

**SUMMIT TOWNSHIP SUPERVISORS**  
**Organizational Meeting**  
**Monday, January 6, 2020**

Supervisor Welka called the Organizational meeting of the Board of Supervisors for the year 2020 to order at 6:00 p.m. followed by the salute to the flag. Supervisors Lee and Davis were present, as were Solicitor Tim Sennett, Zoning Administrator Cass, Engineer Jonas, Secretary Yeast, and ten interested persons.	CALL TO ORDER
Motion by Lee, seconded by Davis, to approve the minutes of the December 16, 2019 Regular Business Meeting as presented and reviewed by the Board of Supervisors. Vote: 3/0	12/16/2019 MINUTES
There was no correspondence.	CORRESPONDENCE
Motion by Lee, seconded by Welka, to appoint Tony Davis, Chairman of the Board of Supervisors for 2020. Vote: 3/0	CHAIRPERSON
Motion by Welka, seconded by Davis, to appoint Jack Lee, Jr., Vice-Chairman of the Board of Supervisors for 2020 Vote: 3/0	VICE-CHAIRMAN
Motion by Lee, seconded by Welka, to appoint Christene Yeast, Township Secretary for 2020. Vote: 3/0	SECRETARY
Motion by Welka, seconded by Davis, to appoint Jack F. Lee, Jr., Treasurer of the Board of Supervisors for 2020. Vote: 3/0	TREASURER
Motion by Lee, seconded by Welka, to appoint Christene Yeast, Assistant Treasurer for 2020 Vote: 3/0	ASST. TREAS.
Motion by Lee, seconded by Welka, to appoint the Knox, McLaughlin, Gornall, & Sennett Law Firm and Attys. Timothy and Christopher Sennett as the Summit Township Solicitor for 2020; rate schedule to be filed with the Township. Vote: 3/0	SOLICITOR
Motion by Welka, seconded by Lee, to appoint Matthew Jonas as Township Engineer for 2020. Vote: 3/0	ENGINEER
Motion by Lee, seconded by Welka, to appoint Tamara Cass as Summit Township Zoning Administrator for 2020. Vote: 3/0	ZONING OFFICER
Motion by Welka, seconded by Lee, to appoint Kip Hayford Summit Township Code Enforcement Officer for 2020. Vote: 3/0	CODE ENFORCEMENT OFFICER
Motion by Welka, seconded by lee, to adopt Resolution #2020-01 appointing H.A. Berkheimer, Inc. as the Local Services (LST) Tax Collector for 2020 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. #2020-01

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Motion by Welka, seconded by Lee, to reaffirm Tax Collector Cameron's commission for real estate tax collection for 2020 at \$3.75 per parcel which is a 1% increase over 2019. Vote: 3/0	2020 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. Vote: 3/0	STREET LIGHT COLLECTION
Motion by Lee, seconded by Welka, to adopt Resolution #2020-02 hiring Sean Emerson, CPA from the firm of McGill, Power, Bell & Associates, and LLC (MPB) to audit books and records for 2019. Vote: 3/0	AUDITOR HIRED RES. #2020-02
Motion by Davis, seconded by Welka, that Jack F. Lee, Jr. is appointed Treasurer and Director of Land Development. Vote: 3/0	EMPLOYMENT APPOINTMENTS
Motion by Lee, seconded by Davis, that Mark A. Welka be appointed Roadmaster. Vote: 3/0	
Motion by Welka, seconded by Lee, that Tony W. Davis be appointed Director of Parks and Recreation, Maintenance Supervisor, and Assistant Roadmaster Vote: 3/0	
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 2020-03 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. 2020-03 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 2020. 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 Lee has been appointed Director of Land Development and Treasurer for 2020; Supervisor Welka has been appointed Roadmaster for 2020; and Supervisor Davis has been appointed Director of Parks and Recreation, Maintenance Supervisor, and Assistant Roadmaster for 2020; 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
	PSATS DELEGATES

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Motion by Welka, seconded by Lee, that Supervisor Lee be appointed the 2020 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

APPOINTED

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 2020 with Supervisor Welka as Alternate 1, and Supervisor Davis as Alternate 2.

