

## LeBoeuf Township Reorganization Meeting – January 6, 2020

The 2020 LeBoeuf Township reorganization meeting was held January 6, 2020, 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, Drew Francisco, Bill Cornwell and Catherine Wise.

1. Catherine Wise asked for nominations for Chairman. Michael Whitman moved, seconded by Michael Porter, to appoint James Glover, Chairman for 2020. 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 2020. 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. Starting, Wednesday, January 23, 2019. James Glover, Michael Porter and Michael Whitman all voted yes.
4. Michael Whitman moved, seconded by James Glover 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 and Operator/Laborer with wages to be placed on the payroll. James Glover, Michael Porter and Michael Whitman all voted yes.
6. James Glover moved, seconded Michael Porter 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.
7. Michael Whitman moved, seconded by 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.
8. Michael Porter moved, seconded by James Glover, to name Michael Whitman substitute Secretary/Treasurer. James Glover, Michael Porter and Michael Whitman all voted yes.
9. Michael Whitman moved, seconded by Michael Porter, to name Any and All Supervisors as members of the Erie County Executive Board. James Glover, Michael Porter and Michael Whitman all voted yes.
10. Michael Whitman moved, seconded by James Glover, to name Michael Porter as a representative of the Erie County Executive Metro Planning Board. James Glover, Michael Porter and Michael Whitman all voted yes.
11. James Glover moved that any Supervisor, Secretary/Treasurer, Road Foreman or Township Official authorized by the Township Code may attend the State Convention. The lodging, meals and mileage to be paid by the Township.
12. Michael Whitman moved, seconded by James Glover, to pay all “Supervisors, Tax Collector and Zoning Officer” \$20.00 plus registration and mileage for attending evening school or training sessions. Employees will receive their Hourly Wage for attendance plus registration and mileage. James Glover, Michael Porter and Michael Whitman all voted yes.
13. James Glover moved, seconded by Michael Whitman, to pay “Supervisors, Tax Collector and Zoning Officer” \$35.00 plus registration and mileage for attending day school or training sessions. Employees will receive their Hourly Wage for attendance plus registration and mileage. James Glover, Michael Porter and Michael Whitman all voted yes.
14. Michael Whitman moved, seconded by James Glover, to pay registration for officials and employees attending ECATO functions. James Glover, Michael Porter and Michael Whitman all voted yes.
15. Michael Porter moved, seconded by Michael Whitman, to purchase Errors and Omissions Insurance of \$1,000,000.00 from Northwest Insurance. James Glover, Michael Porter and Michael Whitman all voted yes.
16. James Glover moved, seconded by Michael Whitman, to name H.A. Berkheimer as EIT Collector and LST Tax Collector for the year 2020. James Glover, Michael Porter and Michael Whitman all voted yes.
17. 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.
18. Michael Whitman moved, seconded by James Glover that vacation with pay for employees, with approval of the Supervisors, or as Supervisors deem necessary, be set up as follows: 20 years - 5 weeks – limited to 5 weeks until retirement, 10 years - 4 weeks, 5 years - 3 weeks, 3 years – 2 weeks and 1 year - 1 week. All voted yes. Michael Porter motioned to set the Vacation with Pay for Drew Francisco at 3 weeks and Chris Truitt at 2 weeks for 2020. Michael Whitman seconded. All voted yes.
  19. Michael Whitman motioned that Unused Vacation Days will be paid on a separate check after the last day of each year on following payroll. James Glover seconded. All voted yes.
  20. Michael Porter motioned that Vacation Days can only be paid as Straight Time. Michael Whitman seconded. Michael Whitman James Glover and Michael Porter voted yes.
  21. 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.
  22. Michael Whitman moved, seconded by Michael Porter to give full-time employees 4 paid personal days, and 7 paid holidays provided they work a full year or deemed necessary by Supervisors. To include: New Year’s Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas. Overtime Work on holidays will be paid as time and a half. Unused Personal Days will be paid on a separate check after the last day of each year on following payroll. James Glover, Michael Porter and Michael Whitman all voted yes.
  23. James Glover 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.
  24. Michael Porter moved, seconded by Michael Whitman, 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.
  25. James Glover moved, to appoint Drew Francisco – Road Foreman. Michael Porter seconded. All voted yes.
  26. Michael Whitman moved, seconded by James Glover, 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.
  27. Michael Whitman moved, seconded by Michael Porter to set Road Forman wages at \$22.00 per hour. Effective the first full pay period of 2020. All voted yes.
  28. Michael Porter motioned to name Christopher Truitt as acting Road Foreman in the Road Foreman’s Absence, Michael Whitman seconded. All voted yes.
  29. 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.
  30. Michael Whitman moved to appoint Christopher Truitt as full time equipment operator. Michael Porter seconded. All voted yes.
  31. Michael Whitman moved, seconded Michael Porter, to set hourly wage for full time equipment operator at \$18.50 per hour, effective the first full pay period of 2020. James Glover, Michael Porter and Michael Whitman all voted yes.
  32. Michael Porter motioned that the Road Master (the appointed LeBoeuf Township Supervisor) can hire necessary part-time light & heavy equipment operators and laborers at his discretion. Michael Whitman seconded. All voted yes.
  33. Michael Whitman moved, seconded Michael Porter, to set hourly wage for part-time laborer at \$10.00 per hour, effective the first full pay period of 2020. James Glover, Michael Porter and Michael Whitman all voted yes.
  34. Michael Porter motioned to set wages for part-time Equipment Operators in accordance to experience, effective the first full pay period of 2020. Michael Porter motioned to set pay for Chris Gundlach at \$16.00 per hour. Michael Whitman seconded. All voted yes. James Glover motioned to set wage for J.R. Hanas at \$18.00 per hour. James Glover and Michael Whitman voted yes. Michael Porter abstained. Michael Porter motioned to set wage for Jim P. Glover at \$18.00 per hour. Michael Whitman and Michael Porter voted yes. James H. Glover abstained.

