

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 3, 2022

1. Call meeting to order: Interim Chair: _____
2. Pledge of Allegiance.
3. Board of Supervisors Organization:
 - a. Nominate _____ to serve as Chair of the Board of Supervisors.
 - b. Nominate _____ to serve as Vice Chair of the Board of Supervisors.
 - c. Appoint _____ to serve as Secretary.
4. Professional Appointments and Procedures:
 - a. Appoint _____ to serve as Assistant Secretary; to assist and perform duties of Township Secretary in absence or disability of Township Secretary.
 - b. Appoint _____ to serve as Township Treasurer.
 - c. Set Treasurer's Bond at _____ and increase or decrease as needed through proper process.
 - d. Appoint _____ to serve as Township Accounting Consultant (As Needed).
 - e. Appoint _____ to serve as Roadmaster.
 - f. Appoint _____ to serve as Zoning/Codes Enforcement Officer.
 - g. Appoint _____ to serve as Alternate Zoning/Codes Enforcement Officer.
 - h. Appoint _____ to serve as Township Building Code Official.
 - i. Appoint _____ to serve as Sewage Enforcement Officer.
 - j. Appoint _____ to serve as Alternate Sewage Enforcement Officers.
 - k. Appoint _____ to serve as Township Solicitor at \$____ per hour.
 - l. Appoint _____ to serve as Township Special Solicitor for Labor at \$____ per hour.
 - m. Appoint _____ to serve as Township & Planning Commission Engineer.
 - n. Appoint _____ to serve as Alternate Township & Planning Commission Engineer.
 - o. Nominate _____ to serve as Emergency Management Coordinator.
 - p. Nominate _____ to serve as Deputy Emergency Management Coordinator.
 - q. Appoint _____ to serve as Township Safety Committee Chair.
 - r. Appoint _____ to serve as Chair of the Vacancy Board.
 - s. Appoint _____ to serve as Open Records Officer in accordance with the Pennsylvania Right-to-Know Law.
 - t. Appoint _____ to serve as Assistant Open Records Officer in accordance with the Pennsylvania Right-to-Know Law.
5. Township Liaisons, Representatives, and Delegates:
 - a. Appoint _____, member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments.
 - b. Appoint _____, two (2) members of the Board of Supervisors, to serve as the delegates to the Oak Grove Multi-Municipal Compost Board.

- c. Appoint _____, member of the Board of Supervisors, to serve as the alternate delegate to the Oak Grove Multi-Municipal Compost Board.
 - d. Appoint _____, member of the Board of Supervisors, to serve as representative to the Monroe County Tax Collection Committee.
 - e. Certify Three (3) Supervisors and Office Manager as delegates to the Pennsylvania State Association of Township Supervisors 2022 Annual Convention.
 - f. Certify _____, to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2022 Annual Convention.
 - g. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Sewer Authority.
 - h. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Parks Commission.
 - i. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to Brodhead Watershed Association.
 - j. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to Cherry Creek Watershed.
 - k. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Township Open Space Advisory Committee.
 - l. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Planning Commission.
 - m. Appoint _____, member of the Board of Supervisors, to serve as Supervisor Liaison to Emergency Services.
6. Employee Appointments and Procedures:
- a. Appoint Township Employees:
 - i. Julia Heilakka (full-time 40 hours/week)
 - ii. Kenneth A. Wolfe (full-time 40 hours/week)
 - iii. Ed McCormack (full-time 40 hours/week)
 - iv. Norbert Erichsen (full-time per CBA)
 - v. William Graffin (full-time per CBA)
 - vi. Michael Prystash (full-time per CBA)
 - vii. Christopher Kimble (full-time per CBA)
 - viii. Paul McFeeley (full-time per CBA)
 - ix. Lois J. Turr (part-time 30 hours/week)
 - x. Lynn Pryor (part-time 30 hours/week)
 - xi. Joseph Luisi (part-time 13 hours/week)
 - xii. Corissa Gehring (part-time 10 hours/week)
 - b. Appoint Supervisors to Employee Positions:
 - i. Digital Specialist & Parks Coordinator (770 hours)
Jacob A. Pride
 - ii. Economic & Parks Development Officer (770 hours)
Robert J. Lovenheim
 - iii. Secretary (770 hours)
Brian E. Barrett
 - iv. Stipulate that overages annually of more than twenty hours will be deducted from the following year's hourly allotment.

- c. Request Township Auditors Set Employed Supervisors Rate of Pay:
 - i. Digital Specialist & Parks Coordinator: \$20/hr
 - ii. Economic & Parks Development Officer: \$23/hr
 - iii. Secretary: \$25/hr
- 7. Operational Procedures:
 - a. Consider: Designate Pennsylvania Municipal Retirement System as Township Pension Fund.
 - b. Consider: Designate Collector of Earned Income & LST Taxes – Berkheimer & Associates.
 - c. Consider: Resolution No. ____ – Designating Certain Financial Institutions as Depositories for Township Funds.
 - d. Consider: Resolution No. ____ – Setting a Fee Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.
 - e. Consider: Resolution No. ____ – Appointing an Independent CPA Firm for Fiscal Year 2021.
 - f. Consider: Set Dates, Times, and Places of Public Meetings.
 - g. Consider: Set Holiday Schedule for Non-Supervisor Employees.
 - i. Full Time
New Year’s Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; July 4th; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Eve; Christmas Day; and three (3) hours on New Year’s Eve.
 - ii. Part-Time (30 hours/week)
Thanksgiving Day; three (3) hours on Christmas Eve; Christmas Day; and three (3) hours on New Year’s Eve.
 - iii. Union (per Collective Bargaining Agreement)
New Year’s Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; July 4th; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Eve; Christmas Day; and three (3) hours on New Year’s Eve.
- 8. Public Comment
- 9. Adjournment.