

**GREENE TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF ORGANIZATION MEETING
JANUARY 4, 2016**

The public meeting was called to order by Chairman R. Allgeier at the Municipal Building commencing at 7:00 PM. Following the salute to the U.S. Flag roll call was taken. Those present were Supervisors Richard F. Allgeier, Jr., Linda M. Bliley and Lisa A. Vallimont.

ADOPT AGENDA Upon motion made by R. Allgeier, second by L. Vallimont to adopt the Organization Meeting Agenda, motion carried (3-0).

MISCELLANEOUS FROM THE FLOOR/PUBLIC COMMENT None

RESOLUTION 1-2016-TOWNSHIP SUPERVISORS Motion by L. Vallimont, second by R. Allgeier, it was RESOLVED and enacted by the Board of Supervisors of Greene Township, Erie County, Pennsylvania that the Township of Greene authorize Roadmasters, as per Article XXIII, Section 2302 of the Second Class Township Code. Roadmasters are further identified as Richard F. Allgeier, Jr., Linda M. Bliley and Lisa A. Vallimont.

Be it FURTHER RESOLVED that in addition to the Roadmaster responsibilities, the following duties shall be the responsibility of:

Richard F. Allgeier, Jr.: Chairman, Road Superintendent, Garage Coordinator, Liaison to Kuhl Hose Co and Emergency Management, Pension agent authorized to sign pension documents, FEMA Flood Plain Rep., Voting delegate to PSATS, Voting delegate to ECATO, and Alternate Safety Coordinator for CDL; and

Linda M. Bliley: Treasurer, Liaison to Zoning Hearing Board, Act 32 Representative, Second alt voting delegate to ECATO, and Rep. to Erie Co. Planning; and

Lisa A. Vallimont: Vice Chairperson, Secretary, Building Coordinator, Office/Administration and Personnel Coordinator, Rental Agent, Recycling Coordinator, Liaison to Parks & Recreation and Planning Commission, Safety Coordinator for CDL, Alternate pension agent authorized to sign pension documents, Alt. FEMA Flood Plain Rep., Alt. voting delegate to PSATS, Alt. voting delegate to ECATO, and Act 32 Alt. Rep., motion carried (3-0).

TOWNSHIP EMPLOYEES Motion made by R. Allgeier, second by L. Vallimont to appoint the following township employees for 2016:

Peter J. Koehler

Eric K. Biby

Mark R. Srnka

William A. Phillips

Christian J. Magee

motion carried (3-0)

ZONING ADMINISTRATOR Motion by L. Vallimont, second by L. Bliley to appoint Natalie G. Zimmer Zoning Administrator with office hours Monday–Thursday, 7:00 AM – 3:00 PM, Friday by appointment, motion carried (3-0).

BENEFITS SCHEDULE Motion by L. Vallimont, second by L. Bliley to adopt the Greene Township Full Time Employee Benefits schedule as attached, motion carried (3-0).

APPOINT LEGAL COUNCIL Motion by L. Vallimont, second by R. Allgeier to appoint John J. Shimek, III of the firm Sterrett, Mott, Breski & Shimek as legal counsel for 2016, motion carried (3-0).

APPOINT TOWNSHIP ENGINEER Motion by L. Vallimont, second by L. Bliley to appoint Mark Corey & Associates as per diem engineer for 2016, motion carried (3-0).

APPOINT CPA Motion by L. Vallimont, second by L. Bliley to appoint Felix & Gloekler as the auditing firm for 2016, motion carried (3-0).

VACANCY BOARD Motion by L. Vallimont, second by L. Bliley to appoint James Petrone, Sr. to the Vacancy Board, motion carried (3-0).

DEPOSITORY FOR TOWNSHIP FUNDS Motion by L. Vallimont, second by Bliley to designate Northwest Savings Bank as depository for general fund checking, state fund, self-insured fund, water/sewer and capital reserve savings accounts and First National Bank as depository for sewer checking account. Certificates of deposits shall be placed in an acceptable financial institution that provides the most attractive rates when inquiries are made by the Treasurer, motion carried (3-0).

