

## **LeBoeuf Township Reorganization Meeting – January 3, 2017 Revised**

The 2017 LeBoeuf Township reorganization meeting was held January 3, 2017, at the Township Municipal Building.

The meeting was called to order at 8:00 a.m. followed by the salute to the flag. Present were: James Glover, Robert Rohrer, Michael Porter, William Cornwell, Mike Jenkins and Catherine Wise.

1. Catherine Wise asked for nominations for Chairman. James Glover moved, seconded by Michael Porter, to appoint Robert Rohrer Chairman for 2017. Robert Rohrer, James Glover, and Michael Porter voted yes.
2. Michael Porter moved, seconded by Robert Rohrer, to appoint James Glover as Vice-Chairman for 2017. Robert Rohrer, James Glover, and Michael Porter voted yes.
3. Robert Rohrer moved, seconded by James Glover, that regular meetings of the LeBoeuf Township Supervisors will be held on the second Wednesday of each month at 8:00 a.m. and the fourth Wednesday of each month at 6:00 p.m. Robert Rohrer, James Glover, and Michael Porter voted yes.
4. Robert Rohrer moved, seconded by James Glover, that the Supervisors will receive their wages quarterly. Robert Rohrer, James Glover, and Michael Porter voted yes.
5. Robert Rohrer moved, seconded by James Glover, to name Michael Porter as Road Master. Robert Rohrer, James Glover, and Michael Porter voted yes.
6. James Glover moved, seconded Michael Porter to name Robert Rohrer as operator and laborer with wages to be placed on the payroll. Robert Rohrer, James Glover, and Michael Porter voted yes.
7. James Glover moved, seconded by Robert Rohrer to name Michael Porter as operator and laborer with wages to be placed on the payroll. Robert Rohrer, James Glover, and Michael Porter voted yes.
8. James Glover moved, seconded by Robert Rohrer, to name Michael Porter substitute Secretary/Treasurer. Robert Rohrer, James Glover, and Michael Porter voted yes.
9. James Glover moved, seconded by Michael Porter, to name Robert Rohrer as member of the Erie County Executive Board. Robert Rohrer, James Glover, and Michael Porter voted yes.
10. Robert Rohrer moved, seconded by James Glover, to name Michael Porter as substitute member of the Erie County Executive Board. Robert Rohrer, James Glover, and Michael Porter voted yes.
11. Michael Porter moved, seconded by Robert Rohrer, to name James Glover as a substitute member of the Erie County Executive Board. Robert Rohrer, James Glover, and Michael Porter voted yes.
12. James Glover moved to appoint Robert Rohrer voting delegate to the PSATS State Convention, Michael Porter seconded. Robert Rohrer, James Glover, and Michael Porter voted yes.
13. Robert Rohrer moved, seconded by Michael Porter that any Supervisor, Secretary or Township Official authorized by the Township Code may attend the State Convention. The lodgings, meals and mileage to be paid by LeBoeuf Township. Robert Rohrer, James Glover, and Michael Porter voted yes.
14. James Glover moved, seconded by Robert Rohrer, to pay all elected and appointed officials \$20.00 plus registration and mileage for attending evening school or training sessions. Robert Rohrer, James Glover, and Michael Porter voted yes.
15. James Glover moved, seconded by Michael Porter, to pay all elected and appointed officials \$35.00 plus registration and mileage for attending day school or training sessions. Robert Rohrer, James Glover, and Michael Porter voted yes.
16. Robert Rohrer moved, seconded by James Glover, to pay registration for officials attending ECATO functions. Robert Rohrer, James Glover, and Michael Porter voted yes.
17. James Glover moved, seconded by Robert Rohrer, to purchase Errors and Omissions Insurance from Northwest Insurance. Robert Rohrer, James Glover, and Michael Porter voted yes.
18. James Glover moved, seconded by Robert Rohrer, to name Berkheimers as EIT Collector for 2017. Robert Rohrer, James Glover, and Michael Porter voted yes.
19. Robert Rohrer moved, seconded by Michael Porter, to name Berkheimers as LST Collector for 2017. Robert Rohrer, James Glover, and Michael Porter voted yes.
20. Robert Rohrer moved, seconded by Michael Porter to keep the Real Estate Tax Collector Bond the same until the School Board decides to change it. James Glover, Robert Rohrer, James Glover, and Michael Porter voted yes.

