

The organizational and regular meetings of the Muncy Creek Township auditors for the year 2025 was opened at 6:59 pm on Tuesday, January 7, 2025, in the Muncy Area Volunteer Fire Company building. Acting chairman, Christopher Ebner, called the meeting to order.

Members present – Chris Ebner, Brandie Green

Attending via Conference Call – Keith Fry

Others present – Cindy Newcomer, Eric Newcomer, Harley Fry, Brian Vann

A motion was made by Chris Ebner, seconded by Keith Fry to appoint Brandie Green as the temporary chairman. Motion carried

Brandie Green, temporary chairman, received nominations for Chairman. A motion was made by Keith Fry, seconded by Brandie Green, to appoint Chris Ebner as Chairman and close nominations. Motion carried.

Chris Ebner, Chairman, received nominations for Secretary. A motion was made by Chris Ebner, seconded by Keith Fry, to appoint Brandie Green as Secretary and close nominations. Motion carried.

A motion was made by Chris Ebner, seconded by Keith Fry, to approve the meeting minutes of the January 3, 2024, Auditors meeting as presented. Motion carried.

A motion was made by Chris Ebner, seconded by Brandie Green, to set a wage of \$16.13 per hour for Supervisors Gary Phillips, Dan Whitmoyer, and Eric Newcomer as temporary general workers for the year 2025. Motion carried. Discussion regarding the change in position titles for the Regular employees to align with the titles for the temporary positions. Road crew job title is now General Worker. Discussion also began regarding the newly approved and appointed position from the January 6, 2025 Organizational Meeting. These wages are for a position of general assistant and the request was made by Brandie

Green to understand the role better based on the job description that was provided to the auditors by Eric Newcomer. Brandie Green asked if the role was to cover the Secretary while out of the office due to the general duties listed on the job description provided to which Eric Newcomer said it is not to cover for Cari. Brandie Green also asked what specifically would be done that is not already on the Secretary/Treasurer job description to which Eric Newcomer stated writing grants, file organization, budget prep to fix the budget. Eric Newcomer stated the position would be a temporary position so it would need to be reappointed next year if the position was needed at that time. Brandie Green made a recommendation to the auditors that the position be the same pay as the Temporary General Worker to be consistent due to the position of park employee being eliminated that was a lower pay. Chris Ebner asked if there was a defined amount of hours per week or year that were defined in the role. Eric Newcomer said there was not. Brandie Green asked if the position that is newly created was budgeted in the 2025 Budget. Eric Newcomer stated it was but did not give a rate or amount specifically. Brian Vann asked if the general worker position is a skilled job to which the auditors agreed that it was and Brian provided information that his skilled employees start at \$18.50 per hour in order to provide local rates for skilled employees. Chris Ebner asked Eric Newcomer what his desired rate of pay would be for General Admin Assistant. Eric did ask the auditors to review his resume to see the qualifications/skills he can provide in the role as well as identified that the payrate would not include benefits. Chris Ebner made a recommendation to limit the total number of hours for the year no more than 1,000 hours upon Eric Newcomer stating the role would be no more than 20 hours per week. There was much discussion around value of role with grant writing versus paying a grant writer a percentage of a grant received. Eric Newcomer requested no less than \$22 per hour for it to be worth it for him. Keith Fry made a recommendation to pay \$25 per hour. Chris Ebner made a motion, seconded by Keith Fry, to set the salary for the newly created position of General Admin Assistant not to exceed 1,000 hours in 2025 at a rate of \$25 per hour. Motion carried.

Public Comment:

No public comment

With no other business, a motion was made by Chris Ebner, seconded by Brandie Green, to adjourn the meeting. Motion carried.

Meeting was adjourned at 7:38 pm

Respectfully submitted,

DRAFT COPY

Brandie Green, Secretary

Muncy Creek Township Auditors

Chris Ebner – Chairman – cebner@lyco.org

Keith Fry – Vice-Chairman – fry.keith77@gmail.com

Brandie Green – Secretary – brandieg25@gmail.com