

January 6, 2014
Monday, 1:00 p.m.
MINUTES: RE-ORGANIZATION

Motion made by Mr. Vollmer and second of Mr. Sivick to appoint John P. Sivick as the temporary chairman. Unanimous.

APPOINT SUPERVISOR TO THE UNEXPIRED TERM OF PAUL MENDITTO:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint Robert H. Rohner, Jr. to Paul Menditto's unexpired term.

Mr. Sivick called the meeting to order at 1:00 p.m. Also present were Richard C. Vollmer, Supervisor; and Robert H. Rohner, Jr., Supervisor and Secretary/Treasurer. Robert F. Bernathy, Township Solicitor and William J. Greiner, P.E., Township Engineer was not present.

APPOINT CHAIRMAN:

Motion made by Mr. Vollmer and second of Mr. Rohner to re-appoint John P. Sivick chairman. Unanimous.

APPOINT VICE CHAIRMAN:

Motion made by Mr. Sivick and second of Mr. Rohner to re-appoint Richard C. Vollmer vice chairman. Unanimous.

APPOINT SECRETARY/TREASURER:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Robert H. Rohner, Jr. secretary/treasurer. Unanimous.

APPOINT ASSISTANT SECRETARY:

Motion made by Mr. Sivick and second of Mr. Rohner to re-appoint Mary Ann Conza assistant secretary. Unanimous.

RECOMMENDATION FOR THE AMOUNT OF THE TREASURER'S BOND AND THE ASSISTANT'S BOND:

Motion made by Mr. Rohner and second of Mr. Sivick to set the treasurer's bond at \$4.1 million and the assistant's bond at \$100,000. Unanimous.

APPOINT ROADMASTER/PUBLIC WORKS DIRECTOR :

Motion made by Mr. Vollmer and second of Mr. Rohner to re-appoint John P. Sivick roadmaster/public works director. Unanimous.

APPOINT LEGAL COUNSEL FOR SUPERVISORS AND PLANNING COMMISSION:

Motion made by Mr. Sivick and second of Mr. Rohner to re-appoint Robert F. Bernathy legal counsel for the supervisors and the planning commission. Unanimous.

APPOINT LEGAL COUNSEL FOR ZONING HEARING BOARD:

Motion made by Mr. Rohner and second of Mr. Vollmer to re-appoint Donald Karpowich legal counsel for the zoning hearing board. Unanimous.

APPOINT TOWNSHIP ENGINEER:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Gilmore & Associates township engineer. Unanimous.

APPOINT ALTERNATE TOWNSHIP ENGINEER:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Boucher & James alternate township engineer. Unanimous.

APPOINT ZONING OFFICER AND ALTERNATE:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Stanley Whittaker zoning officer and Edward Bland alternate zoning officer. Unanimous.

APPOINT BUILDING CODE OFFICIAL, CODE ENFORCEMENT OFFICER, AND COMMERCIAL CODE ENFORCEMENT OFFICER:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint Edward Bland building code official and code enforcement officer. Unanimous.

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Building Inspection Underwriters commercial code enforcement officer. Unanimous.

APPOINT SEWAGE OFFICER AND ALTERNATE:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint Edward Bland sewage enforcement officer, and James Conza as alternate sewage enforcement officer. Unanimous.

APPOINT PLANNING COMMISSION MEMBERS:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Kathleen Simoncic and Cynthia Lynch as a members of the planning Commission. Unanimous.

APPOINT ZONING HEARING BOARD MEMBER:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Arthur Garris as the alternate member to the zoning hearing board. Unanimous.

APPOINT MEMBER TO THE VACANCY BOARD:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Arthur Garris, Jr. member to the vacancy board. Unanimous.

APPOINT WATER & SEWAGE AUTHORITY MEMBERS:

Motion made by Mr. Sivick and second of Mr. Rohner to re-appoint Peter Contino, Mary Galayda, Kevin Brady, June Cestone and Mary Ann Conza water & sewer authority members. Unanimous.

