

**GIRARD TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF ORGANIZATION MEETING
JANUARY 6, 2020**

The meeting was called to order by Temporary Chairman, Chuck McConnell at approximately 9:00 AM following the Pledge of Allegiance.

Present: Supervisors Clay Brocious, Chuck McConnell and Lindy Platz; Secretary Lisa Vallimont and Roadmaster Ray Branthoover. Also, in attendance were visitors Sandy Anderson and Sandra Rhodes.

COMMENTS FROM THE FLOOR REGARDING TODAY'S AGENDA - None

ORGANIZATIONAL BUSINESS:

Motion by C. McConnell, second by C. Brocious to appoint Lindy Platz as **Chair**, motion carried (3-0).

Motion by L. Platz, second by C. Brocious to appoint Chuck McConnell as **Vice-Chair**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lisa Vallimont as **Secretary, Zoning Administrator**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lindy Platz as **Treasurer**, and to set the treasurer's **bond at \$1M**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Ray Branthoover as **Roadmaster**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Christine Hall McClure, of the Knox Law Firm, as **Township Solicitor**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Porter Consulting Engineers as the **Township Engineer**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Dick Miller to the **Vacancy Board**, motion carried (3-0).

Motion by L. Platz, second by C. Brocious to appoint Chuck Kanarr as **Emergency Management Coordinator**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Amy Sharman **Deputy Tax Collector**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to approve supervisors and designated employees' **attendance at the PSATS Convention** in Hershey, May 3-6, 2020, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lindy Platz the **voting delegate for the State Convention**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lisa Vallimont the **alternative voting delegate for the State Convention**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint the Secretary as **Open Records Officer**, motion carried (3-0).

Motion by C. McConnell, second by L. Platz to appoint the Treasurer as **Assistant Open Records Officer**, motion carried (3-0).

Motion by C. Brocious, second by C. McConnell to appoint Lindy Platz as **voting delegate/representative to Erie County Association of Township Officials (ECATO)** and their **Convention**, motion carried (3-0).

Motion by C. Brocious, seconded by L. Platz to appoint Chuck McConnell as **1st alternate voting delegate/representative for ECATO**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Clay Brocious as **2nd alternate voting delegate/representative for ECATO**, motion carried (3-0).

Motion by C. Brocious, second by L. Platz to appoint Chuck McConnell as **representative for the West County Communications Center**, motion carried (3-0).

Motion by L. Platz, seconded by C. McConnell to appoint Clay Brocious as **alternate representative for the West County Communications Center**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lindy Platz as **representative for the WEC EMA COG**, motion carried (3-0).

Motion by C. McConnell, second by L. Platz to appoint Lisa Vallimont as **alternate representative for the WEC EMA COG**, motion carried (3-0).

Motion by C. McConnell, second by L. Platz to appoint Lisa Vallimont as **Coastal Resource Management representative**, motion carried (3-0).

Motion by C. McConnell, second by L. Platz to appoint Clay Brocious as **alternate Coastal Resource Management representative**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lindy Platz as **representative for the Erie Area COG**, motion carried (3-0).

Motion by C. Brocious, second by L. Platz to appoint Chuck McConnell as **alternate representative for the Erie Area COG**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to appoint Lindy Platz as voting delegate and Dean Roney as alternate for **the Erie County Tax Collection District**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Jeffrey Gadley as **Code Enforcement Officer**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Clay Brocious as **volunteer fire department liaison**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to approve the **bank depositories** as 1st National Bank, Infinity Financial and P.L.G.I.T., motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to retain **Berkheimer Tax Administrators** as the collector of the 1.5% EIT, 1.8% LST and delinquent per capita taxes per Act 32, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Buseck, Barger, Bleil & Co., Inc. as the **CPA firm** to audit the 2019 funds of the township, motion carried (3-0).

Motion by C. Brocious, second by L. Platz to appoint Chuck McConnell as **Agricultural Security representative**, motion carried (3-0).

