

January 2, 2018  
Clinton Township Board of Supervisors Reorganization  
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 7:22 PM 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 Vice-Chair Non to nominate Jill Droppa as Secretary / Treasurer. Motion carried unanimously.
- d. **Establish compensation for Secretary /Treasurer (Currently \$17,000.00)** – Chair Coles suggested a raise the salary. Supervisor Curtis made a motion, seconded by Vice Chair Non to keep the salary the same. The motion carried.
- e. **Set bond for Treasurer (Currently \$200,000.00)** - Motion by Chair Coles, seconded by Vice Chair Non, to leave the bond as is currently set at \$200,000.00. Carried unanimously.
- 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. Chair Coles explained that Shepstone had a part in the township’s new development plan and ordinances.
- h. **Engineer (Currently Jeff Weinberger)** - Motion by Chair Coles, seconded by Vice Chair Non to retain Jeff Weinberger as township engineer. Carried unanimously.
- i. **Emergency Management Coordinator (Currently Kerry Henderson)** – Motion by Chair Coles, seconded by Vice Chair Non to appoint Kerry Henderson as Emergency Management Coordinator. Carried unanimously.

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- j. **Assistant Permit Officer (Currently Russell Curtis)** –It was wondered if the position of assistant was necessary. Curtis said that he was will to fill the position. 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 Supervisor Curtis to nominate John Lillie to serve on the Vacancy Board, seconded by Vice-Chair Non. The motion carried.
- l. **COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage** – Vice Chair Non made a motion, seconded by Chair Coles to keep everything the same while retaining Poska as the COG Representative. All voted yes. The motion carried.
- m. **Road Master (Currently Brian Non, Salary set by Supervisors if Road Master is NOT a Supervisor)** –Supervisor Curtis made a motion to appoint Vice Chair Non as Road Master. The motion was seconded by Vice Chair Non. The motion carried.
- n. **Supervisors can work as an employee of the township**
  - i. **Kenneth Coles**– Motion by Vice Chair Non, seconded by Supervisor Curtis that Kenneth Coles can work both as a working supervisor and as an employee of the township. Carried unanimously.
  - ii. **Russell Curtis**– Motion by Chair Coles, seconded by Vice Chair Non that Russell Curtis can work both as a working supervisor and as an employee of the township. Carried unanimously.
  - iii. **Brian Non**– Motion by Chair Coles, seconded by Supervisor Curtis that Brian Non can work both as a working supervisor and as an employee of the township. Carried unanimously.
- o. **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 Supervisor Curtis, seconded by Vice Chair Non that road workers needed to work a minimum of 500 hours to get three days of vacation and that unused hours can be carried over to the next year. Chair Coles voted yes, if it was legal to do so. The motion carried.
- p. **Purchase Policy (Currently set at \$2,000.00)** – Motion by Chair Coles, seconded by Vice-Chair Non that the purchase price of an item remains at \$2000.00 A higher price per item needs to be voted on. Carried unanimously.
- q. **Wages for General Labor (Currently \$14.00 – address issue of holiday pay)** – Chair Coles made a motion to keep things the same. Vice Chair Non made a motion, seconded by Supervisor Curtis to give the laborers a twenty-five cent per hour raise. Motion carried. Vice Chair Non made a motion, seconded by Supervisor Curtis to give general labor time and a half for the major holidays of New Years, Christmas, Thanksgiving, Easter, July 4<sup>th</sup>, Memorial Day, and Labor Day. Carried unanimously.
- r. **Wages for CDL licensed employees (Currently new CDL hires will remain at the 2016 wage of \$13.50 until his length of service hits the one year or 250 hour mark at which time compensation rises to \$15.50 – address issue of holiday pay)** Motion made by Vice Chair Non, seconded by Supervisor Curtis to raise both rates by twenty-five cents bringing the rate of hire for a CDL licensed employee to \$13.75 and the rate after one year or 250 hours at \$15.75. Motion carried.

