

**TOWAMENSING TOWNSHIP SUPERVISORS' RE-ORGANIZATIONAL MEETING MINUTES**  
**TOWAMENSING TOWNSHIP MUNICIPAL BUILDING**  
**JANUARY 2, 2018 – 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:** Chairperson Kleintop made a motion to appoint Vice-Chairman Newman as Temporary Chairman, seconded by Supervisor Seifert.  
All in favor. Motion carried.

**CALL TO ORDER:**

Temporary Chairman Newman called the meeting to order.

**APPOINT TEMPORARY SECRETARY:**

**MOTION:** Chairperson Kleintop made a motion to appoint Brenda Drew as Temporary Secretary, seconded by Supervisor Seifert.  
All in favor. Motion carried.

**APPOINTMENTS:**

**APPOINT CHAIRPERSON:**

**MOTION:** Supervisor Seifert made a motion to appoint Penny Kleintop as Chairperson, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPOINT VICE-CHAIRPERSON:**

**MOTION:** Supervisor Seifert made a motion to appoint Thomas Newman as Vice-Chairman, seconded by Chairperson Kleintop.  
All in favor. Motion carried.

**APPOINT ROADMASTER:**

**MOTION:** Supervisor Seifert made a motion to appoint Scott Mosier as Roadmaster, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPOINT SECRETARY:**

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

**APPOINT TREASURER:**

**MOTION:** Supervisor Seifert made a motion to appoint Penny Kleintop as Treasurer, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPOINT CLERK:**

**MOTION:** Supervisor Seifert made a motion to appoint Erica Everett as Clerk, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPOINT TOWNSHIP SOLICITOR:**

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

**APPOINT ZONING OFFICER:**

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

**APPOINT UNIFORM BUILDING CODE OFFICER:**

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

**APPOINT UNIFORM BUILDING CODE INSPECTORS:**

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

**APPOINT TOWNSHIP ENGINEERING FIRM:**

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

**APPOINT CHAIRPERSON OF VACANCY BOARD:**

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

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

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

**APPOINT EMERGENCY MANAGEMENT OFFICER:**

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

**APPOINT ZONING HEARING BOARD SOLICITOR:**

**MOTION:** Supervisor Seifert made a motion to appoint Jenny Cheng as Zoning Hearing Board Solicitor, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPOINT PLANNING COMMISSION SECRETARY:**

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

**APPOINT PLANNING COMMISSION SOLICITOR:**

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

**APPOINT HISTORIC COMMISSION MEMBERS:**

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

**APPOINT AGILITY PROGRAM WATCH DOG:**

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

**APPOINT CHIEF ADMINISTRATIVE OFFICER FOR PENSION:**

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

**APPOINT OPEN RECORDS OFFICER:**

**MOTION:** Supervisor Seifert made a motion to appoint Brenda Drew as Open Records Officer and Erica Everett as Alternate, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**RECOGNIZE ELECTED TOWNSHIP AUDITORS:**

**MOTION:** Supervisor Seifert made a motion to recognize Eva Dugan, Andrew Batson and Michael S. George as Elected Auditors, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPOINT JOINT BOARD OF APPEALS REPRESENTATIVE:**

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

**APPOINT DELEGATES TO THE CARBON COUNTY TAX COLLECTION COMMITTEE:**

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

**APPOINT DELEGATE AND ATTENDEE FOR PSATS STATE CONVENTION:**

**MOTION:** Supervisor Seifert made a motion to appoint Scott Mosier, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

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

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

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

**MOTION:** Supervisor Seifert made a motion to approve Blanket Bond, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPROVE DEPOSITORIES:**

**FIRST NORTHERN BANK** – Garbage Fund, Garbage Truck Fund, General Fund, Highway Aid Fund, Payroll Account and Septic Escrow Account.

**MAUCH CHUNK TRUST COMPANY** - General Fund.

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

**RECOMMEND AUTHORITY FOR TWO SUPERVISORS' SIGNATURES ON ALL CHECKS:**

**MOTION:** Supervisor Seifert made a motion to approve two signatures on all checks, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPROVE MILEAGE RATE \$.545 PER MILE:**

**MOTION:** Supervisor Seifert made a motion to set mileage rate at \$.545 per mile, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**RE-APPOINT ZONING HEARING BOARD MEMBER(S):**

**MOTION:** Supervisor Seifert made a motion to re-appoint Karl Pielmeier to a three-year term (1/2/2018 to 12/31/2020), seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**RE-APPOINT PLANNING COMMISSION MEMBER(S):**

No new members.

**SET MEETING DATES FOR 2018:** 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 19th and December 20th 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 Seifert made a motion to approve meeting dates, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**APPROVE REQUEST BY TOWAMENSING TOWNSHIP VOLUNTEER FIRE COMPANY:** Activities in 2018 – list provided by Fire Company.

**MOTION:** Supervisor Seifert made a motion to approve as amended, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

**ADJOURNMENT:**

**MOTION:** Supervisor Seifert made a motion to adjourn the Re-Organizational Meeting, seconded by Vice-Chairman Newman.  
All in favor. Motion carried.

5:21 p.m.

Respectfully submitted,  
Brenda L. Drew, Secretary