

## LeBoeuf Township Reorganization Meeting – January 5, 2026

The 2025 LeBoeuf Township reorganization meeting was held January 5, 2026, at the Township Municipal Building.

The meeting was called to order at 8:00 a.m. followed by the salute to the flag. Present were: James Glover, William Phillips, Michael Porter, Tim Pietrasiewicz and Catherine Wise.

1. Catherine Wise asked for nominations for Chairman. William Phillips moved, seconded by Michael Porter, to appoint James Glover, Chairman for 2026. James Glover, Michael Porter and William Phillips all voted yes.
2. William Phillips moved, seconded by James Glover, to appoint Michael Porter as Vice-Chairman for 2026. James Glover, Michael Porter and William Phillips all voted yes.
3. Michael Porter moved, seconded by James Glover, 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 28, 2026. James Glover, Michael Porter and William Phillips all voted yes.
4. James Glover moved, seconded by William Phillips, that the Supervisors will receive their wages quarterly. James Glover, Michael Porter and William Phillips all voted yes.
5. Michael Porter moved, seconded by James Glover to name William Phillips as Road Master. James Glover, Michael Porter and William Phillips all voted yes.
6. James Glover moved, seconded Michael Porter to name Michael Porter & James Glover (Supervisors) as operators and laborers with wages to be placed on the payroll and Supervisor William Phillips' hourly wage to be determined by the LeBoeuf Township Board of Auditors. James Glover, Michael Porter and William Phillips all voted yes.
7. James Glover moved, seconded by Michael Porter, to name William Phillips substitute Secretary/Treasurer. James Glover, Michael Porter and William Phillips all voted yes.
8. Michael Porter moved, seconded by James Glover, to name Any and All Supervisors as members of the Erie County Executive Board. James Glover, Michael Porter and William Phillips all voted yes.
9. James Glover moved, seconded by Michael Porter, to name William Phillips as a representative of the Erie County Executive Metro Planning Board. James Glover, Michael Porter and William Phillips all voted yes.
10. James Glover 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. William Phillips seconded. All voted yes.
11. William Phillips moved, seconded by James Glover, to pay all "Supervisors, Tax Collector, Emergency Management Coordinator 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 William Phillips all voted yes.
12. William Phillips moved, seconded by Michael Porter, to pay "Supervisors, Tax Collector, Emergency Management Coordinator 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 William Phillips all voted yes.
13. Michael Porter moved, seconded by William Phillips, to pay registration for officials and employees attending ECATO functions. James Glover, Michael Porter and William Phillips all voted yes.
14. Michael Porter moved, seconded by William Phillips, to purchase Errors and Omissions Insurance of \$1,000,000.00 from Trident Insurance. James Glover, Michael Porter and William Phillips all voted yes.
15. William Phillips moved, seconded by James Glover, to name H.A. Berkheimer as EIT Collector and LST Tax Collector for the year 2024. James Glover, Michael Porter and William Phillips all voted yes.

16. Michael Porter moved, seconded by William Phillips, 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 William Phillips all voted yes.
17. Michael Porter moved, seconded by James Glover 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 William Phillips at 3 weeks, Chris Truitt at 4 weeks and Rodney Morris at 2 weeks for 2026. James Glover seconded. William Phillips and James Glover, Michael Porter 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 the following payroll. James Glover seconded. All voted yes. Michael Porter motioned that Vacation Days can only be paid as Straight Time. James Glover seconded. James Glover, Michael Porter and William Phillips all voted yes.
18. William Phillips moved, seconded by Michael Porter to set up a Health Reimbursement Account for each Full -Time Employee: William Phillips, Christopher Truitt and Rodney Morris, at a sum of \$3,500.00 each to be used towards incidental health care expenses incurred from January 1, 2026, to December 31, 2026. 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. James Glover, Michael Porter and William Phillips all voted yes.
19. Michael Porter moved, seconded by William Phillips 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 Day. 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 the following payroll. James Glover, Michael Porter and William Phillips all voted yes.
20. William Phillips moved, seconded by James Glover, 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 and/or Road Foreman. James Glover, Michael Porter and William Phillips all voted yes.
21. James Glover moved, to appoint Supervisor William Phillips – Road Foreman. Michael Porter seconded. All voted yes.
22. Michael Porter moved, seconded by James Glover, 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 William Phillips all voted yes.
23. William Phillips motioned to name Christopher Truitt as acting Road Foreman in the Road Foreman’s Absence; Michael Porter seconded. All voted yes.
24. Michael Porter moved, seconded by William Phillips, that the Road Forman spends no more than \$1,500.00 without majority approval of the Supervisors. James Glover, Michael Porter and William Phillips all voted yes.
25. James Glover moved to appoint Christopher Truitt as full-time operator. William Phillips seconded. All voted yes.
26. Michael Porter motioned to appoint Rodney Morris as a full-time laborer/truck driver, etc. William Phillips seconded. All voted yes.
27. William Phillips moved, seconded by Michael Porter, to set hourly wage for full time equipment operator Christopher Truitt at \$26.78 per hour, and Laborer/Truck Driver Rodney Morris at \$23.69 per hour effective the second payroll of 2026. James Glover, Michael Porter and William Phillips voted yes.
28. Michael Porter motioned that the Road Master and/or Road Foreman can hire necessary part-time light & heavy equipment operators and laborers at his discretion and can give final approval for all proposed potential employees. James Glover seconded. All voted yes.
29. Michael Porter motioned, seconded by William Phillips, to set hourly wage for part-time laborers at \$18.00 per hour, effective the first pay period of 2026. James Glover, Michael Porter and William Phillips all voted yes.

