

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

The Reorganization Meeting of the Smithfield Township Board of Supervisors was held on January 3, 2022, at the Smithfield Township Municipal Center, at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride, Robert Lovenheim, and Brian Barrett, Engineer Missy Prugar, and Office Manager Julia Heilakka. Solicitor Ron Karasek is not present.

1. Call meeting to order: Jacob Pride
2. Pledge of Allegiance.
3. Board of Supervisors Organization:
 - a. Interim Chair: Brian Barrett nominates Julia Heilakka as interim chair, Jacob Pride seconds. Vote: all in favor; motion carries.
 - b. Nominate Chair of the Board of Supervisors. Brian Barrett nominates Jacob Pride as Chair, Robert Lovenheim seconds. Vote: all in favor; motion carries.
 - c. Nominate Vice Chair of the Board of Supervisors. Jacob Pride nominates Robert Lovenheim for Vice Chair, Brian Barrett seconds, Vote: all in favor; motion carries.
 - d. Appoint Secretary. Jacob Pride nominates Brian Barrett as Secretary, Robert Lovenheim seconds. Vote: all in favor; motion carries.
4. Professional Appointments and Procedures:
 - a. Appoint Assistant Secretary; to assist and perform duties of Township Secretary in absence or disability of Township Secretary. Brian Barrett motions to appoint Julia Heilakka as Assistant Secretary, Robert Lovenheim seconds. Robert Lovenheim confirms supervisor pay is not a concern. Vote: all in favor; motion carries.
 - b. Appoint Township Treasurer. Brian Barrett motions to appoint Frank Cefali, Robert Lovenheim seconds. Vote: all in favor; motion carries.
 - c. Set Treasurer's Bond at \$3 million and increase or decrease as needed through proper process. Robert Lovenheim motions to set the treasurer's bond at \$3 million, Brian Barrett seconds. Vote: all in favor; motion carries.
 - d. Appoint Township Accounting Consultant (as needed). Brian Barrett motions to appoint Corcoran, Hegarty & Associates, Robert Lovenheim seconds. Vote: all in favor; motion carries.
 - e. Appoint Roadmaster. Jacob Pride motions to appoint Edward McCormack, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- f. Appoint Zoning/Codes Enforcement Officer. Brian Barrett motions to appoint Kenneth Wolfe, Robert Lovenheim seconds. Vote: all in favor; motion carries
- g. Appoint Alternate Zoning/Codes Enforcement Officer. Brian Barrett motions to appoint Boucher & James, Inc., Robert Lovenheim seconds. Vote: all in favor; motion carries.
- h. Appoint Township Building Code Official. Robert Lovenheim motions to appoint Base Engineering, Brian Barrett seconds. Vote: all in favor; motion carries.
- i. Appoint to serve as Sewage Enforcement Officer. Jacob Pride motions to appoint Scott Brown #01716, Hanover Engineering as Sewage Enforcement Officer, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- j. Appoint Alternate Sewage Enforcement Officers. Brian Barrett motions to appoint Kenneth Wolfe #04076, Jacob Schray #03134, Luke Eggert #04090, Christopher Taylor #03138, and Justin Robbins #04079 as Alternate Sewage Enforcement Officers, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- k. Appoint Township Solicitor. Brian Barrett motions to appoint Ronold Karasek as Township Solicitor at \$198.50 per hour, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- l. Appoint Township Special Solicitor for Labor. Brian Barrett motions to appoint Tom Heimbach as Township Special Solicitor for Labor at \$255 per hour, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- m. Appoint Township & Planning Commission Engineer. Brian Barrett motions to appoint Boucher & James, Inc. to serve as Township & Planning Commission Engineer, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- n. Appoint Alternate Township & Planning Commission Engineer. Robert Lovenheim motions to appoint Hanover Engineering to serve as Alternate Township & Planning Commission Engineer, Brian Barrett seconds. Vote: all in favor; motion carries.
- o. Nominate Emergency Management Coordinator. Brian Barrett motions to appoint Julia Heilakka to serve as interim Emergency Management Coordinator, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- p. Nominate Deputy Emergency Management Coordinator. Jacob Pride motions to appoint Brian Barrett to serve as Deputy Emergency Management Coordinator, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- q. Appoint Township Safety Committee Chair. Brian Barrett motions to appoint Ed McCormack as Township Safety Committee Chair, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- r. Appoint Chair of the Vacancy Board. The Board discusses the purpose of the Vacancy Board. Jacob Pride motions to appoint Robert Moses as Chair of the Vacancy Board, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- s. Appoint Open Records Officer. Robert Lovenheim expresses concern with having a supervisor as a RTK officer. Brian Barrett believes the task should remain with a supervisor and would like to remain the RTK Officer. The Board discusses the RTK position. Brian Barrett motions to appoint Julia Heilakka as Open Records Officer, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- t. Appoint Assistant Open Records. Jacob Pride motions to appoint Brian Barrett as Assistant Open Records Officer, Robert Lovenheim seconds. Vote: all in favor; motion carries.

