

JANUARY 2, 2018

**POLK TOWNSHIP SUPERVISORS REORGANIZATIONAL MEETING**

All 2018 meeting dates & the reorganizational meeting were advertised according to the Sunshine Law.

The Polk Township Supervisors met for the 2018 Reorganizational Meeting at 7:00 PM on Monday, January 2, 2018 at the Municipal Building, 165 Polk Township Rd., Kresgeville, PA. Supervisors Brian K. Ahner, Michael D. Hurley and Carl S. Heckman were present. Zoning/Codes Officials Gerald Zurat & Justin Burkner and Treasurer Beverly Christman were also present. **PLEDGE OF ALLEGIANCE**

**TEMPORARY CHAIRMAN:** Hurley moved to appoint Brian K. Ahner as Temporary Chairman; seconded by Heckman. Vote, 3-0. Motion carried. Resident Robert Andre asked if nominations may be made by residents. It was concluded that it is unlikely, but will be researched. Temporary Chairman Ahner conducted nominations.

**PERMANENT CHAIRMAN OF THE BOARD:** Heckman moved to appoint Brian K. Ahner as Permanent Chairman of the Board for the year 2018. Seconded by Hurley. Vote, 3-0. Motion carried.

**PERMANENT VICE-CHAIRMAN OF THE BOARD:** Ahner motioned to appoint Michael D. Hurley as Vice-Chairman of the Board for the year 2018. Seconded by Heckman. Vote, 3-0. Motion carried.

**SUPERVISORS COMPENSATION:** Ahner reviewed compensation for Supervisors according to Ord. No. 3 of 2017. Ahner moved to compensate Supervisors Hurley & Heckman \$100.00 a day to attend the PSATS Convention and \$.545 per mile if a personal vehicle is used on Twp. business. Seconded by Hurley. Vote, 3-0. Motion carried.

**PSATS VOTING DELEGATE:** Ahner moved to reappoint Michael Hurley as the Voting Delegate to the 2018 PSATS Convention. Seconded by Heckman. Vote, 3-0. Motion carried.

**FULL-TIME EMPLOYEES:**

Heckman moved to reappoint Brian Ahner to the position of Roadmaster; seconded by Hurley. Vote, 3-0. Motion carried. The Auditors determine Ahner's compensation since he is a Supervisor.

Ahner moved to reappoint Ruthanne Toner as Secretary to the Board at a 2% cost of living increase from \$19.00 per hr. Seconded by Hurley. Vote, 3-0. Motion carried.

Ahner moved to reappoint Beverly Christman as Treasurer to the Board at a 2% cost of living increase from \$17.00 per hr. & Bonding. Seconded by Hurley. Vote, 3-0. Motion carried.

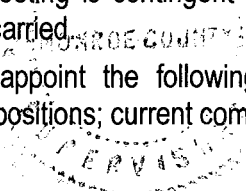
Ahner moved to reappoint Gerald Zurat as the Zoning/Codes Official at his current compensation of \$21.50 per hr. to January 31, 2018, which will be his last day of employment. Seconded by Heckman. Vote, 3-0. Motion carried.

Zoning/Codes Official Justin Burkner is under a 3-month review as a new employee at \$20.00 per hr., without benefits.

Ahner moved to re-appoint the following full-time Teamster employees: Glenn Green, Harold Touni, Jr., David Novajovsky and Robert Shupp to their current positions and current compensation; until a new contract is negotiated. Seconded by Hurley. Vote, 3-0. Motion carried.

**FULL-TIME EMPLOYEE BENEFITS:** Resident Robert Andre questioned the \$15.00 to roadcrew members for attendance at a Supervisors Meeting which was discussed. Ahner moved to re-affirm the following benefits for full-time employees: (1).....\$0.545 per mile if personal vehicle is used on Twp. business. Twp. vehicle usage is authorized by the Roadmaster...(2)....Twelve paid holidays include: [New Year's Day-Mon., Jan. 1]; [Martin Luther King Jr., Day-Mon., Jan.15 ]; [President's Day-Mon., Feb. 19]; [Good Friday-March 30]; [Memorial Day-Mon., May 28]; [Independence Day-Wed.,July 4]; [Labor Day-Mon.,Sept.3]; [Columbus Day-Mon.,Oct.8], [Veterans Day is observed-Mon.,Nov.12]; [Thanksgiving-Thurs.,Nov.22]; [Christmas-Tues.,Dec.25]; & [the Employee's Birthday]. (3)...Five sick days per year with fifteen days allowed to accumulate.....(4)...One week vacation after one year of service; after five years of service, one additional vacation day per year to ten days; fifteen days after fifteen years; twenty days after twenty years.....(5).....\$350 clothing allowance per road crew employee...(6)...Short-term disability; life, medical, vision, & dental while employed....(7)...Employees Ahner & Green receive medical benefits for their spouses.....(8)....Retirement Plan-age 62 (without employee contribution) vested after ten years...and.... the \$15.00 to roadcrew members for attendance at a Twp. meeting is contingent upon review for final determination by the Board. Seconded by Heckman. Vote, 3-0. Motion carried.

**PART-TIME EMPLOYEES:** Ahner moved to reappoint the following part-time Teamster members: Thomas Longyhore, Jr. and G. Blaine Borger to their current positions; current compensation; and \$350 clothing allowance



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until a new contract is negotiated...and...the \$15.00 for attendance at a Township Meeting is contingent upon review and final determination by the Board. Seconded by Heckman. Vote, 3-0. Motion carried.

