

**Hepburn Township Board of Supervisors  
2017 Reorganization Meeting Agenda**

Tuesday, January 3, 2017

Hepburn Township office

- 1 Call to Order
- 2 Pledge of Allegiance
- 3 Elections and Appointments

	<b>2016 Position Held By</b>	<b>2017 position to be</b>	
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>	Rick Day	<i>will expire Dec 31, 2020</i>
Township Zoning Hearing Board	<i>three year term</i>	Jim Cowden	<i>will expire Dec 31, 2019</i>
Township Auditor	<i>6 year term</i>	<i>not up for election</i>	
Township Zoning Hearing Solicitor	<i>Robert Hoffa</i>	Robert Hoffa	
Township Emergency Mngt Coordinator	<i>Jeff Tempesco</i>	Jeff Tempesco	<i>will expire Dec 31, 2018</i>
Township Vacancy Board Chairman	Patty Foster	Patty Foster	
Township Sanitary Enforcement Officer	Jami Nolan	Jami Nolan	
Township Sanitary Contact	Oscar Schon	Oscar Schon	<i>will expire Dec 31, 2018</i>
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	Michael Schon	Michael Schon	
Delegate to Earned Income Tax Comm	Galen Davenport	Galen Davenport	<i>will expire Dec 31, 2018</i>
Delegate to State Convention	Joseph Hamm	Joseph Hamm	
Voting Delegate	Joseph Hamm	Joseph Hamm	<i>will expire Dec 31, 2018</i>

4 Motion to approve Township positions for 2017

Motion - Fesemyer

Second - Schon

Approved - 3-0

<b>5 Other Organizational Matters</b>		
Township Supervisors Meeting Place	Township Office	
Supervisors' Meeting Time	<b>7:00pm second Tuesday</b> <i>others as advertised</i>	<b>7:00pm second Tuesday</b> <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 *Scott receives 15 days	10 days for full time after 24 months *Scott receives 15 days

**Pay Rates**

	2016 Pay Rates	2017 Pay Rates
Road Foreman	20.10	20.50
Labor 1 Experience	13.50	13.77
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	6000.00
On-Lot Septic Administrator		\$35.00 per property
Zoning Hearing Board Solicitor	\$500 per year	\$500 per year
Tax Collector	Lycoming County Tax Collection \$1 per notice	Lycoming County Tax Collection \$1 per notice
Treasurer's Bond	\$1,500,000.00 per year	\$1,500,000.00
6 Township Solicitor	\$2800 per year for meetings	\$2800 per year for meetings
	\$110 per hour	\$110 per hour
	\$50 per hour	\$50 per hour
7 Legal Assistant	\$50 per hour	\$50 per hour
	\$45 per hour	\$45 per hour
Paralegal	\$45 per hour	\$45 per hour

Motion to Approve Other Organizational Matters

Motion - Fesemyer

Second - Schon

Approved - 3-0

Motion to close meeting

Motion - Schon

Second - Fesemyer

Approved - 3-0

Respectfully Submitted,  
  
 Patty Foster