

January 3, 2022
Clinton Township Board of Supervisors Agenda
1799 White Oak Drive
Forest City, PA 18421
E-Mail: clintontwp@yahoo.com
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. on January 3, 2022 at the Clinton Township municipal building with Chairman James Zefran, Vice-Chair Brian Non and Supervisor Russell Curtis 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 Supervisor Curtis, seconded by Chair Zefran 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)** – Supervisor Curtis made the motion to raise the salary by \$1,000.00. Vice Chair Non made the motion, seconded by Supervisor Curtis to raise the salary by \$1,500.00. Chair Zefran made the motion to table the raise so that he could find out the salaries of secretaries from Mt. Pleasant, Canaan, South Canaan, and Preston townships.
 - 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.
 - i. Solicitor can attend meetings (Currently attends every meeting)** - Vice-Chair Non made a motion, seconded by Supervisor Russ Curtis to continue to retain Jeffrey Treat as Solicitor. Carried unanimously.

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- g. Consultant (Currently Tom Shepstone)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to have Tom Shepstone be the Consultant. Carried unanimously.
- h. Engineer (Currently Jeff Weinberger)** - Vice Chair Non made a motion, seconded by Chair Zefran to retain Jeff Weinberger as Township Engineer. Supervisor Curtis voted no. The motion carried.
- i. Emergency Management Coordinator (Currently Juliann Doyle)**
 - ii. Deputy Emergency Management Coordinator (Currently Linda Zefran)** -m Vice Chair Non made a motion, seconded by Supervisor Curtis to continue to have Juliann Doyle be the Emergency Management Coordinator and Linda Zefran be the Deputy Emergency Management Coordinator. Vice Chair Non and Supervisor Curtis voted yes. Chair Zefran abstained. The motion carried.
- j. 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.
- k. Vacancy Board Member (Currently John Lillie)** – Vice Chair Non made a motion, Supervisor Curtis seconded by to appoint John Lillie to serve on the Vacancy Board. Carried unanimously.
- l. 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.
- m. 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.
- n. Supervisors can work as an employee of the township** – Supervisor Curtis made a motion, seconded by Chair Zefran to keep Vice Chair Non as Road Master. Carried unanimously.
- o. Auditor Vacancy (Currently John Doyle and Don Salak, Jennifer Weist filled the vacant position in 2021 – The person that is appointed to the vacant Auditor position would have a term expiring 2023, then that position will be on the ballot again for a four-year term. Then back to the normal 6-year term after that.)** – Vice Chair Non made a motion, seconded by Supervisor Curtis that Jennifer Weist fill the vacant 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.
- b. Vacation Days for Road Workers (Currently Road workers need to work a minimum of 500 hours to get three days of vacation)** – Vice Chair Non made a motion, seconded by

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Supervisor Curtis 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 \$15.50 – with time and a half for federal holidays of New Year's Day, Martin Luther King Jr. Day, Washington's Birthday (Presidents Day), Memorial Day, Independence Day, Labor Day, Columbus Day (Indigenous Peoples Day), Veterans' Day, Thanksgiving, and Christmas)** – Supervisor Curtis made a motion, seconded by Vice Chair Brian Non to give common laborers a pay raise of \$1.00 per hour for a total of \$16.50. Carried unanimously.
- e. **Wages for CDL licensed employees (Currently new CDL hires will remain at the wage of \$14.25 until his length of service hits the one year or 250-hour mark at which time compensation rises to \$15.75 – address issue of time and a half for holiday pay / Currently Ron Poska and Ryan Wilmarth have a pay rate of \$16.75 per hour.)** – Supervisor Curtis made a motion, seconded by Vice Chair Non to have all CDL licensed workers, current and new hires, earn the wage of \$17.25 per hour. Carried unanimously. (See 01.12.22 minutes for clarification)
- f. **Lawn Mowing (Currently \$15.00 done by Frank Paurer, using his own mower and fuel)** – Supervisor Curtis makes a motion to raise the salary to \$20.00. No second is made. Chair Zefran is made a motion, seconded by Vice Chair Non to raise the salary to \$18.50 per hour. Carried unanimously.
- g. **Salary of Tax Collector (Currently 5.5% of all taxes collected. Clarify tax verification fees. In 2021 the salary included 90% of tax verification fees)** – Vice Chair made the motion, seconded by Supervisor Curtis to keep the salary as 5.5% of all taxes collected with 90% of tax verification fees. 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)** – Supervisor Curtis asks for the meeting date to be changed to the second Monday of each month at 7:00 p.m. Secretary Droppa asked for the office hours to be changed to Tuesdays, 8:00 a.m. to 11:00 a.m., or by appointment. Vice Chair Non made the motion, seconded by Supervisor Curtis to table the suggestions. 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.
- 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**

