

**Hepburn Township Board of Supervisors
2018 Reorganization Meeting Minutes**

Tuesday, January 2, 2018

Hepburn Township office

**Call to Order
Pledge of Allegiance
Elections and Appointments**

	2017 Position Held By	2018 Position To Be	
Township Supervisor Chairman	Joseph Hamm	Joseph Hamm	
Township Vice Chairman	Bob Fesemyer	Bob Fesemyer	
Township Secretary/Treasurer	Patty Foster	Patty Foster	
Township Road Foreman	Scott Paulhamus	Scott Paulhamus	
Township Roadmaster	Oscar Schon	Oscar Schon	
Township Zoning Officer	Don Robinson	Don Robinson	
Township Solicitor	Marc Drier/Denise Dieter	Marc Drier/Denise Dieter	
Township Planning Commission	<i>four year term</i>	Jeff Kiess	<i>will expire Dec 31, 2021</i>
Township Zoning Hearing Board	<i>three year term</i>	Michael Lundy	<i>will expire Dec 31, 2020</i>
Township Auditor	<i>6 year term</i>	Galen Davenport	<i>will expire Dec 31, 2023</i>
Township Zoning Hearing Solicitor	<i>Robert Hoffa</i>	Robert Hoffa	<i>will expire Dec 31, 2019</i>
Township Emergency Mngt Coordinator	<i>Jeff Tempesco</i>	Jeff Tempesco	
Township Vacancy Board Chairman	Patty Foster	Patty Foster	
Township Sanitary Enforcement Officer	Jami Nolan	Jami Nolan	
Township Sanitary Contact	Oscar Schon	Oscar Schon	
Township Recreational Chairman	Patty Foster	Patty Foster	
Township Septic Administration	Patty Foster	Patty Foster	
Township Sewer Board of Review	Oscar Schon	Oscar Schon	
IPMC Appeals Board	Donald Confer	Donald Confer	<i>will expire Dec 31, 2020</i>
Delegate to Earned Income Tax Comm	Galen Davenport	Galen Davenport	
Delegate to State Convention	Joseph Hamm	Joseph Hamm	<i>will expire Dec 31, 2018</i>
Voting Delegate	Joseph Hamm	Joseph Hamm	<i>will expire Dec 31, 2018</i>

Motion to approve Township positions for 2018

Motion - Bob Fesemyer

Second - Oscar Schon

Approved - 3-0

Other Organizational Matters		
Township Supervisors Meeting Place	Township Office	Township Office
Supervisors' Meeting Time	7:00pm second Tuesday <i>others as advertised</i>	7:00pm second Tuesday <i>others as advertised</i>
Township General Fund Depository	Woodlands Bank	Woodlands Bank
Township State Fund Depository	PLIGIT	PLIGIT
Paid Holidays for Full Time Employees		
	New Years Day	New Years Day
	Memorial Day	Memorial Day
	Independence Day	Independence Day
	Labor Day	Labor Day
	Thanksgiving Day	Thanksgiving Day
	Christmas Day	Christmas Day

Vacation policy	5 days for full time after 12 months	5 days for full time after 12 months
	10 days for full time after 24 months	10 days for full time after 24 months
	*Scott receives 15 days	*Scott receives 15 days

Pay Rates

	2017 Pay Rates	2018 Pay Rates
Road Foreman	20.50	20.75
Labor 1 Experience	13.77	14.05
Winter Maintenance	10.00 hr	10.00/hr
Labor 3 part time	10.00 hr	10.00/hr
Secretary/Treasurer	12000.00	12000.00
Zoning/Permit Officer	6000.00	6300.00
On-Lot Septic Administrator	35.00 per property	35.00 per property
Zoning Hearing Board Solicitor	\$500 per year	\$500 per year
Tax Collector	Lycoming County Tax Collection \$1.00 per notice	Lycoming County Tax Collection \$1.50 per notice
Treasurer's Bond	\$1,500,000.00 per year	\$650,000 per year
Township Solicitor	\$2800 per year for meetings \$110 per hour	\$2800 per year for meetings \$110 per hour
Legal Assistant	\$50 per hour	\$50 per hour
Paralegal	\$45 per hour	\$45 per hour

Motion to Approve Other Organizational Matters

Motion - Oscar Schon

Second - Bob Fesemyer

Approved - 3-0

Motion to close meeting

Motion - Bob Fesemyer

Second - Oscar Schon

Approved - 3-0

