

**SUPERVISORS RE-ORGANIZATION MEETING MINUTES PORTER TOWNSHIP**  
**JANUARY 2nd, 2024 7:00PM**

Attendance: Supervisor Philip Courter, Keith Yearick, Ryan Gates Secretary Treasurer Carol Colucci and Zoning Officer Rich Brungard. Supervisor Courter asked for nominations for temporary chairman. Supervisor Yearick nominated Phil Courter to be temporary Chairman. 2<sup>nd</sup> by Ryan Gates.

The meeting was called to order by temporary Supervisor Phil Courter at 7:04PM followed by the pledge of allegiance. Courter announced this is the Re-organization meeting of 2024. It is being recorded and the regular monthly meeting will follow.

Temporary Chairman Courter asked for nominations for a Supervisor Chairman. On a 1<sup>st</sup> motion by Keith Yearick nominated Phil Courter and a 2<sup>nd</sup> by Supervisor Ryan Gates motion passed to appoint Phil Courter as Supervisor Chairman.

Supervisor Vice Chairman, on a 1<sup>st</sup> motion by Gates and on a 2<sup>nd</sup> by Courter motion passed to appoint Keith Yearick to be Vice Chairman.

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

Community Building Property Manager, on a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to appoint Rich Brungard to be property manager at the community building.

Road Master, on a 1<sup>st</sup> motion by Gates and 2<sup>nd</sup> motion by Yearick motion passed to appoint Rich Brungard to be Road master.

2<sup>nd</sup> Road master, on a 1<sup>st</sup> motion by Gates and a 2<sup>nd</sup> by Yearick motion passed to appoint Courter to be the 2<sup>nd</sup> Road master.

CDL Drug Testing coordinator, on a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to appoint Carol Colucci as Drug Testing coordinator.

Emergency Management Coordinator, on a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Gates motion passed to appoint Keith Yearick.

Deputy Emergency Coordinator, on a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to appoint Ryan Gates.

PSATS voting delegate for the state convention, on a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to appoint Ryan Gates.

Mileage reimbursement, on a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to approve using the IRS mileage reimbursement of .67 per mile for 2024 increased for supervisors and employees when using their own vehicle while working is allowable use.

The Depositories for the township bank accounts, currently are all at Woodlands 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 Yearick motion passed to approve keeping all bank accounts the same.

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 Yearick and a 2<sup>nd</sup> by Courter motion passed to approve increasing the total over one million to the closest average total of all accounts.

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

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

Township elected Auditors, Janice Keller, Sharon Schrack and write in Kerry Moore are meeting January 3<sup>rd</sup> 7:00PM to discuss and set hourly wages for Supervisors labor wages when working for the township other than meetings.

Working Supervisors that are CDL snow plow drivers, road workers and mowing are requesting a .3% increase the same as employees which would be Phil \$18.57, Ryan \$17.00 and Keith \$17.00 per hour . On a 1<sup>st</sup> motion by Yearick and 2<sup>nd</sup> by Gates motion passed for the 3% increase to all supervisors.

Park manager, on a 1<sup>st</sup> motion by Courter and on a 2<sup>nd</sup> by Yearick motion passed to approve Ryan Gates to be Park Manager.

Park reservations rental fee is currently \$50. per pavilion April through October. On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to keep fee the same \$50.00. If a date change or cancellation is requested there will be an additional fee of \$25. charged in addition to the \$50. That was discussed and approved previously to take effect in the 2024 season. This is to prevent loss of income. Reservations have been managed for many years by Kevin Frank. After discussing the decision was made to look into more options for the park duties and taking reservations will continue at the next meeting.

Community Building event rental fee was evaluated. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to approve the fee to stay the same of \$150. to rent the multi-purpose room with a refundable deposit of \$50. to return the key and cleaning after the event.

Community Library, to continue the same with director June Strouse with a committee assisting. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion approved.

On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> motion by Yearick motion passed to re-appoint Solicitor Justin Houser and his firm Coploff, Ryan, & Houser Attorneys. Hourly fee at the rate of \$125.00 per hour.

