

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

The Reorganization Meeting of the Smithfield Township Board of Supervisors was held on January 2, 2024, 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 Michael Albert, Solicitor Ronold Karasek, Engineer Jon Tresslar, and Township Manager Julia Heilakka.

Also present are Vicky Ozgun, Patricia Owens, Pam Barrett, Brett Cartwright, Patricia Zito, Phil Zito, Raymond Piez, Teresa Piez, Jean Turn, and Juliette Carnes.

1. Call meeting to order: Interim Chair: Jacob Pride calls the meeting to order at 6:04PM.
2. The Pledge of Allegiance is recited.
3. Board of Supervisors Organization:
 - a. Robert Lovenheim nominates Jacob Pride to serve as Chair of the Board of Supervisors, Michael Albert seconds. Vote: all in favor; motion carries.
 - b. Jacob Pride nominates Robert Lovenheim to serve as Vice Chair of the Board of Supervisors, Michael Albert seconds. Vote: all in favor; motion carries.
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 M. 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. [Position vacant.]

Robert Lovenheim motions to approve the professional appointments and procedures, Michael Albert seconds. No public comment. Vote: all in favor; motion carries.

- 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 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, 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.

Robert Lovenheim discusses removing letters L, M, and O because the boards are inactive or are private organizations. The Board discusses that positions can be shifted or changed at any meeting by vote. Robert Lovenheim motions to approve the Township liaisons, representatives, and delegates, Michael Albert seconds. No public comment. Vote: all in favor; motion carries.

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/hr.
- d. Approve 2024 Rates of Pay for Staff.
- e. Approve 2024 Mileage Rate per IRS for Staff.

Robert Lovenheim motions to approve employee appointments and procedures, Jacob Pride seconds. Michael Albert confirms when personnel should be discussed. Vote: all in favor; motion carries.

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.

Robert Lovenheim motions to approve the operational procedures, Michael Albert seconds. No public comment. Vote: all in favor; motion carries.

8. Public Comment – none.

9. Adjournment. Robert Lovenheim motions to adjourn the reorganization meeting, Jacob Pride seconds: meeting adjourned at 6:12PM.

Minutes recorded by Julia Heilakka

Respectfully submitted:



Julia Heilakka, Township Secretary