WARRANT TAX COLLECTOR Motion made by L. Vallimont, second by L. Bliley to warrant Greene Township Elected Tax Collector, Mark Husted, to collect real estate taxes for 2016 based upon

1.79 mills of the total assessed valuation of taxable real estate located within Greene Township Municipality. Commission to remain 3% of the total tax collected for the year 2016, motion carried (3-0).

RESOLUTION 2-2016-ZONING HEARING BOARD Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to appoint Rodney Riblett, John Bartnicki, Corey Denial and Eric Sonney to the Greene Township Zoning Hearing Board. Furthermore, that a Secretary as determined by the Zoning Hearing Board be appointed recording secretary at an hourly rate of \$10/hour, hours submitted to Township Secretary in writing to qualify for payment, motion carried (3-0).

RESOLUTION 3-2016-EMERGENCY MANAGEMENT Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to appoint James Petrone, Sr. as Greene Township Emergency Management Coordinator, with Clarence Hess as deputy emergency management coordinator, motion carried (3-0).

RESOLUTION 4-2016-PLANNING COMMISSION Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to appoint James Petrone Sr., Stephen Urash, Randy Biebel, David Bartnicki, and Natalie Zimmer to the Greene Township Planning Commission. Furthermore, that a Secretary as determined by the Planning Commission be appointed recording secretary at an hourly rate of \$10/hour, hours submitted to Township Secretary in writing to qualify for payment, motion carried (3-0).

RESOLUTION 5-2016-PARKS & RECREATION COMMISSION Upon motion by L. Vallimont, second by Bliley, it was RESOLVED to appoint Donald J. Smith, Eric Sonney and Lisa A. Vallimont to the Greene Township Parks & Recreation Commission. Furthermore, that a Secretary as determined by the Parks & Recreation Commission be appointed recording secretary at an hourly rate of \$10/hour, hours submitted to Township Secretary in writing to qualify for payment, motion carried (3-0).

RESOLUTION 6-2016-MILEAGE REIMBURSEMENT & CONVENTION/CONFERENCE ATTENDANCE Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to establish the 2016 mileage reimbursement rate to be equal to that as established by the IRS during 2016. Mileage reimbursement shall be granted only if activity has been approved in advance by the Board of Supervisors. FURTHERMORE, that each Supervisor is authorized to attend the Annual ECATO Convention and the Annual PSATS Conference and to receive reimbursement for hotel, mileage and meal expenses, if applicable. Supervisors working in any capacity permitted by law shall be compensated at their approved hourly rate for a normal 8-hour workday during their attendance at the annual meetings, motion carried (3-0).

MEETING DATES AND TIMES Motion by L. Vallimont, second by R. Allgeier to set the meeting dates and times as follows: Supervisors: Work session-Monday preceding the regular monthly meeting at 3:30 PM; first meeting of month- 2nd Tuesday each month at 7:00PM; and second meeting of month- 4th Tuesday May-September at 3:30PM with the exception of Nov which will be held on Nov 7 @ 4:00 PM. Zoning Hearing Board-1st Monday each month at 7:00PM as advertised; Planning Commission-3rd Monday each month at 7:00PM; Parks & Recreation Commission- 1st Tuesday each month at 7:30PM and; Emergency Management-last Wednesday during the months of January, April, July and October at 7:00PM, motion carried (3-0).

MEETING PAY Motion by L. Vallimont, second by L. Bliley to retain the meeting pay at \$50.00 per meeting attended, not to exceed \$1,875.00 per year as per the Second Class Township Code, motion carried (3-0).

