

**MINUTES - REORGANIZATION January 2, 2018**

Theresa Laino was welcomed to the Board of Supervisors.

**APPOINT TEMPORARY CHAIRMAN:**

Motion made by Mr. Vollmer and second by Ms. Laino to appoint Robert Rohner the temporary chairman. Unanimous.

**CALL THE MEETING TO ORDER**

Mr. Rohner called the meeting to order at 2:02 p.m. Also in attendance were Richard C. Vollmer, Theresa Laino and MaryAnn Conza.

**APPOINT CHAIRMAN:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Robert Rohner Chairman. Unanimous.

**APPOINT VICE CHAIRMAN:**

Motion made by Mr. Rohner and second by Mr. Vollmer to re-appoint Richard Vollmer Vice Chairman. Unanimous.

**APPOINT SECRETARY / TREASURER:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Robert Rohner Secretary / Treasurer. Unanimous.

**APPOINT ASSISTANT SECRETARY / TREASURER:**

Motion made by Mr. Rohner and second by Mr. Vollmer to re-appoint MaryAnn Conza Assistant Secretary / Treasurer. Unanimous.

**RECOMMENDATION FOR THE AMOUNT OF THE TREASURER'S BOND (\$2.8 M) AND THE ASSISTANT'S BOND (\$25,000):**

Motion made by Mr. Vollmer and second by Ms. Laino to approve the treasurer's bond at \$2,800,000 and the assistant treasurer's bond at \$25,000. Unanimous.

**APPOINT PUBLIC WORKS DIRECTOR / ROADMASTER:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Timothy Rohner Public Works Director/Roadmaster. Unanimous.

**APPOINT LEGAL COUNSEL FOR SUPERVISORS AND PLANNING COMMISSION:**

Motion made by Mr. Rohner and second by Ms. Laino to appoint Donald Karpowich, Esq. Solicitor for the Supervisors and Planning Commission. Unanimous.

**APPOINT LEGAL COUNSEL FOR ZONING HEARING BOARD:**

Motion made by Mr. Rohner and second by Mr. Vollmer to appoint the law firm of Weinstein, Zimmerman and Olinger of Milford as Zoning Hearing Board Solicitor. (pending) Unanimous.

**APPOINT TOWNSHIP ENGINEER:**

Motion made by Mr. Vollmer and second by Mr. Rohner to re-appoint Boucher & James the Township's Engineering firm. Unanimous.

**APPOINT ALTERNATE TOWNSHIP ENGINEER:**

Tabled.

**APPOINT ZONING OFFICER AND ALTERNATE:**

Motion made by Mr. Vollmer and second by Mr. Rohner to re-appoint Stanley Whittaker Zoning Enforcement Officer and table the Alternate Zoning Enforcement Officer. Unanimous.

**APPOINT BUILDING CODE OFFICIAL, CODE ENFORCEMENT OFFICER:**

Motion made by Mr. Rohner and second by Mr. Vollmer to appoint Building Inspection Underwriters the Building Code Official and Code Enforcement Officer. Unanimous.

**APPOINT DEPUTY CODE ENFORCEMENT OFFICER AND COMMERCIAL CODE ENFORCEMENT OFFICER:**

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Building Inspection Underwriters Commercial Code Enforcement Officer and table the Deputy Code Enforcement Officer. Unanimous.

**APPOINT SEWAGE OFFICER AND ALTERNATE:**

Motion made by Mr. Vollmer and second by Mr. Rohner to appoint James Conza Sewage Enforcement Officer and table the Alternate Sewage Enforcement Officer. Unanimous.

**APPOINT PLANNING COMMISSION MEMBERS:**

Motion made by Mr. Rohner and second by Mr. Vollmer to re-appoint Cynthia Lynch and Kathleen Simoncic, each 4 year terms, Planning Commission members. Unanimous.

**APPOINT ZONING HEARING BOARD MEMBER AND ALTERNATE:**

Motion made by Mr. Rohner and second by Mr. Vollmer to re-appoint Art Garris alternate Zoning Hearing Board member. Unanimous.

**APPOINT MEMBER TO THE VACANCY BOARD:**

Motion made by Vollmer and second by Mr. Rohner to re-appoint Arthur Garris Vacancy Board member. Unanimous.