30. Michael Porter motioned to set wages for part-time Equipment Operators in accordance to experience and years of service to LeBoeuf Township (to be determined at time of hire), effective the first payroll of 2026. Laborer/Operator Tim Pietrasiewicz will receive \$23.69 per hour starting the first full payroll of 2026. William Phillips seconded. All voted yes.
31. James Glover 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 William Phillips all voted yes.
32. Michael Porter moved, seconded by William Phillips, to charge \$125.00 per hour for the backhoe, tandem truck or mower with operator, \$150.00 per hour for road grader and operator. James Glover, Michael Porter and William Phillips all voted yes.
33. Michael Porter moved to appoint Catherine Wise Secretary/Treasurer. William Phillips seconded. James Glover, Michael Porter, and William Phillips all voted yes.
34. William Phillips moved, seconded by Michael Porter, to set Secretary/Treasurer wages at \$21.63 per hour. James Glover, Michael Porter, and William Phillips all voted yes.
35. William Phillips moved, seconded by Michael Porter, to set office hours - 9:00 AM to 12:00 PM Monday through Thursday James Glover, Michael Porter and William Phillips all voted yes.
36. Michael Porter moved, seconded by William Phillips, to purchase Secretary/Treasurer Bond from H.A. Thomson and set the bond at \$250,000.00. All voted yes.
37. William Phillips moved, seconded by Michael Porter, that Secretary/Treasurer vacation with pay will be 60 hours per year (5 weeks). 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 William Phillips all voted yes.  
William Phillips moved, seconded by Michael Porter 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 3 Personal Day (9 hours) with pay. Floating Holidays will be used in the event a Holiday falls on a Non-Working Day. James Glover, Michael Porter and William Phillips all voted yes.
38. Michael Porter moved, seconded by James Glover 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 William Phillips all voted yes.
39. Michael Porter moved, seconded by William Phillips to appoint the firm of Nietupski/Angelone (Gery Nietupski) as the LeBoeuf Township Solicitors at \$125.00 per hour, working only as directed by the Supervisors. James Glover, Michael Porter and William Phillips all voted yes.
40. James Glover moved, seconded by Michael Porter to name Rosina (Ginger) Bollinger as Chairman of the LeBoeuf Township Vacancy Board. James Glover, Michael Porter and William Phillips all voted yes.
41. James Glover moved, seconded by Michael Porter to appoint the following to the Planning Commission: James Warner (2030), Bruce Wise (2029), Steve Shallenberger (2028), Gerald Port (2027), and Larry Hanas II(2031). The Planning Commission will meet the first Tuesday of each month, at 6:00 PM, as needed. James Glover, Michael Porter and William Phillips all voted yes.
42. Michael Porter moved, seconded by William Phillips to appoint the following to the Zoning Hearing Board: Tamara Cass (2029), Kelly Port (2028), and Lindsey Ethridge (2027) with Melissa Kingen as an alternate. James Glover, Michael Porter and William Phillips all voted yes.
43. James Glover motioned to appoint Edward Falconer. as the Emergency Management Coordinator, Michael Porter seconded. James Glover, James Glover, Michael Porter and William Phillips all voted yes.
44. Michael Porter moved, seconded by William Phillips, to appoint Timothy Pietrasiewicz as Zoning Officer. Commission will be \$45.00 per permit plus recorded mileage, permits will cost \$50.00. Commission for Logging Permits will be \$75.00 per permit, plus the recorded mileage. The Zoning Officer will also receive \$30.00 per month for Cell Phone use. James Glover, Michael Porter and William Phillips all voted yes.

