

**Call to Order:** The reorganization meeting of Clinton Township Board of Supervisors was called to order by Chair James Zefran at 7:00 p.m. on January 2, 2024 at the Clinton Township municipal building with Supervisors James Zefran and Brian Non attending. Supervisor Brad Bates attended by way of video call.

**A. Pledge of Allegiance** - All present were invited to join in the Pledge of Allegiance.

**B. Hearing Check** – The audience was asked if they could hear.

**C. Re-Organize:**

**a. Organize Temporary Chair** - Motion by Supervisor Non, seconded by Supervisor Bates to nominate Supervisor James Zefran as Temporary Chairman. The motion carried unanimously.

**b. Temporary Secretary** - Motion by Chair Zefran, seconded by Vice Chair Bates to appoint Jill Droppa as Temporary Secretary. The motion carried unanimously.

**D. Election of Officers**

**a. Nominate and Elect Chair** - Motion by Supervisor Non, seconded by Supervisor Bates to nominate James Zefran as Chairman. Carried unanimously.

**b. Nominate and Elect Vice Chair** - Motion by Supervisor Non, seconded Chair Zefran by to nominate Brad Bates as Vice Chairman. Carried unanimously.

**c. Appoint Secretary /Treasurer** - Motion by Chair Zefran, seconded by Supervisor Non to nominate Jill Droppa as Secretary / Treasurer. Carried unanimously.

**d. Establish compensation for Secretary /Treasurer (Currently \$19,055.00)** – Chair Zefran made a motion, seconded by Vice Chair Bates to keep it the same. Carried unanimously.

**e. Set bond for Treasurer (Currently \$400,000.00)** - Motion by Supervisor Non, seconded by Chair Zefran, to keep the bond the same. Carried unanimously.

**f. Solicitor (Currently Jeffery Treat)** – Chair Zefran made a motion, seconded by Supervisor Non to continue to retain Jeffrey Treat as Solicitor. Carried unanimously.

**a. Solicitor can attend meetings (Currently attends every meeting)** - Chair Zefran made a motion, seconded by Supervisor Non to keep this the same. Carried unanimously.

**g. Consultant (Currently Tom Shepstone)** – Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**h. Engineer (Currently Jeff Weinberger)** - Supervisor Non made a motion, seconded by Chair Zefran to keep this the same. Carried unanimously. Chair Zefran noted that Weinberger donated much of his time.

**i. Emergency Management Coordinator (Currently Juliann Doyle)** – Chair Zefran made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

- a. **Deputy Emergency Management Coordinator (Currently Linda Zefran)** - Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. The motion carried unanimously.
- j. **Assistant Permit Officer (Currently David Hauenstein)** – Chair Zefran made a motion, seconded by Supervisor Non to have David Hauenstein serve as the Assistant Permit Officer. Carried unanimously.
- k. **Vacancy Board Member (Currently Ronald Poska)** – Chair Zefran made a motion, seconded by Supervisor Non to keep it the same. Carried unanimously.
- l. **COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)** - Supervisor Non made a motion, seconded by Chair Zefran to keep everything the same. Carried unanimously.
- m. **Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a supervisor)** –Chair Zefran made a motion, seconded by Vice Chair Bates to keep Brian Non as Road Master. Carried unanimously.
- n. **Supervisors can work as an employee of the township** – Supervisor Non made a motion, seconded by Vice Chair Bates that all three supervisors can work as an employee of the township as needed. Carried unanimously.
- o. **Auditors - (Currently John Doyle, Daniel Fitzsimmons – beginning a four-year term, and Mark Lapatosky – beginning a six-year term)** – Chair Zefran made a motion, seconded by Supervisor Non, to request auditors be present at the meeting with the CPA and the secretary/treasurer on January 12 at 10:00 am. Carried unanimously.

#### E. Policies

- a. **32 Hour Work Policy** – Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- b. **Vacation Days for Road Workers (Currently Road workers need to work a minimum of 500 hours to get three days of vacation)** – Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- c. **Purchase Policy (Currently set at \$4,000.00)** - Supervisor Non made a motion, seconded by Chair Zefran to keep this the same. Carried unanimously.
- d. **Wages for Common Labor (Currently \$17.00 – with time and a half for federal holidays of New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day (Indigenous Peoples Day), Veterans' Day, Thanksgiving, and Christmas)** – Chair Zefran made a motion, seconded by Vice Chair Bates to give common laborers a pay raise of twenty-five cents per hour for a total of \$17.25. Carried unanimously.
- e. **Wages for CDL licensed employees** – Currently the CDL pay rate is \$18.75 per hour. CDL Drivers get time and a half holiday pay, as listed above for common laborers – Chair Zefran

made a motion, seconded by Vice Chair Bates to give CDL drivers a pay raise of twenty-five cents per hour for a total of \$19.00. Carried unanimously.

