

January 4th, 2021 at 6:30 p.m. the Board of Supervisors of Orwell Township met at the township building for the Annual Reorganizational Meeting. The first order of business was to nominate a temporary chairman. Chad Cooley nominated Milt Robinson as temporary chairman. John Strope seconded the nomination and Milt Robinson was nominated as temporary chairman. The second order of business was the election of officers: Chad Cooley nominated Milt Robinson as Chairman. John Strope seconded the nomination. Milt Robinson nominated Chad Cooley as Vice Chairman. John Strope seconded the nomination. John Strope is the third member. The Supervisors recommended to the Board of Auditors that the meeting fee remain at \$100.00 per meeting for the supervisors according to Ordinance 98-1 passed in January, 1998. Milt Robinson nominated John Strope to act as Road Foreman. Chad Cooley seconded the nomination. Milt Robinson made the motion to have any one of the Supervisors act in the position of Building Maintenance Superintendent as the need arises. Chad Cooley seconded the motion. Milt Robinson made the motion to have Chad Cooley act as permit officer and Milt Robinson as alternate. John Strope seconded that motion.

The Board appointed Mia Beebe as Secretary/Treasurer. Milt Robinson made a motion to increase the Secretary/Treasurer's wages to \$21,950.00.00 a year paid to her on a monthly basis for taking care of all 5 accounts. Chad Cooley seconded that motion and John Strope made it unanimous. The motion passed.

Resolution #2021-1 was signed concerning the appointment of delegates to the TCC Authority. Milton Robinson will be the primary voting delegate with Chad Cooley as the alternate and John Strope as the second alternate.

Wage rates were the next order of business. These rates are to be effective as of this date. The Supervisors recommended to the Board of Auditors that the pay rate for the Road Foreman's be \$19.50 an hour. The pay rate for the Senior Laborer & Equipment Operator will be \$16.25 an hour. The Board further recommended to the Board of Auditors that the pay rate for the Building Maintenance Superintendent position shall remain the same at \$14.00 an hour. The Regular Laborer and Equipment Operator shall start at \$12.00 an hour. Overtime pay will be set at an hourly rate of time and a half per hour for hours worked after a 40 hour week. Vacation schedule shall be as follows: after the 6 month probation period, full time employees - - 1 week vacation; At the beginning of the 2nd year, full time employment - - 2 weeks' vacation; at the beginning of the fifth year, full-time employment - - 3 weeks of vacation to be taken at any time with the Supervisors' approval. This vacation time comes with the stipulation that it may be carried over to the next year with a maximum of a two-week carryover per year and can't be accumulated. Milt Robinson made a motion for a \$300.00 "Christmas" bonus be paid to the Secretary/Treasurer and to each full-time employee, after one-year's full-time employment. This will be paid to each employee in the month of November. Chad Cooley seconded the motion and the motion passed. The wage rate for Temporary Laborers shall be \$7.50 an hour and the wage rate for Temporary Equipment Operators will start at \$12.00 an hour.

Upon advice of our insurance carrier, we will not "rent" out our equipment. The Supervisors recommended to the Board of Auditors that the Supervisors pay shall remain the same at \$14.00/hr. plus \$.56 cents per mile as of January 1, 2021 for township related business with the use of a personal car. Employee benefits shall include Workmen's Compensation to all employees and short-term disability insurance for full-time laborer and equipment operators and the Road Foreman. Each full-time employee will be allowed 3 days' sick leave with pay (not to be carried over into another year), and 2 days' personal leave with pay (not to be carried over into another year) with the Supervisors' approval and 7 holidays per year with pay. A bonus in lieu of health insurance in the amount of \$100.00 a week paid biweekly following our payroll schedule, to each fulltime employee after the 6 month probation period. A 401a retirement plan will be offered to all employees after the 6 month probation period, working no less than 35 hours a week. Under the Pennsylvania Municipalities Pension Trust 457b Plan, Orwell Township will match up to 3% of contributions per

payroll period, following a 3 year cliff vesting schedule. The elected Tax Collector shall be paid 5% commission on taxes collected. The EIT Collector will be on a TCC Board approved pay schedule. The Treasurer's Bond will remain at \$500,000.00.

The next order of business was the decision about time and dates of monthly meetings. Chad Cooley made a motion to have the meetings at 7:00 p.m. at the township building on January 20th, February 17th, March 17th, April 21st, May 19th, June 24th, July 21st, August 18th, September 15th, October 20th, October 26th (special budget prep. meeting), November 17th, and December 15th. Milt Robinson seconded the motion and John Strobe made it unanimous. Berkheimer Tax Administrator was appointed as Earned Income Tax Collector. The millage rate will remain at 5.96 mills. The 5.96 millage rate is designated for General Purposes. Earned Income Tax will remain at ½ of 1%. The Board appointed Dale Allis to serve as Chairman of the Vacancy Board. Attorney WM. Alan Shaw was appointed Solicitor for the Township. Curtis F. Ferris was re-appointed Emergency Management Coordinator, paid a \$250.00 retainer once year. Township business office hours will be by appointment, Monday through Friday.

The 2020 actual use report was approved and signed.

Meeting adjourned at 7:00 p.m.

Mia M. Beebe, Secretary

Approved