RESOLUTION 7-2016-DESTRUCTION OF CERTAIN RECORDS Upon motion made by L. Vallimont, seconded by L. Bliley, it was; RESOLVED, that the Board of Supervisors of the Township of Greene, County of Erie, Pennsylvania, in accordance with the Municipal Records Manual, hereby authorizes the disposition of the following public records:

- A. Administrative and Legal Records – 2007, 2008
 - 1. Bids, Contracts, and Agreements – 2007, 2008
 - 2. Ethics Commission Statements of Financial Interest – 2009, 2010
 - 3. Oaths of Municipal Officials – 2008, 2009
 - 4. Insurance Policies expired – 2008, 2009
 - 5. Certificates of Insurance expired
 - 6. Legal advertisements – 2004, 2005

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7. Public Utility Realty Reports – 2007, 2008
 8. Survey of Financial Condition Forms – 2009, 2010
- B. Payroll Records
1. Cancelled Payroll Checks – 2007, 2008
 2. Withholding Allowance Certificates (W-4) – 2010, 2011
 3. Quarterly Statements of State and Local Taxes Withheld – 2010, 2011
 4. Pay Period Reports, Time Cards and Attendance Records – 2010, 2011
 5. Wage and Tax Statements (W-2 Forms) – 2010, 2011
- C. General Financial and Purchasing Records
1. Accounts Payable Files and Ledgers – 2007, 2008
 2. Accounts Receivable Accounts and Ledgers – 2007, 2008
 3. Balance Sheets – 2007, 2008
 4. Bank Statements and Reconciliations – 2007, 2008
 5. Cancelled Checks – 2007, 2008
 6. Check Registers – 2007, 2008
 7. Daily Cash Records – 2007, 2008
 8. Deposit Slips – 2007, 2008
 9. Employee Expense Reports – 2007, 2008
 10. General Ledger Analyses – 2007, 2008
 11. Invoices – 2007, 2008
- D. Tax Collection and Assessment Records
1. Public Utility Realty Reports – 2007, 2008
 2. Tax Duplicates – 2007, 2008
- E. Non-Real Estate Taxes
1. Withholding Quarterly and Final Returns – 2007, 2008
 2. Individual Taxpayer Account Files – 2007, 2008
 3. Ledgers and Journals of Collectors – 2007, 2008
 4. Tax Account Audits – 2004, 2005
- F. Public Works/Engineering Records
1. Driveway Permits – 2010, 2011
 2. Road Occupancy Permits – 2010, 2011

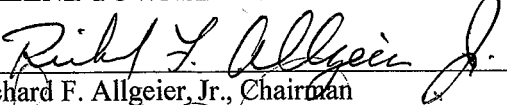
motion carried (3-0).

OLD BUSINESS None.

PUBLIC COMMENT None.

ADJOURNMENT There being no further business, motion by R. Allgeier, second by L. Vallimont to adjourn the meeting, motion carried (3-0). Meeting adjourned at 7:30PM.

GREENE TOWNSHIP SUPERVISORS


Richard F. Allgeier, Jr., Chairman


Lisa A. Vallimont, Vice-Chair, Secretary


Linda M. Bliley, Treasurer

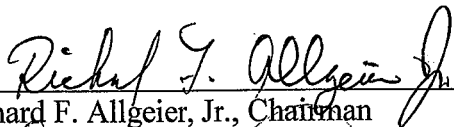
GREENE TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF WORKSESSION
JANUARY 11, 2016

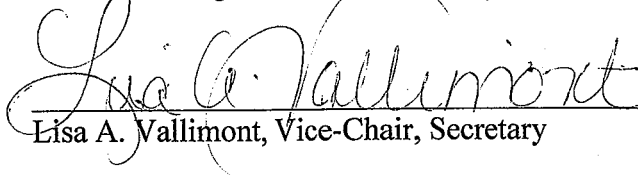
In attendance were Supervisors Richard F. Allgeier, Jr. and Linda M. Bliley. Lisa A. Vallimont was excused for Jury Duty. Work session commenced @ 3:30PM. Topics of discussion were as follows:

1. R. Allgeier stated that the work continues on the recycling truck that we received from Warren County.
2. R. Allgeier stated that we will be conducting safety meetings monthly to be held on the Monday of work sessions at 7:15AM.
3. R. Allgeier is looking into the cost of a new tandem truck to replace #26, 1997 Mack.
4. A request was received by Peter Koehler for attendance at Health & Safety Considerations for W&WW Operators, March 17 in West Middlesex.

