

SUMMIT TOWNSHIP SUPERVISORS
Organizational Meeting
Monday, January 5, 2026

Supervisor Welka called the Organizational meeting of the Board of Supervisors for the year 2026 to order at 6:00 p.m. followed by the salute to the flag. Supervisors Lee, Davis, and Welka were present, as were Zoning Administrator Cass, Engineer Jonas, Secretary Vallimont, Solicitor Wachter and four interested persons.

CALL TO ORDER

Motion by Lee, second by Davis, to approve the minutes of the December 15, 2025 Regular Meeting and December 23, 2025 Special Meeting as presented and reviewed by the Board of Supervisors.

12/15 & 12/23/2025
MINUTES

Vote: 3/0

Motion by Davis, second by Lee, to approve Resolution #2026-01, Township Supervisors.

RESOLUTION
#2025-01

Vote: 3/0

Motion by Lee, second by Welka, to appoint Lisa A. Vallimont, Municipal Secretary for 2026.

SECRETARY

Vote: 3/0

Motion by Welka, second by Lee, to appoint the Knox, McLaughlin, Gornall, & Sennett Law Firm and Atty. Timothy Wachter as the lead Solicitor for 2026; rate schedule to be filed with the Township.

SOLICITOR

Vote: 3/0

Motion by Lee, second by Welka, to appoint Matthew Jonas Township Engineer and Alt. Representative to Erie Co. MPO for 2026.

ENGINEER, MPO
REP

Vote: 3/0

Motion by Welka, second by Lee, to appoint Tamara Cass Zoning Administrator for 2026.

ZONING OFFICER

Vote: 3/0

Motion by Lee, second by Welka, to appoint Joseph Whitmer Code Enforcement Officer for 2026.

CODE
ENFORCEMENT

Vote: 3/0

Motion by Welka, second by Welka, to appoint James Chase, Garrett Coburn, Timothy Eliason, Regina Erbin, Andrew Fox, Michael Hanas, Debra Jageman, Sarah Kavinski, Joseph Malinowski, Jeffrey Mathesis, Michelle Nesselhauf, Joseph Passeroti, Darrell Sayers, and Dan Wilder as Township Employees for 2026, with a 3% wage increase and approving all time off and benefits as stated in the Summit Township Personnel code for all appointees.

TOWNSHIP
EMPLOYEES

Vote: 3/0

Motion by Welka, second by Lee, to increase the pension contribution by \$100, an annual contribution of \$9,100.00, per the 2026 MMO.

PENSION
CONTRIBUTION

Vote: 3/0

Motion by Lee, second by Welka, to appoint the firm of McGill, Power & Bell to audit the townships financial books and records for 2025.

APPOINT
AUDITING FIRM

Vote: 3/0

Motion by Welka, second by Lee, to appoint Dr. Jason Crilley to the Vacancy Board for 2026.

VACANCY BOARD

Vote: 3/0

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Motion by Lee, second by Welka, to warrant Summit Township Elected Tax Collector Debra Cameron to collect real estate taxes for 2026, commission to be \$4.28 per parcel.

Vote: 3/0

WARRANT TAX COLLECTOR

Motion by Welka, second by Lee, to reaffirm Tax Collector Cameron's commission for streetlight collection at 3% of collection monies.

Vote: 3/0

STREET LIGHT COLLECTION

Motion by Lee, second by Welka, to appoint H.A. Berkheimer, Inc. as the Local Services (LST) Tax Collector for 2026, rate of commission to be set at 1.8%.

Vote: 3/0

LST TAX COLLECTOR

Motion by Welka, second by Lee, to set the Treasurer's bond in the amount of \$2,000,000 for the year 2026. The bond shall be filed with the Board of Auditors when received.

Vote: 3/0

TREASURER'S BOND

Motion by Lee, second by Welka, to designate the following as depositories for 2026: First National Bank and PLGIT.

Vote: 3/0

BANKING/DEPOSITORY

Motion by Welka, second by Lee, to designate the regular meetings of the Board of Supervisors in 2026 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, meetings will then be held the following Tuesday. Meetings shall be held at the Township Municipal Building, 1230 Townhall Road W., Erie, PA 16509.

Vote: 3/0

MEETING TIMES DESIGNATED

Motion by Lee, second by Welka, to establish the 2026 mileage reimbursement rate to be equal to that as established by the IRS, currently 72.5¢/mile.

Vote: 3/0

MILEAGE RATE

Motion by Welka, second by Lee, to approve attendance by the Supervisors and authorized employees at the Annual PSATS Conference and to reimburse hotel, mileage and meal expenses.

Vote: 3/0

PSATS CONFERENCE ATTENDANCE

Motion by Lee, second by Welka, to appoint Bill First as the Township Coordinator to the Pennsylvania Emergency Management Agency for 2026.

Vote: 3/0

PEMA REPRESENTATIVE

Motion by Welka, second by Lee, to appoint Lisa Vallimont as the delegate for the Erie Co Tax Collection Committee, with Michelle Nesselhauf as alternate.

Vote: 3/0

ECTCC DELEGATE

Motion by Lee, second by Welka, to appoint Michael Andrus to the Summit Township Sewer Authority Board, term expiring 12/31/2030.

Vote: 3/0

STSA BOARD APPOINTMENTS

Motion by Welka, second by Lee, to appoint Jack Lacey to the Summit Township Water Authority Board, terms expiring 12/31/2030.

Vote: 3/0.

STWA BOARD APPOINTMENTS

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Motion by Lee, second by Welka, to appoint Christene Mattheis to the Planning Commission, terms expiring 12/31/2029.

Vote: 3/0

PLANNING
COMMISSION

Motion by Welka, second by Lee, to appoint Duane Hudak to the Zoning Hearing Board, term expiring 12/31/2028.

Vote: 3/0

ZONING HEARING
BOARD

Motion by Lee, second by Welka, to appoint Michelle Nesselhauf to the Summit Township Industrial and Economic Development Authority (STIEDA), term expiring 12/31/2030.

Vote: 3/0

STIEDA BOARD

Motion by Welka, second by Lee, to approve Resolution #2026-02, Use of 2026 County Liquid Fuels finds for road maintenance.

Vote: 3/0

RESOLUTION
#2026-02
CO LIQUID FUELS

Motion by Lee, second by Welka to approve Resolution #2026-03, Records Disposition.

Vote: 3/0

RESOLUTION
#2026-03

Solicitor Wachter thanked the supervisors for the re-appointment.

SOLICITOR

Engineer Jonas reported he has been working on the scoping form for the Green Light Go grant application. Also, the final design for the playground has been submitted.

ENGINEER

Supervisor Lee stated the winter has kept us busy so far. He has been working on building maintenance.

SUPERVISORS

Supervisor Welka said that everything is good in the garage and on the roads.

Supervisor Davis announced he will be out for a few weeks due to an impending surgery.

All supervisors wished those in attendance a Happy New Year.

Joe Lombardozzi, Little Creek Rd, discussed the problem he is having with the way GPS routes vehicles to his driveway. He was advised of the correction method for Google.

PUBLIC COMMENT

Joe Kuzma offered to cook corn for resident's day, however he was told that we will be participating in National Night Out instead of hosting a resident's day.

With no further business before the board, motion by Lee, second by Welka, to adjourn meeting at 6:34 p.m.

ADJOURNMENT

Respectfully submitted,

Lisa A. Vallimont
Municipal Secretary