21. Robert Rohrer moved seconded by James Glover to pay for all appointed Employees, Unemployment Compensation to Pennsylvania Unemployment Compensation Trust (PSATS) at the state mandated yearly contribution rate. Robert Rohrer, James Glover, and Michael Porter voted yes.
22. Robert Rohrer moved, seconded by James Glover that vacation with pay for full time employees, with approval of the Supervisors, be set up as follows: 20 years - 5 weeks – limited to 5 weeks until retirement, 15 years - 4 weeks, 10 years - 3 weeks, 5 years - 2 weeks, and 1 year - 1 week. Unused Vacation and Personal Days will be paid as a separate check after the last day of each year on following payroll. All voted yes.
23. Robert Rohrer moved, seconded by James Glover, to pay for Hospitalization Insurance for all Full Time Employees and their Dependents. Robert Rohrer, James Glover, and Michael Porter voted yes.
24. James Glover moved, seconded by Robert Rohrer to give full-time employees 3 paid personal days, and 7 paid holidays provided they work a full year. To include: New Year's Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas. Robert Rohrer, James Glover, and Michael Porter voted yes.
25. Robert Rohrer moved, seconded by Michael Porter, that the workweek for employees begin on Sunday and terminates Saturday. The work week is a 40 hour week, ending at the discretion of the Road Master. Robert Rohrer, James Glover, and Michael Porter voted yes.
26. Robert Rohrer moved, seconded by Michael Porter, to pay Township employees time and a half for time over 40 hours per week. Robert Rohrer, James Glover, and Michael Porter voted yes.
27. Robert Rohrer moved, seconded by James Glover, to appoint Mike Jenkins - Road Master. Robert Rohrer, James Glover, and Michael Porter voted yes.
28. James Glover moved, seconded by Robert Rohrer, to name duties of the Road Master to maintain the roads, bridges, and municipal building, or any such duties as directed by the Supervisors. Robert Rohrer, James Glover, and Michael Porter voted yes.
29. Robert Rohrer motioned, seconded by James Glover, to set hourly wage for the Road Master at \$24.50 per hour, effective the first full pay period of 2017. Robert Rohrer, James Glover voted yes, and Michael Porter voted no.
30. James Glover motioned to name Drew Francisco acting Road Foreman in the Road Master's absence, with wages to be determined at that time. Robert Rohrer seconded. Robert Rohrer, James Glover, and Michael Porter voted yes.
31. Robert Rohrer moved, seconded by Michael Porter that the Road Foreman/Road Master spends no more than \$2,000.00 without majority approval of the Supervisors. Robert Rohrer, James Glover, and Michael Porter voted yes.
32. James Glover motioned to name Drew Francisco as full time equipment operator, Robert Rohrer seconded. Robert Rohrer, James Glover, and Michael Porter voted yes.
33. James Glover motioned to set wage of full time equipment operator at \$18.00 per hour, starting the first full pay period of 2017, seconded by Robert Rohrer. Robert Rohrer, James Glover voted yes, and Michael Porter voted no.
34. Robert Rohrer moved, seconded by Michael Porter to allow the Road Master to hire the necessary part-time light and heavy equipment operators and laborers at his discretion. Robert Rohrer, James Glover, and Michael Porter voted yes.
35. Robert Rohrer moved, seconded James Glover, to set hourly wage for part-time laborer at minimum wage, effective the first full pay period of 2017. Robert Rohrer, James Glover, and Michael Porter voted yes.
36. James Glover moved, seconded by Robert Rohrer, to set hourly wage for part-time light equipment operators at \$11.50 per hour. Robert Rohrer, James Glover, and Michael Porter voted yes.
37. James Glover moved, seconded by Robert Rohrer, to set hourly wage for part-time heavy equipment operators at \$16.75 per hour for current part-time employees, with newer inexperienced operators to be hired at \$14.00 per hour or amount to be determined by Supervisors at time of hire. Robert Rohrer, James Glover, and Michael Porter voted yes.
38. Michael Porter moved, seconded by Robert Rohrer to pay part-time light & heavy equipment operator's time and a half for working on Thanksgiving Day, Christmas Day, New Year's Day and/or Easter Sunday. Robert Rohrer, James Glover, and Michael Porter voted yes.
39. Robert Rohrer moved, seconded by James Glover, to charge \$75.00 per hour for the backhoe, tandem truck or mower with operator and \$100.00 per hour for road grader and operator. Robert Rohrer, James Glover, and Michael Porter voted yes.

40. James Glover moved to appoint Catherine Wise Secretary/Treasurer. Michael Porter seconded. Robert Rohrer, James Glover and Michael Porter all voted yes.
41. James Glover moved, seconded by Robert Rohrer to set Secretary/Treasurer wages at \$13.75 an hour. Michael Porter, James Glover, and Robert Rohrer all voted yes.
42. James Glover moved, seconded by Michael Porter, to set office hours - 9:00 AM to 12:00 PM Monday through Thursday. Michael Porter, Robert Rohrer, and James Glover voted yes.
43. Robert Rohrer moved, seconded by Michael Porter, to purchase Secretary/Treasurer bond from H A Thomson. Robert Rohrer, James Glover, and Michael Porter voted yes.
44. Robert Rohrer moved, seconded by Michael Porter, to set the amount of the Secretary/Treasurer bond at \$250,000.00. James Glover, Robert Rohrer, and Michael Porter voted yes.
45. Robert Rohrer moved, seconded by James Glover, to pay the approved IRS rate per mile for employees using a personal vehicle for Township business, attending schools, or attending ECATO and PSATS functions. Robert Rohrer, James Glover, and Michael Porter voted yes.

