

SUMMIT TOWNSHIP SUPERVISORS
Organizational Meeting
Tuesday, January 2, 2018

Supervisor Lee called the Organizational meeting of the Board of Supervisors for the year 2018 to order at 6:00 p.m. followed by the salute to the flag. Supervisors Welka and Davis were present, as were Solicitor Sennett, Zoning Administrator Miller, Engineer Jonas, Secretary Yeast, and ten interested persons.	CALL TO ORDER
Motion by Welka, seconded by Davis, to approve the minutes of the December 18, 2017 Regular Business Meeting as presented and reviewed by the Board of Supervisors. Vote: 3/0	12/18/2017 MINUTES
Secretary Yeast reported the following correspondence: <ul style="list-style-type: none">• Joel Brennan's e-mail resigning from a full-time position on the Planning Commission• Letter from Tony Davis requesting inclusion in the Summit Township Group life, health, hospitalization, accident, supplemental and dental insurance plans.• Oath of Office for Supervisor Davis• Urban Engineers Rate Structure for 2018• Letter from Summit Township Sewer Authority (STSA) recommending Laban Marsh's appointment to the STSA Board.	CORRESPONDENCE <ul style="list-style-type: none">• Joel Brennan• T. Davis Request for benefits• T. Davis Oath of Office• Urban Eng. Rate Structure• STSA Laban Marsh
Motion by Welka, seconded by Davis, to appoint Jack F. Lee, Jr., Chairperson of the Board of Supervisors for 2018. Vote: 3/0	CHAIRPERSON
Motion by Davis, seconded by Welka, to appoint Mark W. Welka, Vice-Chairman of the Board of Supervisors for 2018 Vote: 3/0	VICE-CHAIRMAN
Motion by Welka, seconded by Davis, to appoint Christene Yeast, Township Secretary for 2018. Vote: 3/0	SECRETARY
Motion by Welka, seconded by Davis, to appoint Jack F. Lee, Jr., Treasurer of the Board of Supervisors for 2018. Vote: 3/0	TREASURER
Motion by Welka, seconded by Davis, to appoint Christene Yeast, Assistant Treasurer for 2018 Vote: 3/0	ASST. TREAS.
Motion by Welka, seconded by Davis, to appoint the Knox, McLaughlin, Gornall, & Sennett Law Firm and Atty. Timothy Sennett as the Summit Township Solicitor for 2018; rate schedule to be filed with the Township. Vote: 3/0	SOLICITOR
Motion by Welka, seconded by Davis, to appoint Matthew Jonas as Township Engineer for 2018, 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 Davis, to appoint Nathan Miller Summit Township Zoning Administrator and Tamara Cass as Assistant Zoning Administrator for 2018. Vote: 3/0	ZONING OFFICER

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Motion by Welka, seconded by Davis, to appoint Kip Hayford Summit Township Code Enforcement Officer for 2018. Vote: 3/0	CODE ENFORCEMENT. OFFICER
Motion by Welka, seconded by Davis, to adopt Resolution #2018-01 appointing H.A. Berkheimer, Inc. as the Local Services (LST) Tax Collector for 2018. 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. #2018-01
Motion by Welka, seconded by Davis, to reaffirm Tax Collector Cameron's commission for real estate tax collection for 2018 at \$3.69 per parcel. Vote: 3/0	2018 R.E. TAX COMMISSION
Motion by Welka, seconded by Davis, 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
Motion by Welka, seconded by Davis, to adopt Resolution #2018-02 hiring Sean Emerson, CPA from the firm of McGill, Power, Bell & Associates, LLP (MPB) to audit books and records for 2018. Vote: 3/0	AUDITOR HIRED RES. #2018-02
Motion by Welka, seconded by Davis, that the following employment appointments be approved: Jack F. Lee, Jr. – Treasurer, Director of Land Development, and Assistant Roadmaster Mark A. Welka – Roadmaster Tony Davis - Director of Parks and Recreation and Equipment Maintenance Supervisor Vote: 3/0	EMPLOYMENT APPOINTMENTS
Motion by Welka, seconded by Davis, 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 Davis, to adopt Resolution 2018-03 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. 2018-03 TREASURER AUTHORIZATION
Motion by Welka, seconded by Davis, to set the Treasurer and Assistant Treasurer bonds in the amount of \$2,000,000 each for the year 2018. The bond shall be filed with the Board of Auditors when received. Vote: 3/0	TREASURER'S & ASST. TREAS. BOND SET

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Motion by Lee, seconded by Welka, to certify to the Board of Auditors, by providing a copy of this motion, that Supervisor Lee has been appointed Director of Land Development, Treasurer, and Assistant Roadmaster for 2018; Supervisor Welka has been appointed Roadmaster for 2018; and Supervisor Davis has been appointed Director of Parks and Recreation and Equipment Maintenance Supervisor for 2018; 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

Motion by Davis, seconded by Welka, that Supervisor Lee be appointed the 2018 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 Davis, to appoint Supervisor Lee to the Executive Committee of the Erie County Association of Township Officials for the year 2018 with Supervisor Welka as Alternate 1, and Supervisor Davis as Alternate 2.

