

SUMMIT TOWNSHIP SUPERVISORS
Organizational Meeting
Monday, January 4, 2016

Supervisor Agostine called the Organizational meeting of the Board of Supervisors for the year 2016 to order at 6:00 p.m. followed by the salute to the flag. Supervisors Lee and Welka were present, as were Solicitor Sennett, Engineer Jonas, Secretary Yeast, and eight interested persons.	CALL TO ORDER
Motion by Lee, seconded by Welka, to approve the minutes of the December 21, 2015 Regular Business Meeting as presented and reviewed by the Board of Supervisors. Vote: 3/0	12/21/15 MINUTES
Secretary Yeast reported receipt of a letter from John Troutman, Manager of the Summit Township Water Authority (STWA) requesting Board consideration to re-appoint Jack Lacey to another five-year term on the Water Authority Board. Yeast further reported receipt of a letter from William Steff, Manager of the Summit Township Sewer Authority (STSA) requesting Board consideration to re-appoint Cloyd Rose to another five-year term on the Sewer Authority Board.	CORRESPONDENCE <ul style="list-style-type: none">• STWA BOARD• STSA BOARD
Motion by Lee, seconded by Welka, to appoint Nancy A. Agostine, Chairperson of the Board of Supervisors for 2016. Vote: 3/0	CHAIRPERSON
Motion by Welka, seconded by Lee, to appoint Jack F. Lee, Jr., Vice-Chairman of the Board of Supervisors for 2016. Vote: 3/0	VICE-CHAIRMAN
Motion by Lee, seconded by Welka, to appoint Christene Yeast, Township Secretary for 2016. Vote: 3/0	SECRETARY
Motion by Welka, seconded by Lee, to appoint Nancy Agostine, Treasurer of the Board of Supervisors for 2016. Vote: 3/0	TREASURER
Motion by Lee, seconded by Welka, to appoint Christene Yeast, Assistant Treasurer for 2016. Vote: 3/0	ASST. TREAS.
Motion by Welka, seconded by Lee, to appoint the Knox, McLaughlin, Gornall, & Sennett Law Firm and Atty. Timothy Sennett as the Summit Township Solicitor for 2016; rate schedule to be filed with the Township. Vote: 3/0	SOLICITOR
Motion by Lee, seconded by Welka, to appoint Matt Jonas as Township Engineer for 2016, with Urban Engineers, Inc. as consulting firm, when deemed necessary, by the Board; rate schedule to be filed with the Township. Vote: 3/0	ENGINEER
Motion by Welka, seconded by Lee, to appoint Nathan Miller Summit Township Zoning Administrator for 2016. Vote: 3/0	ZONING OFFICER
Motion by Lee, seconded by Welka, to appoint Kip Hayford Summit Township Code Enforcement Officer for 2016. Vote: 3/0	CODE ENFORCEMENT OFFICER

SUMMIT TOWNSHIP SUPERVISORS

Organization Meeting

Monday, January 4, 2016

Page 2 of 4

Motion by Welka, seconded by Lee, to adopt Resolution #2016-01 appointing H.A. Berkheimer, Inc. as the Local Services (LST) Tax Collector for 2016. Rate of commission to be set at 1.8% as determined by the Erie County Tax Collectors Committee.

LST TAX
COLLECTOR
RES. #2016-01

Vote: 3/0

Motion by Lee, seconded by Welka, to reaffirm Tax Collector Cameron's commission for real estate tax collection for 2016 at \$3.65 per parcel.

2016 R.E. TAX
COMMISSION

Vote: 3/0

Motion by Welka, seconded by Lee, to reaffirm Tax Collector Cameron's commission for street light district collection at 2.5% of collected monies, per Ordinance #2004-01.

STREET LIGHT
COLLECTION

Vote: 3/0

Motion by Lee, seconded by Welka, to adopt Resolution #2016-02 hiring Sean Emerson, CPA from the firm of McGill, Power, Bell & Associates, LLP (MPB) to audit books and records for 2015. Chairperson Agostine explained that Joseph Sadler, CPA had recently merged with MPB, and will be retained for consulting services for (1) year. Mr. Sadler has audited the Township accounts for over 40 years.

AUDITOR HIRED
RES. #2016-02

Vote: 3/0

Motion by Welka, seconded by Lee, that the following employment appointments be approved:

Nancy A. Agostine – Treasurer and Director of Land Development

Jack F. Lee, Jr. – Roadmaster

Mark A. Welka - Director of Parks and Recreation

EMPLOYMENT
APPOINTMENTS

Vote: 3/0

Motion by Lee, seconded by Welka, to direct appointed supervisors/employees that wages will be received for attendance at meetings of the various boards of the Township and County, as well as any other meetings, only if they occur during normal working hours.

MEETING
ATTENDANCE

Vote: 3/0

Motion by Welka, seconded by Lee, to adopt Resolution 2016-03 authorizing the Treasurer and Assistant Treasurer to execute any/all papers required by depositories to make transfers in certain funds in accounts at the bank, after a supervisor conference, when said transfers are to the advantage of the Township. The Treasurer and Assistant Treasurer are authorized to prepare checks for supervisor's signature, covering payments of miscellaneous items between meetings, such as payroll, covering invoice discounts, etc. Bills are to be reviewed by supervisors before paying.

RES. 2016-03
TREASURER
AUTHORIZATION

Vote: 3/0

Motion by Lee, seconded by Welka, to set the Treasurer and Assistant Treasurer bond in the amount of \$2,000,000 each for the year 2016. The bond shall be filed with the Board of Auditors when received.