APPOINT LOCAL ENABLING ACT TAX COLLECTOR:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Monroe County Tax Collection Committee, and to re-appoint John P. Sivick as the township's representative and Richard C. Vollmer as the alternate. Unanimous.

APPOINT REPRESENTATIVE TO THE PIKE COUNTY COG AND THE POCONO MOUNTAIN COG:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint John P. Sivick as the representative Pike County COG and the Pocono Mountain COG. Unanimous.

APPOINT TOWNSHIP HISTORIAN:

Motion made by Mr. Sivick and second of Mr. Rohner to re-appoint the Bushkill Historical Society township historian. Unanimous.

DESIGNATE TWO (2) NEWSPAPERS FOR ADVERTISING:

Motion made by Mr. Sivick and second of Mr. Vollmer to designate the Pike and Monroe Life Eastern Poconos Community News and the Pike County Dispatch as the newspapers for advertising. Unanimous.

SET DAY AND TIME FOR REGULAR BOARD MEETINGS:

Motion made by Mr. Sivick and second of Mr. Vollmer to designate the first and third Wednesday of each month at 7:00 p.m. Every Tuesday at 10:00 a.m., as needed and Monday through Friday at 2:30 p.m., as needed. Unanimous.

AUTHORIZE THE SUPERVISORS TO WORK ON THE ROADS:

Motion made by Mr. Sivick and second of Mr. Vollmer to authorize the supervisors to work on the roads. Unanimous.

DESIGNATE BANKS AND INVESTMENT TRUST:

Motion made by Mr. Rohner and second of Mr. Sivick to designate PNC Bank, Wayne Bank and PLGIT. Unanimous.

AUTHORIZE THE SECRETARY/TREASURER TO PAY SALARIES, POSTAGE AND MEETING PAY AS NECESSARY:

Motion made by Mr. Vollmer and second of Mr. Sivick to authorize the secretary/treasurer to pay salaries, postage and meeting pay as necessary. Unanimous.

AUTHORIZE THE SECRETARY/TREASURER TO MAKE INVESTMENTS AND/OR TRANSFERS AS NEEDED:

Motion made by Mr. Vollmer and second of Mr. Sivick to authorize the secretary/treasurer to make investments and/or transfers as needed. Unanimous.

AUTHORIZATION FOR SIGNATURES ON CHECKS:

Motion made by Mr. Sivick and second of Mr. Vollmer to authorize John P. Sivick, Richard C. Vollmer and Robert H. Rohner, Jr. to sign checks. Unanimous.

AUTHORIZE FOR ATTENDANCE OF SUPERVISORS TO THE ANNUAL CONVENTION AND APPOINT VOTING DELEGATE:

Motion made by Mr. Sivick and second of Mr. Vollmer to authorize the supervisors and the secretary/treasurer to attend the annual PSATS convention, and to appoint John P. Sivick as the voting delegate at said convention. Unanimous.

AUTHORIZE ATTENDANCE TO SEMINARS AND CONFERENCES:

Motion made by Mr. Sivick and second of Mr. Vollmer to authorize attendance to seminars and conferences. Unanimous.

SET SALARIES WITH EFFECTIVE DATE:

Motion made by Mr. Sivick and second of Mr. Vollmer to set new hourly rates (on file) that begin with Pay #1 for 2014. Unanimous.

APPROVE EMPLOYEE BENEFITS AND INFORMATION:

Motion made by Mr. Sivick and second of Mr. Vollmer to approve the employee benefits and information. Unanimous.

DESIGNATE PRIMARY AMBULANCE PROVIDER:

Motion made by Mr. Sivick and second of Mr. Vollmer to designate the Bushkill Emergency Corp as the primary provider for 2014. Unanimous.