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. Robert Lovenheim motions to appoint Jacob Pride, Brian Barrett seconds. Vote: all in favor; motion carries.
- b. Appoint two (2) members of the Board of Supervisors to serve as the delegates to the Oak Grove Multi-Municipal Compost Board. Jacob Pride motions to appoint Robert Lovenheim and Jacob Pride as primaries and Brian Barrett as an alternate, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- c. Appoint member of the Board of Supervisors to serve as the alternate delegate to the Oak Grove Multi-Municipal Compost Board. [See motion of 5.b]
- d. Appoint member of the Board of Supervisors to serve as representative to the Monroe County Tax Collection Committee. Jacob Pride motions to appoint Brian Barrett to serve as representative to the Monroe County Tax Collection Committee, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- e. Certify Three (3) Supervisors and Office Manager as delegates to the Pennsylvania State Association of Township Supervisors 2022 Annual Convention. Robert Lovenheim motions to certify the three supervisors and office manager as delegates to the Annual Convention, Brian Barrett seconds. Vote: all in favor; motion carries.
- f. Certify the voting delegate to the Pennsylvania State Association of Township Supervisors 2022 Annual Convention. Jacob Pride motions to appoint Julia Heilakka as voting delegate provided she consult with the Board, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- g. Appoint member of the Board of Supervisors to serve as Supervisor Liaison to the Smithfield Sewer Authority. Jacob Pride motions to appoint Robert Lovenheim. Brian Barrett asks if the liaison should be another member of the Board. Julia

Heilakka expresses concerns regarding the Sunshine Law. Brian Barrett seconds. Vote: all in favor; motion carries.

- h. Appoint member of the Board of Supervisors to serve as Supervisor Liaison to Smithfield Township Parks Commission. Robert Lovenheim motions to appoint Jacob Pride as Supervisor Liaison to Smithfield Township Parks Commission, Brian Barrett seconds. Vote: all in favor; motion carries.
- i. Appoint member of the Board of Supervisors, to serve as Supervisor Liaison to Brodhead Watershed Association. [See motion of 5.j]
- j. Appoint member of the Board of Supervisors to serve as Supervisor Liaison to Cherry Creek Watershed. Jacob Pride motions to appoint Brian Barrett to serve as Supervisor Liaison to the Brodhead Watershed Association and Cherry Creek Watershed, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- k. Appoint member of the Board of Supervisors to serve as Supervisor Liaison to the Smithfield Township Open Space Advisory Committee. Robert Lovenheim motions to appoint Brian Barrett as Supervisor Liaison to the Smithfield Township Open Space Advisory Committee, Jacob Pride seconds. Vote: all in favor; motion carries.
- l. Appoint member of the Board of Supervisors to serve as Supervisor Liaison to Smithfield Township Planning Commission. Brian Barrett motions to appoint Robert Lovenheim as Supervisor Liaison to Smithfield Township Planning Commission, Jacob Pride seconds. Vote: all in favor; motion carries.
- m. Appoint member of the Board of Supervisors to serve as Supervisor Liaison to Emergency Services. Robert Lovenheim motions to appoint Jacob Pride as Supervisor Liaison to Emergency Services, Brian Barrett seconds. Vote: all in favor; motion carries.