Vote: 3/0

ECATO EXECUTIVE  
APPOINTED

Motion by Lee, seconded by Welka, to appoint Supervisor Lee as Township Representative to the Erie Area County Council of Governments (EACOG) for the year 2020 with Supervisor Davis as Alternate 1 and Supervisor Welka as Alternate 2.

Vote: 3/0

EACOG  
REPRESENTATIVE

Motion by Lee, seconded by Davis, to appoint Supervisor Welka as the Township's 2020 representative to the Metropolitan Planning Organization, with Engineer Jonas 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 2020.

Vote: 3/0

PA EMERGENCY  
MGMT. AGY.  
COORDINATOR

Motion by Lee, seconded by Welka, to appoint Christene Yeast as 2020 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 appoint Michelle Nesselhauf Alternate Right-to-Know Officer and alternate Privacy Officer. Davis noted that Secretary Yeast had previously been appointed Right-to-Know Officer in 2008 and Privacy Officer in 2015.

Vote: 3/0

ALT. R-T-K AND  
PRIVACY OFFICER

Motion by Lee, seconded by Welka, to adopt Resolution #2020-04 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  
#2020-04  
DEPOSITORIES

Motion by Lee, seconded by Welka, to designate the regular meetings of the Board of Supervisors in 2020 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. The only other affected meeting is due to the PSATS Convention, the first meeting of May will be Friday, May 1, 2020. Meetings shall be held at the Township Municipal Building, 1230 Townhall Road W.

Vote: 3/0

MEETING TIMES  
DESIGNATED

Motion by Welka, seconded by Lee, to designate the business office hours for Summit Township Municipal Building in 2020 from 8:00 a.m. – 4:30 p.m., closed for lunch from 12:00-12:30 pm Monday through Friday, at 1230 Townhall Road W.

Vote: 3/0

BUSINESS OFFICE  
HOURS SET

STPC  
APPOINTMENTS

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Motion by Welka, seconded by Lee, to appoint Tracy Colvin and Chris Lynch to a four-year term on the Summit Township Planning Commission, effective 01/01/20 through 12/31/2023.

Vote: 3/0

Motion by Lee, seconded by Welka, to adopt Resolution 2020-05 in that Ron McElderry be appointed as Planning Commission alternate, effective 01/01/20 through 12/31/2023.

Vote: 3/0

STSA BOARD  
APPOINTMENTS

Motion by Lee, seconded by Welka, to appoint Chris Fette to a five-year term on the Summit Township Sewer Authority Board, effective 01/01/20 through 12/31/2024.

Vote: 3/0

STWA BOARD  
APPOINTMENTS

Motion by Welka, seconded by Lee, to reaffirm that Sid Schaefer was appointed on December 16, 2019 to a five year term on the Summit Township Water Authority Board, effective 01/01/20 through 12/31/2024.

Motion by Welka, seconded by Lee, to appoint Larry Stevens to fill the vacancy left by Tom Bickel on the Summit Township Water Authority Board. (01/01/2020-12/31/2021)

Vote: 3/0

REC. BOARD

Motion by Lee, seconded by Welka, to reaffirm that Steve Skelly was appointed on December 16, 2019 to a five year term on the Summit Township Recreation Board, effective 01/01/20 through 12/31/24.

Vote: 3/0

STIEDA BOARD  
APPOINTMENT

Motion by Lee, seconded by Welka, to appoint Bob Mitchell to a five-year term on the Summit Township Industrial and Economic Development Authority (STIEDA), effective 01/01/20 through 12/31/2024.

Vote: 3/0

ZHB APPOINTMENT

Motion by Welka, seconded by Lee, to adopt Resolution #2020-06 appointing Duane Hudak to a three-year term on the Summit Township Zoning Hearing Board, effective 01/01/20 through 12/31/2022.

Vote: 3/0

VACANCY BOARD

Motion by Lee, seconded by Welka, to appoint Dr. Jason Crilley to serve on the Summit Township Vacancy Board effective 01/01/20 to 12/31/20.

ADJOURNMENT

With no further business to be conducted, motion by Lee, seconded by Welka to adjourn the 2020 Organizational meeting at 6:19 p.m.

Respectfully submitted,

Christene S. Yeast  
Municipal Secretary  
01/08/2020