35. Michael Whitman moved, seconded by James Glover 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.
36. Michael Porter moved, seconded by Michael Whitman that overtime for employees is approved by a Supervisor at the Board's discretion. All voted yes.
37. Michael Porter 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. James Glover, Michael Porter and Michael Whitman all voted yes.
38. James Glover moved to appoint Catherine Wise Secretary/Treasurer. Michael Whitman seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
39. Michael Whitman moved, seconded by Michael Porter to set Secretary/Treasurer wages at \$15.50 an hour. James Glover, Michael Porter and Michael Whitman all voted yes.
40. 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.
41. James Glover moved, seconded by Michael Whitman to purchase Secretary/Treasurer Bond from H.A. Thomson. All voted yes.
42. James Glover moved to set Secretary/Treasurer Bond at \$250,000.00, Michael Whitman seconded. All voted yes.
43. 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.
44. James Glover moved, seconded by Michael Whitman that Secretary/Treasurer vacation with pay will be 60 hours per year. Unused vacation days will be paid as a lump sum on a separate check after the 1<sup>st</sup> day of the following year. James Glover, Michael Porter and Michael Whitman all voted yes.
45. Michael Whitman moved, seconded by Michael Porter that Secretary/Treasurer Holiday Pay (New Year's Day, Martin Luther King Day, Memorial Day, Labor Day, Thanksgiving Day & Christmas Day) and Personal Days with pay at Supervisor's discretion, will be 18 hours per year,. James Glover, Michael Porter and Michael Whitman all voted yes.
46. Michael Porter moved, seconded by Michael Whitman to appoint Timothy & Christopher Sennett (Knox Law) as Solicitors at \$125.00 per hour, working only as directed by the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
47. 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.
48. Michael Whitman moved, seconded by Michael Porter to appoint the following to the Planning Commission: James Warner (2025), Bruce Wise (2024), Steve Shallenberger (2023), Gerald Port(2022), and Larry Hanas II(2021). James Glover, Michael Porter and Michael Whitman all voted yes.
49. Michael Porter moved, seconded by Michael Whitman, that the Planning Commission will meet the first Tuesday of each month, at 6:00 PM, as needed. James Glover, Michael Porter and Michael Whitman all voted yes.
50. Michael Whitman moved, seconded by Michael Porter to appoint the following to the Zoning Hearing Board: Larry Hanas (2021), James Rhea (2023), and Kelly Port(2022), with Melissa Kingen as an alternate. James Glover, Michael Porter and Michael Whitman all voted yes.
51. Michael Whitman motioned to appoint Edward Falconer as the Emergency Management Coordinator, James Glover seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
52. Michael Whitman moved, seconded by Michael Porter, to appoint William Cornwell as Zoning Officer, commission will be \$35.00 per permit plus recorded mileage, permits will cost \$40.00. James Glover, Michael Porter and Michael Whitman all voted yes.
53. James Glover moved, seconded by Michael Whitman to pay the Zoning Officer \$20.00 for each hearing attended. James Glover and Michael Porter voted yes.
54. Michael Whitman moved, seconded by Michael Porter, to appoint Catherine Wise as Zoning Hearing Secretary, pay to be \$20.00 per hearing. James Glover, Michael Porter and Michael Whitman all voted yes.
55. Michael Porter moved, seconded by James Glover, 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.

56. Michael Whitman moved, seconded by Michael Porter, that the General Fund Account, the State Fund Account, and Other Fund Accounts be deposited at Northwest Savings Bank. James Glover, Michael Porter and Michael Whitman all voted yes.
57. Michael Whitman moved, seconded by James Glover, 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.
58. Michael Whitman moved, seconded by Michael Porter, to name PNC Bank, First National Bank of PA, Community National Bank, Erie Bank, Marquette Savings Bank, National City Bank, Northwest Bank, PLGIT, Citizens Bank and the State of Pennsylvania as potential lenders. James Glover, Michael Porter and Michael Whitman all voted yes.
59. Michael Porter moved, seconded by Michael Whitman 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.
60. Michael Porter 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.
61. Michael Whitman moved, seconded by James Glover, to hire a court stenographer for Zoning Hearings. James Glover, Michael Porter and Michael Whitman all voted yes.
62. Michael Whitman moved, seconded by Michael Porter, 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 1 load of gravel (Resident purchases pipe). The cost for a Logging Permit will be \$50.00. The cost for Driveway Improvements for Road Preservation permits will be \$125.00. James Glover, Michael Porter and Michael Whitman all voted yes.
63. Michael Porter motioned to appoint James Glover as representative to ECATO, with Michael Porter and Michael Whitman as alternates, Michael Whitman seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
64. Michael Whitman moved, seconded by Michael Porter to appoint CCI Inspections as the Building Inspection Company for 2020. James Glover, Michael Porter and Michael Whitman all voted yes.
65. Michael Whitman moved, seconded by James Glover to appoint Buseck, Barger, Fleil & Co. Inc. as the auditing firm for 2019/2020. James Glover, Michael Porter and Michael Whitman all voted yes.

The 2020 Reorganizational meeting was adjourned at 9:19 a.m. James Glover motioned to adjourn. Michael Porter seconded. All voted yes.