

**SUPERVISORS REORGANIZATION
2018
PAUPACK TOWNSHIP**

- | | | |
|-----|---|---|
| 1. | CHAIRPERSON | Bruce Chandler |
| 2. | VICE CHAIRPERSON | Leigh Gilbert |
| 3. | SECRETARY/TREASURER | Marianne Unger |
| 4. | ASSISTANT SECRETARY | Leigh Gilbert |
| 5. | ASSISTANT TREASURER | |
| 6. | PUBLIC WORKS DIRECTOR
& ROADMASTER | Bruce Chandler |
| 7. | ASSISTANT PUBLIC WORKS DIRECTOR | Leigh Gilbert |
| 8. | SOLICITOR – BOARD OF SUPERVISORS
A. Retainer Fee: \$250.00
B. Meetings: \$200.00
C. Hourly Rate: \$120.00 | Ronald Bugaj |
| 9. | SOLICITOR – PLANNING COMMISSION
A. Retainer Fee: \$250.00
B. Meetings: \$200.00
C. Hourly Rate: \$120.00 | Ronald Bugaj |
| 10. | ROAD EMPLOYEES – PAY PER HOUR | Yes |
| 11. | REGULAR FULL TIME EMPLOYEES
BENEFITS | Yes |
| 12. | TAX COLLECTORS COMMISSION | 5% |
| 13. | RESOLUTION ON TAX CERTIFICATION/
VERIFICATION CLERK | YES |
| 14. | REGULAR MONTHLY MEETINGS
SECOND THURSDAY OF THE MONTH – 6:30 PM
SECOND MEETINGS (IF NEEDED) –
FOURTH THURSDAY OF THE MONTH – 6:30 PM | YES |
| 15. | LABORERS PAID BI-WEEKLY | YES |
| 16. | SECRETARY/TREASURER HAS THE CONSENT OF SUPERVISORS TO PAY INSURANCES, DEBTS &
INTERESTS AND TO PURCHASE OFFICE SUPPLIES WHEN DUE OR NEEDED AND TO ALSO TAKE
CARE OF INVESTMENTS. ANY TWO SUPERVISORS ARE AUTHORIZED TO SIGN CHECKS. THE
SECRETARY/TREASURER IS AUTHORIZED TO SIGN CHECKS IN THE EVENT THAT TWO
SUPERVISORS ARE NOT AVAILABLE. | |
| 17. | BOND FOR SECRETARY/TREASURER | \$300,000.00 Approved by
Auditors |

18. MILEAGE RATE – I.R.S. **SET BY RESOLUTION**
19. CODE ENFORCEMENT & STRUCTURAL PROPERTY MAINTENANCE - (As Per Contract) **Building Inspection Underwriters**
20. ZONING OFFICER – (As Per Contract) **Rolin Edwards**
21. SEWAGE ENFORCEMENT OFFICER - (As Per Contract) **Chris Martin**
22. ASST. SEWAGE ENFORCEMENT OFFICER **Leroy Finlon**
23. SUPERVISORS PAID BY THE HOUR FOR WORK **YES**
24. AUDITORS – **2/4/6 YEAR TERMS**
- | | | |
|----|-----------------------|-------------------------|
| A. | Bruce Phillips | 01/01/2016 - 12/31/2021 |
| B. | Jean Corey | 01/01/2014 - 12/31/2019 |
| C. | John Divenuto | 01/01/2018 – 12/31/2019 |
25. PLANNING COMMISSION MEMBERS – **4 YEAR TERM**
SOLICITOR – **Ron Bugaj** - \$200.00 per meeting
- | | | |
|-----|-----------------------------|-------------------------|
| A. | Francis Williams | 01/01/2018 - 12/31/2021 |
| B.. | Vernon Perry | 01/01/2016 - 12/31/2019 |
| C. | David Boogertman | 01/01/2018 - 12/31/2021 |
| D. | Jack Gourley | 01/01/2017 - 12/31/2020 |
| E. | Glenn Hoffmann | 01/01/2016 - 12/31/2019 |
| F. | David Miller | 01/01/2018 - 12/31/2021 |
| G. | Robert Rozema | 01/01/2018 - 12/31/2021 |
| | Alternate: Beth Vail | 01/01/2018 – 12/31/2021 |
- REGULAR MONTHLY MEETINGS – AS NEEDED
FIRST THURSDAY OF THE MONTH – 6:30 PM
26. SECRETARY – PLANNING COMMISSION **Marianne Unger**
27. EMERGENCY MANAGEMENT COORDINATOR (\$1,000.00 yearly – allocated accordingly) **David Boogertman**
28. BUILDING CODE & PROPERTY MAINTENANCE HEARING BOARD
4 YEAR TERM - SOLICITOR
\$250.00 Retainer Fee; \$200.00 Hourly **Richard Henry**
- | | | |
|----|-----------------------|-------------------------|
| A. | Robert Drake | 01/01/2018 - 12/31/2021 |
| B. | Timothy Blaine | 01/01/2017 - 12/31/2020 |
| C. | Gino Dall’aste | 01/01/2017 - 12/31/2020 |
| D. | Joe Hyduchak | 01/01/2016 - 12/31/2019 |
| E. | Glenn Hoffmann | 01/01/2015 - 12/31/2018 |
29. ARBITRATION/VACANCY BOARD **Robert Hendershot**

