

**SUPERVISORS RE-ORGANIZATION MEETING MINUTES PORTER TOWNSHIP  
JANUARY 3rd, 2022 7:00PM**

The meeting was called to order by Supervisor Frank at 7:00PM followed by the pledge of allegiance. Frank announced this is the Re-organization meeting of 2022. It is being recorded and the regular monthly meeting will follow. Current board is Supervisors Kevin Frank, Philip Courter and newly elected supervisor Trent Rickert.

Attendance was Kevin Frank, Trent Rickert and Supervisor Philip Courter attended by phone. Secretary Treasurer Carol Colucci and Zoning Officer Rich Brungard. Supervisor Frank asked for nominations for temporary chairman. Supervisor Frank nominated Phil Courter to be temporary Chairman. 2<sup>nd</sup> by Trent Rickert.

Temporary Chairman Courter asked for nominations for a Supervisor Chairman. On a 1<sup>st</sup> motion by I Courter nominated Kevin Frank and a 2<sup>nd</sup> by Supervisor Rickert motion passed to elect Kevin Frank Supervisor Chairman.

Supervisor Vice Chairman, on a 1<sup>st</sup> motion by Frank to appoint Phil Courter and on a 2<sup>nd</sup> by Rickert motion passed for Phil Courter to be Vice Chairman.

Secretary, on a 1<sup>st</sup> motion by Frank nominated Carol Colucci and a 2<sup>nd</sup> motion by Courter motion passed for Carol Colucci to be secretary treasurer.

Community Bldg Property Manager on a 1<sup>st</sup> motion by Courter to reappoint Rich Brungard and a 2<sup>nd</sup> by Frank motion passed for Rich Brungard to be property manager at the community building.

Road Masters on a 1<sup>st</sup> motion by Frank to re-appoint Rich Brungard, Kevin Frank and Phil Courter on a 2<sup>nd</sup> motion by Courter motion passed to appoint all three to serve as Road Masters.

Park Chairman on a 1<sup>st</sup> motion by Courter to reappoint Kevin Frank on a 2<sup>nd</sup> by Rickert motion passed.

CDL Drug Testing coordinator on a 1<sup>st</sup> motion by Frank to reappoint Carol Colucci and a 2<sup>nd</sup> by Courter motion passed.

Emergency Management Coordinator on a 1<sup>st</sup> motion by Courter to re-appoint Kevin Frank and a 2<sup>nd</sup> by Rickert motion passed.

Deputy Coordinator on a 1<sup>st</sup> motion by Courter to re-appoint Rich Brungard and a 2<sup>nd</sup> by Frank motion passed.

Mileage reimbursement has increased for 2022 for Supervisors and employees when using their own vehicle while working currently is .58.5 per mile. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed.

The Depositories for the township bank accounts currently are all at the Jersey Shore State Bank. The general checking, State, Act 13, and the Money Market savings account on a 1<sup>st</sup> motion by Courter and a

2<sup>nd</sup> by Frank motion passed to keep all accounts the same at the Jersey Shore State Bank for now but check around for higher interest rates.

The Treasurers Bond currently is \$1,000,000. through Gearhart & Herr with Selective Insurance Group and is renewed every April. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same.

The Supervisor monthly meeting pay is currently \$100. when attending meetings. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same of \$100. per meeting.

The Supervisors monthly meetings currently are the 2nd Monday of each month at 7:00PM. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same, the 2<sup>nd</sup> Monday of each month.

Township Auditors Janice Keller and Sharon Schrack and (appointed Keith Yearick) met Tuesday January 4<sup>th</sup> 6:30PM to discuss and set hourly wages for Supervisors labor wages when working for the township other than meetings.

Supervisor Kevin Frank is a CDL snow plow driver, road master and park manager. Kevin is requesting a .3% increase the same as employees which would be \$19.13 per hour request to the township auditors.

Supervisor Phil Courter is a CDL snow plow driver, road master, does mowing, and road work when needed. Phil is requesting a .3% increase the same as employees which would be \$17.50 request to the township auditors.

Seasonal Plow Drivers Non-CDL rate currently is \$16.50 on a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same.

Solicitor Justin Houser and his firm Coploff, Ryan, & Houser Attorneys submitted a letter of interest to remain the solicitor. On a 1<sup>st</sup> motion by Frank to re- appoint Houser and a 2<sup>nd</sup> motion by Courter motion passed to reappoint Houser. Hourly fee increases \$5.00. Re-appoint at the rate of \$125.00 per hour.

Engineer Todd Pysher hourly rate is \$125.00. per hour. On a 1<sup>st</sup> motion by Frank to reappoint Pysher and a 2<sup>nd</sup> by Rickert motion passed to reappoint Pysher as engineer.

Sewer Enforcement Officer Stan Wallace submitted a letter of interest to remain the SEO. On a 1<sup>st</sup> motion by Courter and on a 2<sup>nd</sup> by Rickert motion passed to reappoint Wallace at the same pay rate of \$55.00 per hour plus all expenses.

Alternate SEO is a choice by Wallace. He recommends his partners Justin Dershem SEO and Jeff Kreger. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same.

Zoning Officer Rich Brungard on a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to re-appoint Brungard with an increase of the .3% would be \$23.95 per hour it's a part time position.