DESIGNATE THE CERTIFIED PUBLIC ACCOUNTANT FOR THE AUDIT OF THE 2013 RECORDS:

Motion made by Mr. Rohner and second of Mr. Sivick to appoint Julian Kirk, C.P.A. to conduct the audit of the 2013 financial records. Unanimous.

APPOINT OPEN RECORDS OFFICER:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Robert H. Rohner, Jr. open records officer. Unanimous.

APPOINT MEMBERS TO THE CODE ENFORCEMENT APPEALS BOARD:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Kevin Brady, Peter Contino and Victor Cestone to the code enforcement appeals board. Unanimous.

APPOINT RECREATION COMMITTEE CHAIRMAN:

Motion made by Mr. Sivick and second of Mr. Vollmer to re-appoint Timothy Foglio chairman of the recreation committee. Unanimous.

APPOINT EMERGENCY MANAGEMENT DIRECTOR:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint Edward Bland the emergency management director. Unanimous.

APPOINT RECYCLING COORDINATOR:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint Stanley Whittaker the recycling coordinator. Unanimous.

ADJOURNMENT:

There being no further business, meeting adjourned at 1:15 p.m. by the motion of Mr. Sivick and second of Mr. Vollmer. Unanimous.

**January 6, 2014
Monday, 1:15 p.m.**

MINUTES

Chairman John P. Sivick called the meeting to order at 1:00 p.m. Also present were Richard C. Vollmer, Vice Chairman and Robert H. Rohner, Jr., Supervisor and Secretary/Treasurer. Robert F. Bernathy, Township Solicitor and William J. Greiner, P.E., Township Engineer was not present.

PUBLIC COMMENTS:

No comments were received.

APPROVE THE MINUTES OF DECEMBER 18, 2013:

Motion made by Mr. Vollmer and second of Mr. Sivick to approve the minutes of December 18, 2013 as presented. Unanimous.

APPROVE THE MINUTES OF DECEMBER 19, 2013:

Motion made by Mr. Vollmer and second of Mr. Sivick to approve the minutes of December 19, 2013 as presented. Unanimous.

AUTHORIZE THE PAYMENT OF THE BILLS ON LIST #1, LIST #2 AND THE TRANSFERS AS PRESENTED:

Motion made by Mr. Vollmer and second of Mr. Sivick to authorize the payment of the bills on List #1, List #2 and the transfers as presented. Unanimous.

OLD BUSINESS:

1. NEW ROOF:

The contractor has made an inspection. Schoonover & Vanderhoof Architects will be contacted regarding the fact that the township has not received a copy of the signed contract.

2. INTER-MUNICIPAL AGREEMENT – INTER-MUNICIPAL COMPOST PROCESSING PROGRAM WITH MIDDLE SMITHFIELD AND SMITHFIELD TOWNSHIPS:

An ordinance will be enacted that will authorize the supervisors to sign the agreement.
Mr. Bernathy will forward a copy of the proposed ordinance to the supervisors for review and a public hearing will be scheduled.

NEW BUSINESS:

There was no new business.

MISCELLANEOUS:

1. The Board of Auditors' 2014 organization meeting will be conducted on Tuesday, January 7th at 4:00 p.m.
2. The final rebate of \$5,000 was received from the Pennsylvania Municipal Health Insurance Cooperative, bringing the total rebate to \$36,362.00.

ROADMASTER/PUBLIC WORKS DIRECTOR:

Mr. Sivick stated that the crew has been very busy with winter storm maintenance. They have been difficult storms, because when the temperature gets to low, rock salt will not work. The township has been using a coated rock salt called "fire rock". It has been very beneficial in helping to keep the roads passable.

ADJOURNMENT:

There being no further business, meeting adjourned at 1:17 p.m. by the motion of Mr. Sivick and second of Mr. Vollmer. Unanimous.

