

**GIRARD TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF ORGANIZATION MEETING
JANUARY 7, 2019**

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

Present: Supervisors Bill Felege, Chuck McConnell and Paul Pangratz; Secretary Lisa Vallimont and Treasurer Lindy Platz. Also, in attendance were visitors Sandy Anderson, Karen Platz and Sandra Rhodes.

COMMENTS FROM THE FLOOR REGARDING TODAY'S AGENDA

None

ORGANIZATIONAL BUSINESS:

Motion by B Felege, second by C McConnell to appoint Paul Pangratz as **Chair** of the Board, motion carried (3-0).

Motion by C. McConnell, second by P. Pangratz to appoint Bill Felege as **Vice-Chair** of the Board, motion carried (3-0).

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

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

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

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

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

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

Motion by B. Felege, second by C. McConnell to appoint Chuck Kanarr as **Emergency Management Coordinator**, motion carried (3-0).

Motion by P. Pangratz, second by C. McConnell to appoint Bill Felege as **Co-Assistant Emergency Management Coordinator**, motion carried (3-0).

Motion by B. Felege, second by C. McConnell to appoint Lindy Platz as **Co-Assistant Emergency Management Coordinator**, motion carried (3-0).

Motion by B. Felege, second by P. Pangratz to appoint Amy Sharman **Deputy Tax Collector**, motion carried (3-0).

Motion by P. Pangratz, second by C. McConnell to appoint Bill Felege the **voting delegate for the State Convention**, motion carried (3-0).

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

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

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

Motion by C. McConnell, second by B. Felege 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 B. Felege, seconded by P. Pangratz to appoint Chuck McConnell as **1st alternate voting delegate /representative for ECATO**, motion carried (3-0).

Motion by B. Felege, second by C. McConnell to appoint Lisa Vallimont as **2nd alternate voting delegate /representative for ECATO**, motion carried (3-0).

Motion by P. Pangratz, second by C. McConnell to appoint Bill Felege as **representative for the West County Communications Center**, motion carried (3-0).

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

Motion by B. Felege, second by P. Pangratz to appoint Lindy Platz as **representative for the WEC EMA COG**, motion carried (3-0).

Motion by P. Pangratz, second by C. McConnell to appoint Bill Felege as **alternate representative for the WEC EMA COG**, motion carried (3-0).

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

Motion by P. Pangratz, second by C. McConnell to appoint Bill Felege as **alternate Coastal Resource Management representative**, motion carried (3-0).

Motion by B. Felege, second by C. McConnell to appoint Paul Pangratz as **Erie County Planning Commission representative**, motion carried (3-0).

Motion by C. McConnell, second by P. Pangratz to appoint Bill Felege as **representative for the Erie Area COG**, motion carried (3-0).

Motion by P. Pangratz, second by B. Felege to appoint Chuck McConnell as **alternate representative for the Erie Area COG**, motion carried (3-0).

Motion by B. Felege, second by P. Pangratz 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 P. Pangratz, second by B. Felege to appoint Jeffrey Gadley as **Code Enforcement Officer**, motion carried (3-0).

Motion by P. Pangratz, second by C. McConnell to appoint Bill Felege as **volunteer fire department liaison**, motion carried (3-0).

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

Motion by B. Felege, second by P. Pangratz 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 B. Felege, second by P. Pangratz to appoint Buseck, Barger, Bleil & Co., Inc. as the **CPA firm** to audit the 2018 funds for Girard Twp. at a cost of \$2,900.00, motion carried (3-0).

Motion by B. Felege, second by C. McConnell to appoint Paul Pangratz as **Agricultural Security representative**, motion carried (3-0).

Motion by P. Pangratz, second by B. Felege to appoint Lisa Vallimont as **Chamber of Commerce representative**, motion carried (3-0).

Motion by B Felege, second by C McConnell 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	\$125.00/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
Season of Events	
1 week or more OR 500 people or more	\$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	
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 B Felege, second by P Pangratz to approve the Supervisors 2019 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:

December 24, 2018 Meeting day will be Monday, December 23 at 4pm

motion carried (3-0).

Motion by B Felege, second by P Pangratz to approve the following paid **holidays** for Township employees providing they fall on a regularly scheduled work day:

President's Day

Good Friday

Primary Election Day

Memorial Day

Independence Day

Labor Day

Columbus Day

General Election Day

Veteran's Day (observed)

Thanksgiving Day

Day after Thanksgiving

Christmas Eve (after lunch)

Christmas Day

Day after Christmas

New Year's Day

motion carried (3-0).

Motion by B Felege, second by C McConnell to approve the following hourly wages which have been accounted for in the 2019 General Fund Budget.

Roadmaster - \$23.49

Road Crew Members - \$20.36

Part Time Road Crew - \$16.32

Secretary/Zoning Administrator - \$18.36

Treasurer - \$18.36

Part Time Park Maintenance - \$13.00

motion carried (3-0).

***RECOGNITION AND APPRECIATION TO THE FOLLOWING
WHO SERVED DURING THE YEAR 2018:***

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 9:54 AM. The general meeting for January 2019 will now commence.