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charges) – Vice Chair Non made a motion, seconded by Chair Zefran to keep the payment of bills as stated. Carried unanimously.

- k. Mileage – Set by the IRS for 2022 at 58.5 cents per mile. (2021 was set at 56 cents per mile)** – Vice Chair Non made a motion, seconded by Supervisor Curtis to reimburse for mileage at the most current IRS set rate. Carried unanimously.

I. Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon)

- 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)** – Supervisor Curtis made a motion, seconded by Vice Chair Non to have agriculture permits are raised to \$30.00, driveway permits are raised to \$100.00 dollars and UCC permits are raised to \$75.00. 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, township permits \$50.00, agriculture \$20.00, driveway \$20.00, UCC \$50.00)** – Chair Zefran made a motion, seconded by Vice Chair Non to keep township permits at \$50.00, agriculture permits are raised to \$30.00, driveway permits are raised to \$100.00 dollars and UCC permits are raised to \$75.00. Carried unanimously. (See 01.12.22 minutes for clarification)
- p. Nuisance Ordinance Officer (Currently Mike Dolph, Salary currently \$14.00 per hour and mileage allowance)** – Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the salary the same. Carried unanimously.
- q. MS4 Stormwater Permit Compliance Professional / MS4 Stormwater Inspector (Currently Jeff Weinberger)** – Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- r. Floodplain management Official (Currently Jeff Weinberger)** – Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- s. Junkyard (Currently \$200.00)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- t. Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for**

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the initial hearing and any continued hearing date) - Vice Chair Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

q. Clinton Township Taxes (Current)

- iii. **Real Estate – 0.7000 mills (Clinton I and Clinton II)** – Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- iv. **Wage Tax – ½ of 1% (Clinton I)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- v. **Wage Tax – 1% (Clinton II)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- vi. **Hydrant Tax – 0.2000 mills (Clinton II) – This tax is suspended for 2022** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- vii. **Sewer Tax – 0.4000 mills (Clinton II)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- viii. **Light Tax –0.4000 mills (Clinton II) – This tax is suspended for 2022** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- ix. **Storm Water Tax – 0.1062 mills (Clinton II) – This tax was suspended in 2019, 2020, and 2021, and 2022** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.

r. Conventions (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.

s. State Convention (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.

t. Seminars (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.

u. Documents Signed (Currently Treasurer and Two Supervisors) - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.

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- v. **Copy Policy (Currently .25 per page)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
 - w. **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.)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
 - y. **Auditors Organizational Meeting: (Currently advertised as January 4, 2022 at 8:30 pm, at the township building)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
 - z. **Planning Commission Meeting (Re-Organization meeting currently scheduled for Thursday, January 6, 2022, at 7:00 pm, at the township building.)** - Vice Chair Non made the motion, seconded by Supervisor Curtis to keep the same. Carried unanimously.
- F. **Adjournment** - Vice Chair Non made the motion, seconded by Chair Zefran to adjourn the meeting at 7:34 p.m. Carried unanimously.