

**GREENE TOWNSHIP BOARD OF SUPERVISORS
MINUTES OF ORGANIZATION MEETING
JANUARY 3, 2017**

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 1-2017-TOWNSHIP SUPERVISORS Motion by L. Vallimont, second by L. Bliley, 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, Alternate Safety Coordinator for CDL, and Act 32 Alt. Rep.; and

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

Be it FURTHER RESOLVED, the above positions must report to the Board of Supervisors any information that may be required by the Board of Supervisors and any/all State and Federal agencies. The aforementioned parties are hereby authorized to do and/or direct to be done all duties as requested by the Greene Township Supervisors and authorized by Article VI, Section 606 of the Second Class Township Code, motion carried (3-0).

TOWNSHIP EMPLOYEES Motion made by L. Vallimont, second by L. Bliley to appoint the following township employees for 2017:

Peter J. Koehler

Eric K. Biby

Mark R. Srnka

William A. Phillips

Christian J. Magee

Timothy Eliason, 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 L. Bliley to appoint John J. Shimek, III of the firm Sterrett, Mott, Breski & Shimek as legal counsel for 2017, 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 2017, motion carried (3-0).

APPOINT CPA Motion by L. Vallimont, second by L. Bliley to appoint Felix & Gloekler as the auditing firm for 2017, 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 L. 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 2017 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 2017, motion carried (3-0).

RESOLUTION 2-2017-ZONING HEARING BOARD Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to appoint John Bartnicki, Corey Denial, Eric Sonney and Mark Srnka 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 3-2017-EMERGENCY MANAGEMENT Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to appoint Donald S. Erbin, Jr. as Greene Township Emergency Management Coordinator, with deputy emergency management coordinators to be determined, motion carried (3-0).

RESOLUTION 4-2017-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 5-2017-PARKS & RECREATION COMMISSION Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to appoint Donald J. Smith 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 6-2017-MILEAGE REIMBURSEMENT & CONVENTION/CONFERENCE ATTENDANCE Upon motion by L. Vallimont, second by L. Bliley, it was RESOLVED to establish the 2017 mileage reimbursement rate to be equal to that as established by the IRS during 2017. 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 L. Bliley 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. 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 Tuesday 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 7-2017-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 – 2008, 2009
 1. Bids, Contracts, and Agreements – 2008, 2009
 2. Ethics Commission Statements of Financial Interest – 2010, 2011
 3. Oaths of Municipal Officials – 2009, 2010
 4. Insurance Policies expired – 2009, 2010
 5. Certificates of Insurance expired
 6. Legal advertisements – 2005, 2006

7. Public Utility Realty Reports – 2008, 2009
 8. Survey of Financial Condition Forms – 2010, 2011
- B. Payroll Records
1. Cancelled Payroll Checks – 2008, 2009
 2. Withholding Allowance Certificates (W-4) – 2011, 2012
 3. Quarterly Statements of State and Local Taxes Withheld – 2011, 2012
 4. Pay Period Reports, Time Cards and Attendance Records – 2011, 2012
 5. Wage and Tax Statements (W-2 Forms) – 2011, 2012
- C. General Financial and Purchasing Records
1. Accounts Payable Files and Ledgers – 2008, 2009
 2. Accounts Receivable Accounts and Ledgers – 2008, 2009
 3. Balance Sheets – 2008, 2009
 4. Bank Statements and Reconciliations – 2008, 2009
 5. Cancelled Checks – 2008, 2009
 6. Check Registers – 2008, 2009
 7. Daily Cash Records – 2008, 2009
 8. Deposit Slips – 2008, 2009
 9. Employee Expense Reports – 2008, 2009
 10. General Ledger Analyses – 2008, 2009
 11. Invoices – 2008, 2009
- D. Tax Collection and Assessment Records
1. Public Utility Realty Reports – 2008, 2009
 2. Tax Duplicates – 2008, 2009
- E. Non-Real Estate Taxes
1. Withholding Quarterly and Final Returns – 2008, 2009
 2. Individual Taxpayer Account Files – 2008, 2009
 3. Ledgers and Journals of Collectors – 2008, 2009
 4. Tax Account Audits – 2005, 2006
- F. Public Works/Engineering Records
1. Driveway Permits – 2011, 2012
 2. Road Occupancy Permits – 2011, 2012

motion carried (3-0).

ORDINANCE 010317 – SEWER REVENUE BOND Authorizing the incurring of self-liquidating debt by the execution and delivery of a guaranteed sewer revenue bond to the PennVEST. Motion by L. Vallimont, second by L. Bliley to approve, motion carried (3-0).

OLD BUSINESS None.

PUBLIC COMMENT None.

ADJOURNMENT There being no further business, motion by L. Vallimont, second by L. Bliley to adjourn the meeting, motion carried (3-0). Meeting adjourned at 7:25 PM.

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 9, 2017**

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

1. Discussion was held regarding the sewer project.
2. Discussion was held regarding a light-duty policy.
3. Discussion was held regarding the webpage.
4. Safety meeting will be held next Monday, January 16.
5. HRG is meeting with Woodrose Lane residents tomorrow at 4:30PM.

There being no further business, the meeting adjourned at 3:50PM.

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 REGULAR MEETING
JANUARY 10, 2017**

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 None.

SUBDIVISIONS/SEWAGE MODULES None.

MINUTES Motion made by L. Vallimont, second by L. Bliley to approve the minutes of the December 12, 13 and 29, 2016 minutes as presented, motion carried (3-0).

TREASURER'S REPORT Motion by L. Bliley, second by L. Vallimont to approve the December 2016 treasurer's report, subject to audit, and to pay current bills, motion carried (3-0).

MUNICIPAL REPORTS R. Allgeier presented the Road Superintendent and Zoning Administrator reports for the month of December 2016, as well as the Zoning Administrator annual reports for 2016. Parks & Rec and Planning Commission minutes for December 2016 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, presented the monthly status report and then took questions from the audience.

HIGH SPEED INTERNET L. Bliley mentioned that Velocity Net has an online survey available. They are looking for interested parties/localities to be considered for high-speed internet.

PUBLIC COMMENT None.

ADJOURNMENT There being no further business, motion by L. Bliley, second by L. Vallimont to adjourn the meeting, motion carried (3-0). Meeting adjourned at 8:50PM.

GREENE TOWNSHIP SUPERVISORS

Richard F. Allgeier, Jr., Chairman

Lisa A. Vallimont, Vice-Chair, Secretary

Linda M. Bliley, Treasurer