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**Summit Township**

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

**Supervisors:**

William Agnew  
Lud Zarembinski  
Jerauld Smith

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January 4, 2021 Organizational Meeting

The Organizational meeting of the Summit Township Board of Supervisors was held on January 4, 2021 at 10956 Plum Street, Harmonsburg PA. Those present were Supervisors William Agnew, Jerauld Smith and Ludwig Zarembinski. Also in attendance were Secretary/Treasurer Kassie Kategianes, Randy Fyock and Attorney William Walker.

The meeting was called to order at 2:03 pm by Chairman Bill Agnew with the Pledge to the Flag

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

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

Motion by Lud Zarembinski, second by Bill Agnew, that Jerry Smith be appointed assistant secretary with no pay. Motion carried.

David Schaefer and Dale Nolf were in attendance and there were no public comments.

Motion by Bill Agnew, second by Lud Zarembinski, to appoint Kassie Kategianes as Secretary-Treasurer and set her bond at \$500,000.00. Motion carried.

Motion by Bill Agnew, second by Lud Zarembinski to hold the meeting at the township building located at 10956 Plum Street and to set the monthly meetings for 7 pm on the first Tuesday of each month with any exceptions to that noted. The meeting dates will be: February second **at 3pm**, March second, April 6th, May 4th, June 1st, July 6th, August 3rd, September 7th, October 5th, November 9th, December 7th, 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 \$1,000.00. Motion carried.

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

Motion by Lud Zarembinski that ErieBank and First National Bank of PA & PLIGIT be 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 2021, \$0.56 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 Bill Agnew, 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 Bill Agnew, second by Jerry Smith, that qualifying reimbursements for those who attend the State and County Conventions and approved training sessions are hotel, mileage and food. Motion carried.

Motion by Lud Zarembinski, second by Jerry Smith that Berkheimer, as appointed by the Crawford County Tax Collection Committee will be the Earned Income Tax collector. Motion carried.

Bill Agnew motioned to appoint the secretary as the CCTCC delegate and Rose Mumau and Jill Dunlap as alternates. Lud Zarembinski second. Motion carried.

Motion by Bill Agnew, second by Jerry Smith that the elected tax collector commission is 5% for Real Estate, Per Capita and Street Light Tax. Motion carried.

Motion by Lud Zarembinski, second by Jerry Smith, that Michael Kneidinger of Northwest Insurance will be the agent for insurance policies for both the township and fire department. Motion carried.

The decision on who is to be retained as the Township Solicitor carried over to February meeting.

Motion by Lud Zarembinski, second by Jerry Smith to appoint Michael Rinkevich as Sewage Enforcement Officer, with Mike Klink as the Alternate. Fee Schedules adopted as presented. Motion carried.

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

Motion by Lud Zarembinski, second by Bill Agnew to appoint Donald Ott as Chairman of the Vacancy Board. Motion carried.

Motion by Bill Agnew, second by Lud Zarembinski to appoint Duane Agnew and Jerry Smith as Roadmasters. Motion carried.

Motion by Bill Agnew to appoint the members on the various boards and committees and any compensation as follows, second by Jerry Smith. Motion carried.

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

**Planning Commission** - Mark Lessig, Kelly Davis, Jim Kusluch, Travis Crytzer, Lori Smith.

**Recreation Board** - Kendra Jones, Darla Daniels, Nichole Baily, Betty Rivers – 1 open position.

**Conneaut Lake Joint Municipal Authority** - Robert G. Agnew and Lewis Walker. Members will be paid \$75 per legally advertised public meetings attended.

**Zoning Hearing Board** - Klinton Gamble, Bob Turlij, Coletta Reitingger, Ed Morris and Don Ott

Motion made by Bill Agnew to call an executive session to discuss personnel matters, seconded by Lud Zarembinski. Board members and Attorney Walker held an executive session at 2:19 PM.

Bill Agnew called the meeting back to order at 2:56 PM.

Motion by Bill Agnew with second by Lud Zarembinski to set wages as follows. Motion carried.

Secretary-Treasurer will be compensated at \$15.00/HR, plus health benefits.

Roadmaster/Supervisor, Jerry Smith. Recommend pay rate to auditors of \$20.00/ hour with benefits.

Roadmaster/Employee, Duane Agnew. \$20.00/hour with benefits the same as employed elected supervisor.

Gig King, current Full-time labor-operator with CDL will get an increase of \$0.50 to \$17.78/hour with benefits the same as employed elected supervisors(s).

