

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 4, 2021

The Reorganization Meeting of the Smithfield Township Board of Supervisors was held on January 4, 2021, at the Smithfield Township Municipal Center, at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Brian Barrett (via phone), Robert Lovenheim, Jacob Pride, and Office Manager Julia Heilakka.

1. Acting Chairman Brian Barrett calls the meeting to order at 4:02PM. A quorum is present.
2. The Pledge of Allegiance is recited.
3. Jacob Pride nominates Brian Barrett as temporary chair, Robert Lovenheim seconds. Vote: all in favor; motion carries.
4. Nominate Chair of the Board of Supervisors. Robert Lovenheim nominates Jacob Pride for Chair, and states Brian Barrett has given many years of excellent service; the township would not be where it is without his contributions. Jacob Pride concurs. Vote: Jacob Pride and Robert Lovenheim in favor, Brian Barrett abstains: motion carries. Brian Barrett offers congratulations, and states that the three supervisors working together will allow Smithfield Township to continue to flourish.
5. Nominate Vice Chair of the Board of Supervisors. Robert Lovenheim nominates Robert Lovenheim for Vice Chair, Brian Barrett seconds. Vote: all in favor; motion carries.
6. Appoint Secretary. Jacob Pride nominates Brian Barrett for Secretary, Robert Lovenheim seconds. Vote: all in favor; motion carries.
7. Public Comment – none.
8. Appoint Township Engineer. Brian Barrett motions to appoint Jon Tresslar of Boucher & James as Township Engineer, Robert Lovenheim seconds. Vote: all in favor; motion carries.
9. Appoint Alternate Engineer. Jacob Pride motions to appoint Sal Calazzo of Hanover Engineers as Alternate Engineer, Robert Lovenheim seconds. Vote: all in favor; motion carries.
10. Appoint Township Solicitor. Brian Barrett motions to appoint Ronold J. Karasek as Township Solicitor at \$198.50/hr, Robert Lovenheim seconds. Vote: all in favor; motion carries.
11. Appoint Township Treasurer. Robert Lovenheim motions to appoint Frank Cefali, Brian Barrett seconds. Vote: all in favor; motion carries.

12. Appoint Township Special Solicitor. Brian Barrett motions to appoint Thomas Heimbach, Robert Lovenheim seconds. Vote: all in favor; motion carries.
13. Appoint Roadmaster. Robert Lovenheim motions to appoint Ed McCormack as Roadmaster, Brian Barrett seconds. Vote: all in favor; motion carries.
14. Appoint Zoning Officer. Robert Lovenheim motions to appoint Kenneth Wolfe, Brian Barrett seconds. Vote: all in favor; motion carries.
15. Appoint Alternate Zoning Officer. Jacob Pride motions to appoint the firm of Boucher & James, Robert Lovenheim seconds. Vote: all in favor; motion carries.
16. Appoint Building Code Official. Brian Barrett motions to appoint Tino Nocchi of Base Engineering, Robert Lovenheim seconds. Vote: all in favor; motion carries.
17. Appoint Sewage Enforcement Officer. Robert Lovenheim motions to appoint Scott Brown of Hanover Engineers, Jacob Pride seconds. [Brian Barrett loses connection at 4:11PM and returns at 4:12PM.] Vote: all in favor; motion carries.
18. Appoint Alternate Sewage Enforcement Officer. Jacob Pride states that the township needs to find an alternate SEO. Robert Lovenheim motions to table, Brian Barrett seconds. Vote; all in favor; motion carries.
19. Appoint Planning Commission Solicitor. Jacob Pride motions to appoint Ronold J. Karasek at \$198.50/hr, Robert Lovenheim seconds. Vote; all in favor; motion carries.
20. Appoint Planning Commission Engineer. Jacob Pride nominates Jon Tresslar of Boucher & James, Brian Barrett seconds. Vote: all in favor; motion carries.
21. Open Records Officer. Jacob Pride motions to appoint Brian Barrett, Robert Lovenheim seconds. Vote: all in favor; motion carries.
22. Assistant Open Records Officer. Jacob Pride motions to appoint Julia Heilakka, Robert Lovenheim seconds. Vote: all in favor; motion carries.
23. Designate Township Pension Fund. Robert Lovenheim motions to designate the Pennsylvania Retirement System as the township's pension fund, Brian Barrett seconds. Vote: all in favor; motion carries.
24. Appoint Independent CPA Auditing Firm. Jacob Pride motions to appoint Kirk, Summa & Co. LLP, Robert Lovenheim seconds. Vote: all in favor; motion carries.
25. Appoint Accounting Consultant. Corcoran. Robert Lovenheim motions to appoint Corcoran, Hegarty, & Associates as needed, Brian Barrett seconds. Vote: all in favor; motion carries.

