

**GIRARD TOWNSHIP BOARD OF SUPERVISOR
MINUTES OF THE ORGANIZATION MEETING
January 3, 2023**

Following the Pledge of Allegiance, motion by C. Brocious, second by P. Dion to appoint Lindy Platz as Temporary Chairman, motion carried (3-0).

The meeting was then called to order by Temporary Chairman, Lindy Platz at 9:00 AM.

Present: Supervisors Clay Brocious, Pete Dion, and Lindy Platz; Roadmaster Jeff Ferrick and Zoning Administrator Tiffany Kramer. Also in attendance was Mason Bennett from WCNJ.

COMMENTS FROM THE FLOOR REGARDING TODAY'S AGENDA-NONE

ORGANIZATIONAL BUSINESS:

Motion by C. Brocious, second by P. Dion to appoint Lindy Platz as the Chairman of the Board of Supervisors, motion carried (3-0).

Motion by C. Brocious, second by L. Platz to appoint Pete Dion as the Vice-Chairman of the Board of Supervisors, motion carried (3-0).

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

Motion by C. Brocious, second by P. Dion to set the Treasurer's bond at \$1 million, motion carried (3-0).

Motion by L. Platz, second by P. Dion to appoint Tiffany Kramer as the Zoning Administrator/Assistant Secretary, motion carried (3-0).

Motion by P. Dion, second by L. Platz to appoint Jeff Ferrick as Roadmaster, motion carried (3-0).

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

Motion by C. Brocious, second by L. Platz to appoint Ashley Porter of Porter Consulting Engineers as the Township Engineer, motion carried (3-0).

Motion by L. Platz, second by P. Dion to appoint Dick Miller as the Vacancy Board Chairman, motion carried (3-0).

Motion by L. Platz, second by P. Dion to appoint Shawn Wroblewski as the Emergency Management Coordinator, motion carried (3-0).

Motion by L. Platz, second by P. Dion to appoint Amy Sharman as the Deputy Tax Collector, motion carried (3-0).

Motion by P. Dion, second by C. Brocious to approve three township employees to attend the Pennsylvania State Association of Township Supervisors (PSATS) convention in Hershey, PA, April 23-26, 2023, motion carried (3-0).

Motion by C. Brocious, second by P. Dion to appoint Lindy Platz as the voting delegate for the PSATS Convention, motion carried (3-0).

Motion by L. Platz, second by P. Dion to appoint Clay Brocious as the alternate voting delegate for the PSATS Convention, motion carried (3-0).

Motion by L. Platz, second by P. Dion to appoint Tiffany Kramer as the Open Records Officer, motion carried (3-0).

Motion by P. Dion, second by C. Brocious to appoint Lindy Platz as the Assistant Open Records Officer, motion carried (3-0).

Motion by C. Brocious, second by P. Dion to appoint Lindy Platz the voting delegate/representative for the Erie County Association of Township Officials (ECATO) and at the Convention, motion carried (3-0).

Motion by L. Platz, second by C. Brocious to appoint Pete Dion the alternate voting delegate/representative for the Erie County Association of Township Officials (ECATO) and at the Convention, motion carried (3-0).

Motion by P. Dion, second by L. Platz to appoint Clay Brocious the 2nd alternate voting/representative for the Erie County Association of Township Officials (ACATO) and at the Convention, motion carried (3-0).

Motion by P. Dion, second by L. Platz to appoint Clay Brocious as the representative for the West County Communications Center, motion carried, (3-0).

Motion by C. Brocious, second by L. Platz to appoint Pete Dion the alternate representative for the West County Communications Center, motion carried (3-0).

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

Motion by L. Platz, second by P. Dion to appoint Tiffany Kramer the alternate representative for the WEC EMA COG, motion carried (3-0).

Motion by C. Brocious, second by P. Dion to appoint Tiffany Kramer the Coastal Resource Management representative, motion carried (3-0).

Motion by L. Platz, second by C. Brocious to appoint Pete Dion the alternate Coastal Resource Management, motion carried (3-0).

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

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

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

Motion by L. Platz, second by C. Brocious to appoint Jeff Gadley the Code Enforcement Officer, motion carried (3-0).

Motion by P. Dion, second by L. Platz to appoint Clay Brocious the volunteer fire company liaison, motion carried (3-0).

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

Motion by C. Brocious, second by P. Dion to approve the CPA firm of Buseck, Barger, Bleil, & Co., Inc to perform the 2022 audit, motion carried, (3-0).

Motion by P. Dion, second by L. Platz to approve Berkheimer Tax Administrators as collector of EIT, LST, and delinquent per capita, motion carried (3-0).

Motion y L. Platz, second by P. Dion to appoint Clay Brocious the Agricultural Security Board Representative, motion carried (3-0).

