

## LeBoeuf Township Reorganization Meeting – January 3, 2022

The 2022 LeBoeuf Township reorganization meeting was held January 3, 2022, at the Township Municipal Building.

The meeting was called to order at 3:00 p.m. followed by the salute to the flag. Present were: James Glover, Michael Porter, Michael Whitman, Drew Francisco, Ginger Bollinger, Tim Pietrasiewicz and Catherine Wise.

1. Catherine Wise asked for nominations for Chairman. Michael Whitman moved, seconded by Michael Porter, to appoint James Glover, Chairman for 2022. James Glover, Michael Porter and Michael Whitman all voted yes.
2. James Glover moved, seconded by Michael Porter, to appoint Michael Whitman as Vice-Chairman for 2022. James Glover, Michael Porter and Michael Whitman all voted yes.
3. Michael Porter moved, seconded by Michael Whitman, that regular meetings of the LeBoeuf Township Supervisors will be held on the second Wednesday of each month at 8:00 a.m. and the fourth Wednesday of each month at 6:00 p.m. Starting, Wednesday, January 26, 2022. James Glover, Michael Porter and Michael Whitman all voted yes.
4. Michael Whitman moved, seconded by Michael Porter that the Supervisors will receive their wages quarterly. James Glover, Michael Porter and Michael Whitman all voted yes.
5. James Glover moved, seconded by Michael Whitman to name Michael Porter as Road Master. James Glover, Michael Porter and Michael Whitman all voted yes.
6. Michael Whitman moved, seconded James Glover to name Michael Whitman, Michael Porter & James Glover (All 3 Supervisors) as operators and laborers with wages to be placed on the payroll. To be determined by the LeBoeuf Township Board of Auditors. James Glover, Michael Porter and Michael Whitman all voted yes.
7. Michael Porter moved, seconded by James Glover, to name Michael Whitman substitute Secretary/Treasurer. James Glover, Michael Porter and Michael Whitman all voted yes.
8. Michael Whitman moved, seconded by Michael Porter, to name Any and All Supervisors as members of the Erie County Executive Board. James Glover, Michael Porter and Michael Whitman all voted yes.
9. James Glover moved, seconded by Michael Porter, to name Michael Whitman as a representative of the Erie County Executive Metro Planning Board. James Glover, Michael Porter and Michael Whitman all voted yes.
10. Michael Porter moved that any Supervisor, Secretary/Treasurer, Road Foreman or Township Official authorized by the Township Code may attend the State Convention. The lodging, meals and mileage to be paid by the Township. Michael Whitman seconded. All voted yes.
11. Michael Whitman moved, seconded by Michael Porter, to pay all “Supervisors, Tax Collector and Zoning Officer” \$20.00 plus registration and mileage for attending evening school or training sessions. Employees will receive their Hourly Wage for attendance plus registration and mileage. James Glover, Michael Porter and Michael Whitman all voted yes.
12. Michael Whitman moved, seconded by Michael Porter, to pay “Supervisors, Tax Collector and Zoning Officer” \$35.00 plus registration and mileage for attending day school or training sessions. Employees will receive their Hourly Wage for attendance plus registration and mileage. James Glover, Michael Porter and Michael Whitman all voted yes.
13. James Glover moved, seconded by Michael Porter, to pay registration for officials and employees attending ECATO functions. James Glover, Michael Porter and Michael Whitman all voted yes.
14. James Glover moved, seconded by Michael Whitman, to purchase Errors and Omissions Insurance of \$1,000,000.00 from UTI Insurance. James Glover, Michael Porter and Michael Whitman all voted yes.
15. Michael Porter moved, seconded by Michael Whitman, to name H.A. Berkheimer as EIT Collector and LST Tax Collector for the year 2022. James Glover, Michael Porter and Michael Whitman all voted yes.

