

MINUTES
January 3, 2017
GENERAL MEETING

THE MEETING WAS CALLED TO ORDER BY CHAIRMAN, SANDRA ANDERSON AT APPROXIMATELY 9:00 AM. following the Pledge of Allegiance.

Present: Supervisors - Sandra Anderson, Bill Felege and Paul Pangratz. Treasurer - Lindy Platz, Roadmaster – Ray Branthoover and Secretary/Zoning Admin. – Becky Hosack. Visitors: MaryAnn Mook - WCNJ

COMMENTS FROM THE FLOOR REGARDING TODAY'S AGENDA

None

ORGANIZATIONAL BUSINESS:

A motion was made by Paul Pangratz, seconded by Bill Felege to appoint the Chairman of the Board of Supervisors to be Sandy Anderson. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Vice-Chairman** of the Board of Supervisors to be Paul Pangratz. All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to appoint Becky Hosack as **Secretary/Zoning Administrator** All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint Lindy Platz as **Treasurer**. All voting in favor.

A motion was made by Paul Pangratz, seconded by Bill Felege to appoint the **Roadmaster** to be Ray Branthoover. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Township Solicitor** to be Christine Hall McClure of the Knox McLaughlin Gornall & Sennett, Law Firm. All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to appoint the **Township Engineer** to be Porter Consulting Engineers. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Vacancy Board Chairman** to be Dick Miller. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Emergency Management Coordinator** to be Andy Jarvi. All voting in favor.

A motion was made by Sandy Anderson, seconded by Paul Pangratz to appoint one of the **Co-Assistant Emergency Management Coordinators** to be Bill Felege. All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to appoint the other **Co-Assistant Emergency Management Coordinators** to be Lindy Platz. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Deputy Tax Collector** to be Amy Sharman. All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to appoint the **voting delegate for the State Convention** to be Sandy Anderson. All voting in favor.

A motion was made by Sandy Anderson, seconded by Paul Pangratz to appoint the **alternate voting delegate for the State Convention** to be Bill Felege. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Open Records Officer** to be the Treasurer. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Assistant Open Records Officer** to be the Secretary/Zoning Administrator. All voting in favor.

A motion was made by Paul Pangratz, seconded by Bill Felege to appoint the **voting delegate/representative for the Erie County Association of Township Officials** and their **Convention**, to be Sandy Anderson. All voting in favor.

A motion was made by Paul Pangratz, seconded by Sandy Anderson to appoint the **1st alternate voting delegate/representative for the County Association and Convention** to be Bill Felege. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **2nd alternate voting delegate/representative for the County Association and Convention** to be Paul Pangratz. All voting in favor.

A motion was made by Sandy Anderson, seconded by Paul Pangratz to appoint the **representative for the West County Communications Center** to be Bill Felege. All voting in favor.

A motion was made by Bill Felege, seconded by Sandy Anderson to appoint the **alternate representative for the West County Communications Center** to be Lindy Platz. All voting in favor.

A motion was made by Sandy Anderson seconded by Paul Pangratz to appoint the **representative for the WEC EMA COG** to be Bill Felege. All voting in favor.

A motion was made by Bill Felege seconded by Sandy Anderson to appoint the **alternate representative for the WEC EMA COG** to be Lindy Platz. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Coastal Resource Management representative** to be Becky Hosack. All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to appoint the **alternate Coastal Resource Management representative** to be Sandy Anderson. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **representative for Erie County Planning** to be Paul Pangratz. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **alternate representative for Erie County Planning** to be Becky Hosack. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **representative for the Erie County Watershed Committee** to be Paul Pangratz. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **alternate representative for the Erie County Watershed Committee** to be Becky Hosack. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the voting delegates for **the Erie County Tax Collection District**. The primary voting delegate is Lindy Platz, the alternate voting delegate is Dean Roney. All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to appoint the **Code Enforcement Officer** to be Jeffrey Gadley. All voting in favor.

