

Hepburn Township Board of Supervisors  
**REORGANIZATION MEETING MINUTES**

Monday, January 3, 2022

Hepburn Township Office

Call to Order  
 Pledge of Allegiance  
 Elections and Appointments

	2021 Position Held By	2022 Position To Be	
Township Supervisor Chairman	Oscar Schon	Heath Heller	will expire Dec. 31, 2022
Township Vice Chairman	Heath Heller	Mark Vollman	will expire Dec. 31, 2023
Township Secretary/Treasurer	Patty Foster	Patty Foster	will expire Dec. 31, 2024
Township Road Foreman	Scott Paulhamus	Scott Paulhamus	will expire Dec. 31, 2025
Township Roadmaster	Oscar Schon	Heath Heller	will expire Dec. 31, 2024
Township Zoning Officer	Don Robinson	Don Robinson	will expire Dec. 31, 2027
Township Solicitor	Marc Drier	Marc Drier	
Township Planning Commission	<i>remaining one year term</i>	Fausto Santos	
Township Planning Commission	<i>remaining two year term</i>		
Township Planning Commission	<i>four year term</i>	Rick Day	
Township Planning Commission	<i>four year term</i>	Jeff Kiess	
Township Zoning Hearing Board	<i>three year term</i>	Rick Gonzalez	
Township Auditor	<i>6 year term</i>	Jill Kilburn	
Township Zoning Hearing Solicitor	<i>Robert Hoffa</i>	Robert Hoffa	
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	Brian Quigel	
Township Recreational Chairman	Patty Foster	Patty Foster	
Township Septic Administration	Patty Foster	Patty Foster	
Township Sewer Board of Review	Oscar Schon	Mark Vollman	
Delegate to Earned Income Tax Comm	Galen Davenport	Galen Davenport	
Delegate to State Convention	Oscar Schon	Heath Heller	
Voting Delegate	Oscar Schon	Heath Heller	

Motion to Approve Township Positions for 2022

Motion - Mark Vollman

Second - Brian Quigel

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

<b>Paid Holidays for Full Time Employees</b>	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

<b>Vacation policy</b>	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
	5 days for Labor 1 Experience	5 days for Labor 1 Experience

**Pay Rates**

	2021 Pay Rates	2022 Pay Rates
Road Foreman	23.00	23.60
Labor 1 Experience	14.75	16.00
Winter Maintenance	10.50/hr	10.50/hr
Labor 3 part time	10.50/hr	10.50/hr
Secretary/Treasurer	13600.00	14000.00
Zoning/Permit Officer	7000.00	7210.00
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 \$1.50 per notice	Lycoming County Tax Collection \$1.50 per notice
Treasurer's Bond	\$650,000 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 Agenda

Motion - Mark Vollman

Second - Heath Heller

Approved - 3/0

Motion to Close Meeting

Motion - Heath Heller

Second - Brian Quigel

Approved - 3/0

*Patty Foster, Secretary*