ECATO EXECUTIVE APPOINTED

Vote: 3/0

Motion by Welka, seconded by Davis, to appoint Supervisor Lee as Township Representative to the Erie Area County Council of Governments (EACOG) for the year 2018 with Supervisor Welka as Alternate 1 and Supervisor Davis as Alternate 2.

EACOG REPRESENTATIVE

Vote: 3/0

Motion by Davis, seconded by Lee, to appoint Mark Welka as the 2018 Township representative to the Erie County Planning Commission.

ERIE CO. PLANNING

Vote: 3/0

Motion by Davis, seconded by Welka, to appoint Supervisor Welka as the Township's 2018 representative to the Metropolitan Planning Organization, with Supervisor Lee as the alternate representative.

METROPOLITAN PLANNING ORG. REP. APPOINTED

Vote: 3/0

Motion by Welka, seconded by Lee, to appoint Bill First as the Township Coordinator to the Pennsylvania Emergency Management Agency for 2018.

PA EMERGENCY MGMT. AGY. COORDINATOR

Vote: 3/0

Motion by Welka, seconded by Davis, to appoint Christene Yeast as 2018 Delegate to the Erie County Tax Collectors Committee (ECTCC), with Michelle Nesselhauf as Alternate.

ECTCC DELEGATE

Vote: 3/0

Motion by Welka, seconded by Davis, to adopt Resolution #2018-04 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 #2018-04 DEPOSITORIES

Vote: 3/0

Motion by Welka, seconded by Davis, to designate the regular meetings of the Board of Supervisors in 2018 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

Vote: 3/0

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Motion by Welka, seconded by Davis, to designate the business office hours for Summit Township Municipal Building in 2018 from 8:00 a.m. – 4:30 p.m., Monday through Friday, at 1230 Townhall Road W.

BUSINESS OFFICE
HOURS SET

Vote: 3/0

Motion by Welka, seconded by Davis, to appoint Christian Green to a four-year term on the Summit Township Planning Commission, effective 01/01/18 through 12/31/2021. To further appoint Tracey Colvin (currently an Alternate Member) to serve out the remainder of Joel Brennan's term, effective 01/01/18 through 12/31/2019. Christopher Friday is appointed to serve out the remainder of Charles Knight's term who recently resigned, effective 01/01/2018 through 12/31/2020. Joel Brennan is hereby appointed as an Alternate member of the Summit Township Planning Commission, effective 01/01/2018 through 01/31/2019 to serve out the remainder of Tracy Colvin's term.

STPC
APPOINTMENTS

Vote: 3/0

Motion by Welka, seconded by Davis, to appoint Laban Marsh to a five-year term on the Summit Township Sewer Authority Board, effective 01/01/18 through 12/31/2022.

STSA BOARD
APPOINTMENTS

Vote: 3/0

Motion by Welka, seconded by Davis, to appoint Art Kurtz to a five-year term on the Summit Township Water Authority Board, effective 01/01/18 through 12/31/2022.

STWA BOARD
APPOINTMENTS

Vote: 3/0

Chairman Lee announced that there is still a vacancy on the Summit Township Recreation Board.

REC. BOARD

Motion by Lee, seconded by Davis to appoint Mark Welka to the Summit Township Industrial and Economic Development authority (STIEDA) to complete Supervisor Agostine's term through 12/31/2021. Welka amended his motion with Davis as second to further appoint Martin McAtee to STIEDA, effective 01/01/2018 through 12/31/2022.

STIEDA BOARD
APPOINTMENT

Vote: 3/0

Motion by Welka, seconded by Lee, to adopt Resolution #2018-06 appointing Joseph Welch to a three year term on the Summit Township Zoning Hearing Board, effective 01/01/18 through 12/31/2020.

ZHB APPOINTMENT

Vote: 3/0

Motion by Welka, seconded by Davis, to appoint Jason Crilley to serve on the Summit Township Vacancy Board effective 01/01/18 to 12/31/18.

VACANCY BOARD

With no further business to be conducted, motion by Welka, seconded by Davis to adjourn the 2018 Organizational meeting at 6:22 p.m.

ADJOURNMENT

Respectfully submitted,

Christene S. Yeast
Municipal Secretary
01/09/2018