

January 4, 2021

Organizational Meeting Minutes

The organizational meeting of 2021 was called to order by Jeff Hamilton at 9:05 am. Richard Marks, Walter Botsford and Kelly Glinski were present at the meeting.

Visitors: None

Appointment of Temporary positions: A motion was made by Richard Marks, seconded by Walter Botsford to appoint Jeff Hamilton as temporary chairman and Kelly Glinski as temporary secretary. All in agreement, the motion passed.

Appointment of Board positions:

A motion was made by Richard Marks, seconded by Walter Botsford to accept the following board positions as listed:

Chairman: Jeff Hamilton
Vice Chairman: Walter Botsford
Secretary/ Treasurer: Kelly Glinski
All in agreement, the motion passed.

Appointment of Additional positions in the Township:

A motion was made by Richard Marks, seconded by Walter Botsford to accept the following positions as listed:

Caretaker of Equipment: Richard Marks
Roadmaster: Richard Marks
Vacancy Board: Kevin Botsford
Variance Board: Kevin Botsford, Randy Ruhl, Frank Miller
SEO: Paul Baran, Terri Baran, Charles Amer
Legal Council: J. David Smith, McCormick Law, Williamsport PA
PSATS Voting Delegate: Jeff Hamilton
Emergency Manager: Randy Ruhl
Transfer Station Manager: Richard Marks

All in agreement, the motion passed.

Treasurer's Bond a motion was made by Richard Marks, seconded by Walter Botsford to increase the treasurer's bond from \$200,000 to \$350,000. All in agreement, the motion passed.

Depository: A motion was made by Richard Marks, seconded by Walter Botsford to have C&N Bank as the depository. All in agreement, motion passed.

Monthly Bills: a motion was made by Richard Marks, seconded by Walter Botsford to authorize the Treasurer to pay bills due before each monthly meeting, including but not limited to Sullivan County REC, Frontier, Visa and Northern Tier Solid Waste. Payment may be by check or online payment. Motion passed.

Regular Monthly Meetings: Motion was made by Richard Marks, seconded by Walter Botsford for the regular scheduled monthly meeting to be as follow:

Monthly meeting will be held at the Laporte Township Building on first Mondays of each month except where noted: February 1st, March 1st, April 5th, May 3rd, June 7th, Tuesday July 6th, August 2nd, Tuesday September 7th, October 4th, November 1st, and December 6th. Motion passed.

Township Holidays:

A motion was made by Richard Marks and seconded by Walter Botsford to accept the following seven holidays: New Year's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Holiday pay will be given to those who would have normally been scheduled on those days. All in agreement, the motion passed.

Convention: The PSATS Convention will be held on April 18- 21 at the Hershey Lodge in Hershey, PA. Jeff Hamilton, Rich Marks and Kelly Glinski will be attending this year's convention. Registrations from last year will be carried over to this year. Conformation of registration will be January 12th.

Fee Schedule: a motion was made by Richard Marks, second by Walter Botsford to accept the following fee schedule for 2021. All in agreement, motion passed. \$0.25/bag collected at Transfer Station will be allocated to the Laporte Volunteer Fire Company. Township will pay this allocation to the Fire Company quarterly.

SEO Fee Schedule

Residential On-Lot Septic System

Applications Per Site:

Evaluation of two (2) test pits	\$150.00
Additional test pits	\$35.00 each
Percolation Test per 6 holes	\$200.00
Additional Perc holes	\$25.00 each

Subdivisions

Applications Per Site:

Evaluation of two (2) test pits	\$150.00
Additional test pits per site	\$35.00 each
Back up site per site	\$200.00
Percolation Test, six (6) holes	\$200.00
Additional Perc Holes	\$25.00 each
Evaluation of remaining acres	
With an existing on-lot septic	\$100.00

Commercial Fee Schedule

Applications per site

Evaluation of two (2) test pits	\$400.00
Additional test pits	\$75.00 each
Percolation Test per 6 Holes	\$300.00
Additional Holes	\$75.00 each

Reviewing design and issuing permit

This fee includes, final inspection

And all additional visits while septic

System is being installed \$300.00

Permit Fee's

Applications per site

Inground Gravity	
Design Review	\$30.00
Permit	\$125.00

Inground Pressurized

Design Review	\$75.00
Permit	\$200.00

Above Ground Pressurized

Design Review	\$100.00
Permit	\$250.00

Sub-Surface Sand Filter

Design Review	\$150.00
Permit	\$250.00

Tank Replacement \$150.00

This fee includes, final

Inspection, all additional visits

While tank is being installed

Holding Tanks, Privies,

Chemical and Composing toilets \$200.00

This fee includes final inspection

(\$1000 escrow may be required)

All additional visits while tank or tanks
are being installed. Holding tank

Residential, last resort for malfunction. \$150.00

Holding Tank, Drilling Pads \$925.00
(per 18 months)