45. Michael Porter moved the following, seconded by William Phillips 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 require a \$500.00 deposit, any additional cost will be invoiced after the meeting. A court stenographer will be hired for Zoning Hearings, LeBoeuf Township will pay ½ the cost of the Court Reporter. James Glover, Michael Porter and William Phillips all voted yes.
46. James Glover moved, seconded by William Phillips, 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 William Phillips all voted yes.
47. James Glover moved, seconded by William Phillips 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 William Phillips all voted yes.
48. William Phillips 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 William Phillips all voted yes.
49. William Phillips moved, seconded by Michael Porter, to issue driveway permits at a cost of \$30.00-no pipe. Cost to Install Driveway pipes will be: \$250.00 per 20-foot length minimum - installed pipe with 1 load of gravel (Resident purchases pipe). The cost for a Logging Permit will be \$125.00 per landing. The cost for Driveway Improvements for Road Preservation permits will be \$125.00. A fee of \$80.00 per Recreational Vehicle permit will be charged. James Glover, Michael Porter and William Phillips all voted yes.
50. Michael Porter motioned to appoint William Phillips as representative to ECATO, with Michael Porter and James Glover as alternates, William Phillips seconded. James Glover, Michael Porter and William Phillips all voted yes.
51. William Phillips moved, seconded by James Michael Porter to appoint CCI Inspections as the Building Inspection Company for 2026. James Glover, Michael Porter and William Phillips voted yes. Motion Carried.
52. Michael Porter moved, seconded by William Phillips to appoint Buseck, Barger, Bieil & Co. Inc. as the auditing firm for 2025/2026. James Glover, Michael Porter and William Phillips all voted yes.
53. Michael Porter moved, seconded by James Glover to appoint Catherine Wise, William Phillips, and James Glover as representatives to EACOG in 2026. James Glover, Michael Porter and William Phillips all voted yes.

Supervisors also discussed reimbursing employees for cost of CDL License renewals and additional wages in the event that a Class A CDL license is acquired by an employee.

The LeBoeuf Township Supervisors adjourned for Executive Session at 8:36 a.m. and reconvened at 9:12 a.m.

Supervisors Michael Porter left at 9:15 a.m.

The 2024 Reorganizational meeting was adjourned at 9:16 a.m. William Phillips motioned to adjourn. James Glover seconded. All voted yes.

## **LeBoeuf Township Supervisors Meeting – January 5, 2026**

The LeBoeuf Township Supervisors Regular Meeting was held on January 5, 2026. The meeting was called to order at 9:23 a.m. Present were James Glover, William Phillips, Tim Pietrasiewicz, and Catherine Wise.

William Phillips motioned to approve the minutes from the December 10, 2025, meeting, James Glover seconded. All voted yes.

James Glover moved to submit for audit the Treasurer's Report for December 25, 2025. William Phillips seconded. All voted yes. Motion carried.

Tax Collector Amy Kingen has been appointed as the Mill Village Borough Tax Collector. She plans on working out of the LeBoeuf Township Municipal Building – An Intergovernmental Agreement may be presented soon.

Supervisors reviewed the ECATO Sign-up sheet. No choices were made.

Discussion was held on purchasing a computer for the Road Foreman. Tabled.

The PSATS Conference will be held April 19<sup>th</sup> – 22<sup>nd</sup>. Supervisor William Phillips will be attending. LeBoeuf Township and Waterford Township will split the cost for the hotel room. An first EACOG meeting of the year will be held Wednesday, January 7, 2026 – 1:30 p.m.

The Budget and County Aid Estimates were presented. The County Aid Resolution will be presented at the next meeting. County aid will be used for Roads.

Road Foreman Report: Snow Plowing. Spreading Anti Skid. Fixing Washouts.

Zoning Officer Tim Pietrasiewicz – Two permits were presented. Discussion was held on revising the Fee Schedule for permits. The Solar Hearing Decision was presented.

Correspondence was read.

James Glover motioned to Ratify Bills and Payroll for December 25, 2025. William Phillips seconded. All voted yes.

William Phillips moved, seconded by James Glover, to adjourn at 9:40 a.m. Motion carried unanimously.

The next meeting will be held on January 28, 2026, at 6:00 p.m.

Respectfully  
Submitted

Catherine Wise  
Secretary/Treasurer