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**Minutes of a Special Meeting of the
COTTRELLVILLE TOWNSHIP BOARD
in Joint Session with the
COMPENSATION COMMISSION
OF
COTTRELLVILLE TOWNSHIP**

Scheduled for Thursday, March 12th, 2009 at 7:00 p.m.

The Special Meeting was called to order by Supervisor Tom Raymond, followed by the Pledge of Allegiance at 7:01 p.m. in the Board Room of the Cottrellville Township. Roll Call attendance taken.

Members Present: Supervisor Thomas H. Raymond; Clerk Violet C. Pfaff;
Treasurer Dian Courtney; Trustee Beverly Kopec.

Members Absent: Trustee Bernie Pelc, Excused.

Also Present: Compensation Commission Members:
Chairperson, Karen Korpai; Donald Armstrong;
Peggy Hanson; Christine Kadey.

Member Absent: Dennis Novak

Audience: Vicke Raymond, Patricia Runyan, Mary Agnes Simons.

The booklet prepared by this Compensation Commission was passed out to each Board member, and a few minutes was allowed while they reviewed the information. After a short time, Mrs. Korpai introduced the Commission, then proceeded to explain the objective of the Commission. Mrs. Korpai explained the objective was to determine salaries for wages of officers of the township. It was explained this process began by gathering information from township resources such as the Ad-hoc Committee, historical data and MTA Surveys. To this, Personal interviews were also conducted of each elected official and insight into past practices was also explored.

Several of the other members of the Commission also spoke adding that they all agreed that the methods needed to be re-systemized. As a group they determined a foundation of duties and responsibilities was a necessary tool and a crucial part of their method of recommendation.

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COTTRELLVILLE TOWNSHIP BOARD
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COMPENSATION COMMISSION OF COTTRELLVILLE TOWNSHIP
Thursday, March 12th, 2009
Page Two

It was explained by the members they did not take this job lightly as their committee met six times for at least two hours per meeting for the past 45 days as was required by their Commission.

The Compensation Commission provided background and clarification to the Township Board.

Members of the Commission advised the proposals cover statutory and non-statutory duties. They suggested job descriptions, duties/responsibilities be reviewed by the Board and updated if necessary on an annual basis. The Commission assumed mileage, meals (if required), and lodging (if required), and necessary incidental expenses would be reimbursed for essential meetings.

The Commission proposed salaries that assumed no non-statutory hourly pay for essential meetings, and assumed no non-statutory hourly pay for travel time. The commission took no position on per diem pay.

The Compensation Commission, with this Proposal, advised Board members that they made an effort to "normalize" Cottrellville elected officials' salaries and establish a baseline for the future.

The Township Board members began questioning some of the duties and agreed with most of the descriptions that were provided.

After much discussion, the following items were changed in the description of duties:

Under **SUPERVISOR, CLERK & TREASURER:** From the heading *Non-Statutory duties, board approved:* Remove the wording "**Water Districts 2,3,4 & New or Proposed water districts .**"

It was also added to the Supervisor's description, in conjunction with the above noted change, that "in the case of current and/or future water district projects, other special assessment projects, or any future project that requires extra time, that a separate administrative fee will be established. The additional compensation for this work shall be paid to the Supervisor, and his Office, as well as the Assessor and Assessing Department. Said fee will be added to the cost estimate of the project or

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Thursday, March 12th, 2009
Page Three

Special Assessment at hand.”

Under **CLERK**, change the line in *Responsibilities/Duties/job description data, support for compensation commission recommendations:* to read “**Prepares warrants and township checks.**”

Under **TREASURER**, change the line in *Responsibilities/Duties/Job Description data, support for Compensation Commission recommendations* to read “**prepares tax township checks**” and add a line to say: “**Verifies, signs and distributes township checks.**”

Also under **TREASURER**, change the line in *Non-Statutory duties, board approved 2008 Budget*, to read “**Second Tax Collections & distribution, identified as non-statutory**” removing the word “summer,” and replace it with “Second.”

There were no changes indicated in the **TRUSTEE** descriptions.

The following recommendations were provided as salaries for the following Members of the Cottrellville Township Board:

SUPERVISOR.	\$26,000.00 annually per year
CLERK.	\$22,000.00 annually per year
TREASURER.	\$22,000.00 annually per year
TRUSTEE\$ 2,500.00 annually per year

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Thursday, March 12th, 2009
Page Four

MOTION: It was moved by Treasurer Dian Courtney, supported by Clerk Violet C. Pfaff, to approve the recommendations of the Compensation Commission of Cottrellville Township for the salaries determined for the Budget Meeting, as described above with the changes in the language as stated previous to the salary listings.

ROLL CALL VOTE: Supervisor Raymond, Aye; Clerk Pfaff, Aye;
Treasurer Courtney, Aye; Trustee Kopec, Aye.
Nays: None. Absent: Trustee Pelc.

Ayes: 4
Nays: 0
Absent: 1

MOTION CARRIED.

The Compensation Commission Members thanked the Township Board for allowing citizens the opportunity to contribute and have a voice in Cottrellville governance, and advised they supported the Board and appreciated their devotion to public service and willingness to serve Cottrellville Township.

Mrs. Hanson presented a draft of a letter that she felt should go out to all residents of the township on behalf of this Compensation Commission, with the approval of the Township Board, advising them of their work.

Supervisor Raymond concurred with her suggestion and advised that he would look after this for her, thanking all members present for their cohesion and success in completing their goal objective.

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Thursday, March 12th, 2009
Page Five

All Township Board members present, agreed with Supervisor Raymond.

Meeting was adjourned at 7:59 p.m.

Respectfully submitted by,

Mary Agnes Simons, Deputy Clerk

Violet C. Pfaff, Clerk
COTTRELLVILLE TOWNSHIP

Thomas H. Raymond, Supervisor
COTTRELLVILLE TOWNSHIP