

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 3, 2023

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 of the Board of Supervisors.
4. Consider: Professional Appointments and Procedures.
 - a. Appoint Julia Heilakka to serve as Assistant Secretary; to assist and perform duties of Township Secretary in absence or disability of Township Secretary.
 - b. Appoint Julia Heilakka to serve as Township Manager.
 - c. Appoint Lucas DeBartolo to serve as Budget & Finance Manager.
 - d. Appoint Frank Cefali to serve as Township Treasurer.
 - e. Set Bond for Township Manager, Budget & Finance Manager, and Treasurer at \$3,000,000.00 and increase or decrease as needed through proper process.
 - f. Appoint Ed McCormack to serve as Roadmaster.
 - g. Appoint Kenneth Wolfe to serve as Zoning/Codes Enforcement Officer.
 - h. Appoint LVL Engineering Group to serve as Alternate Zoning/Codes Enforcement Officer.
 - i. Appoint BASE Engineering to serve as Township Building Code Official.
 - j. Appoint Scott Brown, #01716 to serve as Sewage Enforcement Officer.
 - k. Appoint Kenneth Wolfe, #04076; Jacob Schray, #03134; Luke Eggert, #04090; Christopher Taylor, #03138; and Justin Robbins, #04079 to serve as Alternate Sewage Enforcement Officers.
 - l. Appoint Ronold J. Karasek & Karasek Law Offices, LLC to serve as Township Solicitor at \$200.00 per hour.
 - m. Appoint Thomas Heimbach & Flamm Walton Heimbach to serve as Township Special Solicitor for Labor at \$255 per hour.

- n. Appoint LVL Engineering Group to serve as Township & Planning Commission Engineer.
 - o. Appoint Hanover Engineering to serve as Alternate Township & Planning Commission Engineer.
 - p. Nominate Julia Heilakka to serve as Emergency Management Coordinator.
 - q. Appoint Jacob A. Pride to serve as Township Safety Committee Chair.
 - r. Appoint Robert M. Moses to serve as Chair of the Vacancy Board.
 - s. Appoint Julia Heilakka to serve as Open Records Officer in accordance with the Pennsylvania Right-to-Know Law.
 - t. Appoint Lucas DeBartolo to serve as Assistant Open Records Officer in accordance with the Pennsylvania Right-to-Know Law.
5. Consider: Township Liaisons, Representatives, and Delegates.
- a. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments.
 - b. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as the Township's alternate representative to the Pocono Mountain Council of Governments.
 - c. Appoint Jacob A. Pride & Robert Lovenheim, two (2) members of the Board of Supervisors, to serve as the delegates to the Oak Grove Multi-Municipal Compost Board.
 - d. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as the alternate delegate to the Oak Grove Multi-Municipal Compost Board.
 - e. Appoint Lucas DeBartolo, Budget & Finance Manager, to serve as representative to the Monroe County Tax Collection Committee.
 - f. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as alternate representative to the Monroe County Tax Collection Committee.
 - g. Certify Three (3) Supervisors and Township Manager as delegates to the Pennsylvania State Association of Township Supervisors 2023 Annual Convention.
 - h. Certify Julia Heilakka, to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2023 Annual Convention.

- i. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Sewer Authority.
 - j. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Parks Commission.
 - k. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as Supervisor Liaison to Brodhead Watershed Association.
 - l. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as Supervisor Liaison to Cherry Creek Watershed.
 - m. Appoint Brian E. Barrett, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Township Open Space Advisory Committee.
 - n. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Planning Commission.
 - o. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as Supervisor Liaison to Emergency Services.
6. Consider: Employee Appointments and Procedures.
- a. Appoint Township Employees:
 - a. Regular Full-time
 1. Lucas DeBartolo
 2. Julia Heilakka
 3. Kenneth A. Wolfe
 4. Ed McCormack
 - b. Regular Full-time per Collective Bargaining Agreement
 1. Norbert Erichsen
 2. William Graffin
 3. Christopher Kimble
 4. Stephen Manhart
 5. Paul McFeeley
 6. William Steele
 - c. Regular Part-time
 1. Lois J. Turr (part-time 30 hours/week)
 2. Joseph Luisi (part-time 13 hours/week)

- b. Appoint Supervisors to Employee Positions (770 hours)
 - a. Digital Specialist & Parks Coordinator: Jacob A. Pride
 - b. Economic & Parks Development Officer: Robert J. Lovenheim
 - c. Secretary: Brian E. Barrett
 - c. Request Township Auditors Set Employed Supervisors Rate of Pay at \$25.32 per hour.
7. Consider: Operational Procedures.
- a. Designate Pennsylvania Municipal Retirement System as Township Pension Fund.
 - b. Designate Collector of Earned Income & LST Taxes – Berkheimer & Associates.
 - c. Approve Resolution No. 518 – Designating Certain Financial Institutions as Depositories for Township Funds.
 - d. Approve Resolution No. 519 – Setting a Fee Schedule for Subdivision and Land Development, Planned Residential Development, Zoning Hearing Board, Board of Supervisors, and other miscellaneous fees.
 - e. Approve Resolution No. 520 – Appointing an Independent CPA Firm for Fiscal Year 2022.
 - f. Consider: Set Dates, Times, and Places of Public Meetings.
 - a. 2nd and 4th Wednesday at 6:00 p.m. at the Municipal Center.
 - 1. 2nd December meeting will take place on the 3rd Wednesday.
 - g. Consider: Set Holiday Schedule for Non-Supervisor Employees.
 - a. Full Time & Regular Part-time
New Year’s Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; Juneteenth, 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.
 - b. Regular Full Time per Collective Bargaining Agreement
New Year’s Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; Juneteenth, 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. Consider: Appointments to Township Boards and Commissions.
 - a. Planning Commission: Appoint _____ & _____ to terms to expire January 4, 2027.
 - b. Zoning Hearing Board: Appoint _____ to a term to expire January 6, 2025.
 - c. Sewer Authority: Appoint _____ to a term to expire January 3, 2028.
9. Public Comment
10. Adjournment.