

January 4, 2021
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
Website: waynecounty.pa.gov/618/clinton-township
Phone: 570-785-5937 Fax: 570-785-4774

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. at the Clinton Township municipal building garage for purposes of social distancing with Chairman James Zefran, Vice-Chair Brian Non and Supervisor Russell Curtis and Solicitor Jeffrey Treat attending.

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

B. Hearing Check / Audio and Video Recorded - The audience was asked if they could hear.

C. Re-Organize:

- a. Organize Temporary Chair** – Motion by Supervisor Non, seconded by Supervisor Curtis to nominate Supervisor James Zefran Temporary Chairman. The motion carried unanimously.
- b. Temporary Secretary**- Motion by Supervisor Non, seconded by Supervisor Curtis to appoint Jill Droppa Temporary Secretary. The motion carried unanimously.

D. Election of Officers

- a. Nominate and Elect Chair** - Motion by Supervisor Non, seconded by Supervisor Curtis to nominate James Zefran as Chairman. Carried unanimously.
- b. Nominate and Elect Vice Chair** - Motion by Chair Zefran, seconded by Supervisor Curtis to nominate Brian Non as Vice Chairman. Carried unanimously.
- c. Appoint Secretary /Treasurer**- Motion by Vice Chair Non, seconded by Supervisor Curtis to nominate Jill Droppa as Secretary / Treasurer. Carried unanimously.
- d. Establish compensation for Secretary /Treasurer (Currently \$18,500.00)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the compensation the same. Carried unanimously.
- e. Set bond for Treasurer (Currently \$400,000.00)** - Motion by Vice Chair Non, seconded by Supervisor Russ Curtis, to keep the bond the same. Carried unanimously.
- f. Solicitor (Currently Jeffery Treat)** – Vice-Chair Non made a motion, seconded by Supervisor Russ Curtis to continue to retain Jeffrey Treat as Solicitor. Carried unanimously.
- g. Solicitor can attend meetings** – Vice Chair Non made a motion, seconded by Chair Zefran to have Solicitor Treat attend every meeting. Carried unanimously.

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- h. **Consultant (Currently Tom Shepstone)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to have Tom Shepstone be the Consultant. Carried unanimously.
- i. **Engineer (Currently Jeff Weinberger)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to retain Jeff Weinberger as Township Engineer. Carried unanimously.
- j. **Emergency Management Coordinator (Currently Juliann Doyle)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to continue to have Juliann Doyle be the Emergency Management Coordinator. Carried unanimously.
 - i. **Deputy Emergency Management Coordinator** - Vice Chair Non made a motion, seconded by Supervisor Curtis to have Linda Zefran be the Emergency Management Coordinator. Carried unanimously.
- k. **Assistant Permit Officer (Currently Russell Curtis)** – Vice Chair Non made a motion, seconded by Chair Zefran keep Supervisor Curtis as the Assistant Permit Officer. Carried unanimously.
- l. **Vacancy Board Member (Currently John Lillie)** – Supervisor Curtis made a motion, seconded by Vice Chair Non to appoint John Lillie to serve on the Vacancy Board. Carried unanimously.
- m. **COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep everything the same while retaining Poska as the COG Representative. Carried unanimously.
- n. **Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a Supervisor)** – Supervisor Curtis made a motion, seconded by Chair Zefran to keep Vice Chair Non as Road Master. Carried unanimously.
- o. **Supervisors can work as an employee of the township** – Vice Chair Non made a motion, seconded by Chair Zefran that all supervisors can work employees of the township. Carried unanimously.
- p. **Consultant (Currently Ken Coles, hired at \$30.00 per hour)** – Chair Zefran made a motion, seconded by Supervisor Curtis to eliminate the position. Carried unanimously.

E. Policies

- a. **32 Hour Work Policy** – Vice Chair Non made a motion, seconded by Supervisor Curtis to continue the 32-hour work policy, with flexibility. Carried unanimously.

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- b. **Vacation days for Road Workers** – Supervisor Curtis made a motion, seconded by Vice Chair Non to keep it the same policy that road workers need to work a minimum of 500 hours to get three days of vacation. Carried unanimously.
- c. **Purchase Policy (Currently set at \$4,000.00)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the purchase policy of \$4,000.00 the same. Carried unanimously.
- d. **Wages for Common Labor (Currently \$15 with time and a half for New Year, Christmas, Thanksgiving, Easter, July 4th, Memorial Day, and Labor Day)**–Supervisor Curtis made a motion, seconded by Brian Non to give common laborers a pay raise of .50 per hour for a total of \$15.50 with time and a half for all federal holidays. Carried unanimously.
- e. **Wages for CDL licensed employees (Currently new CDL hires will earn the wage of \$14.25 until his or her length of service hits the one year or 250-hour mark at which time compensation rises to \$15.75) – address issue of holiday pay / Currently Ron Poska and Ryan Wilmarth have a pay rate of \$16.75** - Motion made by Supervisor Curtis, seconded by Vice Chair Non to raise Ron Poska’s pay by fifty cents for a pay rate of \$17.25 per hour. Carried unanimously. Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the other CDL hire and compensation rates the same. Carried unanimously. Vice Chair Non made a motion, seconded by Supervisor Curtis to pay CDL licensed employees time and a half for all federal employees. Motion carried.
- f. **Lawn Mowing (Currently \$15.00 done by Frank Pauler, using his own mower and fuel)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the lawn mowing agreement with Frank Pauler the same. Carried unanimously.
- g. **Salary of Tax Collector (Currently \$600.00 per quarter + 90% of tax verification fees) – after the next election it will be 5.5% of all taxes collected** – Chair Zefran made a motion, seconded by Vice Chair Non to keep the tax collector salary as stated. 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 Non made a motion, seconded by Supervisor Curtis to keep the meeting dates and times the same, with year-end meeting on December 30, 2021. Carried unanimously.
- i. **Banks (Currently all accounts are with FNB)** - Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the accounts as is. Carried unanimously.