Robert Rohrer left meeting at 9:00 a.m. William Cornwell left shortly after him.

46. James Glover moved, seconded by Michael Porter, that Secretary/Treasurer vacation with pay will be 48 hours per year. Unused vacation days will be paid as a lump sum after the 1<sup>st</sup> day of the following year. Michael Porter and James Glover voted yes.
47. James Glover moved, seconded by Michael Porter that Secretary/Treasurer vacation days with pay will be 18 hours per year. Unused vacation days will be paid as a lump sum after the 1<sup>st</sup> day of the following year. Michael Porter and James Glover voted yes.
48. Michael Porter moved, seconded by Robert Rohrer to appoint Tim Sennett (Knox Law) as Solicitor at \$120.00 per hour, working only as directed by the Supervisors. Michael Porter and James Glover voted yes. (Re-motoned and changed at February 8, 2017 meeting)
49. Michael Porter moved, seconded by James Glover to name Craig Hall as Chairman of the LeBoeuf Township Vacancy Board. Michael Porter and James Glover voted yes.
50. James Glover moved, seconded by Michael Porter, to appoint the following to the Planning Commission: James Warner (2020), Bruce Wise(2019), Martin Powers(2018), Jerry Port(2022), and Larry Hanas II(2021). James Glover and Michael Porter voted yes.
51. James Glover moved, seconded by Michael Porter, that the Planning Commission will meet the first Tuesday of each month, as needed, at 6:30 PM. James Glover and Michael Porter voted yes.
52. James Glover moved, seconded by Michael Porter to appoint the following to the Zoning Hearing Board: Larry Hanas (2018), James Rhea (2020), and Kelly Port(2019), with Melissa Kingen as an alternate. James Glover and Michael Porter voted yes.
53. James Glover motioned to appoint Edward Falconer as the Emergency Management Coordinator, Michael Porter seconded. James Glover and Michael Porter voted yes.
54. Michael Porter moved, seconded by James Glover, to appoint William Cornwell as Zoning Officer, commission will be \$30.00 per permit plus recorded mileage, permits will cost \$40.00. Michael Porter and James Glover voted yes.
55. James Glover moved, seconded by Michael Porter to pay the Zoning Officer \$20.00 for each hearing attended. James Glover and Michael Porter voted yes.
56. James Glover moved, seconded by Michael Porter, to appoint Catherine Wise as Zoning Hearing Secretary, pay to be \$35.00 per hearing. James Glover and Michael Porter voted yes.
57. James Glover moved, seconded by Michael Porter, that Zoning Hearings will cost \$300.00. Michael Porter and James Glover voted yes.
58. James Glover moved, seconded by Michael Porter, that the General Fund Account be deposited at Northwest Savings Bank. Michael Porter and James Glover voted yes.
59. James Glover moved, seconded by Michael Porter, that the State Fund Account be deposited at Northwest Savings Bank. Michael Porter and James Glover voted yes.
60. James Glover moved, seconded by Michael Porter that Other Fund Accounts are to be deposited at Northwest Savings Bank. Michael Porter, and James Glover voted yes.
61. James Glover moved, seconded by Michael Porter, to purchase savings certificates for State and General Funds at the financial institution with the highest interest. James Glover and Michael Porter voted yes.
62. Michael Porter moved, seconded by James Glover, to name PNC Bank, First National Bank of PA, Community National Bank, Erie Bank, Marquette Savings Bank, National City Bank, Northwest

- Savings Bank, Citizens Bank and the State of Pennsylvania as potential lenders. James Glover and Michael Porter, voted yes.
63. Michael Porter moved, seconded by James Glover, to approve payment of payroll & bills between meeting dates. Payroll to be every two weeks. James Glover and Michael Porter voted yes.
  64. James Glover moved, seconded by Michael Porter, to pay pension for full-time hourly employees and Secretary/Treasurer at a rate of 8%. Michael Porter and James Glover voted yes.
  65. Michael Porter moved, seconded by James Glover, to hire a court stenographer at Zoning Hearings. Michael Porter and James Glover voted yes.
  66. Michael Porter moved, seconded by James Glover, to issue driveway permits at a cost of \$10.00. Cost to Install Driveway pipes will be: \$125.00 per 20 foot length minimum - installed pipe with gravel (Resident purchases pipe). The cost for a Logging Permit will be \$25.00. Michael Porter and James Glover voted yes.
  67. James Glover motioned to appoint Robert Rohrer as representative to ECATO, with Michael Porter and James Glover as alternates. Michael Porter seconded. Michael Porter and James Glover voted yes.
  68. Michael Porter moved, seconded by James Glover to appoint Doug Beam/CCI Inspections as the Building Inspector/Inspection Company for 2017. Michael Porter and James Glover voted yes

The 2017 Reorganizational meeting was adjourned at 9:34 a.m.