

**SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING – JANUARY 4, 2021 – 4:00 P.M.  
AGENDA**

**ELECT TEMPORARY/ACTING CHAIRMAN:**

**NOMINATIONS:** Chairman: \_\_\_\_\_  
Vice-Chairman: \_\_\_\_\_  
Secretary: \_\_\_\_\_  
Assistant Secretary: \_\_\_\_\_

**CLOSE NOMINATIONS: CALL FOR VOTE.**

**Jon Tresslar, PE firm of Boucher & James  
Sal Calazzo, PE firm of Hanover Engineering  
Acela Architects & Engineering**

**APPOINTMENTS:**

**Township Engineer: \_\_\_\_\_  
Alternate Engineer: \_\_\_\_\_  
Township Solicitor – Ronold J. Karasek, Esq.  
Township Treasurer – Frank Cefali  
Township Special Solicitor – Thomas Heimbach, Esq. (bargaining unit  
and employee/labor law matters)  
Township Road Master – Edward McCormack  
Township Zoning Officer – Kenneth Wolfe  
Township Building Code Official – Tino Nocchi & Firm of Base Engineering  
Alternate Zoning Officer – Firm of Boucher & James, Inc.  
Township Sewage Enforcement Officer – Scott Brown – Hanover Engineering  
Alternate Sewage Enforcement Officer: \_\_\_\_\_  
Planning Commission Solicitor – Ronold J. Karasek, Esq.  
Planning Commission Engineer – Jon Tresslar, PE & Firm Boucher & James, Inc.  
Township Pension Fund – Pennsylvania Municipal Retirement System**

**Kirk, Summa & Co. LLP//OR//Riley & Company, Inc.**

**Independent CPA Audit Firm: \_\_\_\_\_  
Township Accounting Consultant: \_\_\_\_\_  
Chairman of the Vacancy Board – Junius Stephen Clemmons  
Emergency Management Coordinator: \_\_\_\_\_  
Alternate Emergency Management Coordinator \_\_\_\_\_  
Collector of Earned Income & LST Taxes – Berkheimer & Associates  
Township Sewer Authority – Brian E. Barrett**

**MOTION TO APPROVE ALL APPOINTMENTS:**

**RE-APPOINT TOWNSHIP EMPLOYEES:**      **Jeremy Popecki**  
   **Norbert Erichsen**  
   **William Graffin**  
   **Patrick Norman**  
   **Joshua Craver**  
   **Lois J. Turr (part time)**  
   **Lynn Pryor (part time)**  
   **Joseph Luisi (part-time)**

and hire temporary employees as needed.

**MOTION TO APPROVE REAPPOINTMENTS:**

**RATE OF PAY:** For all appointed and other full-time or part-time non-bargaining unit employees, as set forth in the 2021 budget.

**REQUEST TOWNSHIP AUDITORS** to set Supervisors rate of pay as employees at \$23.00/hr. for Secretary, \$21.00/hr. for Economic Development Officer, \$18.00/hr. for Third Supervisor.

**SET TREASURER’S BOND** at \$3,000,000.00 and increase or decrease as needed through proper process.

**APPOINT OAK GROVE MULTI-MUNICIPAL COMPOST BOARD VOTING DELEGATES:** \_\_\_\_\_

**APPOINT OAK GROVE MULTI-MUNICIPAL COMPOST BOARD ALTERNATE VOTING DELEGATE:** \_\_\_\_\_

**APPOINT VOTING MEMBERS TO THE MONROE COUNTY TAX COLLECTION COMMITTEE:** \_\_\_\_\_

**APPOINT STATE CONVENTION VOTING DELEGATE:** \_\_\_\_\_

**APPOINT COUNCIL OF GOV’TS DELEGATE:** \_\_\_\_\_

**APPOINT ALTERNATE COUNCIL OF GOV’TS DELEGATE:** \_\_\_\_\_

**DEPOSITORY OF GENERAL FUNDS:** ESSA Bank; Peoples Security Bank; PLGIT;  
First National Bank

**DEPOSITORY FOR PAYROLL FUND:** ESSA Bank

**DEPOSITORY FOR HIGHWAY (STATE) FUNDS:** PLGIT;

**DEPOSITORY FOR EMPLOYEES PENSION FUND: PA Municipal Retirement System**

**TOWNSHIP MEETING LOCATION: Municipal Center, 1155 Red Fox Road.  
East Stroudsburg, Pa 18301**

**BOARD OF SUPERVISORS MEETING DATES: 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month at 7:00 P.M.**

**REGULAR WEEKLY WORK SESSIONS: Each Wednesday at 4:00 P.M.  
(as needed)**

**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.**

**SET MILAGE REIMBURSEMENT: for elected and appointed Township Officials & Township Employees – .56 (0.56) cents per mile (same as IRS rate).**

**AUTHORIZE SECRETARY and/or TREASURER: to pay elected & appointed Township Officials & Township Employees, the registration fee and all expenses incurred, plus mileage, to attend conference & conventions. Attendance at conference & conventions must be approved by the Board of Supervisors prior to attendance.**

**AUTHORIZE PAID HOLIDAYS: New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; July 4<sup>th</sup>; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Day;  
Additional Holiday: Christmas Eve for Union Employees Only.**

**AUTHORIZE SUPERVISORS AS LIAISONS:**

**Smithfield Sewer Authority: \_\_\_\_\_**

**Township Park Commission: \_\_\_\_\_**

**Regional Park Committee: \_\_\_\_\_**

**Brodhead Watershed Association: \_\_\_\_\_**

**Cherry Creek Watershed: \_\_\_\_\_**

**Township Planning Commission: \_\_\_\_\_**