

Clinton Township Board of Supervisors
1799 White Oak Drive
Forest City, PA 18421
Email: clintontownshipwayne@gmail.com
Website: waynecountypa.gov/618/clinton-township
Phone: 570-785-5937

January 5, 2026 Re-organization Meeting

Call to Order:

A. Pledge of Allegiance

B. Hearing Check / Audio and Video Recorded

C. Re-Organize:

a. Organize Temporary Chair

D. Executive 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)

- i. 2nd Class Township Code Article VI, Section 606 amended 10/02/2024 new cap up to \$3,145.00 annually effective at the beginning of elected or re-elected officials' next term**

d. Appoint Secretary /Treasurer (Currently Michele Durmiaki as Secretary; Lisa Lopatofsky as Treasurer)

e. Establish compensation for Secretary /Treasurer (Currently Secretary at \$20.50 per hour; Treasurer at \$22.00 per hour)

f. Set bond for Treasurer (Currently \$400,000.00)

E. Township Positions

a. Resolution to adopt Employee Policy Handbook.

b. Tax Collector (Currently Marianne Thorpe, re-elected)

- i. (Currently 5.5% of all taxes collected and 90% of tax verification fees)**

c. Auditors - (Currently Daniel Fitzsimmons- 2 vacancies to be appointed) -Appointed terms will run through end of 2027 (Municipal Election Year).

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- i. Review auditor's compensation (currently \$18.00 per hour)- maxed per second class township code, Article IX, Section 902 a.1 amended April 15, 2024).
 - ii. Auditors Reorganization meeting (Tuesday, January 6, 2026, 7:00pm at the township building)
- d. Solicitor (Currently Jeffery Treat)
- e. Road Master (Currently Brian Non –Salary set by Auditors if Road Master is a supervisor)
- f. Consultant (Currently Tom Shepstone)
- g. Engineer (Currently Jeff Weinberger). Letter of interest received from Kiley Associates, LLC.
- h. Floodplain Management Official (Currently Jeff Weinberger)
- i. Emergency Management Coordinator and Deputy Coordinator (Currently Lisa Lopatofsky, Coordinator; Brian Non, Deputy Coordinator)
- j. Vacancy Board Member (Currently Dan Fitzsimmons)
- k. COG Representative (Currently Ron Poska, entitled to a \$30.00 stipend and mileage per attended meeting)
- l. UCC Enforcement Officer (Currently Bob Bates, Alternate L. Finlon)
- m. Sewage Enforcement Office (Currently Chris Martin, Alternate L. Finlon)
 - i. Letter of interest received from All County & Associates
 - ii. Interest received for SEO position by Josalyn Barnes
 - iii. Salary for Sewage Enforcement Officer
 - iv. Sewage Permit Fees
- n. Permit and Nuisance Officer (Currently Donald Salak at \$16.00 per hour plus mileage)
 - i. Assistant Permit Officer (Currently David Haunstein)

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F. Policies

- a. **Supervisors' Purchase Policy (Currently set at \$4,000.00)**
- b. **Supervisors can work as an employee of the township (Pay Rate set by Auditors)**
- c. **32 Hour Maximum Work Policy**
 - i. **Part-time employees are required to work twenty (20) hours per calendar year to remain an active employee.**
- d. **Wages for Common Labor (Currently \$17.75 – with time and a half for federal holidays: 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. **Vacation Days for Employees (Currently employees need to work a minimum of 500 hours to get three days/18 hours of paid vacation)**
- f. **Wages for CDL licensed employees - Currently the CDL pay rate is \$19.50 per hour. CDL Drivers get time and a half holiday pay, as listed above for common laborers.**
- g. **Lawn Mowing (Currently Todd Pauler using his own mower and fuel)**
- 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 2026 end of year meeting date)**
- i. **Banks (Currently all accounts are with FNB as follows: General, State, Sewer, and UCC)**
 - i. **Adopt Resolution to Establish a new Capital Reserve Account with First National Bank (FNB).**
- j. **Payment of Bills (Currently majority vote, minimum of two supervisors' signatures as well as that of the treasurer; Treasurer to pay bills as needed to prevent penalties and service charges)**
- k. **Conventions (Currently Supervisors, Secretary, Treasurer, Auditors, and Tax Collector can attend)**
- l. **Documents Signed (Currently Secretary or Treasurer and Two Supervisors as necessary)**
- m. **Mileage Reimbursement for Use of Personal Vehicle- – Rate set by IRS at .725 cents per mile.**

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- n. **Designate ALS and BLS Providers (Currently ALS is Forest City Ambulance, BLS is Browndale Fire Company)**
 - i. **Quarterly Donation to Browndale Fire Company (Currently \$2,500.00 per quarter)**
According to PSATS, the Fire Department must give a quarterly itemized listing of expenditures (2nd class Twp Code, section 15.5/18.03) before any funds can be appropriated)

G. Taxes and Fees (Current)

a. Clinton Township Taxes (Current)

- i. **Real Estate-0.4088 mills (Clinton I and Clinton II)**
- ii. **Wage Tax-1/2 of 1% (Clinton I)**
- iii. **Wage Tax-1% (Clinton II)**
- iv. **Sewer Tax-0.2390 mills (Clinton II)**

b. Township Permit Fees and Township Permit Officer Fees (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

- i. **Road Cut Permit Application Fee. Additional fees based on the project. Designate Issuing Officer and fee due to officer.**
- c. **Junkyard Permit (Currently \$400.00)**
- d. **Copy Policy (Currently .30 per page)**
- e. **Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for the initial hearing and any continued hearing date)**
- f. **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.)**

H. Adjournment