

# 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:** The reorganization meeting of Clinton Township Board of Supervisors was called to order by Chair James Zefran at 7:00 p.m. on January 6, 2025, at the Clinton Township municipal building with Supervisors James Zefran, Brian Non and Brad Bates attending.

- A. Pledge of Allegiance-** All present were invited to join in the Pledge of Allegiance.
- B. Hearing Check –** The audience was asked if they could hear.
- C. Re-Organize:**
  - a. Organize Temporary Chair -** Motion by Supervisor Non, seconded by Supervisor Bates to nominate Supervisor James Zefran as Temporary Chair. The motion carried unanimously.
  - b. Temporary Secretary -** Motion by Chair Zefran, seconded by Supervisor Non to appoint Lisa Lopatofsky as Temporary Secretary. The motion carried unanimously.
- D. Election of Officers**
  - a. Nominate and Elect Chair -** Motion by Supervisor Non, seconded by Supervisor Bates to nominate James Zefran as Chair. Carried unanimously.
  - b. Nominate and Elect Vice Chair -** Motion by Supervisor Non, seconded by Chair Zefran to nominate Brad Bates as Vice Chair. Carried unanimously.
  - 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)-** Motion by Supervisor Non, seconded by Chair Zefran to keep compensation same. Carried unanimously.
  - d. Appoint Secretary /Treasurer -** Motion by Supervisor Non, seconded by Chair Zefran to appoint Michele Durmiaki as Secretary. Carried unanimously. Motion by Supervisor Non, seconded by Chair Zefran to appoint Lisa Lopatofsky as Treasurer. Carried unanimously.

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- e. **Establish compensation for Secretary /Treasurer (Currently Secretary \$20.00/hour, Currently Treasurer \$21.50/hour)** Motion by Supervisor Non, seconded by Vice Chair Bates to increase hourly pay rate by .50 cents for the Secretary to \$20.50 per hour and the Treasurer to \$22.00 per hour. Carried unanimously.
- f. **Set bond for Treasurer (Currently \$400,000.00)** Motion by Supervisor Non, seconded by Vice Chair Bates, to keep the bond the same. Carried unanimously.
- g. **Solicitor (Currently Jeffery Treat)** Chair Zefran made a motion, seconded by Supervisor Non to continue to retain Jeffrey Treat as Solicitor. Carried unanimously.
  - i. **Solicitor can attend meetings (currently attends every meeting)**-Chair Zefran stated the solicitor would be required to attend all meetings.
- h. **Consultant (Currently Tom Shepstone)- Consultant (Currently Tom Shepstone)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- i. **Engineer (Currently Jeff Weinberger). The township received a letter of interest from Kiley Associates, LLC.** Motion by Supervisor Non, seconded by Vice Chair Bates to keep current engineer Jeff Weinberger. Carried unanimously.
- j. **Emergency Management Coordinator (Currently Juliann Doyle)**-Supervisor Non stated Lisa Lopatofsky and himself have been attending EMA meetings due to Doyle's absences. Motion by Supervisor Non, seconded by Vice Chair Bates to designate Lisa Lopatofsky as Emergency Management Coordinator. Carried unanimously.
  - i. **Deputy Emergency Management Coordinator (Currently Linda Zefran)**- Vice Chair Bates made a motion to designate Supervisor Non as Deputy Coordinator, carried unanimously.
- k. **Permit Officer (Currently Don Salak)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- l. **Assistant Permit Officer (Currently David Hauenstein)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- m. **Vacancy Board Member (Currently Ronald Poska)**- Poska declined the position. Motion by Supervisor Non, seconded by Vice Chair Bates to nominate Dan Fitzimmons. Carried Unanimously

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- n. **COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- o. **Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a supervisor)**- Motion by Vice Chair Bates, seconded by Chair Zefran to keep this the same. Carried Unanimously.
- p. **Supervisors can work as an employee of the township.** Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- 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.** Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same and review when a vacancy occurs and is filled. Carried unanimously.
- 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.** Chair Zefran asked if the auditors were aware of this, Mark Lopatofsky said this would have to be checked into. Motion by Supervisor Non, seconded by Chair Zefran to Table until further review. Carried unanimously.