A motion was made by Sandy Anderson, seconded by Paul Pangratz to appoint the **volunteer fire company liaison** to be Bill Felege. All voting in favor.

A motion was made by Sandy Anderson, seconded Paul Pangratz to approve the **bank depositories** to be 1st National Bank, Allegheny Investments and P.L.G.I.T. (Pennsylvania Local Government Investment Trust). All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to keep the **Tax Collector's commission at 5%** (five percent), the maximum allowable. All voting in favor.

A motion was made by Bill Felege, seconded by Sandy Anderson to retain Berkheimer Tax Administrators as the collector of the 1.5% Earned Income Tax, 1.8% Local Services Tax and delinquent per capita taxes per Act 32. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to appoint the **Agricultural Security representative** to be Paul Pangratz. All voting in favor.

A motion was made by Sandy Anderson, seconded by Bill Felege to approve the following fee schedules:

Zoning Permits

Zoning permit fees are determined by multiplying the TOTAL SQUARE FOOTAGE of a building or structure by a CENTS PER FOOT rate factor as follows:

Commercial and/or Industrial	\$.15 per square foot (01/03/17)
All Others (including Mobile Homes)	\$.10 per square foot (01/03/17)
Minimum Fee	\$15.00 (01/03/17)

Miscellaneous Services and Publications Fee Schedule

Codification Book	\$150.00 (1/6/14)
Background Analysis	\$ 40.00
Comprehensive Plan	\$ 40.00
Copies (any ordinance or portion, per one sided page)	\$.25
Maps: Zoning	\$ 1.50 (11/22/05)
Conditional Use Hearing	\$100.00 (6/10/03)
Appeals to the Zoning Hearing Board, including Variances, etc.	\$400.00 (01/03/17)
Petition to Re-Zone	\$325.00 (01/03/17)
Sewer Hook-up and Inspection Fee	\$1,500.00 (1/6/14)
Subdivision Filing Fees:	
Minor (1-6 Lots)	\$ 25.00 (01/03/17)
Major (2-19 Lots)	\$150.00 (01/03/17)
Major (20 Lots and Over)	\$400.00 (01/03/17)
*Inspection and Review Fee (Done by Twp. Engineer)	
Subdivisions per Lot	\$ 50.00 (01/03/17)
Planned Residential Developments (retainer)	\$500.00**
Land Development (retainer)	\$500.00**
Stormwater Review Fee (in escrow)	\$500.00** (1/6/14)

*These fees are due at the time of application.

** Township costs incurred in addition to this retainer/escrow are the responsibility of the applicant/developer. (01/07/08)

All voting in favor.

A motion was made by Sandy Anderson, seconded by Paul Pangratz to approve the following fee schedules:

SOB [Sexually Oriented Business] License*

Initial License Fee (Per Establishment)	\$500.00
Annual License Renewal (Per Establishment)	\$100.00
Employee Background Check	\$ 50.00

*Please refer to resolution for details pertaining to fees.

All voting in favor.

A motion was made by Sandy Anderson, seconded by Paul Pangratz to approve the following fee schedules:

Girard Township Public Assembly/Outdoor Amusement Fee Schedule

Bonding Requirements:

Single Event or Series of Events:		
1 week or less AND less than 500 people	Cash or Surety Bond	\$5,000.00
Season of Events:		
1 week or more OR 500 people or more	Cash or Surety Bond	\$20,000.00

Public Liability Insurance:

Single Event or Series of Events:	
1 week or less AND more than 500 people per event:	
Minimum Coverage:	\$500,000/Person and 1,000,000/Accident (1/5/15)

Season of Events:

1 week or more OR more than 500 people per week:	
Minimum Coverage:	\$500,000/Person and \$1,000,000/Accident

Application Fee:

Single Event or Series of Events:	
1 week or less AND less than 500 people per day:	\$25/day or \$100/event, whichever is less

1 week or less AND more than 500 people per day: **\$35/day or \$150/ week, whichever is less**

Season of Events :*(Reflects amendment approved on 7/13/10)