16. Michael Whitman moved seconded by Michael Porter to pay for all appointed Employees, Unemployment Compensation to Pennsylvania Unemployment Compensation Trust (PSATS) at the state mandated yearly contribution rate. James Glover, Michael Porter and Michael Whitman all voted yes.
17. Michael Porter moved, seconded by Michael Whitman that vacation with pay for employees, with approval of the Supervisors, or as Supervisors deem necessary, be set up as follows: 20 years - 5 weeks – limited to 5 weeks until retirement, 10 years - 4 weeks, 5 years - 3 weeks, 3 years – 2 weeks and 1 year - 1 week. All voted yes. Michael Porter motioned to set the Vacation with Pay for Drew Francisco at 3 weeks and Chris Truitt at 2 weeks for 2022. Michael Whitman seconded. All voted yes. Michael Porter motioned that Unused Vacation Days will be paid on a separate check after the last day of each year on following payroll. Michael Whitman seconded. All voted yes. Michael Porter motioned that Vacation Days can only be paid as Straight Time. Michael Whitman seconded. Michael Whitman James Glover and Michael Porter voted yes.
18. Michael Whitman moved, seconded by Michael Porter, to set up a Health Reimbursement Account for each Full -Time Employee: Andrew Francisco and Christopher Truitt, at a sum of \$3,500.00 each to be used towards incidental health care expenses incurred from January 1, 2022, to December 31, 2022. The unexpended balance in the account for each employee at the end of the year will be paid to the employee as a taxable payroll expense on the first payroll of the following year. James Glover, Michael Porter and Michael Whitman all voted yes.
19. Michael Porter moved, seconded by Michael Whitman to give full-time employees 4 paid personal days, and 7 paid holidays provided they work a full year or deemed necessary by Supervisors. To include New Year’s Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas. Floating Holidays will be used in the event a Holiday falls on a Non-Working Day. Overtime Work on holidays will be paid as time and a half. Unused Personal Days will be paid on a separate check after the last day of each year on following payroll. James Glover, Michael Porter and Michael Whitman all voted yes.
20. Michael Porter moved, seconded by Michael Whitman, that the workweek for employees begin on Sunday and terminates Saturday. The work week is a 40-hour week, ending at the discretion of the Road Master. James Glover, Michael Porter and Michael Whitman all voted yes.
21. Michael Porter moved, seconded by Michael Whitman, to pay Township employees time and a half for time over 40 “working” hours per week. James Glover, Michael Porter and Michael Whitman all voted yes.
22. Michael Porter moved, to appoint Drew Francisco – Road Foreman. Michael Whitman seconded. All voted yes.
23. Michael Whitman moved, seconded by Michael Porter, to name duties of the Road Foreman to maintain the roads, bridges, and municipal building, or any such duties as directed by the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
24. Michael Whitman moved, seconded by James Glover to set Road Forman wages at \$25.00 per hour. Effective the first payroll of 2022. All voted yes.
25. Michael Whitman motioned to name Christopher Truitt as acting Road Foreman in the Road Foreman’s Absence; James Glover seconded. All voted yes.
26. Michael Porter moved, seconded by Michael Whitman that the Road Forman spends no more than \$1,500.00 without majority approval of the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
27. Michael Porter moved to appoint Christopher Truitt as full time equipment operator. Michael Whitman seconded. All voted yes.
28. Michael Whitman moved, seconded James Glover, to set hourly wage for full time equipment operator at \$21.50 per hour, effective the first payroll of 2022. James Glover, Michael Porter and Michael Whitman all voted yes.
29. Michael Whitman motioned that the Road Master (the appointed LeBoeuf Township Supervisor) can hire necessary part-time light & heavy equipment operators and laborers at his discretion and can give final approval for all proposed potential employees. Michael Porter seconded. All voted yes.
30. James Glover moved, seconded Michael Porter, to set hourly wage for part-time laborer at \$15.00 per hour, effective the first pay period of 2022. James Glover, Michael Porter and Michael Whitman all voted yes.

