Officer
Roadmaster and Assistant Roadmaster
Sewage Enforcement Officer and alternate
Building Code Inspector and alternate
Insurance Policies Agent
Township Auditors
Township Wage Tax Collector and commission
Township Right to Know Officer
Township Vacancy Board Officer
Township Planning Board (5 positions)
Township Zoning Hearing Board (5 positions)
Township ZHB Solicitor and alternate
NEW Township Building Code Board (3 positions), Advisor and Solicitor
Township Recreation Board (5 positions)
Township Emergency Management Director and deputy
Township Volunteer Fire Department Liaison
Conneaut Lake Joint Municipal Authority (2 positions)
Crawford County Tax Collection Committee Delegate and alternates
Depositories and banks for Township funds
Newspaper for Township Legal Notices and ads

- Set Township Fee Schedule for services

-Certify delegates to PSATS' Annual Educational Conference and designate person to serve as the voting delegate

-Suggest Wages for the Township Supervisors to be set at Township Auditors Meeting

-Set Wages and Benefits for the following positions:

Township Secretary-Treasurer

Elected Property, Per-capita, and Streetlight Tax Collector commission

Road Crew

Temporary Road Crew Worker

Zoning Officer

Housing Code Enforcement Officer

Short-Term Rental Enforcement Officer

Township Meeting Boards Pay

-Set following policies:

Meeting times and dates

Treasurer's Bond

Emergency Spending Amount by Supervisors

Streetlight bills in excess of tax amount collected

Number and who are signers of Township checks

Mileage Reimbursement Rate

Payment of Township Invoices due before next meeting

Destruction of Township records past their legal retention date

Who may attend State and County Conventions and Reimbursement of expenses

Township Employee Benefits

Payroll Policies

Scheduling Policies

Training of Supervisors, employees, and other appointed officials as appropriate

ADJOURNMENT

UPCOMING TOWNSHIP MEETINGS – TOWNSHIP BUILDING

Wednesday, January 4, 2023 9AM – Township Board of Auditors Meeting

Wednesday, January 4, 2023 7PM – Township Recreation Board Organization Meeting

Monday, January 16, 2023 7PM – Township Planning Commission Organization Meeting

Wednesday, January 18, 2023 7PM – Township Hearing Board Organization Meeting

Tuesday, February 1, 2023 7PM – Township Regular Meeting

Wednesday, February 2, 2023 7PM – Township Recreation Board Meeting

TBA – Township Building Code Board Meeting