6. Employee Appointments and Procedures:

a. Appoint Township Employees:

- i. Julia Heilakka (full-time 40 hours/week), Kenneth A. Wolfe (full-time 40 hours/week), Ed McCormack (full-time 40 hours/week), Norbert Erichsen (full-time per CBA), William Graffin (full-time per CBA), Michael Prystash (full-time per CBA), Christopher Kimble (full-time per CBA), Paul McFeeley (full-time per CBA), Lois J. Turr (part-time 30 hours/week), Lynn Pryor (part-time 30 hours/week), Joseph Luisi (part-time 13 hours/week), Corissa Gehring (part-time 10 hours/week).

The Board discusses bringing Corissa Gehring onto the township payroll. Brian Barrett motions to appoint the township employees listed, Robert Lovenheim seconds. Vote: all in favor; motion carries.

b. Appoint Supervisors to Employee Positions:

- i. Digital Specialist & Parks Coordinator (770 hours): Jacob A. Pride, Economic & Parks Development Officer (770 hours): Robert J.

Lovenheim, Secretary (770 hours): Brian E. Barrett, with stipulation that overages annually of more than twenty hours will be deducted from the following year's hourly allotment.

Jacob Pride states that supervisor employee positions have not changed but the Board can consider limiting themselves with a yearly, hourly cap. The Board discusses supervisor timesheets. Brian Barrett motions to appoint supervisors to employee positions, Robert Lovenheim seconds. Vote: all in favor; motion carries.

- c. Request Township Auditors Set Employed Supervisors Rate of Pay:
 - i. Digital Specialist & Parks Coordinator: \$20/hr, Economic & Parks Development Officer: \$23/hr, Secretary: \$25/hr. The Board discusses proposed rates. Brian Barrett motions to make the recommendation to the auditors, Robert Lovenheim seconds. Vote: all in favor; motion carries.

7. Operational Procedures:

- a. Consider: Designate Pennsylvania Municipal Retirement System as Township Pension Fund. Brian Barrett motions to designate Pennsylvania Municipal Retirement System for the Township Pension Fund, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- b. Consider: Designate Collector of Earned Income & LST Taxes – Berkheimer & Associates. Jacob Pride motions to designate Berkheimer & Associates as the Collector of Earned Income & LST Taxes, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- c. Consider: Resolution No. 492 – Designating Certain Financial Institutions as Depositories for Township Funds. The depositories are East Stroudsburg Savings Association (ESSA), First National Bank, PA Municipal Retirement System, Peoples Security Bank, and Pennsylvania Local Government Investment Trust (PLGIT). Jacob Pride motions to adopt Resolution No. 492, Robert Lovenheim and Brian Barrett simultaneously second. Vote: all in favor; motion carries.
- d. Consider: Resolution No. 493 – Setting a Fee Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other fees. Brian Barrett motions to adopt Resolution No. 493, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- e. Consider: Resolution No. 494 – Appointing an Independent CPA Firm for Fiscal Year 2021. Jacob Pride states Kirk Summa was the only offer the township received at \$9,450. Brian Barrett motions to adopt Resolution No. 494, Robert Lovenheim seconds. Vote: all in favor; motion carries.
- f. Consider: Set Dates, Times, and Places of Public Meetings. Jacob Pride has a standing commitment on Tuesday. The Board will meet for regular meetings on the second Wednesday at 4PM and the fourth Wednesday at 7PM. Brian Barrett motions to set the meetings as discussed, Robert Lovenheim seconds. Julia Heilakka clarifies the Board will meet for a regular meeting and public hearing on

January 11th at 4PM and 5PM respectively, and that there will be no meeting on Wednesday the 12th. Meetings will occur at the Township Municipal Center. Brian Barrett amends his motions to include the meetings on the 11th and exclude the 12th, Robert Lovenheim amends his second. Vote: all in favor; motion carries.

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.

Jacob Pride motions to adopt the above holiday schedule for employees, Robert Lovenheim seconds. Vote: all in favor; motion carries.

8. Public Comment

a. Missy Prugar thanks the Board for reappointing Boucher & James.

b. Jacob Pride states the Board discussed an updated personnel manual last year, he would like to see that move forward.

9. Robert Lovenheim motions to adjourn, Brian Barrett seconds. Vote: all in favor; motion carries. Meeting adjourned at 4:46PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:


Brian Barrett, Secretary