Motion by L. Platz, second by C. McConnell to appoint Lisa Vallimont as **Chamber of Commerce representative**, motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to approve the following fee schedule:

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	\$0.15 per square foot
All Others (including Mobile Homes)	\$0.10 per square foot
Demolition Permit	\$15.00
Minimum Fee	\$15.00

MISCELLANEOUS SERVICES AND PUBLICATIONS

Appeals to the Zoning Hearing Board	\$400.00
Background Analysis	\$40.00
Codification Book	\$150.00
Comprehensive Plan	\$40.00
Conditional Use Hearing	\$200.00
Copies (any ordinance or portion, per one sided page)	\$0.25
Driveway Permit (Twp roads only)	\$25.00
Petition to Re-Zone	\$325.00
Sewer Hook-up and Inspection Fee	\$1,500.00

Zoning Map \$1.50

SUBDIVISION AND ENGINEERING INSPECTION REVIEWS

Subdivision Filing Fees:

Minor (1-6 Lots)	\$25.00
Major (2-19 Lots)	\$150.00
Major (20 Lots and Over)	\$400.00

***Inspection and Review Fee (Done by Twp. Engineer)**

Subdivisions per Lot	\$50.00
Planned Residential Developments (retainer)	\$500.00**
Land Development (retainer)	\$500.00**
Stormwater Review Fee (in escrow)	\$500.00**

*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.

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.

RIGHT-TO-KNOW DOCUMENT DUPLICATION

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

PAGE (defined by the RTK Law as one sheet of 8.5 x 11 paper, printed 1 side) \$0.25
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
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
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RENTAL FEES

LECP Pavilion Rentals:

Pavilion #1	\$35.00/day
Pavilion #2 – Girard Twp resident	\$125.00/day
Non-resident	\$175.00/day
Pavilions #3 or #4	\$50.00/day

PUBLIC ASSEMBLY/OUTDOOR AMUSEMENT

BONDING REQUIREMENTS:

Single Event or Series of Events

1 week or less AND less than 500 people	\$5,000.00
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Season of Events

1 week or more OR 500 people or more	\$20,000.00
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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

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

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

Motion by C. McConnell, second by C. Brocious to approve the Supervisors 2020 meeting dates to be the 2nd Tuesday of each month at 7pm and the 4th Tuesday of each month at 9am with the exception of the following dates:

April 28, 2020

Meeting day will be Monday, April 27, 2020 at 9am

motion carried (3-0).

Motion by L. Platz, second by C. McConnell to approve the following paid **holidays** for Township employees:

President's Day

Good Friday

Primary Election Day

Memorial Day

Independence Day (observed)

Labor Day

Columbus Day

General Election Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve (after lunch)

Christmas Day

Day after Christmas (observed)

New Year's Day

motion carried (3-0).

Motion by C. McConnell, second by C. Brocious to approve the following hourly wages which have been accounted for in the 2020 General Fund Budget.

Roadmaster - \$24.00

Road Crew Members - \$21.00

Part Time Road Crew - \$17.00

Secretary/Zoning Administrator - \$19.00

Treasurer – to be determined by the elected auditors

Part Time Park Maintenance - \$14.00

motion carried (3-0).

***RECOGNITION AND APPRECIATION TO THE FOLLOWING
WHO SERVED DURING THE YEAR 2019:***

Board of Auditors:

Jim Mattson and Michelle Barnes

Zoning Hearing Board:

Rob Hanson, Gregory Baldwin, Paul Raupers, Richard Robertson and George Craft

Planning Commission:

Frank Sabol, Sandra Anderson, Bill Bailey, Peter Dion, Mary Miller, Dean Roney and Adam Reese

Ag. Security Board:

Ann McDonald, John Mason, Sr., 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 Rebecca Vogt

LECP Steering Committee:

Dick Miller, Dennis Olesnanik, Brittany Prischak, Dave Sterrett, Jeanne Miller, and Lindy Platz

This concludes the organizational meeting; meeting adjourned at 9:30 AM. The general meeting for January 2020 will now commence.