Less than 500 people per day on average: **\$50 per week or \$200 total, whichever is less**

More than 500 people per day on average: \$65 per week or \$250 total, whichever is less

All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to approve the following fee schedules:

Right-to-Know Document Duplication Fee Schedule

Fees for the written requests for duplication of Township Documents shall be as follows:

PAGE (whereas a “page” is defined by the RTK Law as 1 sheet of 8.5 x 11 paper, printed 1 side) \$.25

CD Rom or zip drive: Replacement cost to the Township should that medium be selected

Postage: Face value as determined by the Township’s postage meter

Road Occupancy Permits

Road Occupancy Permit Application **\$ 20.00 (01/03/17)**

Excess Maintenance Agreement **Cost of required security to be bore by applicant.**

Reflective House Placards

Reflective House Placards (regardless of quantity of numbers) \$10.00

Rental Fees

LECP pavilion rentals – Pavilion #1 - \$35/day, Pavilion #2 - \$75/day (01/03/17), Pavilion #3 and Pavilion #4 - \$35/day

LECP rental house - \$500/month plus utilities

All voting in favor.

A motion was made by Sandy Anderson and seconded by Bill Felege to approve the Supervisors 2017 meeting dates to be the 2nd Tuesday of each month at 7pm and the 4th Tuesday of each month at 4pm with the exception of the following dates:

April 25, 2017 Meeting day will be skipped.

December 26, 2017 Meeting day will be Wednesday 12/27/17 at 4pm

All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to approve the following paid **holidays** for Township employees providing they fall on a regularly scheduled work day:

President’s Day	Monday	February 20, 2017
Good Friday	Friday	April 14, 2017
Primary Election Day	Tuesday	May 16, 2017
Memorial Day	Monday	May 29, 2017
Independence Day	Tuesday	July 4, 2017
Labor Day	Monday	September 4, 2017
Columbus Day	Monday	October 9, 2017
General Election Day	Tuesday	November 7, 2017
Veteran’s Day (observed)	Friday	November 10, 2017
Thanksgiving Day	Thursday	November 23, 2017
The Day after Thanksgiving	Friday	November 24, 2017
Christmas Eve (after lunch)	Friday	December 22, 2017
Christmas Day	Monday	December 25, 2017
Day after Christmas	Tuesday	December 26, 2017
New Year’s Day	Monday	January 1, 2018

All voting in favor.

A motion was made by Bill Felege, seconded by Paul Pangratz to approve the following hourly wages which have

been accounted for in the 2017 General Fund Budget.

Roadmaster - \$22.58

Road Crew Members - \$19.57

Part Time Road Crew Jeff Ferrick - \$19.57

Secretary/Zoning Administrator - \$18.91

Treasurer - \$17.37

Part Time Park Maintenance - \$12.00

All voting in favor.

***RECOGNITION AND APPRECIATION TO THE FOLLOWING
WHO SERVED DURING THE YEAR 2016:***

Board of Auditors:	Jim Mattson, Michelle Barnes and Judi Buziewicz
Zoning Hearing Board:	Bill Freeman, Rob Hanson, Gregory Baldwin, Paul Raupers and George Craft.
Planning Commission:	Frank Sabol, Sandra Anderson, Bill Bailey, Brian Barthelson, Mary Miller, Dean Roney and Adam Reese
Ag. Security Board:	Ann McDonald, John Mason, Paul Pangratz and Dennis Shaffer
Water and Sewer Authority:	Guy McDonald, Dan Mininger, Tom Potter, Craig Schlosser and Ray Branthoover
Elk Creek Rec/Leisure Brd.:	Jeff Gadley and Maria Cannon
LECP Steering Committee:	Dick Miller, Dennis Olesnanik, Brittany Prischak, Dave Sterrett, Jeanne Miller, Sandy Anderson and Becky Hosack

Sandy Anderson thanked everyone for serving on all the committees.

This concludes the business for the organizational meeting; the general meeting for January 2017 will now commence.