

January 7, 2019
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 re-organization meeting of Clinton Township Board of Supervisors was called to order by Chairman Kenneth Coles at 8:01 AM at the Municipal Building with Chairman Kenneth Coles, Vice-Chair Brian Non and Supervisor Russell Curtis present.

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

B. Hearing Check / Audio and Video Recorded - Audio and video recording of meeting was announced. 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 Kenneth Coles Temporary Chairman. The motion carried unanimously.
- b. Temporary Secretary**- Motion by Supervisor Coles, seconded by Supervisor Non 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 Kenneth Coles as Chairman. Carried unanimously.
- b. Nominate and Elect Vice Chair** - Motion by Supervisor Curtis, seconded by Supervisor Coles to nominate Brian Non as Vice Chairman. Carried unanimously.
- c. Appoint Secretary /Treasurer**- Motion by Chair Coles, seconded by Supervisor Curtis to nominate Jill Droppa as Secretary / Treasurer. Carried unanimously.
- d. Establish compensation for Secretary /Treasurer (Currently \$17,000.00)** – When asked Secretary/Treasurer Droppa stated she wanted a \$2,000 raise. Supervisor Curtis made a motion to give a \$1,000 raise. Chair Coles made a motion to give a \$2,000 dollar raise. Vice Chair Non suggested splitting the difference and give a \$1,500 raise which Ms. Droppa agreed to. Chair Coles made a motion, seconded by Vice Chair Non to raise the Secretary / Treasurer Salary to \$18,500. Carried unanimously.
- e. Set bond for Treasurer (Currently \$200,000.00)** - Motion by Supervisor Curtis, seconded by Chair Coles, to raise the bond to \$400,000.00 as the amount of money handled within the Township has risen tremendously. Carried unanimously.

January 7, 2019
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

- f. **Solicitor (Currently Jeffery Treat)** – Motion by Chair Coles, seconded by Vice-Chair Non to continue to retain Jeffrey Treat as Solicitor. Carried unanimously.
 - i. **Solicitor can attend meetings** – Motion by Chair Coles, seconded by Vice-Chair Non that the solicitor can attend meetings on an as needed basis. Carried unanimously.
- g. **Consultant (Currently Tom Shepstone)** – Motion by Chair Coles, seconded by Vice-Chair Non to appoint Tom Shepstone as consultant, as need. Carried unanimously.
- h. **Engineer (Currently Jeff Weinberger)** - Motion by Chair Coles, seconded by Vice Chair Non to retain Jeff Weinberger as township engineer. Supervisor Curtis voted no. Motion carried.
- i. **Emergency Management Coordinator (Currently Kerry Henderson)** – Chief Josh Debevec said that Kerry is ill and should not be considered for the position at this time. He would be willing to accept the position until an alternate person could be appointed. Vice Chair Non made a motion, seconded by Chair Coles to appoint Josh Debevec as the Emergency Management Coordinator. Carried unanimously.
- j. **Assistant Permit Officer (Currently Russell Curtis)** – Motion by Chair Coles, seconded by Vice-Chair Non to appoint Supervisor Russel Curtis as Assistant Permit Officer. Carried unanimously.
- k. **Vacancy Board Member (Currently John Lillie)** – Motion by Vice-Chair Non, seconded by Supervisor Curtis to nominate John Lillie to serve on the Vacancy Board, seconded by Supervisor Curtis. The motion carried.
- l. **COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)** – Supervisor Curtis made a motion, seconded by Vice Chair Non to keep everything the same while retaining Poska as the COG Representative. The motion carried.
- m. **Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a Supervisor)** – Supervisor Curtis made a motion, seconded by Chair Coles to keep Vice Chair Non as Road Master. The motion carried.
- n. **Supervisors can work as an employee of the township**
 - i. **Kenneth Coles**
 - ii. **Russell Curtis**
 - iii. **Brian Non**

January 7, 2019
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

Chair Coles made a motion, seconded by Supervisor Curtis that all three supervisors can work as employees of the Township. Carried unanimously.

E. Policies

- a. **32 Hour Work Policy** - Motion by Chair Coles, seconded by Vice Chair Non to continue the 32 hour work policy, with flexibility. Carried unanimously.
 - i. **Vacation days for Road Workers** – Motion by Chair Coles, seconded by Vice Chair Non that road workers need to work a minimum of 500 hours to get three days of vacation. The motion carried.
- b. **Purchase Policy (Currently set at \$2,000.00)** – Supervisor Curtis expressed that he wants to see the amount raised to \$5,000.00. Chair Coles disagreed. Vice Chair Non made a motion to have the purchase policy amount set at \$4,000.00, seconded by Supervisor Curtis. Chair Coles voted no. The motion carried.
- c. **Wages for Common Labor (Currently \$14.25 with time and a half for major holidays of New Year, Christmas, Thanksgiving, Easter, July 4th, Memorial Day, and Labor Day)** – Supervisor Curtis suggested a pay raise of .50 per hour. Chair Coles made a motion, seconded by Vice Chair Non to raise the salary to \$14.50. Supervisor Curtis voted no. The motion carried.
- d. **Wages for CDL licensed employees (Currently new CDL hires will remain at the wage of \$13.75 until his length of service hits the one year or 250 hour mark at which time compensation rises to \$15.75 – address issue of holiday pay)** - Motion made by Vice Chair Non, seconded by Supervisor Curtis to raise the CDL hire rate by .50, bringing the rate of hire for a CDL licensed employee to \$14.25 and the rate after one year or 250 hours at \$15.75. Carried unanimously. Vice Chair Non made a motion, seconded by Supervisor Curtis to give CDL driver Ron Poska a raise of \$16.25. Carried unanimously.
- e. **Janitors Wages (Currently \$14.25)** – Vice Chair Non made the motion, seconded by Supervisor Curtis that janitor work is done in house and will be done at the common laborers wage of \$14.50. Carried unanimously.
- f. **Lawn Mowing (Currently \$14.25)** – Vice Chair made a motion, seconded by Supervisor Curtis to give Frank Paurer a raise to \$15.00 as he mows with his own mower and fuel. Carried unanimously.
- g. **Salary of Tax Collector (Currently \$600.00 per quarter + 90% of tax verification fees)** – This fee cannot legally be changed for another four years, a year before the tax collector is elected.
- 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**

