

**POINT TOWNSHIP SUPERVISORS
REGULAR SUPERVISORS MEETING
TUESDAY, JULY 08, 2025**

The Point Township Board of Supervisors held their regularly scheduled meeting on the above date at the Point Township Municipal Building, 759 Ridge Road, Northumberland, PA. Present were: Chairman Randall W. Yoxheimer, Vice-Chairman Thomas Strouse, Jr., Supervisor Montie Peters, Supervisor Joseph Stender, Jr. and Supervisor Clay Rowe. Also, present were: Solicitor Richard J. Shoch, Chief Kevin Herring (*left after giving his report for a pizza party for new hire, Shipman*), Office Manager/Secretary/Treasurer Amanda McClain and Office Assistant Amy Hoffman, ZEO Jackie Hart and SEO William Toth. (*Roadnmaster, Jared Wehry was absent*)

Visitors present: Earl Persing ; Pat Brown; Richard, Tricia, Chloe Shipman; Gene Gillasp; Robert Sulouff;

Present, but did not sign in: Zachary Black, George Geise; Jacob & Lindsey Shipman, and their 2 children; Judge Diehl; 2 others present for Shipman's swearing in; *Clarence Kelly and Dara Kieski & her son came at 7:24PM. (All present for swearing in, left after PD report for pizza party)*

Chairman Yoxheimer welcomed everyone to the Supervisors meeting and all present repeated the Pledge of Allegiance. (*Draft of the minutes of the Regular Supervisors Meeting and a copy of the bills to be paid this evening on the front table of the meeting room provided for anyone interested in viewing the information, once reviewed please return to the table*).

Swearing in of Officer Shipman and Chief Herring – Judge Diehl: Herring was sworn in first, followed by Shipman.

Herring is it okay for me to continue with my agenda items, we are having a small party for Jake.

Yoxheimer the one issue we wanted to take care of under the Solicitor that had to do with PD, was the letter of discontinuation of office sharing agreement. If you could make your recommendation.

Herring I would make a recommendation to the Board that we discontinue the officer sharing agreement with Ken Davis for polygraph tests. He has been using the NEIC office mostly on the weekends, and truthfully is to no benefit to us anymore, and is not paying a dime to the Township. He has been in the way, multiple times, of our tech guy needing in the data room on the weekends. With our new policies not requiring a polygraph for hiring, and if we need a polygraph for a suspect, we would use the State Police. So I would recommend sending him a letter discontinuing the use of the building based on the verbal agreement the previous Chief Lutchter made with him.

MOTION made by Yoxheimer to approve the Solicitor to draft a letter to Kenneth Davis to discontinue the use of the Township building for polygraph testing. Seconded by Peters and passed unanimously.

Herring with that, I will facility getting the keys back form him

Yoxheimer do you want to continue then with your agenda items.

Police Department: (*Report on File*)

- *Accept Chief Lutchter's Resignation:*

MOTION made by Yoxheimer to accept the resignation of Chief Lutchter. Seconded by Peters and passed unanimously.

- Informant Purchase: this is our recording system, for \$2,000 we can do a cad interface, which reduces about 40% of my officers paperwork, and gets them back out on the road. (*proceed to explain the process in more detail*)

McClain we can use the UCC account to pay for that since it was not budgeted for.

Strouse, Jr. is that one time fee?

Herring yes, and then a \$300 annual fee.

MOTION made by Peters to approve the Informant purchase of \$2,000. Seconded by Stender, Jr and passed unanimously.

- Open Hiring Process: asking to open the hiring process to get us back up to 6 officers. With Lutchter leaving, that took us to 4, with Shipman coming on, that takes us to 5. We are trying to become a more progressive police department; we don't want to sit here stale. I have a candidate in mind, he is, just as Jake is, ready to throw the keys. I already have Jake out on his own, because of his experience. It would be another good fit for the Township and brings about 18/20 years' experience. I would like to keep moving and my department back up to 6.