**APPOINT WATER & SEWAGE AUTHORITY MEMBERS:**

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Peter Contino, MaryAnn Conza, Kevin Brady, Robert Rohner and appoint Richard Vollmer to replace Mary Galayda, who has resigned, Water and Sewage Authority members. Unanimous.

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

Motion made by Mr. Rohner and second by Mr. Vollmer to appoint Theresa Laino representative to the Pike County COG and Richard Vollmer alternate. Unanimous.

Motion made by Mr. Rohner and second by Ms. Laino to appoint Theresa Laino representative to the Pocono Mountain COG and Richard Vollmer alternate. Unanimous.

**APPOINT TOWNSHIP HISTORIAN:**

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

**DELEGATE TWO (2) NEWSPAPERS FOR ADVERTISING:**

Motion made by Mr. Vollmer and second by Ms. Laino to designate the Pike County Dispatch and the Pocono Record newspapers for advertising. Unanimous.

**SET DAY AND TIME FOR REGULAR BOARD MEETINGS:**

Motion made by Mr. Rohner and second by Ms. Laino to hold supervisors' meetings on the third Wednesday of each month at 7:00 p.m., every Tuesday at 10:00 a.m., as needed and Monday through Friday at 1:00 p.m., as needed. Unanimous.

**DESIGNATE BANKS AND INVESTMENT TRUST:**

Motion made by Mr. Rohner and second by Mr. Vollmer to designate Wayne Bank and ESSA Bank and Trust the banks, and PLGIT the investment trust. Unanimous.

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

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

**AUTHORIZATION FOR SIGNATURES ON CHECKS:**

Motion made by Ms. Laino and second by Mr. Vollmer to designate the Supervisors, Robert Rohner, Richard Vollmer, Theresa Laino and Assistant Secretary/Treasurer Mary Ann Conza as the signatories on the checks. Unanimous.

**AUTHORIZE FOR ATTENDANCE OF SUPERVISORS AND SECRETARY/TREASURER TO THE ANNUAL CONVENTION AND APPOINT VOTING DELEGATE:**

Motion made by Mr. Vollmer and second by Mr. Rohner to authorize the attendance of the supervisors and secretary/treasurer to the annual state convention. Unanimous.

Motion made by Mr. Rohner and second by Mr. Vollmer to appoint Theresa Laino the voting delegate. Unanimous.

**AUTHORIZE ATTENDANCE TO SEMINARS AND CONFERENCES:**

Motion made by Mr. Rohner and second by Mr. Vollmer to authorize the attendance to seminars and conferences. Unanimous.

**SET SALARIES WITH EFFECTIVE DATE:**

Motion made by Mr. Rohner and second by Mr. Vollmer to set salaries with Pay #1 being the effective date. Unanimous.

**APPROVE THE EMPLOYEE BENEFITS AND INFORMATION:**

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

**DESIGNATE PRIMARY AMBULANCE PROVIDER:**

Motion made by Mr. Vollmer and second by Ms. Laino to designate the Bushkill Emergency Corp the township's primary provider. If Bushkill Emergency is not available, Control Center will dispatch the closest ambulance to the scene. Unanimous.

**DESIGNATE THE CERTIFIED PUBLIC ACCOUNTANT FOR THE AUDIT OF THE 2017 RECORDS – RESOLUTION NO. 328:**

Motion made by Mr. Vollmer and second by Ms. Laino to designate Kirk Suma, CPA.- Resolution No. 328. Unanimous.

**APPOINT OPEN RECORDS OFFICER:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Robert Rohner open records officer. Unanimous.

**APPOINT MEMBERS TO CODE ENFORCEMENT APPEALS BOARD:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Kevin Brady, Peter Contino and Victor Cestone members of the Code Enforcement Appeals Board. Unanimous.

**APPOINT RECREATION COMMITTEE CHAIRMAN:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Timothy Foglio Recreation Committee Chairman. Unanimous.

**APPOINT EMERGENCY MANAGEMENT DIRECTOR AND DEPUTY EMERGENCY MANAGEMENT COORDINATOR:**

Motion made by Mr. Vollmer and second by Ms. Laino to appoint Kyle Rohner Emergency Management Director, as recommended by the Bushkill Fire Company. Table the Deputy Emergency Management Coordinator. Bushkill Fire Company to recommend the deputy. Unanimous.