Code Enforcement Officer Rich Brungard on a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to reappoint Brungard with the .3% employee increase. The position has been \$2.00 more than the Zoning wage also approved to stay the same. The rate would be \$25.95 is an as needed position.

Zoning Hearing Board Solicitor Frank Miceli on a 1<sup>st</sup> motion by Champion to reappoint Miceli and on a 2<sup>nd</sup> by Frank motion passed on the pay rate of \$125.00. per hour motion passed.

Employee wages were reviewed. As in the past employees are requesting a yearly .3% raise cost of living increase for all employees. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed give a .3% pay increase to all employees including seasonal CDL plow drivers. CDL seasonal drivers are not to be paid any additional pay rates for the 2022 year.

Property Manager Rich Brungard .3% increase is \$23.95 per hour for full time 40 hours per week, and regular pay of time and ½ over 40 hours. Half of the overtime pay is split to comp time for the following week and or pay period. Regular pay of \$23.95 is paid for 6 major holidays regardless if they fall on work days or not.

Secretary/ Treasurer Carol Colucci received an increase to bring her pay rate up to match the PSATS medium range of \$17.25 per hour working part time from 26 - 30 hours per week with 30 total hours of paid vacation days and 6 major paid holidays, and 2 personal days. She did not request any changes.

Community Building janitorial is a hired job done by Workman's Cleaning. The township is currently invoiced for two cleanings per week at \$100 per cleaning has been the agreement. Workman's have provided all cleaning supplies except for toilet paper.

Planning Board terms are 5 years. Mark Saville's position was up for reappointment. He expressed interest to be reappointed. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Rickert motion passed to reappoint Saville to another 5 year term.

Currently the board receives compensation of \$40. when attending meetings. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same. It was also agreed all meetings will continue to be the last Tuesday of each month at 7:00PM unless there is no business to discuss and will be decided by the Zoning Officer. Members are as follows:

James Watson	2022
Ralph Funk	2023
William Ake	2024
Mary Ann Clark	2025
Mark Saville	2026

Planning Board secretary position currently is paid \$50.00 per meeting. Carol has resigned this position in December 2021. However, no one responded to the vacant position. Carol agreed to stay in the position until someone would fill it with an increase to \$60. Per meeting. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed.

Zoning Hearing Board terms are 3 years. Nick Wargo's position was up for reappointment. He expressed interest in being reappointed. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Frank motion passed to reappoint Wargo for another 3 years.

Currently the Hearing Board receives compensation of \$50. when attending meetings. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same. These meetings are an as needed bases scheduled by request of hearing application. Members are as follows: July 2021 Jocelyn Hartley resigned with her term ending 1/2024. Walizer replaced Hartleys term. Mary Ann Clark was appointed the alternate member for the board position.

Ronald Strouse	2023
Karl Walizer	2024
Nick Wargo	2025

Porter Township Municipal Water Authority terms are 5 years. Karl Walizer, Sr's position was up for reappointment. On a 1<sup>st</sup> motion Frank and a 2<sup>nd</sup> by Courter motion passed to reappoint Karl Walizer Sr. to another 5 year term. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed. According to the Authority Bi-Laws there is no compensation for meetings. Members are as follows:

William Ake	2022
Jeff Hendershot	2023
Earl Streck Sec/Tres	2024
Larry Dotterer Chair	2025
Karl Walizer, Sr.	2026

East Nittany Valley Joint Municipal Authority terms are 5 years. Mark Saville was up for reappointment. He expressed interest to be reappointed. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Frank motion passed to reappoint Saville to another 5 year term. Members for Porter are as follows:

Mark Saville	2026 Porter	Tom Livingston	Lamar
John Wadeck	2023 Porter	Greg Mayes	Lamar
Terry Jeirles	2025 Porter	Steve Walker	Lamar
Jeff Seymour	Walker	Tim Myers	Walker
Gary Barrett	Walker		

Recreation Planning Board terms are 5 years. It is volunteer bases no compensation. Cathy Gates term was up for reappointment. On a 1<sup>st</sup> motion Frank and a 2<sup>nd</sup> by Rickert motion passed to reappoint Cathy Gates. The meeting time is currently held one hour prior the Supervisors monthly meeting at 6:00PM. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep it the same.

Mark Saville	2022
Kevin Frank	2023
Rich Brungard	2024
Cathy Gates	2025

Park reservations are currently managed by Kevin Frank. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Rickert motion passed to re-appoint Frank to park manager. The rental fee is currently \$40. per pavilion April through October. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to increase the fee to \$50.00.

The vacancy board chairman is currently is Bill Ake. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to re-appointment Ake.

The community Library is managed by director June Strouse. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to keep the same.

PTAC, Porter Township Activity Committee no longer receives a reimbursement of \$25.00 from every rental fee of \$100. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to schedule a special meeting for January 17<sup>th</sup> to revise the terms and conditions of the rental of the multi-purpose room and to review the possibility of discontinuing renting the kitchen

On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed for the Re-organization meeting to adjourn at 7:40PM. and continue to the monthly Supervisors meeting.

Township Supervisor Chairman  
Kevin Frank

A handwritten signature in black ink, appearing to read 'Kevin Frank', written over a horizontal line.

Township Secretary, Treasurer  
Carol Colucci

A handwritten signature in black ink, appearing to read 'Carol Colucci', written over a horizontal line.