Yoxheimer so you don't need anything from the Board?

Herring if the Board is okay with it, I would like to offer him a conditional letter based on his background, which I unofficially know, that there is nothing in his background. I want to do an actual background and then make him official August 4th, pending the background investigation which will take me about a week to complete.

Stender, Jr. I thought we were going to hold off until one of the officers is done being paid out.

Herring based on the conversation I had the other day, Rushton will be off the books as of July for health insurance, and is being paid out I believe until Oct. 5, 2025. Chief Lutchter asked the Board to allow health insurance coverage until Sept 2025 until his new job picks him up. We are basically operating on the same budget here, and I just want to keep moving and get these guys hired. I have a candidate which are hard to find, and I have one ready to come in the door.

Yoxheimer so you tentatively were looking to bring him on Aug. 4th. When will Rushton be going off of service here?

Herring that would be October 5th or 6th, I don't have the exact date in front of me.

Yoxheimer so we would roughly have carry over of 2 months. I think the concern is Joe that we get this guy locked down as a candidate.

Stender, Jr. I know we talked about waiting.

Yoxheimer I know we did, and I talked to Kevin a little bit about it, but Kevin is concerned with waiting.

Herring this officer is another Township resident.

Strouse, Jr. can we afford it?

Yoxheimer you are talking roughly 2 months.

Strouse, Jr. we will be paying 8 officers with Rushton and Lutchter.

Yoxheimer if it was going to run for any extended period of time, I might be more concerned, but as 1 comes on, essentially, within a month or so, 1 goes off. Its up to you guys, I don't care either way. I would hate to lose the opportunity to hire him.

Strouse, Jr. would we lose the opportunity if we offered it to him in October? Can we afford it Amanda?

McClain I have crunched numbers, we are sitting pretty well right now. I haven't projected anything out because I don't know how road projects are being paid out. Lutchter is getting paid out until March of 2026. Once Rushton is done on October 5th, he gets paid out for 14 days on top of that.

Herring this officer is literally just like Jake was, once I get him all his gear, 3 days to show him the roads he doesn't know, you throw him the keys, he is ready to go. From quick numbers, you are talking roughly an extra \$10,000 for insurance. So I was hoping the Board would bring him on.

Peters I think finically we can afford it. My vote would go to hire this guy.

Herring I would ask you to bring him in at a patrol 5.

MOTION made by Yoxheimer to conditionally approve the hiring of the officer that Herring wants at a patrol 5, if he passes the background check, to be in affect August 4, 2025. Seconded by Peters and passed unanimously.

- **Solicitation Permit Fees:** our fee right now is \$7.50 a day. Doing research around the area here, we are very low. I would recommend to the Board to raise that significantly. We got a lot of calls, a lot of questionable people, they may pass the background, but they may still not be the type of people that you want soliciting door to door. Rasing that fee will get you a more reputable business. With that as well, I think we would have to look at the ordinance and raise the fines as well. If the fine is only \$25, then they will take the fine and not get the permit.

Shoch I believe the ordinance was passed in, I think, 1976. So, I can imagine the fees and fines.

Peters if you researched it, what kind of fee are you recommending?

Herring ballpark is about \$150 a day. Sunbury does a unique one, where they get 3 days and it is \$250 for those 3 days, and Jackie, correct me if I am wrong, but then you can only solicit for those 3 days at all throughout the year.

Stender, Jr. is there time limits when they can knock on your door?

Herring that is already in the ordinance.

Stender, Jr. that Evergreen guy was out at my house at like 730 at night.

Herring that is what they try and do, they come when the Township is closed and try and use that as their defense.

Yoxheimer I am going to make a motion for the Chief and Solicitor to review the current solicitation ordinance and put together a new ordinance and then bring it in for the next meeting.

MOTION made by Yoxheimer to allow the Solicitor and Chief to draft an ordinance for solicitation permits for next month. Seconded by Peters and passed unanimously.

