

January 3, 2023  
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 reorganization meeting of Clinton Township Board of Supervisors was called to order by Chair James Zefran at 7:00 p.m. on January 3, 2023 at the Clinton Township municipal building with Supervisors James Zefran and Brian Non attending. Supervisor Brad Bates attended by way of video call. Solicitor Jeffrey Treat was also in attendance.

**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 Temporary Chairman. The motion carried unanimously.

**b. Temporary Secretary** - Motion by Supervisor Non, seconded by Supervisor Zefran 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 Bates to nominate James Zefran as Chairman. Carried unanimously.

**b. Nominate and Elect Vice Chair** - Motion by Chair Zefran, seconded by Supervisor Non to nominate Brad Bates as Vice Chairman. Carried unanimously.

**c. Appoint Secretary /Treasurer** - Motion by Supervisor Non, seconded by Chair Zefran to nominate Jill Droppa as Secretary / Treasurer. Carried unanimously.

**d. Establish compensation for Secretary /Treasurer (Currently \$18,500.00)** – Chair Zefran made a motion, seconded by Secretary Non to give a three percent raise to \$19,055.00. Carried unanimously.

**e. Set bond for Treasurer (Currently \$400,000.00)** - Motion by Supervisor Non, seconded by Chair Zefran, to keep the bond the same. Carried unanimously.

**f. Solicitor (Currently Jeffery Treat)** - Supervisor Non made a motion, seconded by Vice Chair Bates to continue to retain Jeffrey Treat as Solicitor. Carried unanimously.

**a. Solicitor can attend meetings (Currently attends every meeting)** - Supervisor Non made a motion, seconded by Vice Chair Bates to continue to keep this the same. Carried unanimously.

**g. Consultant (Currently Tom Shepstone)** – Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

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**h. Engineer (Currently Jeff Weinberger)** - Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.

**i. Emergency Management Coordinator (Currently Juliann Doyle)** - Supervisor Non made a motion, seconded by Chair Zefran to keep this the same. Carried unanimously.

**a. Deputy Emergency Management Coordinator (Currently Linda Zefran)** - Solicitor Non made a motion, seconded by Vice Chair Bates to keep this the same. Chair Zefran recused himself. The motion carried.

**j. Assistant Permit Officer (Currently unfilled, previously filled Russell Curtis)** - Supervisor Non made a motion, seconded by Vice Chair Bates to have David Hauenstein serve as the Assistant Permit Officer. Carried unanimously.

**k. Vacancy Board Member (Currently unfilled, John Lillie resigned on 10.19.22)** – Chair Zefran made a motion, seconded by Supervisor Non to appoint Ron Poska to serve on the Vacancy Board. Carried unanimously.

**l. COG Representative (Currently Ron Poska, entitled to a \$30 stipend and mileage per attended meeting)** - Supervisor Non made a motion, seconded by Chair Zefran to keep everything the same. Carried unanimously.

**m. Road Master (Currently Brian Non – Salary set by Auditors if Road Master is a supervisor)** – Vice Chair Bates made a motion, seconded by Chair Zefran to keep this the same. Carried unanimously.

**n. Supervisors can work as an employee of the township** – Supervisor Non made a motion, seconded by Chair Zefran that all three supervisors can work as an employee of the township as needed. Carried unanimously.

**o. Auditor Vacancy (Currently John Doyle and Mark Lopatofsky), Jennifer Weist filled the vacant position in 2021 – The person that is appointed to the vacant Auditor position would have a term expiring 2023, then that position will be on the ballot again for a four-year term. Then back to the normal 6-year term after that.)** – Supervisor Non made a motion, seconded by Chair Zefran to keep everything the same. John Doyle spoke up from the audience and said that Jennifer Weist filled in for one year as the appointed officer and failed to run for that position at the last election, thereby making her ineligible. It was determined that a new auditor would be appointed at the February meeting. With John Doyle and Mark Lopatofsky present at the reorganization meeting the following evening, there would be a quorum to conduct business. The motion was not passed. (Post meeting note: According to Wayne County Board of Elections, Jennifer Weist is auditor through the end of 2023.)

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## E. Policies

- a. **32 Hour Work Policy** – Supervisor Non made a motion, seconded by Chair Zefran 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)** – Supervisor Non made a motion, seconded by Chair Zefran to keep this the same. Carried unanimously.
- c. **Purchase Policy (Currently set at \$4,000.00)** - Supervisor Non made a motion, seconded by Vice Chair Bates to keep this the same. Carried unanimously.
- d. **Wages for Common Labor (Currently \$16.50 – with time and a half for federal holidays of New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day (Indigenous Peoples Day), Veterans’ Day, Thanksgiving, and Christmas)** – Supervisor Non made a motion, seconded by Vice Chair Bates to give common laborers a pay raise of fifty-cents per hour for a total of \$17.00. Carried unanimously.
- e. **Wages for CDL licensed employees – Currently the CDL pay rate is \$17.25 per hour. In May of 2022 Ron Poska got a raise making his salary \$18.25 retroactive to the beginning of the year. CDL Drivers get time and a half holiday pay, as listed above for common laborers** – Supervisor Non made a motion for a fifty-cents per hour raise for Ron Poska and Tommy Merrigan. This motion was not seconded. Chair Zefran made a motion, seconded by Vice Chair Bates to have all CDL employees earn \$18.75 per hour. Carried unanimously.
- f. **Lawn Mowing (Currently \$15.00 done by Frank Pauler, using his own mower and fuel)** – Supervisor Non made a motion, seconded by Chair Zefran to keep it the same. Carried unanimously.
- g. **Salary of Tax Collector (Currently 5.5% of all taxes collected and 90% of tax verification fees)** – Supervisor Non made the motion, seconded by Chair Zefran 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)** – Supervisor Non made the motion, seconded by Vice Chair Bates to keep things the same and have the year-end meeting on Friday, December 29, 2023. Carried unanimously.
- i. **Banks (Currently all accounts are with FNB as follows: General, State, Sewer, UCC, and American Rescue accounts)** – Supervisor Non made a motion, seconded by Chair Zefran to keep the accounts the same. Carried unanimously.

