

## LeBoeuf Township Reorganization Meeting – January 2, 2018

The 2018 LeBoeuf Township reorganization meeting was held January 2, 2018, 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, Michael Porter, Michael Whitman, Greg Flak, Dan & Idessa Williams, Jerry Port, J.R. Hanas, Mike Jenkins and Catherine Wise. The audience was informed that the meeting was being recorded.

1. Catherine Wise asked for nominations for Chairman. Michael Whitman moved, seconded by Michael Porter, to appoint James Glover, Chairman for 2018. James Glover, Michael Porter and Michael Whitman all voted yes.
2. James Glover moved, seconded by Michael Porter, to appoint Michael Whitman as Vice-Chairman for 2018. James Glover, Michael Porter and Michael Whitman all voted yes.
3. James Glover moved, seconded by Michael Whitman, 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. James Glover, Michael Porter and Michael Whitman all voted yes.
4. James Glover moved, seconded by Michael Whitman that the Supervisors will receive their wages quarterly. James Glover, Michael Porter and Michael Whitman all voted yes.
5. James Glover moved, seconded by Michael Whitman to name Michael Porter as Road Master. James Glover, Michael Porter and Michael Whitman all voted yes.
6. Michael Whitman moved, seconded Michael Porter to name James Glover as operator and laborer with wages to be placed on the payroll. James Glover, Michael Porter and Michael Whitman all voted yes.
7. Michael Porter moved, seconded by James Glover to name Michael Whitman as operator and laborer with wages to be placed on the payroll. James Glover, Michael Porter and Michael Whitman all voted yes.
8. James Glover moved, seconded by Michael Porter, to name Michael Whitman substitute Secretary/Treasurer. James Glover, Michael Porter and Michael Whitman all voted yes.
9. Michael Whitman moved, seconded by James Glover, to name Michael Porter as member of the Erie County Executive Board. James Glover, Michael Porter and Michael Whitman all voted yes.
10. James Glover moved, seconded by Michael Whitman, to name James Glover and Michael Whitman as substitute members of the Erie County Executive Board. James Glover, Michael Porter and Michael Whitman all voted yes.
11. James Glover moved, seconded by Michael Porter, to name Michael Whitman as a representative of the Erie County Executive Metro Planning Board. James Glover, Michael Porter and Michael Whitman all voted yes.
12. Michael Porter moved, seconded by Michael Whitman 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. James Glover, Michael Porter and Michael Whitman all voted yes.
13. James Glover moved, seconded by Michael Whitman, to pay all elected and appointed officials \$20.00 plus registration and mileage for attending evening school or training sessions. James Glover, Michael Porter and Michael Whitman all voted yes.
14. Michael Whitman moved, seconded by James Glover, to pay all elected and appointed officials \$35.00 plus registration and mileage for attending day school or training sessions. James Glover, Michael Porter and Michael Whitman all voted yes.
15. James Glover moved, seconded by Michael Porter, to pay registration for officials and employees attending ECATO functions. James Glover, Michael Porter and Michael Whitman all voted yes.
16. James Glover moved, seconded by Michael Porter, to purchase Errors and Omissions Insurance o \$1,000,000.00 from Northwest Insurance. James Glover, Michael Porter and Michael Whitman all voted yes.
17. Michael Whitman moved, seconded by Michael Porter, to name Berkheimers as EIT Collector for 2018. James Glover, Michael Porter and Michael Whitman all voted yes.
18. Michael Porter moved, seconded by Michael Whitman, to name Berkheimers as LST Collector for 2018. James Glover, Michael Porter and Michael Whitman all voted yes.

