

**MUNCY CREEK TOWNSHIP  
SUPERVISORS ORGANIZATIONAL/REGULAR MEETING**

**January 6, 2025**

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A Muncy Creek Township Supervisors Organizational/Regular Meeting was held at the Muncy Area Volunteer Fire Company on Monday, January 6, 2025, at 7:01 p.m. The meeting was called to order by acting chairman, Gary Phillips followed by the pledge of allegiance. The following were present:

**Members:** Gary Phillips, Eric Newcomer, Daniel Whitmoyer

**Others:** Mike Wiley, Alexis Newcomer, Larry Hoose, Scott Delany, Cindy Newcomer, Brandie Green, Seth Green, Harley Fry II, Lloyd Smith, Cari Buck

**Public Comment** was called for. There were no comments.

G. Phillips appointed the Solicitor, **Mike Wiley**, as **temporary chairman**.

M. Wiley, Temporary Chairman, then declared the office of Chairman open for nominations. D. Whitmoyer nominated E. Newcomer. A motion was made by D. Whitmoyer, seconded by G. Phillips to close nominations and move to appoint. D. Whitmoyer, G. Phillips and E. Newcomer cast a unanimous ballot in favor, to close nominations and **appoint Eric Newcomer as Chairman**. Motion carried.

E. Newcomer, Chairman, then accepted nominations for Vice Chairman. E. Newcomer nominated D. Whitmoyer, seconded by D. Whitmoyer. A motion was made by E. Newcomer, seconded by D. Whitmoyer to close nominations and move to appoint. D. Whitmoyer, G. Phillips and E. Newcomer cast a unanimous ballot in favor, to close nominations and appoint **Daniel Whitmoyer as Vice Chairman**. Motion carried.

Chairman Newcomer appointed Cari Buck as **temporary secretary**.

A motion was made by D. Whitmoyer, seconded by G. Phillips to keep **temporary positions for part-time general workers and new part-time administrative assistant**. Motion carried.

Note: New job descriptions have been created for all positions at the township, full and part-time.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **fill the temporary part-time general workers** with Frank Smith, Charlie Feigles, John Hipple, Joe Hall, Eric Newcomer, Dan Whitmoyer and Gary Phillips. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **fill the temporary part-time administrative assistant position** with Eric Newcomer. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Code Inspections Inc., as the zoning/codes officers**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Cari Buck as the Secretary/Treasurer**. Motion carried.

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A motion was made by D. Whitmoyer, seconded by G. Phillips to retain Lloyd Smith, Seth Green and Preston Shipman as **regular full-time employees (under their new job titles/descriptions)**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Lloyd Smith as the Public Works Director**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Seth Green as the Public Works Foreman**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Preston Shipman as the Public Works Employee**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Chad Tobias as the EMA**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint J. Michael Wiley with McCormick Law Firm as Solicitor**, at a rate of \$140.00 per hour, with a member of McCormick Law Firm as backup. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to **appoint Vassallo Engineering as the engineer** for the Township with **Pysher & Associates as the alternate engineer**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint William Poulton as chairman of the **Vacancy Board**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint Alexis Newcomer to serve on the **Planning Commission** for a four-year term ending December 2028. Motion carried. Eric Newcomer abstained and provided Conflict of Interest Abstention Memorandum.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint Frank DeAndrea Sr. to serve on the **Zoning Hearing Board** for a three-year term ending December 2027. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint Lloyd Smith and Cari Buck as the representatives to the **West Branch COG**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to allow the **West Branch COG to use the MCT meeting room the 3<sup>rd</sup> Tuesday of every month**. Motion carried.

A motion was made D. Whitmoyer, seconded by G. Phillips to appoint Jami Nolan as the **Sewage Enforcement Officer (SEO)** for Muncy Creek Township with Craig June as the back-up. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint Richard C. Lowe, P.C. for **Muncy Creek Township Payroll**. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint Cari Buck as the delegate and Dan Whitmoyer as the alternate for the **Tax Collection Committee (TCC committee)** per resolution 09-96. Motion carried.

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A motion was made by D. Whitmoyer, seconded by G. Phillips to approve renewing the **Treasurer's bond**, at the price of \$400,000 with Travelers through H.A. Thompson. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to appoint **Citizens and Northern Bank and PLGIT** as the depository. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips **to set wages for all full-time and part-time employees, as follows:** Seth Green \$27.85/hour (same as 2024), Lloyd Smith \$29.50/hour (same as 2024) ... Chairman Newcomer called an executive session at 7:18PM to discuss Personnel. The board re-convened at 7:27PM and re-opened the motion regarding wages:

A motion was made by D. Whitmoyer, seconded by G. Phillips **to set wages for all full-time and part-time employees, as follows:** Seth Green \$28.41/hour, Lloyd Smith \$30.09/hour, Preston Shipman \$23.83/hour, Part-Time Road Employees \$17.86/hour. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips **to set wages for Secretary/Treasurer at \$26.21/hour.** Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to keep the **benefit package** for full time employees the same. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to set the **clothing allowance at \$500 per year** for full-time regular employees (\$250 twice a year). Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to set the **mileage rate** for use of personal automobiles in regards to township business at the rate of .70 cents per mile. Motion carried.

