

An Executive Session was held on January 7, 2019, prior to the ReOrganization Meeting to discuss several personnel issues. No other business was discussed.

MINUTES of the Re-Organization Meeting
January 7, 2019

Kenneth White called the Reorganization Meeting of the Eaton Township Board of Supervisors to order at 6:26 PM.

Brenda Novak was appointed as temporary secretary.

Kenneth White was appointed as temporary Chairman. He led those in attendance in the Pledge of Allegiance to the Flag.

Present were: Supervisors Abe Kukuchka, Paul Rowker and Kenneth White; Township Secretary/Treasurer Brenda Novak

Others present:

On a motion by Kukuchka and second by Rowker, Kenneth White was elected Chairman of the Board for 2019. Motion carried.

On a motion by White and second by Rowker, Abe Kukuchka was elected Vice-Chairman of the Board for 2019. Motion carried.

On a motion by Rowker and a second Kukuchka, Brenda Novak was appointed Secretary/Treasurer. Motion Carried.

Motion by White that Brenda Novak receives a 2% raise in Salary and meeting pay and all other benefits as set by the budget. Treasurer's Bond will be set at \$500,000. Second by Kukuchka. Motion Carried

Motion by Kukuchka and second by White that Brenda Novak continue as the CAO of the Pension plan, TCC representative, and Open Records Officer. Motion carried.

No Assistant Secretary/Treasurer was appointed at this time.

Motion by Kukuchka and second by White that wages and important bills be paid between meetings, all bank accounts remain the same, and that two Supervisors and the Treasurer's signature be required for all checks.

Motion by White and second by Kukuchka that the Rate of Mileage reimbursement for Personal Vehicle Use will be whatever rate is set by the IRS, currently \$.58. Motion carried.

On a motion by Kukuchka and second by Rowker, White, Kukuchka, Rowker and Novak were approved as delegates to the State Convention and that White will be the designated Voting Delegate at the State Convention. Motion carried.

Motion by Kukuchka and second by Rowker that Elected Officials and the Secretary be paid their regular wage while attending meetings & seminars and be reimbursed for meals and mileage when attending seminars and the State Convention and get paid \$50 plus mileage and expenses for attending each County Convention.

Motion by Kukuchka and second by White to appoint the following individuals to the following Boards:

Vacancy Board: Tom Kukuchka

Planning Commission: Walt Dana 4-year term ending December 31, 2022

Zoning Hearing Board: Lynne Binner, Rich Macialek, William Faux and Ronald Wilson for a 3-year term ending December 31, 2021

Motion by White and second by Kukuchka to appoint Kukuchka and Rowker to represent Eaton Township at the SEWCOG.

On a motion by Kukuchka and second by White, A. Paul Litwin III was appointed as Township Solicitor. Motion carried.

On a motion by Rowker and second by Kukuchka, CDM Smith was appointed as the Township Engineer.

Motion by White and second by Kukuchka, Jere Woods was appointed as Pre-Construction Permit, Sign Permit, Code Enforcement Officer and Floodplain Manager. Jere's wage will be \$20.00 per hour plus mileage.

Motion by Kukuchka and second by White to appoint Bureau Veritas as the Building Inspection Agency thru the Wyoming County COG for the Township.

On a motion by White and second by Kukuchka, Carlton Shupp, Jr. was appointed as Sewer Enforcement Officer.

Motion by Rowker and second by Kukuchka, Duane Wood was appointed as alternate SEO. Motion carried.

The Review of Township fees and Carlton Shupp, Jr's SEO fees was followed with a motion by Kukuchka and second by White to approve the Township fee schedule *with no changes / changes* and the SEO's fee schedule as reviewed. All Agreed.

Motion was made by Kukuchka and second by that all Supervisors be classified as working supervisors. Motion carried.

On a motion by White and second by Kukuchka, Paul Rowker was appointed as Roadmaster and Kenneth White as Assistant Roadmaster. Rowker will receive an additional \$1 per hour when working as Roadmaster.

Motion by White and second by Kukuchka that Paul Rowker is appointed as EMA Coordinator for the township. Motion carried.

Motion by White and second by Kukuchka to set the pay for the Elected and Appointed Auditors as the Code Book allows at \$10 per hour plus mileage.

The wages and benefits for employees for 2019 were discussed. Motion by White and second by Rowker that raises and payroll specifics are approved as per the budget, and that the medical insurance deduction will remain at 3.5% of the monthly cost per pay (16% of yearly costs). A normal work week is 40 hours with 1½ for time worked over 40 hours as approved. For any call-in, the crew member will be paid a minimum of 2 hours.

Motion by White and second by Kukuchka to set the Regular Monthly Meetings the 1st Tuesday of each month at 7 p.m. for the calendar year 2017. The tentative date for Clean-up Day will be June 1, 2019. Motion carried.

On a motion by White and second by Rowker, Resolution 2019-1 was adopted stating the current Tax rates as passed in the 2019 Budget on December 4, 2018.

Motion by White and second by Kukuchka to adopt Resolution 2019-2 to appoint a CPA to do the Audit for the fiscal year 2018 and to appoint Ginader, Jones & Co, LLC to do the audit. Motion carried.

On a motion by Kukuchka and second by White, Resolution 2019-3 was adopted listing all roads, state, township and private, in the township according to 9-1-1 information and to provide the resolution to all Emergency Agencies in Wyoming County. Motion carried.

There being no other business, meeting was adjourned at 7:00PM on a motion by White and second by Kukuchka.

Respectfully Submitted,
Brenda Novak, Secretary