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- j. Payment of Bills (Currently majority vote, minimum of two supervisors' signatures as well as that of the treasurer, ability of pay bills as needed to prevent penalties and service charges) –** Supervisor Non made a motion, seconded by Chair Zefran to keep the accounts the same. Carried unanimously.
- k. Mileage – Set by the IRS as of July 2022 at 62.5 cents per mile –** Solicitor Treat said that the IRS set the mileage rate at 65 cents per mile. Supervisor Non made a motion, seconded by Chair Zefran to reimburse for mileage at 65 cents per mile. Carried unanimously. (Post meeting note - See February's minutes that addresses the rate set by the IRS as 65.5 cents per mile)
- l. Sewage Enforcement Officer and Alternate (Currently Chris Martin and L. Finlon) –** Supervisor Non made a motion, seconded by Chair Zefran to keep things the same. Carried unanimously.
  - i. Salary for Sewage Enforcement Officer -** Supervisor Non made a motion, seconded by Chair Zefran to keep things the same. Carried unanimously.
  - ii. Sewage Permit Fees –** Supervisor Non made a motion, seconded by Chair Zefran to keep things the same. Carried unanimously.
- m. Building Permit Fees and Township Permit Officer Salary (Currently Don Salak)**

Application	Amount Charged	Amount Due to Permit Officer
Driveways	\$45.00	\$35.00
Shed	\$85.00	\$60.00
Garage	\$85.00	\$60.00
Pole Building	\$130.00	\$60.00
Deck	\$75.00	\$50.00
Deck, enclosed	\$75.00	\$50.00
Demolition	\$45.00	\$25.00
Agriculture	\$30.00	\$20.00

Supervisor Non expressed concern with the driveway permit. Because of problems in the past, he wanted it known that a driveway has to be put in on or before 30 days after getting the permit or it needs to be reapplied for. Solicitor Treat said to put on the February agenda a RESOLUTION that you cannot get a final occupancy permit for a house unless the sewer and driveway permits are in order. Supervisor Non made a motion, seconded by Chair Zefran to keep this the same. Carried unanimously.

- n. Code Enforcement Officer and fees (Currently Bob Bates, Alternate L. F. Finlon - DCED rates are set by the state at \$4.50) –** A motion was made by Supervisor Non and seconded by Chair Zefran to keep things the same. Carried unanimously
- p. Nuisance Ordinance Officer (Currently Don Salak, Salary currently \$14.00 per hour and mileage allowance) –** Supervisor Non made the motion, seconded by Chair Zefran to keep the salary the same. Carried unanimously.

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**q. MS4 Stormwater Permit Compliance Professional / MS4 Stormwater Inspector (Currently Jeff Weinberger)** – Chair Zefran says that this is no longer applicable to Clinton Township. Supervisor Non made a motion, seconded by Chair Zefran to do away with the position. Carried unanimously.

**r. Floodplain management Official (Currently Jeff Weinberger)** – Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

**s. Junkyard (Currently \$200.00)** - Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

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

**q. Clinton Township Taxes (Current)**

- i. Real Estate – 0.7000 mills (Clinton I and Clinton II)** – Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously. (Post meeting note – due to reassessment mills was set at 0.4088. See February minutes.)
- ii. Wage Tax – ½ of 1% (Clinton I)** - Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
- iii. Wage Tax – 1% (Clinton II)** - Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
- iv. Hydrant Tax – 0.2000 mills (Clinton II) – This tax is removed for 2023**
- v. Sewer Tax – 0.4000 mills (Clinton II)** - Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously. (Post meeting note – due to reassessment mills was set at 0.2390. See February minutes.)
- vi. Light Tax – 0.4000 mills (Clinton II) – This tax is removed for 2023**
- vii. Storm Water Tax – 0.1062 mills (Clinton II) – This tax is removed for 2023**

**r. Conventions (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)** - Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

**s. State Convention (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend)** - Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.

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- t. Seminars (Currently Supervisors, Treasurers, Auditors, and Tax Collector can attend) -** Supervisor Non made the motion, seconded by Chair Zefran to keep the same. Carried unanimously.
- u. Documents Signed (Currently Treasurer and Two Supervisors) -** Supervisor Non made the motion, seconded by Vice Chair Bates to keep the same. Carried unanimously.
- v. Copy Policy (Currently .25 per page) -** Supervisor Non made the motion, seconded by Chair Zefran to raise it to thirty cents a page. Carried unanimously.
- w. Planning Commission –** It was brought up that David Hauenstein resigned at the December meeting and that there was a vacancy on the Planning Commission Board. Supervisor Non nominated Ron Poska to fill the vacancy. Chair Zefran made a motion, seconded by Supervisor Non to accept the nomination. 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.) -** Supervisor Non made the motion, seconded by Vice Chair Bates to keep it the same. Carried unanimously.
- y. Auditors Organizational Meeting: announced to be at 7:00 pm, Wednesday, January 4, 2023, at the township building**
- z. Planning Commission Meeting: announced to be at 7:00 pm, Thursday, January 5, 2023, at the township building**
- F. Adjournment -** Chair Zefran made the motion, seconded by Supervisor Non to adjourn the meeting at 7:26 p.m. Carried unanimously.