30. ZONING APPEALS HEARING BOARD
4 YEAR TERM - SOLICITOR **Anthony Magnotta**
\$150.00 Hourly

- A. **Karen Lutz** 01/01/2017 - 12/31/2020
- B. **Thomas Pranzo** 01/01/2016 - 12/31/2019
- C. **Teresa Niles** 01/01/2017 – 12/31/2020
- Alternate: John Niles** 01/01/2017 – 12/31/2020

31. COMPUTER CONSULTANT (as needed) **MNP Associates**

32. TOWNSHIP ENGINEER **Kiley Associates LLC**

- A. **Principal** \$110.00/hour
- B. **Project Engineer-2** \$ 95.00/hour
- C. **Project Engineer-1** \$ 88.00/hour
- D. **P.L.S. - 2** \$ 90.00/hour
- E. **P.L.S. - 1** \$ 80.00/hour
- F. **Sr. Environmental Scientist** \$ 85.00/hour
- G. **Field Survey Technician**
 - 1-person crew \$ 90.00/hour
 - 2-person crew \$135.00/hour
- H. **GPS Survey Technician**
 - 1-person crew \$135.00/hour
- I. **Field Inspector/Technician** \$ 65.00/hour
- J. **Engineering Design Tech 2** \$ 79.00/hour
- K. **CADD Design 1** \$ 62.00/hour
- L. **Office Technician** \$ 50.00/hour

33. MONIES DEPOSITED IN THE FOLLOWING DEPOSITORIES:

- A. **The Honesdale National Bank**
- B. **The Dime Bank**
- C. **PA Local Government Trust – PLGIT**
- D. **Other Financial Institutions with guarantee**

34. PRIMARY NEWSPAPER **The Wayne Independent**

35. TOWNSHIP SUPERVISORS, ROAD EMPLOYEES, AND ALL OTHER ELECTED OR APPOINTED OFFICIALS HAVE THE STANDING AUTHORIZATION TO ATTEND WORKSHOPS, SEMINARS AND MEETINGS PERTAINING TO APPROPRIATE TOPICS OF INTEREST RELATING TO MUNICIPAL SERVICES WITH PAUPACK TOWNSHIP PAYING FOR REGISTRATION, MILEAGE AND ANY OTHER REASONABLE OUT OF POCKET EXPENSES WITH THE APPROVAL OF THE SUPERVISORS. IN ADDITION, THE TOWNSHIP SECRETARY AND ANY ROAD EMPLOYEE WHO ATTEND SUCH A WORKSHOP, SEMINAR OR MEETING SHALL ALSO RECEIVE REGULAR PAY PER DAY. TOWNSHIP SUPERVISORS ARE AUTHORIZED TO ATTEND THE STATE AND NATIONAL CONFERENCES. ANY ELECTED OR APPOINTED OFFICIAL OTHER THAN A MEMBER OF THE ZONING HEARING BOARD HAS THE RIGHT TO CONSULT WITH THE TOWNSHIP ATTORNEY ON MATTERS PERTAINING TO TOWNSHIP BUSINESS. THE PUBLIC WORKS DIRECTOR AND ASST. PUBLIC WORKS DIRECTOR MAY MAKE PURCHASES AS NECESSARY TO MAINTAIN EQUIPMENT, ROADS AND GROUNDS.

36. PENSION PLAN Full-time employees can collect after 10 years of service at the age of 62 **Yes**

37. VOTING DELEGATE State Conferences
Alternate **Leigh Gilbert**
Bruce Chandler
38. REGULAR FULL-TIME EMPLOYEES PAID FOR HOLIDAYS
(Approved by Auditors)
- A. **New Years Day**
 - B. **Martin Luther King Day**
 - C. **Presidents Day**
 - D. **Good Friday**
 - E. **Memorial Day**
 - F. **Fourth of July**
 - G. **Labor Day**
 - H. **Columbus Day**
 - I. **Veterans Day**
 - J. **Thanksgiving Day**
 - K. **Christmas Day**
 - L. **Spring Election Day**
 - M. **Fall Election Day**
39. CERTIFIED PUBLIC ACCOUNTANT **Brian T. Kelly & Assoc.**
(by Resolution - \$3,900.00)