

LeBoeuf Township Reorganization Meeting – January 4, 2021

The 2021 LeBoeuf Township reorganization meeting was held January 4, 2021, at the Township Municipal Building.

The meeting was called to order at 3:00 p.m. followed by the salute to the flag. Present were: James Glover, Michael Porter, Michael Whitman, Drew Francisco, Tim Pietrasiewicz and Catherine Wise.

1. Catherine Wise asked for nominations for Chairman. Michael Whitman moved, seconded by Michael Porter, to appoint James Glover, Chairman for 2021. 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 2021. 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 27, 2021. 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. Michael Whitman moved, seconded by James Glover to name Michael Porter as Road Master. James Glover, Michael Porter and Michael Whitman all voted yes.
6. James Glover moved, seconded Michael Porter to name Michael Whitman, Michael Porter & James Glover (All 3 Supervisors) as operators and laborers with wages to be placed on the payroll. To be determined by the LeBoeuf Township Board of Auditors. James Glover, Michael Porter and Michael Whitman all voted yes.
7. James Glover moved, seconded by Michael Porter, to name Michael Whitman substitute Secretary/Treasurer. James Glover, Michael Porter and Michael Whitman all voted yes.
8. James Glover moved, seconded by Michael Whitman, to name Any and All Supervisors as members of the Erie County Executive Board. James Glover, Michael Porter and Michael Whitman all voted yes.
9. James Glover moved, seconded by Michael Whitman, 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.
10. 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. Michael Porter seconded. All voted yes.
11. James Glover moved, seconded by Michael Porter, 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.
12. 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.
13. James Glover moved, seconded by Michael Whitman, to pay registration for officials and employees attending ECATO functions. James Glover, Michael Porter and Michael Whitman all voted yes.
14. James Glover 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.
15. James Glover moved, seconded by Michael Whitman, to name H.A. Berkheimer as EIT Collector and LST Tax Collector for the year 2021. James Glover, Michael Porter and Michael Whitman all voted yes.
16. Michael Porter moved seconded by Michael Whitman 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.
17. Michael Whitman moved, seconded by Michael Porter 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 2021. Michael Whitman seconded. All voted yes. 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. 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.
 18. Michael Whitman moved, seconded by James Glover, to set up a Health Reimbursement Account for each Full -Time Employee: Andrew Francisco and Christopher Truitt, at a sum of \$3,500.00 each to be used towards incidental health care expenses incurred from January 1, 2021 to December 31, 2021. The unexpended balance in the account for each employee at the end of the year will be paid to the employee as a taxable payroll expense on the first payroll of the following year. James Glover, Michael Porter and Michael Whitman all voted yes.
 19. Michael Porter moved, seconded by Michael Whitman 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 4th, Labor Day, Thanksgiving, and Christmas. Floating Holidays will be used in the event a Holiday falls on a Non-Working Day. 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.
 20. 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.
 21. Michael Whitman moved, seconded by James Glover, 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.
 22. James Glover moved, to appoint Drew Francisco – Road Foreman. Michael Porter seconded. All voted yes.
 23. 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.
 24. Michael Whitman moved, seconded by James Glover to set Road Forman wages at \$25.00 per hour. Effective the first payroll of 2021. All voted yes.
 25. Michael Porter motioned to name Christopher Truitt as acting Road Foreman in the Road Foreman’s Absence, Michael Whitman seconded. All voted yes.
 26. 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.
 27. Michael Whitman moved to appoint Christopher Truitt as full time equipment operator. Michael Porter seconded. All voted yes.
 28. Michael Whitman moved, seconded James Glover, to set hourly wage for full time equipment operator at \$21.50 per hour, effective the first payroll of 2021. James Glover, Michael Porter and Michael Whitman all voted yes.
 29. Michael Whitman 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 Porter seconded. All voted yes.
 30. Michael Whitman moved, seconded Michael Porter, to set hourly wage for part-time laborer at \$11.00 per hour, effective the first pay period of 2021. James Glover, Michael Porter and Michael Whitman all voted yes.
 31. Michael Whitman motioned to set wages for part-time Equipment Operators in accordance to experience, effective the first payroll of 2021. Michael Porter seconded. Michael Whitman motioned to set pay for Chris Gundlach at \$17.00 per hour. Michael Porter seconded. All voted yes. Michael

