

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

A Reorganization Meeting of the Smithfield Township Board of Supervisors was held on January 6, 2025, at the Smithfield Township Municipal Center at 1155 Red Fox Rd, East Stroudsburg, PA 18301, and via Zoom.

Present are Supervisors Jacob Pride, Michael Albert, and Robert Lovenheim, Administrative Coordinator Dyana Salvi, and Township Manager Julia Heilakka. Engineer Jon Tresslar and Solicitor Ronold Karasek are absent.

Also present are Kristine Karol, and Tara Vecchio.

1. Call meeting to order: Interim Chair: Jacob Pride calls the meeting to order at 6:00PM.
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 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.

- i. Add two people
- 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.

Robert Lovenheim motions to approve the professional appointments and procedures, Michael Albert seconds. Tara Vecchio asks for the new zoning procedure. Kristine Karol confirms Bureau Veritas is a widely used company. Vote: all in favor; motion carries.

- 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, a 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.

Robert Lovenheim motions to approve the Township liaisons, representatives, and delegates, Michael Albert seconds. Vote: all in favor; motion carries.

6. Consider: Employee Appointments and Procedures.

- a. Appoint Township Employees:
 - i. Regular Full-time
 - 1. Christopher J. Clause
 - 2. Julia Heilakka
 - 3. Alexander Jackson
 - 4. Dyana Salvi
 - 5. Bonnie C. Winters
 - ii. 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
- iii. Regular Part-time
 1. Joseph Luisi (part-time 13 hours/week)
- b. Appoint Supervisors to Employee Positions
 - i. Webmaster: Jacob A. Pride
 - ii. Economic Development & Sustainability Officer: Robert J. Lovenheim
 - iii. 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.

Robert Lovenheim motions to approve employee appointments and procedures, Michael Albert seconds. Tara Vecchio confirms the supervisor rate and duties. 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. 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.
 - i. 2nd and 4th Tuesday at 6:00 p.m. at the Municipal Center.

1. First November Meeting will take place on the 2nd Tuesday.
 2. Second November & December meeting will take place on the 3rd Tuesday.
- i. Consider: Set Holiday Schedule for Non-Supervisor Employees.
- i. 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.
 - ii. 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. Vote: all in favor; motion carries.

8. Public Comment- None.

9. Adjournment: Robert Lovenheim motions to adjourn, Michael Albert seconds. Vote: all in favor; meeting adjourned at 6:13PM.

Minutes Recorded by Dyana Salvi

Respectfully submitted,



Dyana Salvi

Assistant Township Secretary