31. Michael Porter motioned to set wages for part-time Equipment Operators in accordance to experience or \$18.00 per hour (to be determined at time of hire), effective the first payroll of 2022. Michael Whitman seconded. All voted yes.
32. Michael Whitman moved, seconded by Michael Porter to pay part-time light & heavy equipment operator's time and a half for working on Thanksgiving Day, Christmas Day, New Year's Day and/or Easter Sunday. James Glover, Michael Porter and Michael Whitman all voted yes.
33. Michael Whitman moved, seconded by Michael Porter, to charge \$90.00 per hour for the backhoe, tandem truck or mower with operator, \$125.00 per hour for road grader and operator. James Glover, Michael Porter and Michael Whitman all voted yes.
34. James Glover moved to appoint Catherine Wise Secretary/Treasurer. Michael Whitman seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
35. James Glover moved, seconded by Michael Whitman to set Secretary/Treasurer wages at \$17.00 per hour. James Glover, Michael Porter and Michael Whitman all voted yes.
36. James Glover moved, seconded by Michael Whitman, to set office hours - 9:00 AM to 12:00 PM Monday through Thursday James Glover, Michael Porter and Michael Whitman all voted yes.
37. Michael Porter moved, seconded by Michael Whitman to purchase Secretary/Treasurer Bond from H.A. Thomson and set the bond at \$250,000.00. All voted yes.
38. Michael Whitman moved, seconded by James Glover that Secretary/Treasurer vacation with pay will be 60 hours per year. Unused vacation days will be paid as a lump sum on a separate check after the 1<sup>st</sup> day of the following year. James Glover, Michael Porter and Michael Whitman all voted yes.  
Michael Whitman moved, seconded by Michael James Glover that Secretary/Treasurer Holiday Pay will be 6 days (18 hours) - (New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day & Christmas Day) and 1 Personal Day (3 hours) with pay. Floating Holidays will be used in the event a Holiday falls on a Non-Working Day. James Glover, Michael Porter and Michael Whitman all voted yes.
39. Michael Porter moved, seconded by Michael Whitman to pay the approved IRS rate per mile for employees using a personal vehicle for Township business, attending schools, or attending ECATO and PSATS functions. James Glover, Michael Porter and Michael Whitman all voted yes.
40. Michael Porter moved, seconded by Michael Whitman to appoint the firm of NietupskiAngelone (Gery Nietupski) as the LeBoeuf Township Solicitors at \$124.00 per hour, working only as directed by the Supervisors. James Glover, Michael Porter and Michael Whitman all voted yes.
41. Michael Whitman moved, seconded by Michael Porter to name Stephen Bollinger as Chairman of the LeBoeuf Township Vacancy Board. James Glover, Michael Porter and Michael Whitman all voted yes.
42. Michael Porter moved, seconded by Michael Whitman to appoint the following to the Planning Commission: James Warner (2025), Bruce Wise (2024), Steve Shallenberger (2023), Gerald Port (2027), and Larry Hanas II(2026). The Planning Commission will meet the first Tuesday of each month, at 6:00 PM, as needed. James Glover, Michael Porter and Michael Whitman all voted yes.
43. Michael Whitman moved, seconded by Michael Porter to appoint the following to the Zoning Hearing Board: Richard Gilmore (2024), James Rhea (2023), and Kelly Port (2025), with Melissa Kingen as an alternate. James Glover, Michael Porter and Michael Whitman all voted yes.
44. Michael Whitman motioned to appoint Edward Falconer as the Emergency Management Coordinator; Michael Porter seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
45. Michael Porter moved, seconded by Michael Whitman, to appoint Timothy Pietrasiewicz as Zoning Officer, commission will be \$35.00 per permit plus recorded mileage, permits will cost \$40.00. The Zoning Officer will also receive \$30.00 per month for Cell Phone use. James Glover, Michael Porter and Michael Whitman all voted yes.
46. Michael Whitman moved the following, seconded by James Glover to pay the Zoning Officer \$20.00 for each hearing attended and to appoint Catherine Wise as Zoning Hearing Secretary, pay to be \$20.00 per hearing. Zoning Hearings will cost \$300.00. A court stenographer will be hired for Zoning Hearings, LeBoeuf Township will pay ½ the cost of the Court Reporter and return any unused fees. James Glover, Michael Porter and Michael Whitman all voted yes.
47. Michael Porter moved, seconded by Michael Whitman that the General Fund Account, the State Fund Account, and Other Fund Accounts be deposited at Northwest Bank. To purchase savings certificates for State and General Funds at the financial institution with the highest interest and to name PNC Bank, First National Bank of PA, Community National Bank, Erie Bank, Marquette Savings Bank,