TREASURER'S &
ASST. TREAS.
BOND SET

Vote: 3/0

Motion by Lee, seconded by Welka, to certify to the Board of Auditors, by providing a copy of this motion, that Supervisor Agostine has been appointed Director of Land Development and Treasurer for 2016; Supervisor Lee has been appointed Roadmaster for 2016; and Supervisor Welka has been appointed Director of Parks and Recreation for 2016; receiving pension, salary, and insurance benefits. The Auditors to set salary in accordance with the Second Class Township Code.

CERTIFICATION TO
BOARD OF
AUDITORS

Vote: 3/0

SUMMIT TOWNSHIP SUPERVISORS

Organization Meeting

Monday, January 4, 2016

Page 3 of 4

Motion by Agostine, seconded by Lee, that Supervisor Lee be appointed the 2015 Voting Delegate to the annual convention of the Pennsylvania State Association of Township Supervisors, and that Supervisor Welka is appointed alternate delegate.

PSATS DELEGATES
APPOINTED

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint Supervisor Lee to the Executive Committee of the Erie County Association of Township Officials for the year 2016 with Supervisor Welka as Alternate 1, and Supervisor Agostine as Alternate 2.

ECATO EXECUTIVE
APPOINTED

Vote: 3/0

Motion by Lee, seconded by Welka, to appoint Supervisor Agostine as Township Representative to the Erie Area County Council of Governments (EACOG) for the year 2016 with Supervisor Lee as Alternate 1 and Supervisor Welka as Alternate 2.

EACOG
REPRESENTATIVE

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint Charles Knight as the 2016 Township representative to the Erie County Planning Commission.

ERIE CO.
PLANNING

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint Supervisor Lee as the Township's 2016 representative to the Metropolitan Planning Organization, with Supervisor Welka as the alternate representative.

METROPOLITAN
PLANNING ORG.
REP. APPOINTED

Vote: 3/0

Motion by Lee, seconded by Welka, to appoint Bill First as the Township Coordinator to the Pennsylvania Emergency Management Agency for 2016.

PA EMERGENCY
MGMT. AGY.
COORDINATOR

Vote: 3/0

Motion by Lee, seconded by Welka, to appoint Christene Yeast as 2016 Delegate to the Erie County Tax Collectors Committee (ECTCC), with Michelle Nesselhauf as Alternate.

ECTCC DELEGATE

Vote: 3/0

Motion by Welka, seconded by Lee, to adopt Resolution #2016-04 naming all banks in the Erie area, but not limited to the Erie area, as depositories, for enabling the Township to utilize them in securing the best possible interest rates on investments.

RESOLUTION #2016-
04
DEPOSITORIES

Vote: 3/0

Motion by Lee, seconded by Welka, to designate the regular meetings of the Board of Supervisors in 2016 for the first and third Monday of each month at 6:00 p.m., prevailing time, except when Monday is a holiday. These meetings will then be held the following Tuesday. Meetings shall be held at the Township Municipal Building, 1230 Townhall Road W.

MEETING TIMES
DESIGNATED

Vote: 3/0

Motion by Welka, seconded by Lee, to designate the business office hours for Summit Township Municipal Building in 2016 from 8:00 a.m. – 4:30 p.m., Monday through Friday, at 1230 Townhall Road W.

BUSINESS OFFICE
HOURS SET

Vote: 3/0

SUMMIT TOWNSHIP SUPERVISORS

Organization Meeting

Monday, January 4, 2016

Page 4 of 4

Motion by Lee, seconded by Welka, to appoint Ron McElderry and Ken Bickel to four-year terms on the Summit Township Planning Commission, effective 01/01/16 through 12/31/2019. To further appoint Bob Perry to serve out the term recently vacated by Sandy Zawistoski 01/01/16 through 12/31/16.

STPC
APPOINTMENTS

Vote: 3/0

Motion by Lee, seconded by Welka, to appoint Cloyd Rose to a five-year term on the Summit Township Sewer Authority Board, effective 01/01/16 through 12/31/2020.

STSA BOARD
APPOINTMENTS

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint Jack Lacey to a five-year term on the Summit Township Water Authority Board, effective 01/01/16 through 12/31/2020, and to further appoint Tom Bickel to serve out the term through 12/31/2016 recently vacated by Isaac White.

STWA BOARD
APPOINTMENTS

Vote: 3/0

Motion by Lee, seconded by Welka, to table the appointment to the Summit Township Recreation Board.

REC. BOARD
APPOINTMENT
TABLED

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint Brian McGowan to a five-year term on Summit Township Industrial and Economic Development Authority (STIEDA), effective 1/1/16 through 12/31/2020.

STIEDA BOARD
APPOINTMENT

Vote: 3/0

Motion by Lee, seconded by Welka, to adopt Resolution #2016-05 appointing Dave Zamierowski to a three-year term on the Summit Township Zoning Hearing Board, effective 01/01/2016 through 12/31/2018.

ZONING HEARING
BOARD
APPOINTMENT

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint John Schack to serve on the Summit Township Vacancy Board effective 01/01/16 to 12/31/16.

VACANCY BOARD

Vote: 3/0

Motion by Lee, seconded by Welka to adjourn the 2016 Organizational meeting at 6:18 p.m.

ADJOURNMENT

Vote: 3/0

Respectfully submitted,

Christene S. Yeast
Recording Secretary
01/06/2016