

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 2, 2024

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.
4. Consider: Professional Appointments and Procedures.
 - a. Appoint Julia Heilakka to serve as Township Secretary.
 - b. Appoint Julia Heilakka to serve as Township Manager.
 - c. Appoint Lucas DeBartolo to serve as Finance Director.
 - d. Appoint Frank Cefali to serve as Township Treasurer.
 - e. Set Bond for Township Manager, Finance Director, and Treasurer at \$3,000,000.00 and increase or decrease as needed through proper process.
 - f. Appoint Christopher J. Clause to serve as Roadmaster & Public Works Director.
 - 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 David Steckel & Flamm Walton Heimbach to serve as Township Special Solicitor for Labor at \$265 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 _____ 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 Robert J. Lovenheim, member of the Board of Supervisors, to serve as the Township representative to the Pocono Mountain Council of Governments.
 - b. Appoint Jacob A. Pride & Michael Albert, members 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 Julia Heilakka, Township Manager, to serve as the alternate delegate to the Oak Grove Multi-Municipal Compost Board.
 - e. Appoint Julia Heilakka, Township Manager, to serve as the Township representative to the Monroe County Association of Township Officials.
 - f. Appoint Michael Albert, member of the Board of Supervisors, to serve as the alternate Township representative to the Monroe County Association of Township Officials
 - g. Appoint Lucas DeBartolo, Finance Director, to serve as representative to the Monroe County Tax Collection Committee.
 - h. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as alternate representative to the Monroe County Tax Collection Committee.

- i. Certify Three (3) Supervisors and Township Manager as delegates to the Pennsylvania State Association of Township Supervisors 2023 Annual Convention.
 - j. Certify Julia Heilakka, to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2024 Annual Convention.
 - k. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Sewer Authority.
 - l. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Parks Commission.
 - m. Appoint Michael Albert, member of the Board of Supervisors, to serve as Supervisor Liaison to Brodhead Watershed Association.
 - n. Appoint Michael Albert, member of the Board of Supervisors, to serve as Supervisor Liaison to Cherry Creek Watershed.
 - o. Appoint Michael Albert, member of the Board of Supervisors, to serve as Supervisor Liaison to the Smithfield Township Open Space Advisory Committee.
 - p. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Planning Commission.
 - q. 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. Christopher J. Clause
 5. Dyana Salvi
 6. Alexander Jackson
 - 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. Webmaster: Jacob A. Pride
 - b. Economic Development & Sustainability Officer: Robert J. Lovenheim
 - c. Assistant Township Secretary: Michael Albert
 - c. Request Township Auditors Set Employed Supervisors Rate of Pay at \$26.59 per hour.
 - d. Approve 2024 Rates of Pay for Staff.
 - e. Approve 2024 Mileage Rate per IRS for Staff.
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. 539 – Designating Certain Financial Institutions as Depositories for Township Funds.
 - d. Approve Resolution No. 540 – 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. 541 – Appointing an Independent CPA Firm for Fiscal Year 2023.
 - f. Approve Resolution No. 542 – Appointing Chief Administrative Officers for the Smithfield Township Employee Pension Plan.
 - g. Consider: Set Dates, Times, and Places of Public Meetings.
 - a. 2nd and 4th Wednesday at 6:00 p.m. at the Municipal Center.

1. Second November & December meeting will take place on the 3rd Wednesday.

h. 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. Public Comment

9. Adjournment.