- National City Bank, Northwest Bank, PLGIT, Citizens Bank and the State of Pennsylvania as potential lenders. James Glover, Michael Porter and Michael Whitman all voted yes.
48. Michael Porter moved, seconded by Michael Whitman to approve payment of payroll & bills between meeting dates. Payroll to be every two weeks. All bills must have invoice or receipt included. James Glover, Michael Porter and Michael Whitman all voted yes.
  49. Michael Whitman moved, seconded by Michael Porter, to pay pension for full-time hourly employees and Secretary/Treasurer at a rate of 8%. James Glover, Michael Porter and Michael Whitman all voted yes.
  50. Michael Whitman moved, seconded by Michael Porter, to issue driveway permits at a cost of \$20.00. Cost to Install Driveway pipes will be: \$200.00 per 20-foot length minimum - installed pipe with 1 load of gravel (Resident purchases pipe). The cost for a Logging Permit will be \$100.00 per landing. The cost for Driveway Improvements for Road Preservation permits will be \$125.00. A fee of \$60.00 per Recreational Vehicle permit will be charged. James Glover, Michael Porter and Michael Whitman all voted yes.
  51. Michael Whitman motioned to appoint Michael Porter as representative to ECATO, with Michael Whitman and James Glover as alternates, Michael Porter seconded. James Glover, Michael Porter and Michael Whitman all voted yes.
  52. Michael Whitman moved, seconded by Michael Porter to appoint CCI Inspections as the Building Inspection Company for 2022. James Glover, Michael Porter and Michael Whitman all voted yes.
  53. Michael Porter moved, seconded by Michael Whitman to appoint Buseck, Barger, Bieil & Co. Inc. as the auditing firm for 2021/2022. James Glover, Michael Porter and Michael Whitman all voted yes.

The 2022 Reorganizational meeting was adjourned at 4:03 p.m. Michael Porter motioned to adjourn. James Glover seconded. All voted yes.

## **LeBoeuf Township Supervisors Meeting – January 3, 2022**

The LeBoeuf Township Supervisors Regular Meeting was held January 3, 2022. The meeting was called to order at 4:06 p.m. Present were James Glover, Michael Porter, Michael Whitman, Ginger Bollinger, Tim Pie, Drew Francisco and Catherine Wise.

Michael Porter motioned to approve the minutes from the December 22, 2021 meeting, Michael Whitman seconded. All voted yes.

James Glover moved to submit for audit the Treasurer's Report for December 30, 2021- General Fund \$121,881.15, and State Fund - \$23,662.09. Michael Whitman seconded. All voted yes. Motion carried.

Supervisors reviewed the ECATO Sign-up sheet.

Discussion was held on the Change of Order cost for Mystic Road. The Project was not approved before the company moved out of the project. The LeBoeuf Township Supervisors do not agree to pay the \$2, 500.00 move in fee to come back a revise the project. The Supervisors will approve the change of order, if this fee is removed. Engineer Mark Corey will be called with this proposal.

The 2022 Fee Schedule was Reviewed.

The Permission to Occupy Township Right of Way on Old Meadville Road was Tabled.

Road Foreman Report: Hauling millings out of Erie. Working on Equipment. Picking up fallen trees.

Correspondence was read and reviewed.

Zoning Officer Tim Pietrasewicz – Discussion was held on the Logging Permits. Solicitor Nietupski will be called to ask if permits and fees are legal. The Logging Ordinance will be forwarded to him.

James Glover motioned to Ratify Bills and Payroll for December 30, 2021. Michael Whitman seconded. All voted yes.

James Glover moved, seconded by Michael Whitman to adjourn at 4:44 p.m. Motion carried unanimously.

The next meeting will be held on January 26, 2022 at 6:00 p.m.

Respectfully  
Submitted

Catherine Wise  
Secretary/Treasurer