**January 14, 2014
Tuesday, 10:00 a.m.
MINUTES**

Chairman John P. Sivick called the meeting to order at 10:00 a.m. Also present were Richard C. Vollmer, Vice Chairman and Robert H. Rohner, Jr., Supervisor and Secretary/Treasurer. Robert F. Bernathy, Township Solicitor and Gilmore & Associates, Township engineering firm was not present.

PUBLIC COMMENTS:

No comments were received.

APPROVE THE ORGANIZATION MINUTES OF JANUARY 6, 2014:

Motion made by Mr. Vollmer and second of Mr. Rohner to approve the organization minutes of January 6, 2014 as presented. Unanimous.

APPROVE THE REGULAR MEETING MINUTES OF JANUARY 6, 2014:

Motion made by Mr. Vollmer and second of Mr. Rohner to approve the regular meeting minutes of January 6, 2014 as presented. Unanimous.

AUTHORIZE THE PAYMENT OF THE BILLS ON LIST #1, LIST #2 AND THE TRANSFERS AS PRESENTED:

Motion made by Mr. Vollmer and second of Mr. Rohner to authorize the payment of the bills on List #1, List #2 and the transfers as presented. Unanimous.

OLD BUSINESS:

1. NEW ROOF:

Mr. Sivick stated that if Whelan does not return the contract, signed, within the next five (5) days, the supervisors will award the contract to the next lowest bidder.

2. INTER-MUNICIPAL AGREEMENT – INTER-MUNICIPAL COMPOST PROCESSING PROGRAM WITH MIDDLE SMITHFIELD AND SMITHFIELD TOWNSHIPS:

A survey of the site is to be prepared, as per PennDot's directive.

Motion made by Mr. Rohner and second of Mr. Sivick to schedule the Public Hearing for

Ordinance No. 128, authorizing the supervisors to sign the agreement on Tuesday, February 11th at 10:00 a.m.

NEW BUSINESS:

1. APPOINT MEMBERS TO THE INTER-MUNICIPAL COMPOST BOARD:

Motion made by Mr. Sivick and second of Mr. Vollmer to appoint John P. Sivick and Richard C.

Vollmer, with Robert H. Rohner, Jr. and Stanley Whittaker as alternates. Unanimous.

2. CORRESPONDENCE FROM A RESIDENT REGARDING BLUE RIDGE CABLE FANCHISE FEE:

Correspondence dated January 7, 2014 had been received from a resident. She has been charged the Middle Smithfield cable franchise fee of \$7.37 per month. The finance director for

Middle Smithfield Township directed her to Blue Ridge. Blue Ridge removed the billing for the

current year, and refunded her \$88.00 for 2013. The Blue Ridge representative informed the

resident that she would have to contact Middle Smithfield for a refund of the previous five (5)

years of charges. When she contacted the Middle Smithfield Township finance director again,

he told her that she would have to call the Bushkill Fire Company and Bushkill Emergency Corp to have them refund her money. She found this unacceptable.

Mr. Sivick stated that the township will contact the other residents of Lehman Township, with East Stroudsburg mailing addresses to determine who else may be paying this fee. Mr. Sivick finds it out of line that an employee of Middle Smithfield would tell someone to call the fire company and ambulance corp for a refund.

Mr. Vollmer stated that it is the responsibility of Middle Smithfield.

The supervisors will review this issue.

MISCELLANEOUS:

None.

ROADMASTER/PUBLIC WORKS DIRECTOR:

Mr. Sivick stated that the crew has been busy with winter road maintenance. They have been very difficult storms because of the extreme cold temperatures. The township has begun using a road salt known as "fire rock". It works well with those temperatures.

The crew has also filled potholes throughout the township.

Litter pick-up throughout the township.

The crew has been cleaning drains throughout the township.

The roads have been swept of anti-skid for recycling.

ADJOURNMENT:

There being no further business, meeting adjourned at 10:09 a.m. by the motion of Mr. Sivick and second of Mr. Vollmer. Unanimous.