

January 2, 2018

The organizational meeting of 2018 was called to order by Walter Botsford at 12:00 pm. Richard Marks, Jeff Hamilton and Kelly Glinski were present at the meeting.

**Visitors:** None

**Recognition of New Supervisor** Jeff Hamilton is the newly elected supervisor. He submitted his Oath of Office. Jeff will hold this position of supervisor until 2024.

**Appointment of Temporary positions:** A motion was made by Richard Marks, seconded by Jeff Hamilton to appoint Walter Botsford 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 Jeff Hamilton to accept the following board positions as listed:

Chairman : Walter Botsford  
Vice Chairman: Jeff Hamilton  
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 Jeff Hamilton to accept the following positions as listed:

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

All in agreement, the motion passed.

**Treasurer's Bond** a motion was made by Richard Marks, seconded by Jeff Hamilton to set the treasurer's bond at \$200,000. All in agreement, the motion passed.

**Depository:** A motion was made by Richard Marks, seconded by Jeff Hamilton to have Citizens and Northern Bank as the Depository for the township. A second motion was made by Richard Marks and seconded Jeff Hamilton to open a 12 month CD at Citizens and Northern Bank. A set of amount of \$100,000 will be placed into a CD. All in agreement, the motion passed.

**Regular Monthly Meetings:** the regular schedule monthly meeting will be as following:

The first Monday of the month with the exception of September, this will be held on Tuesday September 4, 2018. Richard Marks made a motion, Jeff Hamilton seconded, and the motion was passed to accept the regular meeting schedule.

**Township Holidays:**

A motion was made by Richard Marks and seconded by Jeff Hamilton to accept the following holidays: New Years Day, Easter, Memorial Day, Fourth of July, Memorial 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 22<sup>nd</sup> – 25<sup>th</sup> at the Hershey Lodge in Hershey, PA. Walter Botsford, Richard Marks, Jeff Hamilton and Kelly Glinski will be attending this year's convention. Registration will open on January 16<sup>th</sup>.

**Fee Schedule:** a motion was made by Richard Marks, second by Jeff Hamilton to accept the following fee schedule for 2018. All in agreement, motion passed.

# SEO Fee Schedule

## Residential On-Lot Septic System

Applications Per Site:	
Evaluation of two (2) test pits	\$125.00
Additional test pits	\$25.00 each
Percolation Test per 6 holes	\$175.00
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	\$200.00
Additional test pits	\$45.00 each
Percolation Test per 6 Holes	\$300.00
Additional Holes	\$40.00 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.	

Holding Tank, Drilling Pads (per 18 months)	\$925.00
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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
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)	\$280.00
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	\$2.00/bag
Household Trash Large Can	\$3.00/bag
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	\$5.00
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
Tractor Tires	\$10.00
Farm Tractor Tires	\$25.00

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

**Bid Thresholds for 2018:** the new bid threshold for 2018 is as listed:

\$0 to \$10,899.99 ok to purchase

\$10,900.00 to \$20,099.99 ok to use telephone quotes

\$20,100.00 and up, required to advertise and bid

**Wage and Compensation for Township Employees**

A motion was made by Jeff Hamilton and seconded by Richard Marks and agreed to by Walter Botfords 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
Secretary/Treasurer	\$700.00/month
Transfer Station Attendant	\$11.50
General Labor	\$12.50
Road Work/Labor	\$12.75
Operator/ Truck Driver	\$13.75
Employed Supervisor	Set by Township Auditors
Mileage	IRS rate

The meeting continued as the regular schedule monthly meeting

**Approval of Agenda:** a motion was made by Jeff Hamilton and seconded by Richard Marks to approve the meeting’s agenda

**Approval of Minutes:** a motion was made by Richard Marks, and seconded by Jeff Hamilton to approve the minutes from December’s meeting.

**Approval of Treasurer’s Report** a motion was made by Jeff Hamilton, seconded by Richard Marks to accept the treasurer’s report.

**Monthly Bills**

**General Fund**

Bradco Supply Co.	11532	307.36
Citizens & Northern Bank	11524	25.00
D3 Web Design	11525	212.55
Eagle Equipment Corporation	11526	9,740.00
Eugene Andrews	11527	230.00
Farrell Auto Supply	11533	335.33
Gannon	11528	325.00
Laporte Borough	11529	2,695.00
PSATS	11530	502.00
Sullivan County Council of Government	11534	100.00
Sullivan County Rural Electric	EFT	271.92
Sullivan Review	11531	14.40
Superior Plus	11535	418.37
Superior Plus Energy Services	11536	474.41
Susquehanna Fire Equipment Co.	11537	277.05
Visa	11514	149.00
		<u><b>16,077.39</b></u>

**State Fund**

Superior Plus Energy Service	5458	<u>73.72</u>
		<u>73.72</u>

Motion was made by Richard Marks seconded by Jeff Hamilton to pay bills listed for the month of December 2017.

**Review of Permits:** No permits for the month of December to review.

**Land Use Permits:**

None

**Drive Way Permits:**

None

**Septic Permits**

None

**Construction Permit Application (from Code Inspections)**

None

**Certificate of Occupancy (from Code Inspections)**

None

**Certificate of Approval (from Code Inspections)**

None

**COG Meeting:**

Walter Botsford attended the COG meeting. He gave his report on the information and actions that took place at the meeting. The COG meeting for 2018 will be as following: January 23, March 27, June 26, Sept 25 and Dec 18.

**Old Business:**

**Newly Elected Supervisor Boot Camp** Jeff Hamilton attended the first of three training sessions for newly elected supervisors. He will be attending the next 2 trainings in Lewisburg. The dates are February 10 and February 17.

**New Business:**

**No New Business**

With no further business to discuss, motion was made by Rich Marks, seconded by Walter Botsford to adjourn the meeting at 1:05 pm

Respectfully submitted by

Kelly Glinski, Secretary