Alternate Systems Not Mentioned above

 Design Review \$300.00

 Permit \$450.00

 Lab test fee \$200.00

 6 month site inspection \$120.00

Rate for Other Work

Malfunction Investigation per hour \$50.00

Site Verification per lot: \$60.00

Septic System Site Staked Out Verification \$100.00

Planning or site Inspections flat rate /hour \$50.00

Re Connect to old system \$150.00

Form B Non building Waiver \$75.00

Review Component 1 Module \$50.00

Review Component 2 Module \$100.00

Court Appearance

 \$100.00/hour

Any other services not listed

 \$100.00/hour

Return Check Fee

 \$75.00

Township Permits

Land Use Permit

100 – 200 square foot	\$10.00
201 – 900 square foot	\$25.00
901 higher square foot	\$50.00

Driveway Permit

Single Home Driveway	\$25.00
Multi Home Driveway	\$50.00
Loop Driveway	\$50.00
Commercial Driveway	\$75.00
Temporary Driveway	\$50.00
Paving/tar- chip	
Existing Driveway	\$25.00

Fees are double if work is started before permit is obtained (paid and approved)

Township Services

Dumpster

15 yard (2 ton allowance)	\$285.00
30 yard (3 ton allowance)	\$325.00
	\$65.00 per ton over allowance

Cinders

Small Scoop	\$25.00
Large Scoop	\$50.00

Transfer Station

Household Trash	\$2.25/bag (\$0.25 allocated to Laporte Volunteer Fire Company)
Household Trash Large Can	\$3.25/bag (\$0.25 allocated to Laporte Volunteer Fire Company)
Small Pick Up Load	\$25.00 and up
Large Pick Up Load	\$35.00 and up
Dump Truck T-Tag Only	\$100.00 and up
Burner Barrel	\$10.00
Appliances	\$5.00 and up
TVs/monitors/computers/ electronics	\$25.00
Sofa	\$10.00
Chair	\$5.00
Mattress/Box Spring	\$5.00
Water Heaters	\$10.00
Push Mower	\$6.00
Riding Mower	\$12.00
Car Battery	\$3.00
Car Tires off rims	\$3.00
Car Tires on rims	\$5.00
Truck Tires off rims	\$6.00
Truck Tires on rims	\$8.00

The Transfer Station attendant has the right to adjust fees depending on size and weight of items.

Bid Thresholds for 2020: the new bid threshold for 2020 is as listed:

\$0 to \$11,500.00 ok to purchase

\$11,500.00 to \$21,300.00 need 3 written or telephone quotes

\$21,300.00 and up, requires public bid with advertising.

Wage and Compensation for Township Employees

A motion was made by Walter Botsford and seconded by Richard Marks and agreed to by Jeff Hamilton to set the township employee wage and compensation as follows:

Regular Meeting Pay for Supervisors:	\$75.00/meeting
Additional Meetings, COG, etc	\$25.00/meeting any meeting longer than 2 hour, will be paid hourly wage
Secretary/Treasurer	\$775.00/month
Transfer Station Attendant	\$12.25
General Labor	\$13.25
Road Work/Labor	\$13.50
Operator/ Truck Driver	\$14.50
Employed Supervisor	Set by Township Auditors
Mileage	IRS rate

Having completed the Organizational meeting, the board continued with the regular scheduled monthly meeting.

Laporte Township

Sullivan County

Pennsylvania

January 4, 2021

Monthly Meeting Minutes

Visitors: Dan Morrison, Fire Chief of Laporte Township. He gave end of year report of number of fire calls and EMS calls. He also reported on fund raising for the year. Motion passed.

Approval of Agenda: a motion was made by Walter Botsford and seconded by Richard Marks to approve the meeting's agenda

Approval of Minutes: a motion was made by Richard Marks, and seconded by Walter Botsford to approve the minutes from December's meeting with corrections.

Approval of Treasurer's Report a motion was made by Richard Marks, seconded by Walter Botsford to accept the treasurer's report with correction to transfer station report. Motion passed.

Monthly Bills

General Fund

D3 Web Design	12111	180.00
Farrell Auto Supply	12112	161.82
Frontier	12113	225.15
Laporte Volunteer Fire Co.	12110	1,394.75
Sullivan Review	12114	19.40
Superior Plus	12115	340.61
Superior Plus Energy Services	12116	425.75
		<u>2,747.48</u>

State Fund

Superior Plus Energy Service	5497	319.76
		<u>319.76</u>

Motion was made by Richard Marks seconded by Walter Botsford to pay bills listed for the month of December 2020. Motion carried.

Review of Permits

Land Use Permits:

None

Drive Way Permits:

None

Septic Permits

Robin Real Estate – Hemlock Dr. Perc Test

Robert Keegan 655 Gavitt Road sewer permit Z226212

Construction Permit Application (from Code Inspections)

None

Certificate of Occupancy (from Code Inspections)

Chris and Suzie Petersen 374 Rockledge Road – new house

Teresa Amott 285 Rockledge Road – addition

Certificate of Approval (from Code Inspections)

None

COG Meeting:

December COG meeting was canceled due to the restrictions from COVID pandemic. Next meeting will be held in March.

Old Business:

Road Report: Roadmaster Richard Marks gave a report on the road conditions. He is aware of wash out on several of the roads.

The roads will be repaired as soon as weather allows.

New Business:

Generator: Richard Marks asked for consideration to purchase a generator for the township building. He will get prices on available sizes and installation.

With no further business to discuss, Jeff Hamilton adjourned the meeting at 8:00 pm

Respectfully submitted by

Kelly Glinski, Secretary