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- j. **Payment of Bills (majority vote, number of signatures, prevent penalties and service charges)** – Vice Chair Non made a motion, seconded by Chair Zefran to keep the payment of bills as stated. Carried unanimously. Secretary Droppa clarified that payroll for all be run on a bi-monthly basis. Vice Chair Non made a motion, seconded by Chair Zefran to do so. Carried Unanimously.
- k. **Mileage (Set by the IRS for 2020 at 57.5 cents per mile, not yet set for 2021)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to reimburse for mileage at the most current IRS set rate. Carried unanimously.
- l. **Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon)** – Vice Chair Non made a motion, seconded by Chair Zefran to keep have Chris Martin, Leroy Finlon, Sewage Enforcement Officers and to have Gary Enslin as the Alternate Sewage Enforcement Officer
 - i. **Salary for Sewage Enforcement Officer**
 - ii. **Sewage Permit Fees** – Vice Chair Non made a motion, seconded by Supervisor Chair Zefran to keep the SEO salary and fees the same. Carried unanimously.
- m. **Building Permit Fees (Currently: Building other than UCC=\$75.00, Agriculture \$30.00, Driveway \$35.00)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to keep all of the fees the same. Carried unanimously.
- 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 Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.
- o. **Township Permit Officer and Salary (Currently Mike Dolph, Salary currently: township permits \$50.00, agriculture \$20.00, driveway \$20.00, UCC \$50.00)** – A motion was made by Vice Chair Non and seconded by Chair Zefran table the issue of fees. Carried unanimously.
- p. **MS4 Stormwater Permit Compliance Professional / MS4 Stormwater Inspector (Currently Jeff Weinberger)** – Chair Zefran made a motion, seconded by Vice Chair Non to keep the same. Carried Unanimously.
- q. **Floodplain management Official (Currently Jeff Weinberger)** – Chair Zefran made a motion, seconded by Vice Chair Non to keep the same. Carried Unanimously.
- r. **Junkyard (Currently \$200.00)** – A motion was made by Vice-Chair Non, seconded by Chair Zefran to keep the junkyard fee at the same \$200.00 rate as it has been. Carried unanimously.

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

- t. **Clinton Township Taxes (Current)** –

- i. **Real Estate – 0.7000 mills (Clinton I and Clinton II)**
- ii. **Wage Tax – ½ of 1% (Clinton I)**
- iii. **Wage Tax – 1% (Clinton II)**
- iv. **Hydrant Tax – 0.2000 mills (Clinton II)**
- v. **Sewer Tax – 0.4000 mills (Clinton II)**
- vi. **Light Tax – 0.4000 mills (Clinton II)**
- vii. **Storm Water Tax – 0.1062 mills (Clinton II) – This tax was suspended in 2019**

Vice Chair Non made a motion, seconded by Supervisor Curtis to keep the taxes the same. Chair Zefran voted no, stating that he thought the Storm Water tax should be removed. The motion carried.

- u. **State Convention (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)**– Vice chair Non made a motion, seconded by Supervisor Curtis, to keep it the same. Carried unanimously.
- v. **Seminars (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)**– Vice chair Non made a motion, seconded by Supervisor Curtis, to keep it the same. Carried unanimously.
- w. **Documents Signed (Currently Treasurer and Two Supervisors)** – A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.
- x. **Copy Policy (Currently .25 per page plus actual cost of postage)** – A motion was made by Vice Chair Non and seconded by Chair Zefran to keep things the same. Carried unanimously.
- y. **Planning Commission** - A motion was made by Chair Zefran, seconded by Vice Chair Non to keep the current Planning Commission membership the same. Carried unanimously.

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- z. 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.)** – A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep things the same. Carried unanimously.
- aa. Auditors Organizational Meeting: (Currently advertised as January 7, 2020, 8:30 pm, at the township building)** – A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep this as advertised. Carried unanimously.
- bb. Planning Commission Meeting (Re-Organization meeting currently scheduled for January 3, 2020 at 7:00, with the regular meeting to follow.)** - A motion was made by Vice Chair Non and seconded by Supervisor Curtis to keep this as advertised. Carried unanimously.
- F. Adjournment** – A motion was made by Chair Zefran and seconded by Vice Chair Non at 7:27 p.m. Carried unanimously.