

**SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING – JANUARY 6, 2020 – 4:00 P.M.**

**MINUTES**

The Smithfield Township Board of Supervisors held their annual Reorganizational Meeting at the Township Municipal Building on January 6, 2020 at 4:00 P.M. opening with the Pledge of Allegiance to the Flag.

**PRESENT:** Brian E. Barrett (Chairman); Robert Lovenheim (Assistant Secretary); Jacob Pride (Supervisor);

Also present were: Lois J. Turr (Administrative Secretary); John Dunn Attorney for the Applicant R. Douglas Olmstead, Jr.

**ELECT TEMPORARY ACTING CHAIRMAN:** A motion was made by Mr. Barrett to elect Mr. Lovenheim Acting Chairman; second by Mr. Pride; motion carried.

**NOMINATIONS:**

**Chairman:** Motion was made by Mr. Lovenheim to nominate Mr. Barrett as Chairman; second by Mr. Pride; motion carried.

**Vice-Chairman:** Motion was made by Mr. Barrett to nominate Mr. Lovenheim as Vice Chairman; second by Mr. Pride; motion carried.

**Secretary:** Motion was made by Mr. Lovenheim to nominate Mr. Barrett as Secretary; second by Mr. Pride; motion carried.

**Assistant Secretary:** Motion was made by Mr. Barrett to nominate Jacob Pride as Assistant Secretary; motion carried.

Mr. Lovenheim made a motion to close the Nominations and have the Secretary cast the ballot; second Mr. Pride; motion carried.

**APPOINTMENTS:**

Township Engineer – Jon Tresslar, PE firm of Boucher & James

Alternate Engineer – Sal Caiazzo, PE firm of Hanover Engineering

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 – Table  
 Alternate Sewage Enforcement Officer – Table  
 Planning Commission Solicitor – Ronold J. Karasek, Esq.  
 Planning Commission Engineer – Jon Tresslar, PE & Firm Boucher & James, Inc.  
 Township Pension Fund – Pennsylvania Municipal Retirement System  
 Independent CPA Audit Firm – Kirk, Summa & Co., LLP  
 Township Accounting Consultant – Corcoran Hegarty & Associates  
 (As Needed Basis)  
 Chairman of the Vacancy Board – Junius Stephen Clemmons  
 Emergency Management Coordinator – Being Advertised  
 Alternate Emergency Management Coordinator – Guy Miller  
 Collector of Earned Income & LST Taxes – Berkheimer & Associates  
 Monroe County Planning Commission Board - Brian E. Barrett  
 Township Sewer Authority – Brian E. Barrett

**MOTION TO APPROVE ALL APPOINTMENTS:** was made by Mr. Barrett; second by Mr. Lovenheim; motion carried.

**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.

Mr. Barrett made a motion to approve the reappointment of full-time employees and part-time employees; second by Mr. Pride; motion carried.

**RATE OF PAY:** For all appointed and other full-time or part-time non-bargaining unit employees, as set forth in the 2020 budget.

**REQUEST TOWNSHIP AUDITORS** to set Supervisors rate of pay as employees at \$22.74/hr. for Secretary, \$20.85/hr. for Economic Development Officer, \$18.00/hr. for Third Supervisor/Assistant Secretary.

**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:** Brian E. Barrett

**APPOINT OAK GROVE MULTI-MUNICIPAL COMPOST BOARD ALTERNATE VOTING DELEGATE:** Robert Lovenheim and Jacob Pride

**APPOINT VOTING MEMBERS TO THE MONROE COUNTY TAX COLLECTION COMMITTEE:** Brian E. Barrett and Robert Lovenheim

**APPOINT STATE CONVENTION VOTING DELEGATE:** Jacob Pride

**APPOINT COUNCIL OF GOV'TS DELEGATE:** Robert Lovenheim

**APPOINT ALTERNATE COUNCIL OF GOV'TS DELEGATE:** Brian E. Barrett

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

**DEPOSITORY FOR PAYROLL FUND:** ESSA Bank

**DEPOSITORY FOR SPECIAL PROJECT FUND:** ESSA Bank

**DEPOSITORY FOR CAPITAL PROJECTS FUND:** Peoples Security Bank

**DEPOSITORY FOR PARK & HIGHWAY (STATE) FUNDS:** PLGIT; ESSA Bank

**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 – .575 (0.575) 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.

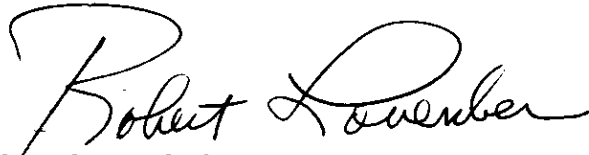
**AUTHORIZE PAID HOLIDAYS:** New Year's Day; Martin Luther King, Jr. Day; Presidents Day; Good Friday; Memorial Day; July 4<sup>th</sup>; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Day; Additional Holiday: Christmas Eve for Union Employees Only.

Motion to approve was made by Mr. Barrett; second by Mr. Pride; motion carried.

**AUTHORIZE SUPERVISORS AS LIAISONS:**

Smithfield Sewer Authority: Brian E. Barrett  
Township Park Commission: Jacob Pride  
Regional Park Committee: Jacob Pride  
Brodhead Watershed Association: Brian E. Barrett  
Cherry Creek Watershed: Robert Lovenheim  
Township Planning Commission: Robert Lovenheim

A motion to close the reorganizational meeting was made by Mr. Barrett; second by Mr. Lovenheim; motion carried and the meeting closed at 4:30 P.M.



Submitted by: Robert Lovenheim