John McGlynn will go from Part time to Full-time labor-operator with NO CDL and will receive an increase of \$1.00 to \$14.00/hour with benefits the same as employed elected supervisors(s).

Part-time labor with CDL license \$15.61 per hour with no benefits.

Part-time labor (with NO CDL) \$13.00 per hour with no benefits

Randy Fyock, the Zoning Officer will be paid \$16.50/hr plus mileage and expenses.

Richard Swihart, in his position as Housing Code Enforcement Officer and as Short Term Rental Enforcement Officer will be paid \$16.50/hr plus mileage and expenses.

The Zoning Hearing Board will receive \$30 plus \$5.00 for person posting for meetings attended.

Motion by Bill Agnew to set employee benefits as follows, second by Lud Zarembinski, Motion carried.

Benefits: Fulltime employees will receive health insurance, \$30,000 life, short term disability and eligibility to township pension plan after 5 years full-time continuous service. They will receive 9 paid holidays, 56 hours personal days, 80 hours vacation, with employees who have worked at least 10 years continuous service receiving an additional 40 hours vacation time.

Pay week for all employees will be every other week Monday 12 am to Sunday 12 Midnight with checks to be available Monday by 2pm. Full-time employee pay is based on a 40-hr week, Monday through Friday. Time worked before and after is considered time and a half. Compensatory time and overtime cannot be used in the same day.

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 on the final pay in the year it was earned. The final pay will be the last pay period containing 14 calendar days (December 28). The pay rates established during the organization meeting for employees will take effect January 1 of the New Year.

The supervisor on duty has the right to establish the transition to summertime hours to a 4-day, 10-hour schedule-Monday thru Thursday. Holiday pay will be consistent with 'regular hours' currently being worked. Vacation, sick, and personnel time is broken down by the hour and can be used upon request by-the-hour.

Motion to adjourn at 3:15 pm made by Bill Agnew, second by Lud Zarembinski. Motion carried.

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**Supervisors:**

William Agnew  
Lud Zarembinski  
Jerauld Smith

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January 4, 2021 Monthly Meeting

The Regular meeting of the Summit Township Board of Supervisors was held on January 4, 2021 at 10956 Plum Street, Harmonsburg PA. Those present were Supervisors William Agnew, Jerauld Smith and Ludwig Zarembinski. Also in attendance were Secretary/Treasurer Kassie Kategianes, Randy Fyock and Attorney William Walker.

The Regular meeting of the Summit Township Board of Supervisors was called to order at 3:15 pm by Chairman Bill Agnew with the Pledge to the Flag.

Those present were Supervisors William Agnew, Jerauld Smith and Ludwig Zarembinski. Also in attendance were Secretary/Treasurer Kassie Kategianes, Randy Fyock and Attorney William Walker.

The December 30<sup>th</sup> and January 4<sup>th</sup> minutes are to be approved at February meeting.

**VISITOR RECOGNITION/PUBLIC COMMENT**

Scott Miller inquired about how long Agnew Road will be closed if the culvert is replaced. He was advised the goal would be to only have it closed one day. Mr. Miller also expressed some code enforcement letter concerns that were addressed by the supervisors.

Dale Nolf presented an intention to invest letter to the supervisors for Agnew Road.

**ZONING REPORT – Randy Fyock**

Randy presented concern over current cost vs. demo permit amount. Motion by Lud Zarembinski to increase 2021 demo permit cost to \$100.00, second by Jerry Smith. Motion carried.

**ROAD DEPARTMENT –**

The roads were plowed and sanded 8 times. Downed trees and cross pipes were cleaned up. The 2019 and 2011 F550's were washed and greased and the 98 & 99 Internationals were washed. The new backhoe has arrived and is running great.

**UNFINISHED BUSINESS**

No new developments on the township building.

The French Creek COG application needs to be completed.

**NEW BUSINESS**

Bill Agnew motioned that Duane Agnew be reimbursed \$50 per month for use of his personal cell phone while fulfilling his duties as Roadmaster, second by Lud Zarembinski. Motion carried.

Motion by Lud Zarembinski for approval of the bills & Treasurer's Report, with bank statements on hand for review. Motion seconded by Jerry Smith, motion carried.

With nothing further presented to the board a motion to adjourn was made by Bill Agnew. Motion second by Lud Zarembinski, motion carried. The meeting adjourned at 4:15 pm.

Minutes submitted by:

Secretary/Treasurer

Signature: \_\_\_\_\_