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

ELECT TEMPORARY/ACTING CHAIRMAN:

NOMINATIONS: Chairman -

Vice-Chairman – Secretary –

Assistant Secretary -

CLOSE NOMINATIONS: CALL FOR VOTE.

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:

RE-APPOINT TOWNSHIP EMPLOYESS: 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.

MOTION TO APPROVE REAPPOINTMENTS:

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.

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:

APPOINT OAK GROVE MULTI-MUNICIPAL COMPOST BOARD ALTERNATE VOTING DELEGATE:

APPOINT VOTING MEMBERS TO THE MONROE COUNTY TAX COLLECTION COMMITTEE:

APPOINT STATE CONVENTION VOTING DELEGATE:

APPOINT COUNCIL OF GOV'TS DELEGATE:

APPOINT ALTERNATE COUNCIL OF GOV'TS DELEGATE:

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: 2nd & 4th 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 4th; Labor Day; Columbus Day; Veterans Day; Thanksgiving Day and the day after Thanksgiving; Christmas Day; Additional Holiday: Christmas Eve for Union Employees Only.

AUTHORIZE SUPERVISORS AS LIAISONS: Smithfield Sewer Authority:

Township Park Commission: Regional Park Committee:

Brodhead Watershed Association:

Cherry Creek Watershed:

Township Planning Commission: