

Hepburn Township Board of Supervisors
2021 REORGANIZATION MEETING MINUTES

Monday, January 4, 2021

Hepburn Township Office

Call to Order

6:30PM

Pledge of Allegiance

Elections and Appointments

	2020 Position Held By	2021 Position To Be	
Township Supervisor Chairman	Joseph Hamm	Oscar Schon	
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	Heath Heller	
Township Zoning Officer	Don Robinson	Don Robinson	
Township Solicitor	Marc Drier/Denise Dieter	Marc Drier/Denise Dieter	will expire Dec 31, 2022
Township Planning Commission	remaining two year term	Fausto Santos	will expire Dec 31, 2023
Township Planning Commission	remaining three year term	Brian Quigel	will expire Dec 31, 2024
Township Planning Commission	four year term	Rick Day	will expire Dec 31, 2023
Township Zoning Hearing Board	three year term	Mike Lundy	will expire Dec 31, 2023
Township Auditor	6 year term	Jill Kilburn	will expire Dec 31, 2026
Township Zoning Hearing Solicitor	Robert Hoffa	Robert Hoffa	
Township Emergency Mngt Coordinator	Jeff Tempesco	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	
Delegate to Earned Income Tax Comm	Galen Davenport	Galen Davenport	
Delegate to State Convention	Joseph Hamm	Heath Heller	
Voting Delegate	Joseph Hamm	Heath Heller	

Motion to Approve Township Positions for 2021

Motion - Oscar Schon

Second - Bob Fesemyer

Approved -2/0

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
		5 days for Labor 1 Experience

	2020 Pay Rates	2021 Pay Rates
Pay Rates		
Road Foreman	22.01	23.00
Labor 1 Experience	14.41	14.75
Winter Maintenance	10.50/hr	10.50/hr
Labor 3 part time	10.50 hr	10.50/hr
Secretary/Treasurer	13000.00	13600.00
Zoning/Permit Officer	6700.00	7000.00
On-Lot Septic Administrator	35.00 per property	
Zoning Hearing Board Solicitor	\$500 per year	\$500 per year
Tax Collector	Lycoming County Tax Collection \$1.50 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 Other Organizational Matters

Motion - Oscar Schon

Second - Bob Fesemyer

Approved -2/0

Motion to Close Meeting

Motion - Oscar Schon

Second -Bob Fesemyer

Approved - 2/0