

**JANUARY 2, 2024
MONDAY, 1:00 P.M.**

MINUTES – RE-ORGANIZATION

APPOINT TEMPORARY CHAIRMAN:

Motion made by Mr. Springs and second by Ms. Laino to appoint Robert H. Rohner, Jr. the temporary Chairman. Unanimous.

CALL THE MEETING TO ORDER:

Mr. Rohner called the meeting to order at 1:00 P.M. Also present were Theresa Laino, Aaron Springs, Sean Logsdon, Township Solicitor, Mike Lamoreaux, Township Engineer and Edwina Wolfe, Assistant Secretary/Treasurer.

1. APPOINT CHAIRMAN:

Motion made by Ms. Laino and second by Mr. Springs to re-appoint Robert H. Rohner, Jr. Chairman. Unanimous.

2. APPOINT VICE CHAIRMAN:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Theresa Laino Vice Chair. Unanimous.

3. APPOINT SECRETARY/TREASURER:

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

4. APPOINT ASSISTANT SECRETARY/TREASURER:

Motion made by Ms. Laino and second by Mr. Springs to re-appoint Edwina Wolfe Assistant Secretary / Treasurer. Unanimous.

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

Motion made by Mr. Rohner 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.

6. APPOINT PUBLIC WORKS DIRECTOR/ROADMASTER AND ASSISTANT PUBLIC WORKS DIRECTOR/ROADMASTER:

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

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7. APPOINT LEGAL COUNSEL FOR SUPERVISORS AND PLANNING COMMISSION:

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Sean Logsdon of the law offices of Donald Karpowich Law LLC as solicitor for the Supervisors and Planning Commission. Unanimous.

8. APPOINT LEGAL COUNSEL FOR ZONING HEARING BOARD:

Motion made by Mr. Springs and second by Ms. Laino to re-appoint the Ohlinger Law Firm of Milford as Zoning Hearing Board Solicitor. Unanimous.

9. APPOINT TOWNSHIP ENGINEER:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint MHE Engineering as the Township's Engineer. Unanimous.

10. APPOINT ZONING OFFICER AND ALTERNATE:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Stanley Whittaker Zoning Enforcement Officer and Building Inspection Underwriters the alternate Zoning Enforcement Officer. Unanimous.

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

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

12. APPOINT SEWAGE OFFICER AND ALTERNATE:

Motion made by Mr. Springs and second by Ms. Laino to re-appoint James Conza Sewage Enforcement Officer and MHE Engineering the Alternate Sewage Enforcement Officer. Unanimous.

13. APPOINT PLANNING COMMISSION MEMBERS:

There is nobody on the Planning Commission whose term is up this year.

14. APPOINT ZONING HEARING BOARD MEMBERS AND ALTERNATE:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint alternate Lisa Miller to the Zoning Hearing Board. Unanimous.

15. APPOINT MEMBER TO THE VACANCY BOARD:

Motion by Mr. Springs and second by Ms. Laino to appoint Keith Branch to the Vacancy Board. Unanimous.

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

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Theresa Laino representative to the Pike County COG and Pocono Mountain COG and Aaron Springs alternate. Unanimous.

17. APPOINT TOWNSHIP HISTORIAN:

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

18. DESIGNATE TWO (2) NEWSPAPERS FOR ADVERTISING:

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

19. SET DAY AND TIME FOR REGULAR BOARD MEETINGS:

Motion made by Mr. Rohner and second by Mr. Springs to hold supervisors' meetings on the second Thursday of each month at 3:00 p.m. Unanimous.

20. DESIGNATE BANKS AND INVESTMENT TRUST:

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

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

Motion made by Ms. Laino and second by Mr. Springs to authorize the Secretary / Treasurer to pay salaries, postage and meeting pay as necessary. Unanimous.

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

Motion made by Ms. Laino and second by Mr. Springs to authorize the Secretary / Treasurer to make investments and / or transfers as needed. Unanimous.

23. AUTHORIZATION FOR SIGNATURES ON CHECKS:

Motion made by Mr. Rohner and second by Ms. Laino to designate the Supervisors, Robert H. Rohner, Jr., Theresa Laino, Aaron Springs and Assistant Secretary / Treasurer Edwina Wolfe as the signatories on the checks. Unanimous.

24. AUTHORIZE ATTENDANCE TO SEMINARS AND CONFERENCES

Motion made by Mr. Springs and second by Ms. Laino to authorize the attendance to seminars and conferences. Unanimous.

25. SET SALARIES WITH EFFECTIVE DATE:

Motion made by Mr. Rohner and second by Mr. Springs to set salaries with Pay #2 being the effective date. Unanimous.

26. APPROVE THE EMPLOYEE BENEFITS AND INFORMATION:

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

27. DESIGNATE THE CERTIFIED PUBLIC ACCOUNTANT FOR THE AUDIT OF THE 2023 RECORDS - RESOLUTION NO. 396:

Motion made by Mr. Rohner and second by Mr. Springs to pass Resolution No. 396 to designate Kirk Summa & Co. LLP CPA. Unanimous. The Resolution is a part of these minutes on file.

28. APPOINT OPEN RECORDS OFFICER:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Edwina Wolfe Open Records Officer. Unanimous.

29. APPOINT MEMBERS TO CODE ENFORCEMENT APPEALS BOARD:

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Lisa Miller, John Gandolfo and Keith Branch as members to the Code Enforcement Appeals Board. Unanimous.

30. APPOINT RECREATION COMMITTEE CHAIRMAN:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Timothy Foglio Recreation Committee Chairman. Unanimous.

31. APPOINT EMERGENCY MANAGEMENT DIRECTOR AND DEPUTY EMERGENCY MANAGEMENT COORDINATOR:

Motion made by Mr. Rohner and second by Ms. Laino to appoint Austin Conklin Emergency Management Director and Mathew Ingram as Deputy Emergency Management Coordinator. Unanimous.

32. APPOINT RECYCLING COORDINATOR:

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

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

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Timothy Rohner and Aaron Springs representatives to the Oak Grove Multi-Municipal Compost Processing Board. Unanimous.

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34. APPOINT DEPUTY TAX COLLECTOR:

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Joan Horger Deputy Tax Collector. Unanimous.

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

Motion made by Mr. Rohner and second by Mr. Springs to re-appoint Theresa Laino member to the Local Enabling Act Tax Collection Authority Board and to appoint Mr. Rohner alternate. Unanimous.

36. APPOINT EMERGENCY MEDICAL SERVICES ADMINISTRATOR:

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Susanne Duffy Medical Services Administrator. Unanimous.

37. APPOINT REPRESENTATIVE TO THE PIKE COUNTY ROAD TASK FORCE:

Motion made by Mr. Rohner and second by Ms. Laino to re-appoint Timothy Rohner Representative to the Pike County Road Task Force. Unanimous.

ADJOURNMENT

There being no further business, meeting adjourned at 1:12 P.M. by the motion of Mr. Rohner and second by Ms. Laino. Unanimous.

Respectfully submitted,

Edwina Wolfe
Assistant Secretary