

**SUMMIT TOWNSHIP SUPERVISORS**  
**Organizational Meeting**  
**Monday, January 7, 2019**

Supervisor Lee called the Organizational meeting of the Board of Supervisors for the year 2019 to order at 6:00 p.m. followed by the salute to the flag. Supervisors Welka and Davis were present, as were Solicitor Christopher Sennett, Zoning Administrator Miller, Engineer Jonas, Secretary Yeast, and eleven interested persons.	CALL TO ORDER
Motion by Welka, seconded by Davis, to approve the minutes of the December 17, 2018 Regular Business Meeting as presented and reviewed by the Board of Supervisors. Vote: 3/0	12/17/2018 MINUTES
Secretary Yeast reported the receipt of a letter from the Summit Township Water Authority (STWA) Manager recommending the re-appointment of Jim Kupetz to the STWA.	CORRESPONDENCE . Jim Kupetz
Motion by Davis, seconded by Welka, to appoint Mark A. Welka, Chairperson of the Board of Supervisors for 2019. Vote: 3/0	CHAIRPERSON
Motion by Lee, seconded by Welka, to appoint Tony Davis, Vice-Chairman of the Board of Supervisors for 2019 Vote: 3/0	VICE-CHAIRMAN
Motion by Davis, seconded by Lees, to appoint Christene Yeast, Township Secretary for 2019. Vote: 3/0	SECRETARY
Motion by Davis, seconded by Welka, to appoint Jack F. Lee, Jr., Treasurer of the Board of Supervisors for 2019. Vote: 3/0	TREASURER
Motion by Lee, seconded by Davis, to appoint Christene Yeast, Assistant Treasurer for 2019 Vote: 3/0	ASST. TREAS.
Motion by Lee, seconded by Davis, to appoint the Knox, McLaughlin, Gornall, & Sennett Law Firm and Atty. Timothy Sennett as the Summit Township Solicitor for 2019; rate schedule to be filed with the Township. Vote: 3/0	SOLICITOR
Motion by Davis, seconded by Lee, to appoint Matthew Jonas as Township Engineer for 2019, 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 Lee, seconded by Davis, to appoint Nathan Miller Summit Township Zoning Administrator for 2019. Vote: 3/0	ZONING OFFICER
Motion by Lee, seconded by Davis, to appoint Kip Hayford Summit Township Code Enforcement Officer for 2019. Vote: 3/0	CODE ENFORCEMENT OFFICER
Motion by Lee, seconded by Davis, to adopt Resolution #2019-01 appointing H.A. Berkheimer, Inc. as the Local Services (LST) Tax Collector for 2019. 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. #2019-01

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Motion by Lee, seconded by Davis, to reaffirm Tax Collector Cameron's commission for real estate tax collection for 2019 at \$3.72 per parcel which is a 1% increase over 2018. Vote: 3/0	2019 R.E. TAX COMMISSION
Motion by Davis, 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. Vote: 3/0	STREET LIGHT COLLECTION
Motion by Davis, seconded by Lees, to adopt Resolution #2019-02 hiring Sean Emerson, CPA from the firm of McGill, Power, Bell & Associates, LLP (MPB) to audit books and records for 2019. Vote: 3/0	AUDITOR HIRED RES. #2019-02
Motion by Davis, seconded by Welka, that the following employment appointments be approved: Jack F. Lee, Jr. – Treasurer and Director of Land Development Mark A. Welka – Roadmaster Tony Davis - Director of Parks and Recreation, Maintenance Supervisor, and Assistant Roadmaster Vote: 3/0	EMPLOYMENT APPOINTMENTS
Motion by Lee, 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 Davis, seconded by Welka, to adopt Resolution 2019-03 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. 2019-03 TREASURER AUTHORIZATION
Motion by Davis, seconded by Welka, to set the Treasurer and Assistant Treasurer bonds in the amount of \$2,000,000 each for the year 2019. The bond shall be filed with the Board of Auditors when received. Vote: 3/0	TREASURER'S & ASST. TREAS. BOND SET
Motion by Davis, seconded by Lee, to certify to the Board of Auditors, by providing a copy of this motion, that Supervisor Lee has been appointed Director of Land Development and Treasurer for 2019; Supervisor Welka has been appointed Roadmaster for 2019; and Supervisor Davis has been appointed Director of Parks and Recreation, Maintenance Supervisor, and Assistant Roadmaster for 2019; receiving pension, salary, and insurance benefits. The Auditors to set salary in accordance with the Second Class Township Code. Vote: 3/0	CERTIFICATION TO BOARD OF AUDITORS
Motion by Welka, seconded by Lee, that Supervisor Lee be appointed the 2019 Voting Delegate to the annual convention of the Pennsylvania State Association of Township Supervisors, and that Supervisor Davis is appointed alternate delegate. Vote: 3/0	PSATS DELEGATES APPOINTED

