

SUPERVISORS RE-ORGANIZATION MEETING MINUTES PORTER TOWNSHIP
JANUARY 6th, 2025 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. 2nd by Ryan Gates.

The meeting was called to order by temporary Supervisor Phil Courter at 7:00PM followed by the pledge of allegiance. Courter announced this is the Re-organization meeting of 2025. It is being recorded and the regular monthly meeting will follow.

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

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

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

Road Master, on a 1st motion by Gates and 2nd motion by Yearick motion passed to appoint Rich Brungard to be Road master. 2nd Road master was listed but Chairman Courter stated there isn't a reason to list a 2nd road master position. Everyone works together when needed.

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

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

Deputy Emergency Coordinator, on a 1st motion by Courter and a 2nd by Gates motion passed to appoint Keith Yearick.

Clinton County Tax Collection Voting Delegate nomination is Keith Yearick to attend the TCC meetings. Delegate Alternate appointed is Carol Colucci.

Mileage reimbursement, on a 1st motion by Courter and a 2nd by Yearick motion passed to approve using the IRS mileage reimbursement of .70 per mile for 2025 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 1st motion by Courter and a 2nd by Yearick motion passed to approve keeping all bank accounts the same.

The Treasurers Bond currently is \$1,250,000. through Gearhart & Herr with Selective Insurance Group and is renewed every April. On a 1st motion by Courter and a 2nd by Yearick motion passed to approve keeping the total the same one million and a quarter insured with the same company.

The Supervisor monthly meeting pay is currently \$100. when attending meetings. On a 1st motion by Yearick and a 2nd 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 1st motion by Yearick and a 2nd by Gates motion passed to keep it the same, the 2nd Monday of each month.

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

Zoning Hearing Board Solicitor currently is Frank Miceli. On a 1st motion by Yearick and on a 2nd by Courter motion passed to reappoint Miceli.

Township Engineer currently Todd Pysher. On a 1st motion by Courter and a 2nd by Yearick motion passed to reappoint Pysher. Hourly rate of \$140.00. per hour.

Sewer Enforcement Officer Stan Wallace notified he has retired 12/2024. A letter of interest was received from Eric Williamson a new SEO. On a 1st motion by Yearick and on a 2nd by Gates motion passed to appoint Williamson as Sewer Enforcement Officer.

Alternate SEO recommendation by Wallace. Justin Dashem submitted a letter of interest. On a 1st motion by Courter and a 2nd by Yearick motion passed to appoint Justin Dashem as alternate SEO.

Building Code Inspection services, currently is Keystone Inspection Agency, Rick Hampton. On a 1st motion by Gates and a 2nd by Yearick motion passed to re-appoint Keystone.

Zoning Officer currently is Rich Brungard paid \$25.40 per hour. On a 1st motion by Yearick and a 2nd by Courter motion passed to re-appoint Brungard to the part time as needed position with an increase of the .3% to the current rate.

Code Enforcement officer currently is Rich Brungard On a 1st motion by Yearick and a 2nd by Courter motion passed to reappoint Brungard as Code Enforcement to the part time as needed position with the .3% employee increase. The position has been \$2.00 more than the Zoning wag. The Supervisors all approved to stay the same hourly no increase.

Employee Rich Brungard is full time road master, manages all road maintenance, initiating all road projects bidding etc. Also property manager, over sees all Community building maintenance inside and out, maintains all park grounds property and equipment, Heavy equipment operator, backhoe, boom mower, CDL plow driver, maintains all trucks and equipment. Currently \$25.40 hourly plus 6 paid holidays, 120 hours vacation & health care. Rich is requesting a .5% increase to his hourly wages. After a discussion the Supervisors offered a .4% increase. On a 1st motion by Courter and a 2nd by Yearick motion passed to approve .4% increase for Rich.

A \$50. monthly phone reimbursement on Brungard's personal phone for township business has been approved to stay the same.

Emergency call out hours between 6:00PM – 6:00AM is paid time & half for all employees. On a 1st motion by Yearick and a 2nd by Courter motion passed to keep it the same.

Secretary / treasurer Carol Colucci is part-time 25 to 30 hours per week maintains all operating bank accounts payable, receivable, state, county, federal reports and websites, maintaining bids, all advertising, prepare grants, manage all community building USDA business, all rentals, park rentals. Currently Carol is paid \$18.30 hourly, paid 30 hours vacation, 6 major paid holidays, 2 personal days per year. She is requesting the .3% annual cost of living increase. On a 1st motion by Yearick and a 2nd by Courter motion passed to approve to keep the same .3% increase.

Tyler Plessinger works as needed for mowing, road work, park maintenance, snow plow driver NON-CDL license currently paid \$17.00 hourly. All Supervisors agreed to approve a .3% increase for Tyler on a 1st motion by Gates and 2nd by Yearick motion passed.