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

Motion by C. Brocious, second by P. Dion to approve Girard Township's fee schedule, motion carried (3-0).

GIRARD TOWNSHIP 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	\$600.00 (changed 1/3/22)
Codification Book	\$150.00
Comprehensive Plan	\$40.00
Conditional Use Hearing	\$400.00 (changed 1/3/22)
Copies (any ordinance or portion, per one sided page)	\$0.25
Petition to Re-Zone	\$400.00 (changed 1/3/22)
Sewer Hook-up and Inspection Fee	\$1,500.00
Zoning Map	\$1.50

SUBDIVISION AND LAND DEVELOPMENT FEES

MINOR SUBDIVISIONS

1-3 Lots	Filing Fee	\$50.00
4-10 Lots	NO Public Improvements Filing Fee	\$150.00
4-10 Lots	Public Improvements Filing Fee	\$250.00
	(Requires Engineering Review) Deposit	\$1,000.00

MAJOR SUBDIVISIONS

Over 10 Lots Preliminary/Final		
NO Public Improvements	Filing Fee	\$500.00
Over 10 Lots Preliminary/Final		
Public Improvements	Plan Filing Fee	\$500.00
(Requires Engineering Review)	Plan Deposit	\$3,000.00

LAND DEVELOPMENTS

Preliminary/Final	Plan Filing Fee	\$500.00
(Requires Engineering Review)	Plan Deposit	\$3,000.00

PLANNED RESIDENTIAL DEVELOPMENTS

Shall follow the requirements for Land Developments

- * All fees and deposits are required at the time of application.
- * Township’s costs incurred in addition to any deposits are the responsibility of the applicant/developer. If at any time the deposit account falls below 25% of the original the Township will require such funds as to bring the account back to the full original requested amount.
- * Public Improvements include but are not limited to, stormwater management, streets, water and sewer lines etc.

SOB [SEXUALLY ORIENTED BUSINESS] LICENSE*

Initial License Fee (Per Establishment)	\$1000.00
Annual License Renewal (Per Establishment)	\$500.00
Employee Background Check	\$50.00

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

RENTAL FEES

LECP Pavilion Rentals:

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

Security Deposit (to be returned if pavilion is cleaned and tables put back) \$50.00

PUBLIC ASSEMBLY/OUTDOOR AMUSEMENT

BONDING REQUIREMENTS:

Single Event or Series of Events	
1 week or less AND less than 500 people	\$5,000
Season of Events	\$20,000
1 week or more OR 500 people or more	

PUBLIC LIABILITY INSURANCE:

Single Event or Series of Events - 1 week or less AND more than 500 people per event
 Minimum Coverage: \$500,00/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 L. Platz, second by C. Brocius to approve the Supervisor’s meeting dates to be the 2nd Tuesday of each month at 7pm and the 4th Tuesday of each month at 4pm except for the following dates: No meeting on January 10th, April 25th, and December 26th, motion carried (3-0).

Motion by P. Dion, second by L. Platz to approve 2023 paid holidays for Township employees, motion carried (3-0).

President’s Day	Monday, February 20
Good Friday	Friday, April 7
Primary Election Day	Tuesday, May 16
Memorial Day	Monday, May 29
Independence Day observed	Tuesday, July 4
Labor Day	Monday, September 4
Indigenous People’s Day	Monday, October 9
General Election Day	Tuesday, November 7
Veteran’s Day observed	Friday, November 10
Thanksgiving Day	Thursday, November 23
The Day after Thanksgiving	Friday, November 24
Christmas Eve (after lunch)	Friday, December 22
Christmas Day	Monday, December 25
Day after Christmas observed and	Tuesday, December 26
New Year’s Day	Monday, January 1, 2024

Motion by C. Brocious, second by P. Dion to approve the following wages, which have been accounted for in the 2023 General Fund Budget, motion carried (3-0).

Roadmaster-\$27.50
Senior Roadcrew Member John Adams-\$25.50
Roadcrew Member Jarrod Sherman-\$21.25
Part Time Road Crew Member Matt Vogt-\$23.25
Zoning Administrator/Assistant Secretary-\$19.50
Secretary/Treasurer-TO Be Determined by the Auditors
Part Time Park Maintenance Alan Gresh-\$18.00

**RECOGNITION AND APPRECIATION TO THE FOLLOWING
WHO SERVED DURING THE YEAR 2022:**

Board of Auditors: Jim Mattson, Michelle Barnes and Carl Iszkula

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, Rebecca Vogt and Clay Brocious

Motion by C. Brocious, second by P. Dion to adjourn the Organization meeting at 9:22 a.m., motion carried (3-0)

Respectfully submitted,

Lindy Platz, Secretary