

**TOWAMENSING TOWNSHIP SUPERVISORS' RE-ORGANIZATIONAL MEETING MINUTES**  
**TOWAMENSING TOWNSHIP MUNICIPAL BUILDING**  
**JANUARY 4, 2016 – 5:00 p.m.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL:**

Penny Kleintop, Chairperson/Treasurer; Thomas Newman, Vice-Chairman; Guy Seifert, Supervisor; Thomas Nanovic, Solicitor; Brenda Drew, Secretary; Carl Faust, Zoning Officer-Absent; Greg Haas, Engineer-Absent.

**APPOINT TEMPORARY CHAIRPERSON:**

**MOTION:** Guy Seifert made a motion to appoint Tom Newman as Temporary Chairperson, seconded by Penny Kleintop.

All in favor. Motion carried.

**CALL TO ORDER:**

Temporary Chairman Thomas Newman called the meeting to order.

**APPOINT TEMPORARY SECRETARY:**

**MOTION:** Guy Seifert made a motion to appoint Brenda Drew as Temporary Secretary, seconded by Penny Kleintop.

All in favor. Motion carried.

**APPOINTMENTS:**

**APPOINT CHAIRPERSON:**

**MOTION:** Guy Seifert made a motion to appoint Penny Kleintop as Chairperson, seconded by Thomas Newman.

All in favor. Motion carried.

**APPOINT VICE-CHAIRPERSON:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Thomas Newman as Vice-Chairperson, seconded by Chairperson Penny Kleintop

All in favor. Motion carried.

**APPOINT ROADMASTER:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Scott Mosier as Road Master, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT SECRETARY:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Brenda Drew as Secretary, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT TREASURER:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Penny Kleintop as Treasurer, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT TOWNSHIP SOLICITOR:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Thomas Nanovic/ Nanovic Law Offices as Township Solicitor, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT ZONING OFFICER:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Carl Faust as Zoning Officer, Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT UNIFORM BUILDING CODE OFFICER:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Carl Faust as Building Code Officer, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT UNIFORM BUILDING CODE INSPECTORS:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Carl Faust, Primary & Jim Melber, Alternate, Building Code Inspectors, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT TOWNSHIP ENGINEERING FIRM:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Carbon Engineering as the Township Engineering Firm, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT CHAIRPERSON OF VACANCY BOARD:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Richard Workman to Vacancy Board, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT SEWAGE ENFORCEMENT OFFICER(S):**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Scott Bieber of Lehigh Soils & Wetlands as primary SEO with Stephen Gitch as the alternate, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT EMERGENCY MANAGEMENT OFFICER:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Thomas Newman as Emergency Management Officer and Robert O'Donnell, Deputy, seconded by Chairperson Penny Kleintop.

All in favor. Motion carried.

**APPOINT ZONING HEARING BOARD SOLICITOR:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Jenny Cheng as Zoning Hearing Board Solicitor, seconded by Supervisor Guy Seifert.

All in favor. Motion carried.

**APPOINT PLANNING COMMISSION SECRETARY:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Brenda Drew as Planning Commission Secretary, seconded by Vice-Chairman Thomas Newman.  
All in favor. Motion carried.

**APPOINT PLANNING COMMISSION SOLICITOR:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Jenny Cheng as Planning Commission Solicitor, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPOINT HISTORIC COMMISSION MEMBERS:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Karl Rolappe, Thomas Newman, Mary Beth Beers, Dick Bieling, Paul Hoppel, Brenda Drew, Roy Christman and Lora Nothstein to the Historic Commission Board, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPOINT AGILITY PROGRAM WATCH DOG:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Richard Workman as Agility Program Watchdog, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPOINT CHIEF ADMINISTRATIVE OFFICER FOR PENSION:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Brenda Drew as Chief Administrative Officer for Pension, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPOINT OPEN RECORDS OFFICER:**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Brenda Drew as Open Records Officer and Kim Bedio as Alternate, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPOINT TOWNSHIP AUDITOR(S) :**

**MOTION:** Supervisor Guy Seifert made a motion to appoint Eva Dugan, Julia Castello and Mildred Lehman as Auditors, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPOINT JOINT BOARD OF APPEALS REPRESENTATIVE:**

**MOTION:** Vice-Chairperson Thomas Newman made a motion to appoint Greg Haas as Joint Board of Appeals Representative, seconded by Supervisor Guy Seifert.  
All in favor. Motion carried.

**APPROVE TREASURER'S BOND - \$1,500,000.00:**

**MOTION:** Supervisor Guy Seifert made a motion to approve bond, seconded by Vice-Chairperson Thomas Newman.  
All in favor. Motion carried.

**APPROVE BLANKET BOND - OFFICE-\$25,000.00:**

**MOTION:** Supervisor Guy Seifert made a motion to approve Blanket Bond, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**APPROVE DEPOSITORIES:**

**FIRST NIAGARA BANK** – General Fund, Highway Aid, Recreation, Payroll, Fire Escrow, Fema/Pema Disaster Fund and Dirt & Gravel Grant Fund.

**FIRST NORTHERN BANK** - Garbage, Garbage Truck Fund, and Septic Escrow.

**JIM THORPE NATIONAL** - General Fund

**MOTION:** Supervisor Guy Seifert made a motion to approve each depository, each seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**RECOMMEND AUTHORITY FOR SIGNATURE ON ALL CHECKS:**

**MOTION:** Supervisor Guy Seifert made a motion to approve 2 signatures on all checks, any two of the three supervisors, seconded by Chairperson Thomas Newman.

All in favor. Motion carried.

**APPROVE ADVERTISING OF KIRK, SUMMA & COMPANY AS CERTIFIED PUBLIC ACCOUNTANTS FOR THE TOWNSHIP:**

**MOTION:** Supervisor Guy Seifert made a motion to approve, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**APPROVE MILEAGE RATE \$.54 PER MILE:**

**MOTION:** Supervisor Guy Seifert made a motion to set mileage rate at \$.54 per mile, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**APPOINT DELEGATE FOR STATE CONVENTION AND APPROVE ATTENDEE(S):**

**MOTION:** Supervisor Guy Seifert made a motion to approve attendee Brenda Drew, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**APPOINT ZONING HEARING BOARD MEMBERS:**

George Karas (12/2017), William Acierno (12/2016), Karl Pielmeier (3/2017), Donald Bonett, Alternate (12/2018).

**MOTION:** Supervisor Guy Seifert made a motion to approve the Zoning Hearing Board members, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**SET MEETING DATES:**

Supervisors Meeting - first Thursday of each month, 7:00 p.m.; Planning Commission - second Monday of each month, 7:00 p.m.; Recreation Board, April 21st and December 15th 7:00 p.m.; Historical Commission – fourth Thursday of each month, 7:00 p.m.; Staff Meeting – fourth Thursday of each month, 2:30 p.m.

**APPROVE REQUEST BY TOWAMENSING TOWNSHIP VOLUNTEER FIRE COMPANY – Dates for Fundraisers & Activities in 2016:**

**MOTION:** Supervisor Guy Seifert made a motion to approve, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

**ADJOURNMENT:**

**MOTION:** Supervisor Guy Seifert made a motion to adjourn the Re-Organizational Meeting, seconded by Vice-Chairperson Thomas Newman.

All in favor. Motion carried.

5:18 p.m.

Respectfully submitted,  
Brenda L. Drew, Secretary