**APPOINT RECYCLING COORDINATOR:**

Motion made by Mr. Rohner and second by Mr. Vollmer to re-appoint Stanley Whittaker Recycling Coordinator. Unanimous.

**APPOINT REPRESENTATIVES AND ALTERNATE TO THE OAK GROVE MULTI-MUNICIPAL COMPOST PROCESSING BOARD:**

Motion made by Mr. Rohner and second by Mr. Vollmer to appoint Tim Rohner and Richard Vollmer representatives to the Oak Grove Multi-Municipal Compost Processing Board and Theresa Laino as alternate. Unanimous.

**APPOINT DEPUTY TAX COLLECTOR:**

Motion made by Mr. Vollmer and second by Ms. Laino to re-appoint Roseann VanWhy deputy tax collector. Unanimous.

**APPOINT MEMBER AND ALTERNATE TO THE LOCAL ENABLING ACT TAX COLLECTION AUTHORITY BOARD:**

Motion made by Mr. Vollmer and second by Mr. Rohner to appoint Theresa Laino member to the Local Enabling Act Tax Collection Authority Board and Richard Vollmer as alternate. Unanimous.

**APPOINT REPRESENTATIVE TO THE ROAD TASK FORCE:**

Motion made by Mr. Rohner and second by Mr. Vollmer to appoint Tim Rohner, Public Works Director / Roadmaster, representative to the Road Task Force. Unanimous.

**ADJOURNMENT:**

There being no further business, meeting adjourned at 2:24 p.m. by the motion of Mr. Rohner and second by Mr. Vollmer. Unanimous.

Respectfully submitted,

*Mary Ann Conza*  
Assistant Secretary

**January 2, 2018**  
**Tuesday, 2:25**

**MINUTES**

Chairman Robert H. Rohner, Jr. called the meeting to order at 2:25 p.m. Also present were Richard C. Vollmer, Vice Chairman, Theresa Laino, Supervisor and MaryAnn Conza, Assistant Sec / Treas.

Mr. Rohner reported that there was an Executive Session today at 12:58 p.m. to discuss personnel.

**PUBLIC COMMENTS:**

None.

**APPROVE THE MINUTES OF DECEMBER 19, 2017:**

Motion made by Mr. Vollmer and second by Mr. Rohner to approve the minutes of December 19, 2017 as presented. Unanimous.

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

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MISCELLANEOUS:**

**1. FREE AKC CANINE GOOD CITIZEN EXAM WITH DAVID HENON AT THE COMMUNITY PARK ON SATURDAY, JANUARY 27<sup>TH</sup> AT 11:00 A.M.**

Motion made by Mr. Vollmer and second by Mr. Rohner to approve the free AKC Canine Good Citizen Exam with David Henon at the Community Park on Saturday, January 27<sup>th</sup> at 11:00 a.m. Unanimous.

**PUBLIC WORKS DIRECTOR / ROADMASTER:**

Tim Rohner, Public Works Director/Roadmaster reported that the men worked on trucks and equipment. Working on shoulders on Minks Pond Road. Fixed potholes on Sunset Lake Road. Put up new signs and delineators on Minks Pond Road, Thurner, Log & Twig and Sunset Lake Roads. Plow / cindering from recent storms. Working in park downstairs' office.

**January 2, 2018**

**ADDENDUM:**

**1. THERE WILL BE A PUBLIC HEARING CONCERNING AN ODINANCE RELATING TO MEDICAL MARIJUANA DISPENSARY AND MEDICAL MARIJUANA GROWING PROCESS, CONSISTENT WITH THE PENNSYLVANIA MEDICAL MARIJUANA ACT.**

Motion made by Mr. Rohner and second by Mr. Vollmer to hold the hearing on Tuesday, January 30<sup>th</sup> at 10:00 a.m. Unanimous.

**ADJOURNMENT:**

Motion made by Mr. Rohner and second by Ms. Laino to adjourn the meeting at 2:28 p.m.

Respectfully submitted,

*Mary Ann Couza*

Assistant Secretary