

TOWAMENSING TOWNSHIP SUPERVISORS' RE-ORGANIZATIONAL MEETING MINUTES
TOWAMENSING TOWNSHIP MUNICIPAL BUILDING
JANUARY 3, 2017 – 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-Absent; Carl Faust, Zoning Officer-Absent; Greg Haas, Engineer; Kim Bedio, Clerk.

APPOINT TEMPORARY CHAIRPERSON:

MOTION: Guy Seifert made a motion to appoint Thomas Newman as Temporary Chairman, 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 Kim Bedio as Temporary Secretary, seconded by Thomas Newman.

All in favor. Motion carried.

APPOINTMENTS:

APPOINT CHAIRPERSON:

MOTION: Supervisor 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-Chairman, seconded by Chairperson Penny Kleintop.

All in favor. Motion carried.

APPOINT ROADMASTER:

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

All in favor. Motion carried.

APPOINT SECRETARY:

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

All in favor. Motion carried.

APPOINT CLERK:

MOTION: Supervisor Guy Seifert made a motion to appoint Kim Bedio as Clerk, seconded by Vice-Chairman Thomas Newman.

All in favor. Motion carried.

APPOINT TREASURER:

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

All in favor. Motion carried.

APPOINT TOWNSHIP SOLICITOR:

MOTION: Supervisor Guy Seifert made a motion to appoint Thomas Nanovic/ Nanovic Law Offices as Township Solicitor, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT ZONING OFFICER:

MOTION: Supervisor Guy Seifert made a motion to appoint Carl Faust as Zoning Officer, Primary, and Marjorie Faust, Alternate, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT UNIFORM BUILDING CODE OFFICER:

MOTION: Supervisor Guy Seifert made a motion to appoint Carl Faust as Building Code Officer, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT UNIFORM BUILDING CODE INSPECTORS:

MOTION: Supervisor Guy Seifert made a motion to appoint Carl Faust, Primary; Jim Melber, Alternate, Building Code Inspectors, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT TOWNSHIP ENGINEERING FIRM:

MOTION: Supervisor Guy Seifert made a motion to appoint Carbon Engineering as the Township Engineering Firm, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT CHAIRPERSON OF VACANCY BOARD:

MOTION: Supervisor Guy Seifert made a motion to appoint Richard Workman to Vacancy Board, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT SEWAGE ENFORCEMENT OFFICER(S):

MOTION: Supervisor Guy Seifert made a motion to appoint Scott Bieber of Lehigh Soils & Wetlands as primary SEO, with Stephen Gitch as alternate, seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT EMERGENCY MANAGEMENT OFFICER:

MOTION: Supervisor Guy Seifert made a motion to appoint Thomas Newman as Emergency Management Officer, seconded by Chairperson Penny Kleintop.
All in favor. Motion carried.

APPOINT ZONING HEARING BOARD SOLICITOR:

MOTION: Supervisor Guy Seifert made a motion to appoint Jenny Cheng as Zoning Hearing Board Solicitor, seconded by Vice-Chairman Thomas Newman.
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, and Roy Christman to the Historic Commission Board, seconded by Vice-Chairman 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-Chairman 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-Chairman 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-Chairman 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-Chairman Thomas Newman.
All in favor. Motion carried.

APPOINT JOINT BOARD OF APPEALS REPRESENTATIVE:

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

APPOINT DELEGATES TO THE CARBON COUNTY TAX COLLECTION COMMITTEE:

MOTION: Supervisor Guy Seifert made a motion to appoint Thomas Newman and Guy Seifert as delegates to the Carbon County Tax Collection Committee, seconded by Chairman Thomas Newman.
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-Chairman 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-Chairman Thomas Newman.
All in favor. Motion carried.

APPROVE DEPOSITORIES:

KEYBANK – General Fund, General Transfer 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 BANK - General Fund.

MOTION: Supervisor Guy Seifert made a motion to approve each depository, each seconded by Vice-Chairman Thomas Newman.
All in favor. Motion carried.

RECOMMEND AUTHORITY FOR TWO SUPERVISORS' SIGNATURES ON ALL CHECKS:

MOTION: Supervisor Guy Seifert made a motion to approve two signatures on all checks, any two of the three supervisors, seconded by Chairman Thomas Newman.
All in favor. Motion carried.

APPROVE MILEAGE RATE \$.535 PER MILE:

MOTION: Supervisor Guy Seifert made a motion to set mileage rate at \$.535 per mile, seconded by Vice-Chairman Thomas Newman.

All in favor. Motion carried.

RE-APPOINT ZONING HEARING BOARD MEMBER(S):

MOTION: Supervisor Guy Seifert made a motion to re-appoint William Acierno to a three-year term (1/3/2017 to 12/31/2019), seconded by Vice-Chairman Thomas Newman.

All in favor. Motion carried.

RE-APPOINT PLANNING COMMISSION MEMBER(S):

MOTION: Supervisor Guy Seifert made a motion to re-appoint James Shafer to a four-year term (1/3/2017 to 12/31/2020), seconded by Vice-Chairman Thomas Newman.

All in favor. Motion carried.

SET MEETING DATES FOR 2017: 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 20th and December 21st 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.

MOTION: Supervisor Guy Seifert made a motion to approve meeting dates, seconded by Vice-Chairman Thomas Newman.

All in favor. Motion carried.

APPROVE REQUEST BY TOWAMENSING TOWNSHIP VOLUNTEER FIRE COMPANY: Activities in 2017 – list provided by Fire Company.

MOTION: Supervisor Guy Seifert made a motion to approve as amended, seconded by Vice-Chairman Thomas Newman.

All in favor. Motion carried.

ADJOURNMENT:

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

All in favor. Motion carried.

5:11 p.m.

Respectfully submitted,
Kim N. Bedio, Clerk