

Administer Oaths of Office
Appoint Temporary Chairman
Appoint Temporary Secretary

- 1 Appoint Chairman
- 2 Appoint Vice Chairman
- 3 Appoint Secretary
- 4 Appoint Treasurer
- 5 Appoint Zoning Officer
- 6 Appoint Township Secretary as Open Records Officer
- 7 Appoint Roadmaster
- 8 Set Treasurer's Bond
- 9 Affirm Supervisors as Township Employees
- 10 Appoint Depositories
- 11 Set Meeting Schedules

Set Appointments:

- 1 Solicitor
- 2 Engineer
- 3 Ambulance Service
- 4 Auditor
- 5 Planning Board (4-yr term)
- 6 Zoning Hearing Board/Alternate
- 7 Lakefront Parks (4-yr term):
- 8 Bicentennial Park (4-yr term):
- 9 Vacancy Board

Set Taxes/Fees for Township

- 1 Township Millage
- 2 Realty Transfer Tax
- 3 Wage Tax
- 4 Local Services Tax
- 5 Fire/EMS Tax
- 6 Fees: Per fee schedules

Recommend Pay to Auditors

- 1 Roadmaster
- 2 Supervisors (filling in for employees)

Adopt Employees Pay Schedule

- 1 Summer Maintenance Help
- 2 Winter Help
- 3 Weekly Pay Days
- 4 Work Week -- Monday thru Sunday
- 5 Set Paid Holidays for Employees (11)

New Years Day	Good Friday	Memorial Day
4th of July	Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving	Christmas Day
2 Days of Employees' Choice		<i>Election Day: for secretary</i>
- 6 Secretary Wage
- 7 Full-time road workers

Delegates and Representatives:

- 1 Coastal Zone Management
- 2 West County Communications
- 3 Erie County Township Association (ECATO)
- 4 Delegate to PA State Association of Township Supervisors (PSATS)
- 5 West Erie County Emergency Management Agency (WECEMA)
- 6 Erie Area Council of Govt (EACOG)
- 7 West County Paramedics Assoc. (WCPA)

Set mileage rate: Mileage to be reimbursed as recommended by IRS guidelines

Authorize secretary to pay bills as follows: insurance, utilities, rotating credit account bills as they come due, return of pavilion deposits, (between meetings as necessary) with remaining bills to be approved at regular monthly meetings.