

**GIRARD TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF ORGANIZATION MEETING
JANUARY 4, 2021**

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

Present: Supervisors Clay Brocious, Chuck McConnell and Lindy Platz; Roadmaster Ray Branthoover and Zoning Administrator Tiffany Kramer.

COMMENTS FROM THE FLOOR REGARDING TODAY'S AGENDA - None

ORGANIZATIONAL BUSINESS:

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

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

Motion by L. Platz, second by C. McConnell to appoint Tiffany Kramer as **Zoning Administrator**, motion carried (3-0).

Motion by C. Brocious, second by C. McConnell 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 C. Brocious, second by C. McConnell to appoint Andrew Pennock as **Emergency Management Coordinator**, motion carried (3-0).

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

Motion by L. Platz, second by C. Brocious to approve supervisors and designated employees' **attendance at the PSATS Convention** in Hershey, April 18-21, 2021, motion carried (3-0). Chuck, Lindy and Tiffany plan to attend.

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

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

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

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

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

Motion by L. Platz, second by C. Brocious 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. Brocious, second by C. McConnell to approve the **bank depositories** as 1st National Bank, Infinity Financial and P.L.G.I.T and that the signatures of at least two Supervisors be required on all checks or warrants issued., motion carried (3-0).

Motion by C. McConnell, second by L. Platz to retain **Berkheimer Tax Administrators** as the collector of the EIT, 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 2020 funds of the township, motion carried (3-0).

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

Motion by C. Brocious, second by C. McConnell to appoint Lindy Platz as **Girard/Lake City Chamber of Commerce representative**, motion carried (3-0).

Motion by L. Platz, 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 – Girard Twp resident	\$125.00/day
Non-resident	\$175.00/day
Pavilions #3 or #4	\$50.00/day

Security Deposit (to be returned if pavilion is cleaned and tables put back)	\$50.00
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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 C. McConnell, second by C. Brocious to approve the Supervisors 2021 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 28th Meeting day will be Wednesday, December 29th at 4pm
motion carried (3-0).

Motion by C. McConnell, second by L. Platz 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 2021 General Fund Budget.

Roadmaster - \$24.75
Road Crew Members - \$21.75
Part Time Road Crew - \$17.75
Zoning Administrator - \$16.50
Secretary/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 2020:***

Board of Auditors:	Jim Mattson and Michelle Barnes
Zoning Hearing Board:	Gregory Baldwin, Paul Raupers, Richard Robertson, Ray Branthoover and George Craft
Planning Commission:	Frank Sabol, Sandra Anderson, Bill Bailey, Peter Dion, , Dean Roney, Adam Reese and Jeff Meeder
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

Motion by C. McConnell, second by C. Brocious to adjourn the organizational meeting at 9:27 AM, motion carried (3-0).