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- s. **Janitors Wages (Currently \$14.00)**– Vice Chair Non made a motion, seconded by Supervisor Curtis to keep this jobs in house at the rate of a general laborer of \$14.25 per hour. Carried unanimously.
- t. **Lawn Mowing (Currently \$14.00)** – Supervisor Curtis made a motion, seconded by Chair Coles to raise the rate to \$14.25. Carried unanimously.
- u. **Salary of Tax Collector (Currently \$600.00 per quarter + 90% of tax verification fees)** – Supervisor Curtis made a motion to give the tax collector a salary of 5% of everything she collects. Chair Coles voted no. Supervisor Curtis said that Marianne was the only area tax collected who doesn't get 100% of tax verification fees. Tax Collector Marianne Thorpe who was present in the audience was asked if she wanted to collect the wage tax to which she replied that she could not as it was against the law. Supervisor Curtis made the motion, seconded by Vice Chair Non to compensate the tax collector with 5% of everything she collected. The motion carried.
- v. **Meeting Dates, Times, and Meeting Places (Include the end of the year meeting date)** – Motion by Chair Coles and seconded by Supervisor Curtis 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 Friday, December 28, 2018 at 7:00 pm. Carried unanimously.
- w. **Banks (Currently Wayne Bank, with the active Liquid Fuels Acct. in HNB)**– Motion by Chair Coles and seconded by Vice Chair Non to keep all accounts where they currently are. Carried unanimously.
- x. **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.
- y. **Mileage (Set by the IRS for 2018 at 54.5 cents per mile)**–Motion by Chair Coles and seconded Vice Chair Non to reimburse for mileage at the IRS set rate. Carried unanimously.
- z. **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.
- aa. **Building Permit Fees (Currently: Building other than UCC=\$75.00, Agriculture \$30.00, Driveway \$35.00)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the building other than UCC at \$75.00. Carried unanimously. Motion by Chair Coles, seconded by Vice Chair Non to keep the agricultural fees the same at \$30.00. Carried unanimously. Motion by Chair Coles, seconded by Vice Chair Non to keep the driveway fees at \$35.00. Carried unanimously.
- bb. **Code Enforcement Officer and fees (Currently Bob Bates, alternate L. F. Finlon – address issue of DCED raise in rates from \$4.00 to \$4.50)**– Motion by Chair Coles, seconded by Vice Chair Non to keep Bob Bates as the Code

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- Enforcement Officer and L. F. Finlon as the alternate and to keep their individual fees the same. Carried unanimously. Motion by Chair Coles, seconded by Vice Chair Non to raise the DCED rates from \$4.00 to \$4.50. Carried unanimously.
- cc. 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. Motion by Chair Coles, seconded by Vice-Chair Non to keep the township permits the same. Carried unanimously. Motion by Chair Coles, seconded by Vice-Chair Non to keep the agriculture permits the same. Carried unanimously. Motion by Chair Coles, seconded by Vice-Chair Non to keep the driveway permits the same. Carried unanimously.
- dd. 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.
- ee. 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.
- ff. Clinton Township Taxes (Current)**
- i. Real Estate - 7 tenths of a mill (Clinton I and Clinton II)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the Real Estate tax the same. Carried unanimously.
  - ii. Wage Tax – ½ of 1% (Clinton I)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the Clinton I Wage tax the same. Supervisor Curtis voted no. The motion carried.
  - iii. Wage Tax – 1% (Clinton II)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the Clinton II Wage tax the same. Supervisor Curtis voted no. The motion carried.
  - iv. Hydrant Tax – 0.40000 mills (Clinton II)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the Hydrant tax the same. Carried unanimously.
  - v. Sewer Tax – 0.40000 mills (Clinton II)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the Sewer tax the same. Carried unanimously.
  - vi. Light Tax — 0.40000 mills (Clinton II)** – Motion by Chair Coles, seconded by Vice Chair Non to keep the Light tax the same. Carried unanimously.
  - vii. Storm Water Tax – 0.1062 mills (Clinton II)** - Chair Coles made a motion, seconded by Vice Chair Non to keep the Storm Water tax the same. Carried unanimously.
- gg. Conventions** – Motion by Chair Coles, seconded by Vice Chair Non that supervisors, secretary may attend conventions on state or local level, and be reimbursed for mileage on personal vehicle and be compensated as provided by law. Carried unanimously.
- hh. State Convention** – Motion by Chair Coles, seconded by Vice-Chair Non that any elected official or the secretary can attend the 2016 state convention in Hershey Pennsylvania. The Township will pay lodging, mileage and a meeting stipend of \$50.00 per day. Carried unanimously
- ii. Seminars** – Motion by Chair Coles, seconded by Vice-Chair Non, that any official of the township can attend seminars, with prior approval. Carried unanimously.
- jj. Copy Policy** – Motion by Chair Coles, seconded by Vice Chair Non, the copy fee remain at twenty-five cents per page for certification, plus actual cost of postage, etc. Carried unanimously.

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- kk. Planning Commission** – There are no known changes in the Planning Commission.
- ll. 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.)**- Motion by Chair Coles, seconded by Vice-Chair Non, to keep the SALDO fees as written above. Carried unanimously.
- mm. Auditors Organizational Meeting: (Currently advertised as January 3, 2018 at 7:00 pm, at the township building)** – Announced.
- nn. Planning Commission Meeting (Re-Organization meeting currently scheduled for January 4, 2018 at 7:00, with the regular meeting to follow.)** - Announced.
- oo.** Supervisor Curtis nominated Gwen Poltanis to seek grants for the Township with the understanding that Gwen would need to take classes. Chair Coles suggested let’s leave it at James Martin who is working on a lot for the township and have Gwen look into taking classes. Chair Coles stated that we have to look into pavement cut fees, stating that he wants to compare them with other places and readdress it at the next meeting.
- E. Adjournment** - Motion by Chair Coles, seconded by Vice-Chair Non that the meeting be adjourned at 7:46 pm. Carried unanimously.