Herring the last thing I needed to discuss, it is not on the agenda, I was just notified at 10:30 last night. I will be asking the Board to make a motion to ratify at the August meeting where it will be placed on the agenda. Is, a bullet proof vest for Shipman. I thought I had a deal worked out with Shamokin Dam for a reduced price, but they decided they wanted a 100% of the resale value for some of the equipment that is 10 years old, and they wanted an agreement from Point Township that he could then use his gear there, if he would ever decide to work there parttime. So, I was asking the Board to give me an allowance of up to \$2,000 to get him a new vest.

Shoch Kevin asked me about this before the meeting. You could shoehorn this into an emergency situation, if you approve or vote on this tonight, I suggest having it on as a ratification vote at the next meeting as well, so if anyone questions it, once you've ratified it, there is no questioning it anymore.

Yoxheimer so you want us to do it as a conditional motion?

Shoch no, not conditional. You can vote to do it tonight, but I would just have it on as a ratification of that prior vote at the next meeting, and have it on the agenda as a ratification vote.

MOTION made by Yoxheimer to allow the Chief to purchase a bullet proof vest in the amount up to \$2,000 for Officer Shipman. Seconded by Peters and passed unanimously.

Herring that is all I have

Yoxheimer is there anything for the Chief before he leaves.

E. Persing with this new officer possibly coming on, will he have the same problem with the vest?

Herring I am going to try and work out a deal with Sunbury for what he currently has. I had a gentlemen's agreement, and Shamokin Dam changing their minds was sprung on me and was notified last night at 1030 that they were not going to allow him to take his gear. So we may have to buy a vest for the new hire as well, yes.

E. Persing so next month you may have to ask for a 2nd vest. Just so the Board is aware that is a possibility.

Herring if you don't mind, I am going to cut out and have a little pizza party for Jake.

Yoxheimer understood, enjoy.

(Herring, Shipman, and all those present for the swearing in, left approximately 7:28pm)

Public Comment on Agenda Items:

Black what is with the non-uniform employee handbook? What is actually in that handbook? It was brought up by Mr. Persing, was it last meeting, 2 meetings ago. What is actually in that handbook?

Yoxheimer you are more than welcome to have a copy. It is a public document. The handbook for the uniformed officer's was kind of patterned after that for the non-uniform side. It has been used also for the Sewer Authority.

Black so it says here non-uniform, so are you adopting the other handbooks that you are already using?

Yoxheimer to some extent. There has been some modifications based upon the need for certain things.

Approval of Minutes:

MOTION made by Peters to approve the minutes of the Regular Supervisors Mtg held on Tuesday, June 10, 2025; an executive session was held after this meeting to discuss personnel, no action was taken. Seconded by Rowe and passed unanimously.

REPORTS: (Old & New Business included):

Solicitor:

- Route 11 Bridge Lighting/PennDOT Lighting Agreement: I believe this was brought up at the last meeting. PennDOT put together an agreement that would replace the existing one, which I think was entered into back in the 70's. I think last month, either someone on the Board, or someone here was going to contact either Culvers office, or Stender's office just to see if there was any movement of you would even be responsible for the lighting fixtures after they go in. This agreement, just like the old one when they put the new ones in, which they are going to do that at their expense, and then the Township would be paying for the lighting itself, and to the extent that there are repairs the Township would be responsible. The one thing that was different in this agreement than the other one, was that if we refuse or don't make repairs, they can do so and seek repayment by legal action or by withholding the amount from the liquid fuels distribution.

Yoxheimer this comes down to this being an unfunded mandate. The bridge between the Borough and Shamokin Dam is deemed ours, since they say the water is ours. It seems highly unfair that we get stuck for the lighting on that bridge, simply because it functions for everyone. Why the Township is hung for it, I don't know. Hopefully by the time these would ever have to be repaired, there would be some conclusion that lighting across major routes, should be handled by the state. Right now the cost to us will be minimal since they are LED lights. I don't know if we have a choice.