A motion was made by E. Newcomer, seconded by D. Whitmoyer to set the remaining **2025 Board of Supervisors meeting dates** for the third Monday of each month at 7:00 p.m. including January 20th and approve the secretary advertising the dates. Motion carried.

E. Newcomer **adjourned the organizational meeting** and called the **Supervisors regular meeting** to order at 7:34PM. Motion carried.

Solicitor Mike Wiley left at this time.

A motion was made by G. Phillips, seconded by D. Whitmoyer to waive the reading and **approve the Supervisors Meeting Minutes** from December 19, 2024. Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to review and approve the report as presented and bills that were paid. Motion carried.

There was a request from Bill Poulton to void the December donation check to the Muncy Historical Society and re-issue 2 checks at \$250 each (one for the Muncy Historical Society and one for Muncy Heritage Park & Nature Trail). The board said no, because the donation was in response to a notice that was received in the mail from the Muncy Historical Society, if he would like a donation for the Muncy Heritage Park & Nature Trail, he can submit a request for the January 20<sup>th</sup> meeting.

A motion was made by D. Whitmoyer, seconded by G. Phillips to authorize bills to be paid between this meeting and the next. Motion carried.

**Public Works Director Report** – December was sign work, pothole work, snow. For January, once the contractors are done in the township building and cleaned up, he would like to get the garage re-organized. The December Report is not complete yet, it will be done by the end of the week. The supervisors asked for an update regarding the most recent truck to be placed on Municibid.

**Code Inspections, Inc. Report** – November report received.

**Fire Company Report** – November & December reports received. Fire Company is still compiling the 2023 info. and will send over. Supervisor Newcomer asked if there were any ideas for increasing membership?

A motion was made by D. Whitmoyer, seconded by G. Phillips to approve supervisors, secretary and full-time road crew to attend the **Township Convention in Hershey May 4-7, 2025, with Gary Phillips, being the voting delegate.** Motion carried.

A motion was made by D. Whitmoyer, seconded by G. Phillips to approve **paying wages** while attending the Township Convention in Hershey for full-time employees. Motion carried.

Resolution 25-220 to amend the personnel policy was tabled.

A motion was made by D. Whitmoyer, seconded by G. Phillips to approve the agreement with PA-Toolkit to help the township fix and use google workspace. E. Newcomer states the set-up is different than last time and there will be more storage space. Motion carried.

Township building renovations was next on the agenda, but it is being skipped for now until the contractor arrives.

A discussion was had regarding wages for the elected tax collector. E. Newcomer mentioned that the county per bill amount received by the tax collector is increasing from \$3.25 per bill to \$4.50 per bill. The tax collector is currently receiving around \$11,000 between the township and county (plus printing & postage fees). He also stated that in 2021 when the county collected the taxes on behalf of the township it cost around \$2,700. Plus, he mentioned that there is currently legislation to eliminate the elected position.

A motion was made by E. Newcomer, seconded by G. Phillips to **approve Resolution 25-221 to pay the elected tax collector \$1.50 per bill to take effect January 1, 2026** (with the next election). Motion carried.

**Public comments:**

**C. Newcomer:** Can Cari give an updated on the TCC, when the last meeting was and the transition to Keystone Collections?

**B. Green:** Regarding the building renovations, is a final cleaning included? Yes. With the google platform agreement that was approved, will this include google meets? Yes. Will the adjustments to the personnel policy be available prior to its approval? No. For the auditors meeting on Tuesday January 7<sup>th</sup>, the employee raises were a blanket 2%? Yes. How was that decision made? It was based on the CPI, just a little over.

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**C. Newcomer:** About the elected tax collector, the School District lowered their pay for that position so much that no one wanted to do it and now an employee of the district is deputized to collect it.

The contractor, Justin Welch, for the building renovations arrived at the meeting, so the building renovation topic was re-visited by the board. Justin said the roof is delayed due to weather. He has a small punch list of things that need completed. Code Inspections, Inc. did their inspection and gave final ok with one exception, the kitchen cabinets do not meet code, they are too tall and need to be addressed. The siding on the addition is going to be replaced, the contractor is ordering new, the BOS can pick the color. And then a final clean-up will be done once they have everything else addressed.

Back to public comment:

**H. Fry II:** Are you advertising the locations for the meetings with the meeting dates that were set for the rest of the year? Also, you mentioned the metal on the back of the building, but what about the rest of the building, has that been considered?

A motion was made by D. Whitmoyer, seconded by G. Phillips to **adjourn** the meeting at approximately 8:05 p.m. Motion carried.

Respectfully Submitted,

Cari Buck, Township Secretary