
Summit Township

PO Box 231 – 10956 Plum Street
Harmonsburg PA 16422
Ph 814-382-5058

Supervisors:

William Agnew
Lud Zarembinski
Jerauld Smith

Organizational Meeting Agenda – January 2, 2024 - 5PM**MEETING CALL TO ORDER – PLEDGE OF ALLEGIANCE****APPOINT CHAIRMAN, VICE-CHAIRMAN****APPROVAL OF PRIOR 2023 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
Short-Term Rental Enforcement Officer
Roadmaster and Assistant Roadmaster
Sewage Enforcement Officer and alternates
Building Code Inspector and alternate
Insurance Policies Agent
Township Auditors (2 Position)
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
Township Building Code Board (3 positions), Advisor and Solicitor
Township Recreation Board (5 positions)
Township Grant Writer
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 working Township Supervisor 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
Set mileage reimbursement rate to match IRS standard of \$0.67/mile

ADJOURNMENT

UPCOMING TOWNSHIP MEETINGS – TOWNSHIP BUILDING

Wednesday, January 3, 2024 9AM – Township Board of Auditors Meeting

Wednesday, January 3, 2024 7PM – Township Recreation Board Organization Meeting

Wednesday, January 10, 2024 7PM – Township Building Code Board Organization Meeting

Monday, January 15, 2024 7PM – Township Planning Commission Organization Meeting

Wednesday, January 17, 2024 7PM – Township Hearing Board Organization Meeting

Tuesday, February 6, 2024 7PM – Regular Township Meeting

Wednesday, February 7, 2024 7PM – Township Recreation Board Meeting