Peters you most definitely have a choice. We can contact Lynda. That bridge in no way services just the Township. You have the Borough on one side and Union County on the other. I don't know if it would be worth the fight.

(Discussion ensued)

MOTION made by Peters to approve the agreement with PennDOT for the Route 11 Bridge Lighting. Seconded by Yoxheimer and passed unanimously.

- Discontinuation of office sharing agreement: *(was discussed at the beginning of the meeting)*

Secretary: *(Financial Report on File)*

- Approval of Non-Uniform Employee Handbook: if you guys are at a point where you want to approve the handbook.

Yoxheimer The executive session we had at the end of the last meeting, was a discussion of the handbook. There was a question about the number of hours for our secretarial staff. There was some confusion on the number of hours they would potentially be working. The understanding that I have, in the existing state, it is 40 hours for a work week for the staff there, as well as the road crew. The road crew works 4 – 10 hour days in the summer and then at some point they go back to 8 hour days. With some conversation I had with the girls, and some flexibility I took upon myself, the hours the secretarial staff had been working under, were 7-4, Monday through Thursday and 730 to 2 on Fridays, which with lunch, gave them their 40 hours for the week. Those last 2 hours on a Friday, they would turn the phone over to their cells and still take calls even though they were not in the office. This was run through me, I didn't have a problem with it, because if someone needed something, it would be handled. Was there anyone that had called and needed something in those last 2 hours since you have been doing this?

McClain it was not complaint driven, it was brought up by Clay, and Zach and Jared apparently. We are working 8-4. There was also a Jury Duty section added for clarification on how that was handled. There was something added after a discussion with you and Montie about Township vehicles not being used for personal errands or to go home for lunch. Jared wanted the PARQ thing removed under the physical examination section. Adding a clause for no one being added to insurance if they had coverage through their employer.

Yoxheimer all these changes had been given to the Supervisors multiple times to review.

Rowe if this is just in the summer, I have no problems with that. If this is just for the summer hours, I don't have a problem with it. Amy had mentioned since the Road Crew is allowed to work 4 – 10 hour days, that they were asking to leave 2 hours early on a Friday. I don't have a problem with that if it is summer hours, is what I am saying. But once you put it in concrete, you cannot ask them to answer the phones for those 2 hours if they have their 40 hours in, its illegal, and they don't have to.

McClain with taking lunches, the 7 to 4, Monday through Thursday and 730 to 2 on Fridays would equal 40 hours.

Rowe so how are you handling it now when you're working 8 to 4?

McClain you brought up that good point at the executive session, if we are not removed from our duties, and since we are sitting here available to the public if they stop, or answer the phone if someone calls, we are not free from our duties, and therefore according to labor laws do not have to take a lunch, and we are still entitled to two, 15 minute breaks.

Rowe so you are working 8 to 4 with no lunch? (McClain correct) I don't have a problem with you taking a lunch don't get me wrong, if you're there, they do it in the prison system's, when you have to be there, it is just something you do, and I took for granted when I looked at the original handbook that what was probably giving you approval to.

Yoxheimer here was my rational to this. I have been liberal to the girls working some different hours. For example, on weeks that Amanda is doing financial stuff. She likes to come in early so she has quiet to focus on that. On days she comes in at 6, if she wants to leave at 2, I don't want her working over 40 hours and getting overtime. But then at least Amy would be here until 4. I think

that gives them flexibility to use their time wisely. The girls have families and need time off. It has seemed to work. I have not been notified of any conflicts.

Rowe I agree, as long as there is someone there until 4. I just don't want you to put that in the handbook. Then if its set in stone, you can't ask them to answer the phone those last 2 hours if they have 40 hours in.

Shoch I think he just wants you to put in the handbook 8-4 and then have some notation.