On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to reappoint Todd Pysher as township engineer at the hourly rate of \$140.00. per hour.

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

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 Courter and a 2<sup>nd</sup> by Yearick motion passed to keep it the same.

On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to re-appoint Brungard as Zoning Officer to the part time as needed position with an increase of the .3% to the current rate.

On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to reappoint Brungard as Code Enforcement officer to the part time as needed position with the .3% employee increase. The position has been \$2.00 more than the Zoning wage also approved to stay the same.

On a 1<sup>st</sup> motion by Yearick and on a 2<sup>nd</sup> by Courter motion passed to reappoint Frank Miceli as Zoning Hearing Board Solicitor.

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 Courter and a 2<sup>nd</sup> by Gates motion passed give a .3% pay increase to all employees.

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

Rich is requesting health care benefits to be paid 100% by the township. After discussing the Supervisors approved the health care premium of \$754. per month to be paid by the township.

Secretary/ Treasurer Carol Colucci to keep 26 - 30 hours per week .3% increase with 30 total hours of paid vacation days and 6 major paid holidays, and 2 personal days.

Community Building janitorial is currently 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. a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to keep the same.

Planning Board terms are 5 years. Ralph Funk resigned ending 2023. A letter of interested was received from Paula Sampsel to fill the position. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed to approve Paula to a five year term ending 2029. There is no alternate position at this time.

Currently the Planning Board receives compensation of \$40. when attending meetings. On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to increase compensation to \$50. per meeting when attended.

Members are as follows:

William Ake	2025
Mary Ann Clark	2026
Mark Saville	2027
John Fisher	2028
Paula Sampsel	2029

Planning Board secretary position currently is paid \$60.00 per meeting. However, if anyone would like to fill the secretary position Carol would agree to resign the position. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Gates motion passed to keep the same.

Zoning Hearing Board terms are 3 years compensation is \$50. per meeting. Currently there is a vacant position due to Supervisor Gates needed to resign to not hold 2 positions of Zoning Hearing Board member and elected Supervisor. Members are as follows: Karl Walizer, Jr.2024 and Nick Wargo 2025. Vacant position needed to fill.

Porter Township Municipal Water Authority terms are 5 years. On a 1<sup>st</sup> motion Courter and a 2<sup>nd</sup> by Yearick motion passed to reappoint Jeff Hendershot to another 5 year term. According to the Authority Bi-Laws there is no compensation for meetings. Members are as follows:

Jeff Hendershot	2024
Steve Bason	2025
Larry Dotterer Chair	2026
Karl Walizer, Sr.	2027
William Ake	2028

East Nittany Valley Joint Municipal Authority terms are 5 years. John Wadeck submitted a letter of interest for reappointment. On a 1<sup>st</sup> motion by Yearick and a 2<sup>nd</sup> by Courter motion passed to re-appoint John Wadeck to another 5 year term. Members for Porter are as follows: An update from the board is needed for other townships.

John Wadeck	2024 Porter	Tom Livingston	Lamar
Terry Jeirles	2026 Porter	Greg Mayes	Lamar
Mark Saville	2028 Porter	Steve Walker	Lamar
Jeff Seymour	Walker	Tim Myers	Walker
Gary Barrett	Walker		

Recreation Planning Board terms are 5 years. On a 1<sup>st</sup> motion Courter and a 2<sup>nd</sup> by Yearick motion passed to re-appoint Cathy Gates to a 5 term. According to the Recreation board Bi-Laws there is no compensation for meetings.

Cathy Gates	2024
Rich Brungard	2025
Ryan Gates	2026
Kassy Harding	2027
Chris Eldred	2028

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

On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Yearick motion passed for the Re-organization meeting to adjourn at 7:15PM. and continue to the monthly Supervisors meeting.

Township Supervisor Chairman  
Philip Courter



A handwritten signature in cursive script, reading "Philip Courter", written over a horizontal line.

Township Secretary, Treasurer  
Carol Colucci



A handwritten signature in cursive script, reading "Carol Colucci", written over a horizontal line.