January 7, 2019
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

pm - Specify the end of the year meeting date - Motion by Chair Coles and seconded by Vice Chair Non to keep have all meetings take place at the Clinton Township Municipal building on the second Wednesday of the month, at 7:00 pm. The year-end meeting will take place on Monday, December 30, 2019 at 7:00 pm. Carried unanimously.

- i. **Banks (Currently Wayne Bank, with the active Liquid Fuels Account in HNB along with an active general account with FEMA/PEMA money dedicated to work on Burns Road)** – Chair Coles made a motion, seconded by Vice Chair Non to keep the bank accounts the same. At this time Supervisor Curtis brought up that the workers want bi-weekly pay. Chair Coles said he would not sign any paychecks out side of approval at a meeting. Vice Chair Non made a motion, seconded by Chair Coles to table the subject until talking with PSATS and Solicitor Treat and finding out what can be done legally. Carried unanimously.
- j. **Payment of Bills (majority vote, number of signatures, prevent penalties and service charges)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the majority vote and to keep the number of signatures needed on checks as at least two supervisors and one secretary for the payment of bills and to have the bills paid to prevent penalties and service charges as needed. Carried unanimously.
- k. **Mileage (Set by the IRS for 2019 at 58 cents per mile)** - Motion by Chair Coles and seconded Vice Chair Non to reimburse for mileage at the IRS set rate. Carried unanimously.
- l. **Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon)** - Motion by Chair Coles, seconded by Vice Chair Non to keep Chris Martin as the Sewage Enforcement Officer. Carried unanimously. Motion made by Chair Coles and seconded by Vice-Chair Non to keep L. Finlon as the Alternate Sewage Enforcement Officer. Carried unanimously.
 - i. **Salary for Sewage Enforcement Officer** – Motion by Chair Coles, seconded by Vice Chair Non to keep the salary for the officers the same. Carried unanimously.
 - ii. **Sewage Permit Fees** – Motion by Chair Coles, seconded by Vice Chair Non to keep the sewage permit 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 Chair Coles to keep all of the fees the same with the exception of the agriculture fee which will be lowered to \$20.00. Carried unanimously.

January 7, 2019
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

- n. **Code Enforcement Officer and fees (Currently Bob Bates, Alternate L. F. Finlon / DCED rates are set by the state at \$4.50)** - Motion by Chair Coles, seconded by Vice Chair Non to keep Bob Bates as the Code Enforcement Officer and L. F. Finlon as the alternate and to keep their individual fees 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)** - Motion by Chair Coles, seconded by Vice Chair Non to keep Mike Dolph as Township Permit Officer with the same salary. Carried unanimously. At this time Chair Coles made a motion, seconded by Vice Chair Non to keep Mike Dolph as the Nuisance Ordinance enforcer. Carried unanimously.
- p. **Junkyard (Currently \$200.00)** - Motion by Chair Coles, seconded by Vice-Chair non to keep the junkyard fee at the same \$200.00 rate as it has been. Carried unanimously.
- q. **Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for the initial hearing and any continued hearing date)** – Motion by Chair Coles, seconded by Vice-Chair Non to keep things the same. Carried unanimously.
- r. **Clinton Township Taxes (Current)** – Chair Coles made a motion, seconded by Vice Chair Non, to keep all taxes the same, with the exception of the Storm Water Tax. Carried unanimously.
 - 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)** - Chair Coles made a motion, seconded by Vice Chair Non, to suspend the Storm Water tax. Carried unanimously.
- s. **State Convention** - Chair Coles made a motion, seconded by Vice Chair Non, that any or all supervisors, treasurers, auditors, and the tax collector can attend the state convention. Carried unanimously.
- t. **Seminars** – Chair Coles made a motion, seconded by Vice Chair Non that seminars could be attended by supervisors and others as they apply. Carried unanimously.

January 7, 2019
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

- u. **Documents Signed (Currently Treasurer and Two Supervisors)** – Chair Coles made a motion, seconded by Vice Chair to keep things the same. Carried unanimously.
- v. **Copy Policy (Currently .25 per page plus actual cost of postage)** – Chair Coles made a motion, seconded by Vice Chair to keep things the same. Carried unanimously.
- w. **Planning Commission**– Chair Coles made a motion, seconded by Vice Chair 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.)** – Chair Coles made a motion, seconded by Vice Chair to keep things the same. Carried unanimously.
- y. **Auditors Organizational Meeting: (Currently advertised as January 8, 2019, 8:30 pm, at the township building)** – Noted
- z. **Planning Commission Meeting (Re-Organization meeting currently scheduled for January 10, 2019 at 7:00, with the regular meeting to follow.)** - Noted

F. **Adjournment** – Chair Coles made a motion, seconded by Vice Chair Non to adjourn the meeting at 8:25. Carried unanimously.