McClain that is how we have it in the handbook, 8 to 4 with an asterisk (*) saying subject to change based on permission from the Chairman. We try and go above and beyond what we can do for the residents. I do appreciate you bringing that up and being okay with it. But for posterity, we will work 8 to 4.

Black I have a question. If the Board didn't approve leaving 2 hours early on a Friday, how is it published in the Pineknotter News (*brought copy of the publication to the meeting*)?

McClain because we had permission from Randy and we wanted the public to be aware of what we were working, so the public was not expecting us to be here.

Yoxheimer yes, I took that upon myself as the Chairman for them to do that. I wanted to see how it would work. The handbook should have been taken care of earlier in the calendar year.

Strouse, Jr. is it stated in the handbook when they work their 4 – 10 hour days that it has to be Monday through Thursday?

Yoxheimer don't they, if they have a rain day in there, they sometimes take the rain day off and work Friday? I thought they have done that once or twice.

Hoffman they have never done that since we have been here.

Yoxheimer if Jared were to call me and say we have are going to have a rain day Tuesday, do you have a problem with us working Friday, I would tell them that is fine.

Strouse, Jr. I don't see that a happening, they like having off Fridays and having a 3 day weekend. I don't think they use the 4 days efficiently, is my point. Especially a year like this when we have had so many rain events. And I am sorry, this is my frustration from my daily life coming out.

Stender, Jr. are we changing the road hours from 6 to 430 to, 630 to 5, since they can't do anything until after 7? We talked about that at the meeting.

McClain we did talk about that. But we didn't push it because of what is happening with the sewer authority and thought they may be asked to go check pumps.

Yoxheimer that is another problem that I have yet to bring to the board. Earl, Bobbie and I are all on the Sewer Authority Board. Don Troxell who is 82, he has give us notification that he is retiring. He is the do everything, know everything, sewer maintenance individual we have. He goes out 3 days a week, he is part time, he mows the grass, reads the meters, does minor maintenance. One thing that could be helpful is that we take the road crew for that first half hour and have them go out with Donnie and get trained, read the meters, make sure all electrical panels are working the way they should. I wouldn't expecting them to be trained beyond that. The mowing they could pick up. Essentially the Sewer Authority would pay the township for any hours the road crew worked and that money would come back to the township.

(Discussion ensued)

McClain for the purposes of the handbook, if you asked a question, I don't remember anymore. We did not change the road hours even though there was discussion about it. We did not have feedback for that, and there was no clarity for it.

Yoxheimer is there anyone with a problem on how the handbook is now? Can we take a vote?

Peters like Joe said, the only thing that was discussed was changing the road crew hours. They start at 6, but our noise ordinance says you can't start until 7. So, what are they doing for an hour?

Yoxheimer I guess they were doing dry runs to drive around, but typically they do that on a Monday morning. They don't need to do it every day of the week.

Peters so move it to start at 6:30AM?

Stender, Jr. yeah, and then move the end time a half hour.

Peters yes, and then they become more viable. There is all sorts of things they could do, but everyday?

Stender, Jr. I think this makes them more productive with their 10-hour days. I am not a fan of 10-hour days. I am not sure why in the summer you don't have someone Tuesday through Friday and then others Monday through Thursday. You are talking about coverage.

Yoxheimer on the bigger projects you need everyone at the same time. With the fact that Jared isn't here. (**Peters** that's a problem) do we want to take any action? It's already July. Can we table it?

Peters yeah, we can wait until next meeting, it is a problem, Joe has a very valid point.

Yoxheimer asked George Geise what he did as Roadmaster that first hour.

MOTION made by Yoxheimer to approve the non-uniform employee handbook. Seconded by Strouse, Jr and passed unanimously.

McClain just as a reminder, PennDOT reached out to me and they are ready to have that Ridge Road meeting, late August, early Sept. So, if you can get who you would like to invite and when that would work. I would appreciate that.

Yoxheimer what is the nature of the meeting.