26. Appoint Chairman of the Vacancy Board. Jacob Pride nominates Robert Moses, Robert Lovenheim seconds. Vote: all in favor; motion carries. Jacob Pride states Robert Moses has contributed to this community in many ways.
27. Nominate Emergency Management Coordinator. Jacob Pride states this was tabled at the last reorganization meeting. Jacob Pride suggests Julia Heilakka, and states she will need to be trained. The Board discusses the workload of an EMC and would like to continue to look for a different EMC. Brian Barrett nominates Julia Heilakka on an interim basis, Robert Lovenheim seconds. Vote: all in favor; motion carries.
28. Nominate Alternate Emergency Management Coordinator. Jacob Pride moves to table this item so the township can search for a viable candidate, Brian Barrett seconds. Vote: all in favor; motion carries.
29. Appoint Collector of Earned Income & LST Taxes. Jacob Pride motions to appoint Berkheimer & Associates, Robert Lovenheim seconds. Vote; all in favor; motion carries
30. Appoint Working Supervisors to Part-Time Positions.
 - a. Robert Lovenheim motions to appoint Brian Barrett to Secretary, Jacob Pride seconds. Vote: all in favor; motion carries.
 - b. Jacob Pride motions to appoint Robert Lovenheim to Economic & Park Development Officer, Brian Barrett seconds. Vote: all in favor; motion carries.
 - c. Robert Lovenheim motions to appoint Jacob Pride to Digital Specialist & Parks Coordinator, Brian Barrett seconds. Vote: all in favor; motion carries. Jacob Pride states the township will develop formal job descriptions to aid in public transparency.
31. Request Township Auditors to set Supervisors rate of pay as employees at \$23.00/hr. for Secretary, \$21.00/hr. for Economic & Park Development Officer, \$18.00/hr. for Digital Special & Parks Coordinator. Robert Lovenheim motions, Brian Barrett seconds. Brian Barrett states the supervisors decided they would not ask for a raise this year. Vote: all in favor; motion carries.
32. Set Treasurer's Bond. Brian Barrett motions to set the Treasurer's Bond at \$3,000,000.00, and increase or decrease it as needed through proper process, Robert Lovenheim seconds. Vote: all in favor; motion carries.
33. Appoint Oak Grove Multi-Municipal Compost Board Voting Delegates. Brian Barrett motions to appoint Robert Lovenheim and Jacob Pride, Robert Lovenheim seconds. Vote: all in favor; motion carries
34. Appoint Oak Grove Multi-Municipal Compost Board Alternate Voting Delegate. Jacob Pride nominates Brian Barrett, Robert Lovenheim seconds. Vote: all in favor; motion carries.

35. Appoint Voting Members to The Monroe County Tax Collection Committee. Brian Barrett nominates Jacob Pride, Robert Lovenheim seconds. Vote: all in favor; motion carries.
36. Appoint State Convention Voting Delegate. Jacob Pride nominates Julia Heilakka, Brian Barrett seconds. Vote: all in favor; motion carries.
37. Appoint Council of Governments Delegate. Jacob Pride nominates Robert Lovenheim, Brian Barrett seconds. Vote: all in favor; motion carries.
38. Appoint Alternate Council of Governments Delegate. Robert Lovenheim nominates Jacob Pride, Brian Barrett seconds. Vote: all in favor; motion carries.
39. Resolution No. 461 - Designating Certain Financial Institutions as Depositories. Jacob Pride reads Resolution No. 461. Robert Lovenheim motions to adopt Resolution No. 461, Brian Barrett seconds. Vote: all in favor; motion carries.
40. Designate Township Meeting Location. Jacob Pride motions to continue meeting at the Smithfield Township Municipal Center at 1155 Red fox Rd, East Stroudsburg, PA 18301, Brian Barrett seconds. Vote: all in favor; motion carries.
41. Designate Board of Supervisors Meeting Dates. Jacob Pride states the Board meets very frequently and suggests meeting on the 2nd Tuesday at 4pm for a nonvoting Work Session and the 4th Tuesday at 7pm for a regular meeting of each month. The Board discusses the potential meeting schedule. Brian Barrett motions to adopt the meeting schedule, Robert Lovenheim seconds. Vote: all in favor; motion carries.
42. Authorize Secretary and/or Treasurer to pay bills and taxes when due to avoid penalties and to transfer funds from one account to another when necessary. Robert Lovenheim motions, Brian Barrett seconds. Vote: all in favor; motion carries.
43. Set Mileage Reimbursement. Jacob Pride states the IRS is \$.56 per mile. Brian Barrett motions to abide by the IRS rate, Robert Lovenheim seconds. Vote: all in favor; motion carries.
44. Authorize Secretary and/or Treasurer to pay elected & appointed Township Officials & Township Employees, the registration fee and all expenses incurred, plus mileage, to attend conferences & conventions. Attendance at conference & conventions must be approved by the Board of Supervisors prior to attendance. Robert Lovenheim motions to approve, Brian Barrett seconds. Vote: all in favor; motion carries.
45. Authorize Paid Holidays & Office Closures. Jacob Pride states that holidays will remain the same as last year plus 3 hours of paid leave for Christmas Eve and New Year's Eve. Brian Barrett motions to set the paid holiday schedule, Robert Lovenheim seconds. Vote: all in favor; motion carries.

46. Authorize Supervisors as Liaisons:

- a. Smithfield Sewer Authority: Jacob Pride thanks Brian Barrett for his service as the liaison. Jacob Pride moves to nominate Robert Lovenheim, Brian Barrett seconds. Vote; all in favor; motion carries.
- b. Township Park Commission & Regional Park Committee: Robert Lovenheim motions to appoint Jacob Pride, Brian Barrett seconds. Vote; all in favor; motion carries.
- c. Brodhead Watershed Association & Cherry Creek Watershed: Jacob Pride motions to appoint Brian Barrett, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- d. Open Space Advisory Committee: Jacob Pride motions to appoint Robert Lovenheim, Brian Barrett seconds. Vote: all in favor; motion carries.
- e. Township Planning Commission: Jacob Pride motions to appoint Robert Lovenheim, Brian Barrett seconds. Vote: all in favor; motion carries.
- f. Emergency Services: Robert Lovenheim motions to appoint Jacob Pride, Brian Barrett seconds. Vote: all in favor; motion carries.

47. Public Comment – none.

48. Jacob Pride motions to adjourn, Brian Barrett & Robert Lovenheim seconds; meeting adjourned at 4:43 PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:

Brian Barrett, Secretary