

# Clinton Township Board of Supervisors

Chair James Zefran, Vice Chair Brad Bates, Supervisor Brian Non  
Secretary Michele Durmiaki Treasurer Lisa Lopatofsky

1799 White Oak Drive  
Forest City, PA 18421

Email: [clintontwp@yahoo.com](mailto:clintontwp@yahoo.com)

Website: [waynecounty.pa.gov/618/clinton-township](http://waynecounty.pa.gov/618/clinton-township)  
Phone: 570-785-5937 Fax: 570-785-4774

**January 6, 2025, Re-organization meeting**

**Call to Order:**

- A. Pledge of Allegiance**
- B. Hearing Check / Audio and Video Recorded**
- C. Re-Organize:**
  - a. Organize Temporary Chair**
  - b. Temporary Secretary**
- D. Election of Officers**
  - a. Nominate and Elect Chair**
  - b. Nominate and Elect Vice Chair**
  - c. Establish Supervisor Compensation (currently 100.00 per meeting, capped at \$1,875.00 annually) Consider increasing (new CAP effective 12/1/24 is \$3,145.00)**
  - d. Appoint Secretary /Treasurer**
  - e. Establish compensation for Secretary /Treasurer (Currently Secretary \$20.00/hour, Currently Treasurer \$21.50/hour)**
  - f. Set bond for Treasurer (Currently \$400,000.00)**
  - g. Solicitor (Currently Jeffery Treat)**
    - i. Solicitor can attend meetings (Currently attends every meeting)**
  - h. Consultant (Currently Tom Shepstone)**
  - i. Engineer (Currently Jeff Weinberger) Township Received letter of interest from Kiley Associates, LLC**
  - j. Emergency Management Coordinator (Currently Juliann Doyle)**

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i. Deputy Emergency Management Coordinator (Currently Linda Zefran)

k. Permit Officer (Currently Don Salak)

l. Assistant Permit Officer (Currently David Hauenstein)

m. Vacancy Board Member (Currently Ronald Poska)

n. COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)

o. Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a supervisor)

p. Supervisors can work as an employee of the township.

q. Supervisor Compensation (currently 100.00 per meeting, Cap \$1,875.00 annually) Act 94 of 2024 implements increase of Cap up to \$3,145.00 annually.

r. Auditors - (Currently John Doyle, Daniel Fitzsimmons, and Mark Lopatofsky). Review auditors' compensation (currently \$10.00 per hour) Act 10 of 2024 authorizes an increase up to \$18.00 per hour.

## E. Policies

a. 32 Hour Work Policy

b. Vacation Days for Road Workers (Currently Road workers need to work a minimum of 500 hours to get three days of vacation)

c. Purchase Policy (Currently set at \$4,000.00)

d. Wages for Common Labor (Currently \$17.25 – 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)

e. Wages for CDL licensed employees - Currently the CDL pay rate is \$19.00 per hour. CDL Drivers get time and a half holiday pay, as listed above for common laborers.

f. Lawn Mowing (Currently \$16.00 done by Todd Pauler, using his own mower and fuel)

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- g. **Salary of Tax Collector** (Currently 5.5% of all taxes collected and *90% of tax verification fees*)
- 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)
- i. **Banks** (Currently all accounts are with FNB as follows: General, State, Sewer, and UCC)
- j. **Payment of Bills** (Currently majority vote, minimum of two supervisors' signatures as well as that of the treasurer, ability to pay bills as needed to prevent penalties and service charges)
- k. **Mileage** – Set by the IRS for 2024 at 70 cents per mile.
- l. **Sewage Enforcement Officer and Alternate** (Currently Chris Martin and L. Finlon)
  - i. **Salary for Sewage Enforcement Officer**
  - ii. **Sewage Permit Fees**
- m. **Township Permit Fees and Township Permit Officer Salary** (Currently Don Salak)

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)
- o. **Nuisance Ordinance Officer** (Currently Don Salak, Salary currently \$15.00 per hour and mileage allowance)
- p. **Floodplain management Official** (Currently Jeff Weinberger)
- q. **Junkyard Permit** (Currently \$300.00)

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- r. 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.)
- s. Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for the initial hearing and any continued hearing date)
- 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. Sewer Tax – 0.4000 mills (Clinton II)
- u. Conventions (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)
- v. State Convention (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)
- w. Seminars (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)
- x. Documents Signed (Currently Treasurer and Two Supervisors)
- z. Copy Policy (Currently .30 per page)
- aa. Planning Commission
- bb. 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.)
- cc. Auditors Organizational Meeting: (Tuesday, January 7, 2025, at the township building)
- dd. Planning Commission Meeting

## F. Adjournment