McClain you asked for the meeting.

Yoxheimer I guess what I mean, when do we want to bring in Lynda and Mike.

Peters I do not think you should take that meeting without Lynda.

Strouse, Jr. I ran into the design guy, Larson, I think, at the end of the driveway, 2 weeks ago. They are just in the initial design stage.

McClain they had Gannett Fleming reach out about the flooding at the home near Spruce Hollow and the flooding on Spruce Hollow that we had taken pictures of when we were helping the road crew with that heavy rain event last year.

(Discussion ensued)

Police Department: *(Report on File) (all items listed were discussed at the beginning of the meeting)*

- Accept Chief Lutchter's Resignation:
- Informant Purchase:
- Open Hiring Process:
- Solicitation Permit Fees:

Fire Department: *(No Report, per Black)*

Black where are we at with Klacik's coming in to do the audits? *(turned to look at Amanda for answer)*

McClain Rick was to contact Klacik's

Shoch I have not had the conversation with them yet. I was away for a week and things are backed up. I will give him a call this week.

Fire Police: *(No Report, per Black)*

EMA: *(No Report)*

Engineer: *(No Report)*

Yoxheimer Todd is back in the area. Nothing to report.

Road Department: *(No Reports)*

- Messick's Boom Mower Quote: **Strouse, Jr.** I reached out to Messicks to see if they had a boom mower we could demonstrate on a skid loader. They said they can price a new one, which was \$19,000. There is a 4 week build time and 2 week ship time.
Peters how unruly is something like that.
Strouse, Jr. I don't know. He expressed a little concern with the center of gravity on a skid loader. We need to rent one or do something, our roads look awful.
(Discussion ensued)

MOTION made by Yoxheimer to allow the Roadmaster to rent a boom mower to clean up the roads. Seconded by Peters and passed unanimously.

Strouse, Jr. there is an awful section of road over on Nottingham Dr that I want in the minutes that needs fixed. Right in the middle of the development. It's a mud hole.
Sulouff Jared has it lined out, he was going to dig it up a couple months ago, but they were working on Hookies.
Strouse, Jr. it needs fixed, it is horrible.

Sewage Enforcement Officer: *(Report on file)*

Toth a site verification was done on Evers Manor. Evidently someone purchased that, they put in an application, we will see where that goes. That will probably require planning though. They want to put an on lot sewer system in. Lewis Rich on Mirkwood Dr did a soil profile for him, he has a malfunctioning system. Drew Hopewell, I issued a holding tank permit for him. 3 hours nonbillable.

Zoning/Code Enforcement Officer: *(Report on File)*

Hart for the month of June, we issued Zoning Permits for: Solar at 109 Mountain Road; Pool & Deck at 109 Wagner Lane; Chain-link Fence at 197 Yocum Lane; New Home at 422 Stone School Rd.

Planning Commission: *(No Report)*

Recreation: *(No Report)*

Sewer Authority: *(No Report)*

- Appoint New Member:

Other Business:

General Public Comments/Resident Concerns:

Black how are we doing with the camera system at the park?
McClain the cameras were ordered and Rich has not had time yet to put them in.
Peters did I see where you wanted to do a dedication of the cameras and Jimmy with the tree?
McClain yes, I reached out to Karen, but never heard back from her. I talked with Dandes with the paper, and said we would try and get pictures and do it as a story.

Pay Bills:

MOTION made by Strouse, Jr. to pay the bills. Seconded by Stender, Jr. and passed unanimously.

Adjournment:

MOTION made by Yoxheimer to adjourn meeting. Seconded by Rowe and passed unanimously.
Meeting adjourned at 8:49PM.
All motions passed by hand vote.

Respectfully submitted,

Executive Session:

List of Communications: *(On File)*

Amy Hoffman, Office Assistant

Financial Reports: *(On File)*

Amanda McClain, Office Mgr/Secretary/Treasurer

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