Supervisor Phil Courter works on an as needed for mowing, road work and a CDL snow plow driver \$18.00 hourly. Phil is requesting the .3% annual cost of living increase from the elected auditors setting the Supervisors wages.

Supervisor Ryan Gates works CDL snow plow driver when needed for \$17.00 hourly. Ryan is requesting the .3% annual cost of living increase from the elected auditors setting the Supervisors wages.

Supervisor Keith Yearick \$17.00 is requesting the .3% annual cost of living increase from the elected auditors setting the Supervisors wages.

Park pavilion rental fee is currently \$50. per pavilion. If a date change or cancellation is requested there is an additional fee of \$25. charged in addition to the \$50. All Supervisors agreed to increase the rental fee to \$60.00. On a 1st motion by Yearick and a 2nd by Gates motion passed to approve the increase. Rental forms need revised.

Park manager currently is Supervisor Ryan Gates. He is still interested in the position for 2025. Ryan is requesting \$20. Per day for park duties to the auditors setting the Supervisors wages. Auditor Janice said last year pay was doubled and to much expense. Janice does not think the position should be paid mileage. She is personally recommending \$15.00 per hour with a new job description. There was a discussion on revising the job duties. Such as; one visit per day to clean and stock, not locking restrooms overnight, filling out a time sheet with job description to hand in. Being paid per time worked not flat fee per day. Reserved signs need to be removed when not reserved. It was requested to put a remove your own trash sign at the pickleball court

Community Building Chairman is currently Supervisor Phil. He is interested in keeping the position. Event rental fee is currently \$150. Plus, refundable \$50. Deposit. All agreed to increase rental fee to

\$175.00 Plus refundable key cleaning deposit increase to \$75.00. On a 1st motion by Yearick and a 2nd by Gates motion passed to approve the increase. Rental forms need revised.

Community Building Janitorial is done by Workmans Cleaning Service at a monthly expense of \$100. Per cleaning twp times per week 800.-900 monthly. All agreed to keep it the same. It was discussed to get an annual cleaning quote from Workmans.

Planning Board is 5 year terms, Bill Ake’s term was up to expire. Ake submitted a letter of interest to be reappointed for another term. On a 1st motion by Yearick and a 2nd by Gates motion passed to appoint Ake.

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

Currently PB meeting pay is \$50 per meeting when attending. On a 1st motion by Yearick and 2nd by Gates motion passed to keep the same.

Zoning Hearing Board is a 3 Year Term. Nick Wargo’s term is up to expire. On a 1st motion by Courter and a 2nd by Yearick motion passed to appoint Nick Wargo.

Nick Wargo 2025
Karl Walizer 2026
John Shapiro 2027

Currently PB meeting pay is \$50 per meeting when attending. On a 1st motion by Yearick and 2nd by Gates motion passed to keep the same

VACANCY BOARD CHAIRMAN currently is Bill Ake. On a 1st motion by Courter and a 2nd by Yearick motion passed to appoint Ake. Only as needed for a supervisors’ resignation issues.

PTwp. Municipal Water Authority 5 Year term. Larry Dotterer ‘s term is up to expire. On a 1st motion by Courter and a 2nd by Yearick motion passed to appoint Dotterer.

Larry Dotterer Chairman 2025
Karl Walizer, Sr. 2026
William Ake 2027
John Shapiro 2028
Kevin Frank 2029

ENVJMA, East Nittany Joint Municipal Authority is a 5 Year Term joined by Lamar and Walker Township of 3 members from each township. Terry Jeirles term was up to expire. On a 1st motion by Courter and a 2nd by Yearick motion passed to appoint Jeirles.

Terry Jeirles 2025 Porter
Mark Saville 2026 Porter
John Wadeck 2028 Porter

Recreation Planning Board is a 5 Year term. Ryan Gates term is up to expire. On a 1st motion by Courter and a 2nd by Yearick motion passed to appoint Gates. This board is not a paid position.

Ryan Gates 2025
Kassy Hardy 2026
Chris Eldred 2027
Cathy Gates 2028
Rich Brungard 2029

PTAC, Library and Heritage Committee elect officers yearly. Per ordinance each group must provide a finance report and updated info and minutes to the Supervisors.

The township elected Auditors are scheduled to meet Tuesday January 7th. Janice Keller, Sharon Shrack and Kerry Moore. The auditors have been notified to set hourly wages other than meetings for working Supervisors. Phil and Ryan.

The monthly regular January meeting is scheduled to continue following the re-organization.

Township Supervisor Chairman
Philip Courter



Township Secretary, Treasurer
Carol Colucci



Date: 2/10/2025