

SUMMIT TOWNSHIP SUPERVISORS
Organizational Meeting
Tuesday, January 3, 2017

Supervisor Agostine called the Organizational meeting of the Board of Supervisors for the year 2017 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 six interested persons.	CALL TO ORDER
Motion by Lee, seconded by Welka, to approve the minutes of the December 19, 2016 Regular Business Meeting as presented and reviewed by the Board of Supervisors. Vote: 3/0	12/19/2016 MINUTES
Secretary Yeast reported receipt of a letter from the Summit Township Sewer Authority (STSA) requesting Board consideration to re-appoint Mark Welka to another five-year term on the Sewer Authority Board. Yeast further reported receipt of a letter from David Zamierowski resigning from the Summit Township Zoning Hearing Board (ZHB).	CORRESPONDENCE <ul style="list-style-type: none">• STSA BOARD• ZHB RESIGNATION
Motion by Welka, seconded by Lee, to appoint Nancy A. Agostine, Chairperson of the Board of Supervisors for 2017. Vote: 3/0	CHAIRPERSON
Motion by Welka, seconded by Agostine, to appoint Jack F. Lee, Jr., Vice-Chairman of the Board of Supervisors for 2017. Vote: 3/0	VICE-CHAIRMAN
Motion by Lee, seconded by Welka, to appoint Christene Yeast, Township Secretary for 2017. Vote: 3/0	SECRETARY
Motion by Welka, seconded by Lee, to appoint Nancy Agostine, Treasurer of the Board of Supervisors for 2017. Vote: 3/0	TREASURER
Motion by Lee, seconded by Welka, to appoint Christene Yeast, Assistant Treasurer for 2017. 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 2017; rate schedule to be filed with the Township. Vote: 3/0	SOLICITOR
Motion by Lee, seconded by Welka, to appoint Matthew Jonas as Township Engineer for 2017, 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 and Tamara Cass as Assistant Zoning Officer for 2017. Vote: 3/0	ZONING OFFICER
Motion by Lee, seconded by Welka, to appoint Kip Hayford Summit Township Code Enforcement Officer for 2017. Vote: 3/0	CODE ENFORCEMENT. OFFICER

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Motion by Welka, seconded by Lee, to adopt Resolution #2017-01 appointing H.A. Berkheimer, Inc. as the Local Services (LST) Tax Collector for 2017. Rate of commission to be set at 1.8% as determined by the Erie County Tax Collectors Committee.

Vote: 3/0

LST TAX
COLLECTOR
RES. #2017-01

Motion by Lee, seconded by Welka, to reaffirm Tax Collector Cameron's commission for real estate tax collection for 2017 at \$3.65 per parcel.

Vote: 3/0

2017 R.E. TAX
COMMISSION

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

Jim Chojnacki, 9481 Old French Road, asked how many parcels of property are in Summit Township, Secretary Yeast estimated 4,000.

Vote: 3/0

Motion by Lee, seconded by Welka, to adopt Resolution #2017-02 hiring Sean Emerson, CPA from the firm of McGill, Power, Bell & Associates, LLP (MPB) to audit books and records for 2017.

Vote: 3/0

AUDITOR HIRED
RES. #2017-02

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 and Assistant Roadmaster

Vote: 3/0

EMPLOYMENT
APPOINTMENTS

Motion by Lee, seconded by Welka, to direct appointed supervisors/employees to attend the meetings of the various boards of the Township and County as well as any other meetings, as directed by the Board. Supervisor/employee will receive wages for attendance at these meetings per the Second Class Township Code.

Vote: 3/0

MEETING
ATTENDANCE

Motion by Welka, seconded by Lee, to adopt Resolution 2017-03 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.

Vote: 3/0

RES. 2017-03
TREASURER
AUTHORIZATION

Motion by Lee, seconded by Welka, to set the Treasurer and Assistant Treasurer bonds in the amount of \$2,000,000 each for the year 2017. The bond shall be filed with the Board of Auditors when received.

Vote: 3/0

TREASURER'S &
ASST. TREAS.
BOND SET

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 2017; Supervisor Lee has been appointed Roadmaster for 2017; and Supervisor Welka has been appointed Director of Parks and Recreation and Assistant Roadmaster for 2017; receiving pension,

CERTIFICATION TO
BOARD OF
AUDITORS

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salary, and insurance benefits. The Auditors to set salary in accordance with the Second Class Township Code.

Vote: 3/0

Motion by Agostine, seconded by Lee, that Supervisor Lee be appointed the 2017 Voting Delegate to the annual convention of the Pennsylvania State Association of Township Supervisors, and that Supervisor Welka is appointed alternate delegate.