- f. **Lawn Mowing (Currently \$15.00 done by Frank Pauler, using his own mower and fuel) –** Chair Zefran made a motion, seconded by Vice Chair Bates to hire Frank Pauler's son Todd Pauler to do the job for \$16.00 per hour. He will be using his own mower and fuel and will be coming a greater distance. Carried unanimously.
- g. **Salary of Tax Collector (Currently 5.5% of all taxes collected and 90% of tax verification fees) –** Chair Zefran made the motion, seconded by Supervisor Non to keep this the same. Carried unanimously.
- h. **Meeting Dates, Times, and Meeting Places (Currently all meetings take place at the Clinton Township Municipal building on the second Wednesday of the month at 7:00 pm. Specify the end of the year meeting date) –**Vice Chair Bates made the motion, seconded by Supervisor Non to keep things the same and have the year-end meeting on December 30, 2024. Carried unanimously.
- i. **Banks (Currently all accounts are with FNB as follows: General, State, Sewer, UCC) –** Supervisor Non made a motion, seconded by Chair Zefran to keep the accounts the same. Carried unanimously.
- j. **Payment of Bills (Currently majority vote, minimum of two supervisors' signatures as well as that of the treasurer, ability of pay bills as needed to prevent penalties and service charges) –** Supervisor Non made a motion, seconded by Chair Zefran to keep the accounts the same. Carried unanimously.
- k. **Mileage – Set by the IRS for 2024 at 67 cents per mile –** Supervisor Non made a motion, seconded by Chair Zefran to accept this amount. Carried unanimously.
- l. **Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon) –** Supervisor Non made a motion, seconded by Vice Chair Bates to keep things the same. Carried unanimously.
  - i. **Salary for Sewage Enforcement Officer –** Chair Zefran made a motion, seconded by Supervisor Non to keep things the same. Carried unanimously.
  - ii. **Sewage Permit Fees –** Chair Zefran made a motion, seconded by Supervisor Non to keep things the same. Carried unanimously.
- m. **Building Permit Fees and Township Permit Officer Salary (Currently Don Salak)**

Application	Amount Charged	Amount Due to Permit Officer
Driveways	\$45.00	\$35.00
Shed	\$85.00	\$60.00
Garage	\$85.00	\$60.00
Pole Building	\$130.00	\$60.00
Deck	\$75.00	\$50.00
Deck, enclosed	\$75.00	\$50.00
Demolition	\$45.00	\$25.00
Agriculture	\$30.00	\$20.00

Chair Zefran made a motion, seconded by Supervisor Non to raise the amount charged as shown below. The motion carried.

Application	Amount Charged	Amount Due to Permit Officer
Driveways	\$75.00	\$35.00
Shed	\$100.00	\$60.00
Garage	\$100.00	\$60.00
Pole Building	\$160.00	\$60.00
Deck	\$100.00	\$50.00
Deck, enclosed	\$100.00	\$50.00
Demolition	\$75.00	\$25.00
Agriculture	\$40.00	\$20.00

**n. Code Enforcement Officer and fees (Currently Bob Bates, Alternate L. F. Finlon - DCED rates are set by the state at \$4.50) –** A motion was made by Supervisor Non and seconded by Chair Zefran to keep things the same. Carried unanimously

**p. Nuisance Ordinance Officer (Currently Don Salak, Salary currently \$14.00 per hour and mileage allowance) –** Supervisor Non made the motion, seconded by Chair Zefran to raise the salary \$1.00 to bring it to \$15.00 per hour plus mileage. Carried unanimously.

**r. Floodplain management Official (Currently Jeff Weinberger) –** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

**s. Junkyard (Currently \$200.00) -** Chair Zefran made the motion, seconded by Supervisor Non to raise the fee by \$100 to bring it to \$300.00. Carried unanimously.

**t. Quarterly Donation to Browndale Fire Company (Currently \$2,500 per quarter.) According to PSATS the Fire Department must give an annual itemized listing of expenditures (2<sup>nd</sup> class Twp Code, section 15.5 /18.03) before more funds can be appropriated –** Supervisor Non made a motion, seconded by Vice Chair Bates to keep things the same. Chair Zefran asked Secretary Droppa to make Chief Debevec aware of the 2<sup>nd</sup> class Twp Code dictates.

**u. Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for the initial hearing and any continued hearing date) -** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

**q. Clinton Township Taxes (Current)**

- i. Real Estate – 0.7000 mills (Clinton I and Clinton II) –** Chair Zefran made the motion, seconded by Vice Chair Bates to keep the same. Carried unanimously.
- ii. Wage Tax – ½ of 1% (Clinton I) -** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
- iii. Wage Tax – 1% (Clinton II) -** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
- iv. Sewer Tax – 0.4000 mills (Clinton II) –** Chair Zefran made the motion, seconded by Supervisor Non to keep the same. Carried unanimously.

- r. Conventions (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) -** Supervisor Non made the motion, seconded by Vice Chair Bates to keep the same. Carried unanimously.
  - s. State Convention (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) -** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
  - t. Seminars (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) -** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
  - u. Documents Signed (Currently Treasurer and Two Supervisors) -** Supervisor Non made the motion, seconded by Vice Chair Bates to keep the same. Carried unanimously.
  - v. Copy Policy (Currently .30 per page) -** Supervisor Non made the motion, seconded by Chair Zefran to raise it to forty cents a page. Carried unanimously.
  - w. Planning Commission –** Chair Zefran made a motion, seconded by Supervisor Non to keep things the same. Carried unanimously.
  - x. Additional SALDO fees (Currently: initial review of the documents, including deeds, is the township's responsibility and additional corrections are the responsibility of the applicant and the solicitor should bill the individuals involved.) -** Supervisor Non made the motion, seconded by Chair Zefran to keep it the same. Carried unanimously.
  - y. Auditors Organizational Meeting: announced to be at 7:00 pm, Wednesday, January 3, 2024, at the township building –** Chair Zefran made a motion, seconded by Supervisor Non to keep this date. Carried unanimously.
  - z. Planning Commission Meeting –** Supervisor Non made a motion, seconded by Chair Zefran to continue to have the Planning Commission meet on the first Thursday of the month, by appointment only. Carried unanimously.
- F. Adjournment –** Supervisor Non made the motion, seconded by Vice Chair Bates to adjourn the meeting at 7:16 p.m. Carried unanimously.