

THE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 6, 2025, AT 6:00PM

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AGENDA

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 Dyana Salvi to serve as Assistant Township Secretary.
  - c. Appoint Julia Heilakka to serve as Township Manager.
  - d. Appoint Bonnie C. Winters to serve as Finance Director.
  - e. Appoint Frank Cefali to serve as Township Treasurer.
  - f. Set Bond for Township Manager, Finance Director, and Treasurer at \$3,000,000.00 and increase or decrease as needed through proper process.
  - g. Appoint Christopher J. Clause to serve as Roadmaster & Public Works Director.
  - h. Appoint Bureau Veritas to serve as Zoning/Codes Enforcement Officer.
  - i. Appoint T&M Associates to serve as Alternate Zoning/Codes Enforcement Officer.
  - j. Appoint BASE Engineering to serve as Township Building Code Official.
  - k. Appoint Scott Brown, #01716 to serve as Sewage Enforcement Officer.
  - l. Appoint Jacob Schray, #03134; Luke Eggert, #04090; Christopher Taylor, #03138; and Justin Robbins, #04079 to serve as Alternate Sewage Enforcement Officers.
  - m. Appoint Ronold J. Karasek & Karasek Law Offices, LLC to serve as Township Solicitor at \$200.00 per hour.
  - n. Appoint David Steckel & Fitzpatrick, Lentz, & Bubba to serve as Township Special Solicitor for Labor at \$285 per hour.

- o. Appoint T&M Associates to serve as Township & Planning Commission Engineer.
  - p. Appoint Hanover Engineering to serve as Alternate Township & Planning Commission Engineer.
  - q. Nominate Julia Heilakka to serve as Emergency Management Coordinator.
  - 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.
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 Lovenheim & 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 Julia Heilakka & Christopher J. Clause to serve as the delegates to the Oak Grove Multi-Municipal Compost Board.
  - d. Appoint Jacob A. Pride, member of the Board of Supervisors, 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 Bonnie C. Winters, 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 2025 Annual Convention.

- j. Certify Julia Heilakka, Township Manager, to serve as the voting delegate to the Pennsylvania State Association of Township Supervisors 2025 Annual Convention.
  - k. Appoint Robert J. Lovenheim, member of the Board of Supervisors, to serve as Supervisor Liaison to Smithfield Township Planning Commission.
  - l. Appoint Jacob A. Pride, member of the Board of Supervisors, to serve as Supervisor Liaison to Emergency Services.
  - m. Appoint Tara Mezzanotte to serve as Smithfield Township Liaison to PennDOT re: SR611 and NJDOT re: I-80.
6. Consider: Employee Appointments and Procedures.
- a. Appoint Township Employees:
    - a. Regular Full-time
      - 1. Christopher J. Clause
      - 2. Julia Heilakka
      - 3. Alexander Jackson
      - 4. Dyana Salvi
      - 5. Bonnie C. Winters
    - b. Regular Full-time per Collective Bargaining Agreement
      - 1. William Graffin
      - 2. Craig Ingrassia
      - 3. Christopher Kimble
      - 4. Stephen Manhart
      - 5. Paul McFeeley
      - 6. Jeremy Popecki
      - 7. William Steele
    - c. Regular Part-time
      - 1. Joseph Luisi (part-time 13 hours/week)
  - b. Appoint Supervisors to Employee Positions
    - a. Webmaster: Jacob A. Pride
    - b. Economic Development & Sustainability Officer: Robert J. Lovenheim
    - c. Assistant for Special Projects: Michael Albert

- c. Request Township Auditors Set Employed Supervisors Rate of Pay at \$27.39 per hour.
  - d. Approve 2025 Rates of Pay for Staff.
  - e. Approve Resolution No. 579 – Salary for Township Manager.
  - f. Approve 2025 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. 580 – Designating Certain Financial Institutions as Depositories for Township Funds.
  - d. Approve Resolution No. 581 – 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. 582 – Appointing Chief Administrative Officers for the Smithfield Township Employee Pension Plan.
  - f. Approve Resolution No. 583 – Fire Tax Disbursements & Standards.
  - g. Approve Resolution No. 584 – EMS Tax Disbursements & Standards.
  - h. Consider: Set Dates, Times, and Places of Public Meetings.
    - a. 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 6:00 p.m. at the Municipal Center.
      - 1. First November Meeting will take place on the 2<sup>nd</sup> Wednesday.
      - 2. Second November & December meeting will take place on the 3<sup>rd</sup> Wednesday.
  - i. 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.