19. James Glover 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, Michael Porter and Michael Whitman all voted yes.
20. Michael Whitman moved seconded by Michael Porter to pay for all appointed Employees, Unemployment Compensation to Pennsylvania Unemployment Compensation Trust (PSATS) at the state mandated yearly contribution rate. James Glover, Michael Porter and Michael Whitman all voted yes.
21. Michael Whitman moved, seconded by Michael Porter 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, 3 years - 2 weeks, and 1 year - 1 week. Michael Whitman motioned that Drew Francisco’s vacation be set at 2 weeks in 2018, Michael Porter seconded. All voted yes
22. Michael Whitman motioned that Unused Vacation Days will be paid as a separate check after the last day of each year on following payroll. Michael Porter seconded. All voted yes.
23. Michael Porter motioned that Vacation Days can only be paid as Straight Time. Michael Whitman and Michael Porter voted yes. James Glover voted no.
24. Michael Whitman moved, seconded by Michael Porter, to pay for Hospitalization Insurance for all Full Time Employees and their Dependents with the following amendment: In the event dependents are covered under another policy, it is not LeBoeuf Township’s responsibility to cover the dependents. James Glover, Michael Porter and Michael Whitman all voted yes.
25. Michael Whitman moved, seconded by James Glover 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. James Glover, Michael Porter and Michael Whitman all voted yes.
26. Michael Porter moved, seconded by Michael Whitman, 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. James Glover, Michael Porter and Michael Whitman all voted yes..
27. James Glover moved, seconded by Michael Porter, to pay Township employees time and a half for time over 40 “working” hours per week. James Glover, Michael Porter and Michael Whitman all voted yes.
28. James Glover moved, to appoint Mike Jenkins – Road Foreman/Master. Died for a lack of a second.
29. Michael Whitman motioned to appoint Drew Francisco as Temporary Road Foreman. With wages to be determined at a later time. Michael Porter seconded. Michael Porter and Michael Whitman voted yes. James Glover voted no.
30. James Glover moved, seconded by Michael Whitman, to name duties of the Road Foreman to maintain the roads, bridges, and municipal building, or any such duties as directed by the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
31. Michael Porter moved, seconded by Michael Whitman that the Road Forman spends no more than \$1,000.00 without majority approval of the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
32. Michael Porter motioned to name Michael Jenkins as temporary equipment operator, Michael Whitman seconded. Michael Porter and Michael Whitman voted yes. James Glover voted no.
33. Michael Porter moved, seconded Michael Whitman, to set hourly wage for part-time laborer at minimum wage, effective the first full pay period of 2018. James Glover, Michael Porter and Michael Whitman all voted yes.
34. Michael Whitman moved, seconded by Michael Porter 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. James Glover, Michael Porter and Michael Whitman all voted yes.
35. Michael Porter moved, seconded by Michael Whitman, 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. James Glover, Michael Porter and Michael Whitman all voted yes.
36. Michael Porter moved to appoint Catherine Wise Secretary/Treasurer. James Glover seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
37. Michael Whitman moved, seconded by Michael Porter to set Secretary/Treasurer wages at \$13.75 an hour. James Glover, Michael Porter and Michael Whitman all voted yes.