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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 2019 with Supervisor Welka as Alternate 1, and Supervisor Davis as Alternate 2. Vote: 3/0	ECATO EXECUTIVE APPOINTED
Motion by Davis, seconded by Lee, to appoint Supervisor Lee as Township Representative to the Erie Area County Council of Governments (EACOG) for the year 2019 with Supervisor Davis as Alternate 1 and Supervisor Welka as Alternate 2. Vote: 3/0	EACOG REPRESENTATIVE
Motion by Davis, seconded by Lee, to appoint Jack Lee as the 2019 Township representative to the Erie County Planning Commission. Vote: 3/0	ERIE CO. PLANNING
Motion by Lee, seconded by Davis, to appoint Supervisor Welka as the Township's 2019 representative to the Metropolitan Planning Organization, with Supervisor Davis as the alternate representative. Vote: 3/0	METROPOLITAN PLANNING ORG. REP. APPOINTED
Motion by Lee, seconded by Davis, to appoint Bill First as the Township Coordinator to the Pennsylvania Emergency Management Agency for 2019. Vote: 3/0	PA EMERGENCY MGMT. AGY. COORDINATOR
Motion by Davis, seconded by Lee, to appoint Christene Yeast as 2019 Delegate to the Erie County Tax Collectors Committee (ECTCC), with Michelle Nesselhauf as Alternate. Vote: 3/0	ECTCC DELEGATE
Motion by Lee, seconded by Davis, to adopt Resolution #2019-04 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 #2019-04 DEPOSITORIES
Motion by Davis, seconded by Lee, to designate the regular meetings of the Board of Supervisors in 2019 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. Vote: 3/0	MEETING TIMES DESIGNATED
Motion by Lee, 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. Vote: 3/0	BUSINESS OFFICE HOURS SET
Motion by Lee, seconded by Davis, to appoint Tim Will to a four-year term on the Summit Township Planning Commission, effective 01/01/19 through 12/31/2022. Vote: 3/0	STPC APPOINTMENTS
Motion by Davis, seconded by Lee, to appoint Michael Rose to a five-year term on the Summit Township Sewer Authority Board, effective 01/01/19 through 12/31/2023. Vote: 3/0	STSA BOARD APPOINTMENTS

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Motion by Davis, seconded by Lee, to appoint Bob Mitchell to a five-year term on the Summit Township Water Authority Board, effective 01/01/19 through 12/31/2023.  
Vote: 3/0

STWA BOARD  
APPOINTMENTS

Motion by Lee, seconded by Davis to appoint Kelly Ford to a five-year term on the Summit Township Recreation Board, effective 01/01/2019 through 12/31/2023.

REC. BOARD

Motion by Lee, seconded by Davis to appoint Tony Krasinski to a five-year term on the Summit Township Industrial and Economic Development Authority (STIEDA), effective 01/01/19 through 12/31/2023. To further appoint Laban Marsh to serve out Marty McAtee's term effective 01/01/2019 through 12/31/2022.  
Vote: 3/0

STIEDA BOARD  
APPOINTMENT

Motion by Welka, seconded by Lee, to adopt Resolution #2019-06 appointing Bob Stewart to a three-year term on the Summit Township Zoning Hearing Board, effective 01/01/19 through 12/31/2021.  
Vote: 3/0

ZHB APPOINTMENT

Motion by Lee, seconded by Davis, to appoint Jason Crilley to serve on the Summit Township Vacancy Board effective 01/01/19 to 12/31/19.

VACANCY BOARD

With no further business to be conducted, motion by Davis, seconded by Welka to adjourn the 2019 Organizational meeting at 6:18 p.m.

ADJOURNMENT

Respectfully submitted,

Christene S. Yeast  
Municipal Secretary  
01/10/2019