- Whitman motioned to set wage for J.R. Hanas at \$18.00 per hour. James Glover and Michael Whitman voted yes. Michael Porter abstained. Michael Whitman motioned to set wage for Jim P. Glover at \$18.00 per hour. Michael Porter seconded. Michael Whitman and Michael Porter voted yes. James H. Glover abstained.
32. 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.
 33. Michael Whitman moved, seconded by Michael Porter, to charge \$75.00 per hour for the backhoe, tandem truck or mower with operator, \$100.00 per hour for road grader and operator and \$225.00 per hour for the paver. James Glover, Michael Porter and Michael Whitman all voted yes.
 34. James Glover moved to appoint Catherine Wise Secretary/Treasurer. Michael Whitman seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
 35. Michael Whitman moved, seconded by Michael Porter to set Secretary/Treasurer wages at \$16.00 per hour. James Glover, Michael Porter and Michael Whitman all voted yes.
 36. 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.
 37. Michael Whitman moved, seconded by Michael Porter to purchase Secretary/Treasurer Bond from H.A. Thomson and set the bond at \$250,000.00. All voted yes.
 38. Michael Porter 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 1st day of the following year. James Glover, Michael Porter and Michael Whitman all voted yes.
 39. Michael Porter moved, seconded by Michael Whitman that Secretary/Treasurer Holiday Pay will be 6 days (18 hours) - (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day & Christmas Day) and 1 Personal Day (3 hours) with pay. Floating Holidays will be used in the event a Holiday falls on a Non-Working Day. James Glover, Michael Porter and Michael Whitman all voted yes.
 40. James Glover moved, seconded by Michael Whitman 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.
 41. Michael Whitman moved, seconded by Michael Porter 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.
 42. 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.
 43. Michael Whitman moved, seconded by James Glover to appoint the following to the Planning Commission: James Warner (2025), Bruce Wise (2024), Steve Shallenberger (2023), Gerald Port (2022), and Larry Hanas II(2026). 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.
 44. Michael Whitman moved, seconded by Michael Porter to appoint the following to the Zoning Hearing Board: Richard Gilmore (2024), James Rhea (2023), and Kelly Port (2022), with Melissa Kingen as an alternate. James Glover, Michael Porter and Michael Whitman all voted yes.
 45. Michael Whitman motioned to appoint Edward Falconer as the Emergency Management Coordinator, Michael Porter seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
 46. Michael Whitman moved, seconded by James Glover, to appoint Timothy Pietrasiewicz 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.
 47. Michael Whitman moved, seconded by James Glover to pay the Zoning Officer \$20.00 for each hearing attended. James Glover and Michael Porter voted yes.
 48. James Glover moved, seconded by Michael Whitman, 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.
 49. 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.
 50. Michael Whitman moved, seconded by Michael Porter, to hire a court stenographer for Zoning Hearings. James Glover, Michael Porter and Michael Whitman all voted yes.

51. Michael Whitman moved, seconded by James Glover, 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.
52. Michael Whitman moved, seconded by James Glover, to purchase savings certificates for State and General Funds at the financial institution with the highest interest and 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.
53. 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.
54. Michael Whitman moved, seconded by Michael Porter, 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.
55. Michael Whitman moved, seconded by Michael Porter, to issue driveway permits at a cost of \$20.00. Cost to Install Driveway pipes will be: \$200.00 per 20 foot length minimum - installed pipe with 1 load of gravel (Resident purchases pipe). The cost for a Logging Permit will be \$100.00. The cost for Driveway Improvements for Road Preservation permits will be \$125.00. James Glover, Michael Porter and Michael Whitman all voted yes.
56. 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.
57. Michael Whitman moved, seconded by Michael Porter to appoint CCI Inspections as the Building Inspection Company for 2021. James Glover, Michael Porter and Michael Whitman all voted yes.
58. Michael Whitman moved, seconded by James Glover to appoint Buseck, Barger, Bieil & Co. Inc. as the auditing firm for 2020/2021. James Glover, Michael Porter and Michael Whitman all voted yes.

The 2021 Reorganizational meeting was adjourned at 4:50 p.m. James Glover motioned to adjourn. Michael Porter seconded. All voted yes.

LeBoeuf Township Supervisors Meeting – January 4, 2020

The LeBoeuf Township Supervisors Regular Meeting was held January 4, 2021. The meeting was called to order at 4:52 p.m. Present were James Glover, Michael Porter, Michael Whitman, Tim Pie, Drew Francisco and Catherine Wise.

James Glover motioned to approve the minutes from the December 23, 2020 meeting, Michael Whitman seconded. All voted yes.

James Glover moved to submit for audit the Treasurer's Report for December 31, 2020- General Fund \$62,547.96, and State Fund - \$3,615.98. Michael Whitman seconded. All voted yes. Motion carried.

Supervisors reviewed the ECATO Sign-up sheet and PSATS E-mails.

A 2021 Fee Schedule was discussed. The cost for Permits and Zoning Officer pay in Erie County will be investigated. Changes will be made to the Fee Schedule according to motions passed in the Re-Org meeting held earlier. Michael Whitman motioned to charge a fee of \$60.00 per Recreational Vehicle permit. James Glover seconded. All voted yes. Motion carried.

In regards to, Health Insurance, Bush Insurance will be notified that LeBoeuf Township will no longer provide Health Insurance for the 2 Full time employees.

The LeBoeuf Township Supervisors have agreed to open a Health Reimbursement Account at Northwest Bank. Supervisors James Glover, Michael Porter and Michael Whitman along with Secretary/Treasurer Catherine Wise will be signers on the account. The Account will be opened with \$7,500.00 from the General Fund Account.

Road Foreman Report: A snowplow driver with a CDL is needed. Plowing and Cindering roads. Fixing Plow Trucks. Discussion was held on bidding of Tar & Chip with the County Bid. 1 to 2 miles of tar and chip will be included. Supervisor Michael Porter suggested using it for Old Route 19. The square yardage will be calculated.

Correspondence was read and reviewed. Recycling of glass was discussed.

Zoning Officer Tim Pietrasewicz – Discussion was held on Mr Laffan on Dutchtown Road, he has not responded to any of the letters sent about cleaning up his property. The next step is to file with the Magistrate. Supervisors agreed to have Solicitor Chris Sennett proceed with filing.

Michael Whitman motioned to Ratify Bills and Payroll for December 31, 2020. James Glover seconded. All voted yes.

James Glover moved, seconded by Michael Whitman to adjourn at 5:39 p.m. Motion carried unanimously. The next meeting will be held on January 27, 2021 at 6:00 p.m.

Respectfully Submitted

Catherine Wise
Secretary/Treasurer