38. James Glover moved, seconded by Michael Whitman, to set office hours - 9:00 AM to 12:00 PM Monday through Thursday James Glover, Michael Porter and Michael Whitman all voted yes.
39. Michael Whitman moved, seconded by Michael Porter, 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. James Glover, Michael Porter and Michael Whitman all voted yes.
40. Michael Whitman moved, seconded by James Glover 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. James Glover, Michael Porter and Michael Whitman all voted yes.
41. Michael Whitman moved, seconded by Michael Porter that Secretary/Treasurer holiday/personal days with pay will be 18 hours per year, at Supervisor's discretion. James Glover, Michael Porter and Michael Whitman all voted yes.
42. Michael Whitman moved, seconded by Michael Porter to appoint Tim and Chris Sennett (Knox Law) as Solicitors at \$120.00 per hour, working only as directed by the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
43. Michael Whitman moved, seconded by Michael Porter to name Craig Hall as Chairman of the LeBoeuf Township Vacancy Board. James Glover, Michael Porter and Michael Whitman all voted yes.
44. Michael Whitman moved, seconded by James Glover to appoint the following to the Planning Commission: James Warner (2020), Bruce Wise (2019), Martin Powers(2023), Jerry Port(2022), and Larry Hanas II(2021). James Glover, Michael Porter and Michael Whitman all voted yes.
45. Michael Whitman moved, seconded by Michael Porter, that the Planning Commission will meet the first Tuesday of each month, at 6:00 PM. The Planners will be paid \$20.00 each for attended work sessions for the development of the New Zoning Ordinance. This motion includes payments to the Zoning Officer and the Secretary/Treasurer for attendance to work sessions at the same rate. James Glover, Michael Porter and Michael Whitman all voted yes.
46. James Glover moved, seconded by Michael Whitman to appoint the following to the Zoning Hearing Board: Larry Hanas (2021), James Rhea (2020), and Kelly Port(2019), with Melissa Kingen as an alternate. James Glover, Michael Porter and Michael Whitman all voted yes.
47. Michael Porter motioned to appoint Edward Falconer as the Emergency Management Coordinator, Michael Whitman seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
48. Michael Porter moved, seconded by Michael Whitman, to appoint William Cornwell as Zoning Officer, commission will be \$30.00 per permit plus recorded mileage, permits will cost \$40.00. James Glover, Michael Porter and Michael Whitman all voted yes.
49. Michael Whitman moved, seconded by Michael Porter to pay the Zoning Officer \$20.00 for each hearing attended. James Glover and Michael Porter voted yes.
50. Michael Whitman moved, seconded by James Glover, to appoint Catherine Wise as Zoning Hearing Secretary, pay to be \$35.00 per hearing. James Glover, Michael Porter and Michael Whitman all voted yes.
51. James Glover moved, seconded by Michael Whitman, that Zoning Hearings will cost \$300.00. LeBoeuf Township will pay ½ the cost of the Court Reporter and return any unused fees. James Glover, Michael Porter and Michael Whitman all voted yes.
52. James Glover moved, seconded by Michael Whitman, that the General Fund Account be deposited at Northwest Savings Bank. James Glover, Michael Porter and Michael Whitman all voted yes.
53. Michael Porter moved, seconded by Michael Whitman, that the State Fund Account be deposited at Northwest Savings Bank. James Glover, Michael Porter and Michael Whitman all voted yes.
54. James Glover moved, seconded by Michael Porter that Other Fund Accounts are to be deposited at Northwest Savings Bank. James Glover, Michael Porter and Michael Whitman all voted yes.
55. 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, Michael Porter and Michael Whitman all voted yes.
56. James Glover moved, seconded by Michael Whitman, 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, Michael Porter and Michael Whitman all voted yes.
57. Michael Whitman moved, seconded by Michael Porter, to approve payment of payroll & bills between meeting dates. Payroll to be every two weeks. All bills must have invoice or receipt included. James Glover, Michael Porter and Michael Whitman all voted yes.

58. James Glover moved, seconded by Michael Whitman, to pay pension for full-time hourly employees and Secretary/Treasurer at a rate of 8%. James Glover, Michael Porter and Michael Whitman all voted yes.
59. James Glover moved, seconded by Michael Porter, to hire a court stenographer at Zoning Hearings. James Glover, Michael Porter and Michael Whitman all voted yes.
60. Michael Porter moved, seconded by Michael Whitman, 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. James Glover, Michael Porter and Michael Whitman all voted yes.
61. Michael Whitman motioned to appoint James Glover as representative to ECATO, with Michael Porter and Michael Whitman as alternates, Michael Porter seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
62. James Glover moved, seconded by Michael Whitman to appoint Doug Beam/CCI Inspections as the Building Inspector/Inspection Company for 2018. James Glover, Michael Porter and Michael Whitman all voted yes.
63. Michael Porter moved, seconded by Michael Whitman to appoint Foulkrod and Associates as the auditing firm for 2018. James Glover, Michael Porter and Michael Whitman all voted yes.

The 2018 Reorganizational meeting was adjourned at 9:02 a.m. Michael Whitman motioned to adjourn. James Glover seconded. All voted yes.