

**SUPERVISORS RE-ORGANIZATION MEETING MINUTES PORTER TOWNSHIP**  
**JANUARY 4th, 2021 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 2021. It is being recorded and the regular monthly meeting will follow. Current board is Supervisors Kevin Frank, Mike Champion and Philip Courter.

Attendance was Kevin Frank, Mike Champion, Philip Courter, Secretary Treasurer Carol Colucci and Zoning Officer Rich Brungard. Due to Covid-19 Pandemic the meeting was closed to the public. Social distancing is practiced and masks were worn.

Supervisor Frank asked for nominations for temporary chairman. Supervisor Frank nominated Mike Champion to be temporary Chairman. 2<sup>nd</sup> by Phil Courter.

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

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

Secretary, on a 1<sup>st</sup> motion by Champion 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 Champion to reappoint Kevin Frank on a 2<sup>nd</sup> by Courter 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 Frank to re-appoint Frank and a 2<sup>nd</sup> by Courter 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 is less for 2021 for Supervisors and employees when using their own vehicle while working currently is .56 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 Champion and a 2<sup>nd</sup> by Courter 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 meeting. 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 Doyle Moore, Janice Keller and Sharon Schrack met Tuesday January 5<sup>th</sup> 7:00PM 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 \$18.58 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 \$17.00 request to the township auditors.

Solicitor Paul Welch and his firm Coploff, Ryan, Welch & Houser Attorneys submitted a letter of interest to remain the solicitor. On a 1<sup>st</sup> motion by Frank to re- appoint Welch and a 2<sup>nd</sup> motion by Courter motion passed to reappoint Welch at the rate of \$120.00 per hour.

Engineer Todd Pysher submitted a letter of interest to remain the engineer. On a 1<sup>st</sup> motion by Frank to reappoint Pysher and a 2<sup>nd</sup> by Champion motion passed to reappoint Pysher at the rate of \$125.00. per hour.

Sewer Enforcement Officer Stan Wallace submitted a letter of interest to remain the SEO. On a 1<sup>st</sup> motion by Frank to re-appoint Wallace and on a 2<sup>nd</sup> by Courter motion passed to reappoint Wallace at the 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 \$23.25 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 \$25.65 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 2021 year.

Property Manager Rich Brungard currently receives \$22.58 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 \$22.58 is paid for 6 major holidays regardless if they fall on work days or not.

Rich requested hours worked after normal business hours to be paid time and ½ from 11:00PM – 6:00AM when called out for any reason within the specified hours for all employees at that time. He also requested double time working on holidays.

After a discussion on a 1<sup>st</sup> motion by Champion and a 2<sup>nd</sup> by Courter motion passed to pay double time working on holidays and time and ½ pay working 11:00PM – 6:00AM. Also paid a two hour minimum wage when called out after regular hours for all road masters. All agreed a resolution is needed.

Secretary/ Treasurer Carol Colucci currently receives \$15.45 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. They are requesting to be reimbursed for cleaning supplies starting 2021 when it is put on the monthly invoice.

Due to the Covid-19 pandemic the USDA staff have mostly been working remotely from home affecting the need for cleaning with the building not being occupied. The Supervisors are requesting Workmans to decrease the cleaning to one time per week and or as needed. Carol to follow up with USDA to get an updated holiday schedule to when the building will be closed.

**Planning Board** terms are 5 years. Mary Ann Clark's position was up for reappointment and she has submitted a letter of interest to be reappointed. On a 1<sup>st</sup> motion by Champion and a 2<sup>nd</sup> by Courter motion passed to reappoint Clark 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 Champion 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:

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

**Zoning Hearing Board** terms are 3 years. Jocelyn Hartley's position was up for reappointment. She expressed interest in being reappointed. On a 1<sup>st</sup> motion by Champion and a 2<sup>nd</sup> by Frank motion passed to reappoint

Hartley to the position. 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 Champion motion passed to keep it the same. These meetings are an as needed bases scheduled by request of hearing application. Members are as follows:

Nick Wargo        2022  
 Ronald Strouse    2023  
 Jocelyn Hartley   2024

**Porter Township Municipal Water Authority** terms are 5 years. There was no response for interest of reappointment. On a 1<sup>st</sup> motion Frank and a 2<sup>nd</sup> by Courter motion passed to reappoint Larry Dotterer to another 5 year term. According to the Authority Bi-Laws there is no compensation for meetings. On a 1<sup>st</sup> motion by Frank and a 2<sup>nd</sup> by Courter motion passed to re-appoint Earl Streck to another 5 year term 2020-2025. Members are as follows:

Karl Walizer, Sr.        2021  
 William Ake                2022  
 Jeff Hendershot        2023  
 Earl Streck   Sec/Tres    2024  
 Larry Dotterer Chair    2025

**East Nittany Valley Joint Municipal Authority** terms are 5 years. Terry Jeirles was up for reappointment and he submitted a letter of 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 Jeirles to another 5 year term. Members for Porter are as follows:

Mark Saville	2021 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. There was no response for interest of reappointment. 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 Champion motion passed to keep it the same.

On a 1<sup>st</sup> motion Frank and a 2<sup>nd</sup> by Champion motion passed to reappoint Mike Jessup to another 5 year term.

Cathy Gates        2021  
 Mark Saville        2022  
 Kevin Frank        2023  
 Rich Brungard      2024  
 Nancy Dotterer    2025  
 Mike Jessup        2026

Park reservations are currently managed by Kevin Frank. The rental fee is \$40. per pavilion April through October. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Frank motion passed to keep the same.

The vacancy board chairman is currently is Bill Ake. On a 1<sup>st</sup> motion by Champion 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 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 to keep this the same rental fee of \$100. and a \$25. reimbursement. Officers for the committee are decided within the committee. The Supervisors are requiring meeting minutes and a schedule of events.

On a 1<sup>st</sup> motion by Champion and a 2<sup>nd</sup> by Courter motion passed for the Re-organization meeting to adjourn 7:57PM. The monthly Supervisors meeting will begin directly.

Township Supervisor Chairman  
Kevin Frank



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Township Secretary, Treasurer  
Carol Colucci



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