Vote: 3/0

PSATS DELEGATES
APPOINTED

Motion by Agostine, seconded by Welka, to appoint Supervisor Lee to the Executive Committee of the Erie County Association of Township Officials for the year 2017 with Supervisor Welka as Alternate 1, and Supervisor Agostine as Alternate 2.

Vote: 3/0

ECATO EXECUTIVE
APPOINTED

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 2017 with Supervisor Welka as Alternate 1 and Supervisor Lee as Alternate 2.

Vote: 3/0

EACOG
REPRESENTATIVE

Motion by Welka, seconded by Lee, to appoint Nathan Miller as the 2017 Township representative to the Erie County Planning Commission.

Vote: 3/0

ERIE CO.
PLANNING

Motion by Lee, seconded by Welka, to appoint Supervisor Welka as the Township's 2017 representative to the Metropolitan Planning Organization, with Supervisor Lee as the alternate representative.

Vote: 3/0

METROPOLITAN
PLANNING ORG.
REP. APPOINTED

Motion by Welka, seconded by Lee, to appoint Bill First as the Township Coordinator to the Pennsylvania Emergency Management Agency for 2017.

Vote: 3/0

PA EMERGENCY
MGMT. AGY.
COORDINATOR

Motion by Lee, seconded by Welka, to appoint Christene Yeast as 2017 Delegate to the Erie County Tax Collectors Committee (ECTCC), with Michelle Nesselhauf as Alternate.

Vote: 3/0

ECTCC DELEGATE

Motion by Welka, seconded by Lee, to adopt Resolution #2017-04 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.

Vote: 3/0

RESOLUTION #2017-
04
DEPOSITORIES

Motion by Lee, seconded by Welka, to designate the regular meetings of the Board of Supervisors in 2017 for the first Monday at 6:00 p.m. and third Monday at 4:30 p.m. of each month, 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

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Joe Kuzma, 8550 Old French Road, asked why is the second meeting of the month changing to 4:30 p.m.? Supervisor Agostine responded that the 4:30 p.m. time (which was the original time for the second meeting, it was changed to 6 pm in 2008 or 2009) will be more accommodating to developers and business people, adding that public hearings will be scheduled for the 6:00 p.m. meeting dates.

Vote: 3/0

BUSINESS OFFICE
HOURS SET

Motion by Welka, seconded by Lee, to designate the business office hours for Summit Township Municipal Building in 2017 from 8:00 a.m. – 4:30 p.m., Monday through Friday, at 1230 Townhall Road W.

Vote: 3/0

Motion by Lee, seconded by Welka, to appoint Charles Knight and Bill White to four-year terms on the Summit Township Planning Commission, effective 01/01/17 through 12/31/2020.

Vote: 3/0

STPC
APPOINTMENTS

Motion by Lee, seconded by Agostine, to appoint Mark Welka to a five-year term on the Summit Township Sewer Authority Board, effective 01/01/17 through 12/31/2021.

Vote: 3/0

STSA BOARD
APPOINTMENTS

Motion by Welka, seconded by Agostine, to appoint Tom Bickel to a five-year term on the Summit Township Water Authority Board, effective 01/01/17 through 12/31/2021.

Vote: 3/0

STWA BOARD
APPOINTMENTS

Motion by Lee, seconded by Welka, to appoint Sean Earley to a five year term on the Summit Township Recreation Board, effective 01/01/17 through 12/31/2021.

Vote: 3/0

REC. BOARD
APPOINTMENT

Motion by Welka, seconded by Lee, to appoint Dr. John Sangl and Nancy Agostine to the Summit Township Industrial and Economic Development Authority (STIEDA), effective 1/1/17 through 12/31/2021.

Vote: 3/0

STIEDA BOARD
APPOINTMENT

Motion by Lee, seconded by Welka, to adopt Resolution #2017-05 appointing Bob Stewart to finish out the term vacated by Dave Zamierowski (1/01/2017 - 12/31/2018), and to further appoint Duane Hudak to a three-year term on the Summit Township Zoning Hearing Board, effective 01/01/2017 through 12/31/2019.

Vote: 3/0

ZONING HEARING
BOARD
APPOINTMENT

Motion by Welka, seconded by Lee, to appoint John Schack to serve on the Summit Township Vacancy Board effective 01/01/17 to 12/31/17.

VACANCY BOARD

Jim Chojnacki, 9481 Old French Road, asked, what is the Vacancy Board. Solicitor Sennett explained that in the event of a vacancy in the Board of Supervisors (and the remaining Board members cannot come to an agreement for an appointment), the Vacancy Board, comprised of the remaining Board of Supervisors and the member appointed today is required to appoint any replacement.

Vote: 3/0

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The 2017 Organizational meeting was adjourned at 6:25 p.m.

ADJOURNMENT

Respectfully submitted,

Christene S. Yeast
Recording Secretary
01/09/2017