There being no further business, the meeting adjourned at 3:40PM.

GREENE TOWNSHIP SUPERVISORS


Richard F. Allgeier, Jr., Chairman


Lisa A. Vallimont, Vice-Chair, Secretary

Linda M. Bliley, Treasurer

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**GREENE TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF REGULAR MEETING
JANUARY 12, 2016**

The public meeting was called to order by Chairman R. Allgeier at the Municipal Building commencing at 7:00 PM. Following the salute to the U.S. Flag roll call was taken. Those present were Supervisors Richard F. Allgeier, Jr., Linda M. Bliley and Lisa A. Vallimont.

ADOPT AGENDA Motion made by R. Allgeier, second by L. Vallimont to adopt the agenda, motion carried (3-0).

MISCELLANEOUS FROM THE FLOOR/PUBLIC COMMENT Rita Postlewaite inquired about the purchase of the Old Wattsburg Road property and the Chevy Trailblazer from Harborcreek Township. Mrs. Postlewaite also asked about outsourcing mowing.

SUBDIVISIONS/SEWAGE MODULES None.

MINUTES Motion made by L. Vallimont, second by L. Bliley to approve the minutes of the December 7, 8 and 30, 2015 minutes as presented, motion carried (3-0).

TREASURER'S REPORT Motion by L. Bliley, second by L. Vallimont to approve the December 2015 treasurer's report, subject to audit, and to pay current bills, motion carried (3-0).

MUNICIPAL REPORTS R. Allgeier presented the Road Superintendent, Tate Rd Building and Zoning Administrator reports for the month of December 2015, as well as the Zoning Administrator annual reports for 2015. Parks & Rec and Planning Commission minutes for December 2015 were also read. Reports and minutes will be available for inspection at the end of the meeting or at the office during regular business hours.

OLD BUSINESS Mr. Hanley, HRG, was unable to attend the meeting this evening however, he stated that work continues on the design and right-of-way preparation. L. Bliley stated that another request for a draw on the H₂O grant has been sent but more information was requested.

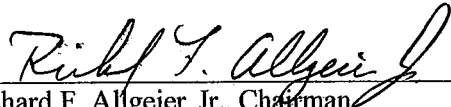
SEMINAR REQUEST Motion by L. Vallimont, second by L. Bliley to approve Peter Koehler's attendance at Health & Safety Considerations for W&WW Operators on March 17 in West Middlesex, PA, motion carried (3-0).

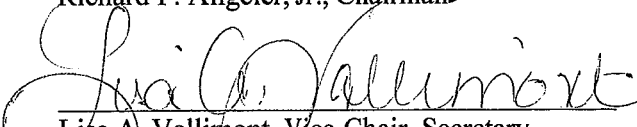
TRUCK PURCHASE Motion by R. Allgeier, second by L. Bliley, to purchase a 2017 7600 SFA 6X4 2010 International truck chassis for the net sale price of \$123,337.42 from Five Star International at Costars pricing and to purchase a dump body and related truck equipment for the net sales price of \$99,369.00 from Walsh Equipment at Costars pricing, motion carried (3-0).

PUBLIC COMMENT Thomas Cermak had some questions about the proposed sewer plan, the Board answered what questions they were able to but explained that Mr. Hanley would be in attendance at the February meeting. L. Bliley stated that she would be conducting a brief talk to SHS students about local government, that the CPA began the audit this week and that 3 videos have been ordered for the safety meetings.

ADJOURNMENT There being no further business, motion by L. Vallimont, second by R. Allgeier to adjourn the meeting, motion carried (3-0). Meeting adjourned at 7:50PM.

GREENE TOWNSHIP SUPERVISORS


Richard F. Allgeier, Jr., Chairman


Lisa A. Vallimont, Vice-Chair, Secretary


Linda M. Bliley, Treasurer