## E. Policies

- a. **32 Hour Work Policy**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. 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)**-Motion by Vice Chair Bates, seconded by Supervisor Non to keep this the same. Carried Unanimously.
- c. **Purchase Policy (Currently set at \$4,000.00)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- 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)**-Motion by Supervisor Non, seconded by Vice Chair Bates to increase current wage by .50 cents to \$17.75. Carried unanimously.

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- 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.** -Motion by Vice Chair Bates, seconded by Supervisor Non to increase current wage by .50 cents to \$19.50. Carried unanimously.
- f. **Lawn Mowing (Currently \$16.00 done by Todd Pauler, using his own mower and fuel)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- g. **Salary of Tax Collector (Currently 5.5% of all taxes collected and 90% of tax verification fees)** Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. 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)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep all meetings the same and designated Tuesday, December 30, 2025, the date for end of year meeting. Carried unanimously.
- i. **Banks (Currently all accounts are with FNB as follows: General, State, Sewer, and UCC)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep accounts the same. Carried unanimously.
- 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)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- k. **Mileage – Set by the IRS for 2025 at 70 cents per mile.** Motion by Vice Chair Bates, seconded by Supervisor Non, to accept this amount. Carried unanimously.
- l. **Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
  - I. **Salary for Sewage Enforcement Officer** -Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
  - II. **Sewage Permit Fees**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep fees the same. Carried unanimously.

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- m. Township Permit Fees and Township Permit Officer Salary (Currently Don Salak)-Chair Zefran asked Don Salak if satisfied with present fees. Don Salak replied yes. Motion by Supervisor Non, seconded by Vice Chair Bates to keep present fees. Carried unanimously.**

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)-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.**

- o. Nuisance Ordinance Officer (Currently Don Salak, Salary currently \$15.00 per hour and mileage allowance)-Motion by Supervisor Non, seconded by Vice Chair Bates to increase salary by one dollar to \$16.00 per hour. Carried Unanimously.**

- p. Floodplain management Official (Currently Jeff Weinberger)-Motion by Vice Chair Bates, seconded by Supervisor Non to keep this the same.**

- q. Junkyard Permit (Currently \$300.00)-Supervisor Non said currently only one junkyard, Millon & Sons and asked Don Salak what is hold up on Chapmans,' which would make two Junkyards in the township, Don Salak said Chapman does not have enough vehicles for a junkyard. Motion by Supervisor Non, seconded by Vice Chair Bates to retain one junkyard, and keep the permit fee the same. Carried unanimously.**

- 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. -Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.**

- s. Variance Appeal Hearings (Currently the complete cost involved, with \$700.00 deposit for the initial hearing and any continued hearing date)- Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.**

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## **t. Clinton Township Taxes (Current)**

- i. Real Estate – 0.7000 mills (Clinton I and Clinton II)** -Motion by Supervisor Non, seconded by Vice Chair Bates to keep the same. Carried unanimously.
- ii. Wage Tax – ½ of 1% (Clinton I)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- iii. Wage Tax – 1% (Clinton II)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- iv. Sewer Tax – 0.4000 mills (Clinton II)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**u. Conventions (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**v. State Convention (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**w. Seminars (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**x. Documents Signed (Currently Treasurer and Two Supervisors)**-Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**y. Copy Policy (currently .30 per page)**- Motion by Supervisor Non, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

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**aa. Planning Commission-** Chair Zefran stated that this matter is not relevant to today's meeting.

**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.)** Chair Zefran stated that this matter is not relevant to today's meeting.

**cc. Auditors Organizational Meeting: (Tuesday, January 7, 2025, at the township building)**  
Chair Zefran stated that this matter is not relevant to today's meeting.

**dd. Planning Commission Meeting** Chair Zefran stated that this matter is not relevant to today's meeting.

F. **Adjournment-**Motion by Chair Zefran, seconded by Supervisor Non to adjourn meeting.  
Unanimously carried. Meeting adjourned at 07:20pm.

Respectfully Submitted,

Michele Durmiaki  
Secretary