Ahner moved to reappoint Mary Beth Serfass as a part-time administrative assistant at \$13.00 per hr. and hire Rebecca Tippett and Abigail Marushak as part-time administrative assistants at \$12.50 per hr. to allow for one administrative assistant in the office 6 days a week. Seconded by Heckman. Vote, 3-0. Motion carried.

**ACCOUNTANT:** Ahner moved to reappoint Ellen Grandt, MBA, CPA, LLC at \$80.00 per hr. as the Township Accountant. Seconded by Hurley. Vote, 3-0. Motion carried.

**SOLICITORS:** Ahner moved to re-appoint Attorney James Fareri as Counsel to the Board of Supervisors at \$150.00 per/hr.; Attorney Jerry Hanna as Counsel to the Planning Commission at \$125.00 per/hr. and Attorney David Martino as Council to the Zoning Hearing Board at \$145.00 per/hr. Seconded by Hurley. Vote, 3-0. Motion carried.

**ENGINEER:** Heckman moved to reappoint Russell R. Kresge, Jr. as Twp. Engineer at \$100.00 per hr., plus reimbursement of expenses and mileage costs. Seconded by Ahner. Vote, 3-0. Motion carried.

**BUILDING CODES OFFICIAL & ALTERNATE:** Ahner moved to reappoint John Blick as the Twp. Building/Codes Official at \$60.00 per/hr. & use of the Twp. vehicle for all inspections & Jeff Wilkins as the Alternate Building/Codes Official at \$50.00 per/hr. contingent upon his acceptance. Seconded by Hurley. Vote, 3-0. Motion carried.

**SEWAGE ENFORCEMENT OFFICIAL & ALTERNATE:** Heckman moved to reappoint Jonathan Shupp, P.L.S. as the Polk Twp. SEO at \$60 per hr. and Scott Policelli as the Alternate SEO, at his previous year's rate schedule. Seconded by Hurley. Vote, 3-0. Motion carried.

**MONROE COUNTY TAX COLLECTION COMMITTEE DELEGATES:** Heckman moved to reappoint Beverly Christman as Delegate and Shirley Haydt as the Alternate Delegate to the Monroe County Tax Collection Committee. Seconded by Hurley. Vote, 3-0. Motion carried.

**COUNCIL OF GOVERNMENTS DELEGATES:** Heckman moved to reappoint Brian Ahner as the Delegate to the Monroe County Council of Governments. Seconded by Hurley. Vote, 3-0. Motion carried. No Alternate.

**CJERP DELEGATES:** Heckman moved to appoint Michael Hurley as the Voting Delegate to CJERP and resident Richard Courtright, Jr. as the Alternate Delegate. Seconded by Hurley. Vote, 3-0. Motion carried.

**VACANCY BOARD CHAIRMAN:** Ahner moved to reappoint Gary Bruch as the Vacancy Board Chairman, with no compensation. Seconded by Hurley. Vote, 3-0. Motion carried.

**UNIFORM CONSTRUCTION CODES APPEAL BOARD:** Heckman moved to reappoint Greg B. Mackes, Robert E. Serfass & Dennis A. Smale to the UCC Appeal Board at \$50 per meeting. Seconded by Ahner. Vote, 3-0. Motion carried.

**ZONING HEARING BOARD:** Ahner moved to reaffirm Thomas Milewski (2-yrs. remaining) and Harold Touni (3-yrs. remaining) and appoint Michael Lalli to 4 yrs. and appoint Dwight Christman and Carl Scorsone as alternates to 1-yr. to the Zoning Hearing Board, with no compensation. Seconded by Hurley. Vote, 3-0. Motion carried.

**PLANNING COMMISSION:** Ahner moved to reaffirm Carl Heckman (1-yr. remaining); Michael Hurley (2-yrs. remaining); & Mark Giunta (3-yrs. remaining) and reappoint Rick Courtright to 1-yr; & Gary Bruch to 4-yrs. to the Planning Commission, with no compensation. Seconded by Heckman. Vote, 3-0. Motion carried.

**AG SECURITY BOARD:** Ahner moved to reappoint Carl Heckman as Chairman, Dennis Smale, Bryan Baumgartner, Dominick Strohlein, Dwight Christman and Robert Serfass to the Ag Security Board, with no compensation. Seconded by Hurley. Vote, 3-0. Motion carried.

**PRIMARY EMERGENCY RESPONDER:** Heckman moved to designate West End Community Ambulance as the Primary Provider of Emergency Medical Services for Polk Township. Seconded by Ahner. Vote, 3-0. Motion carried.

**EMERGENCY MANAGEMENT COORINATOR:** Ahner moved to reappoint Barry Borger as Polk Twp. Emergency Management Coordinator & \$50 for all day meetings at MCCC. Seconded by Heckman. Vote, 3-0. Motion carried.

**POLK TWP. VOL. FIRE CO.:** Heckman reaffirmed Pres. Derrick Burger & Fire Chief Billy C. Tippett and moved to designate Polk Twp. Vol. Fire Co. as the Twp.'s primary provider. Seconded by Hurley. Vote, 3-0. Motion carried.

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**VETERAN'S MEMORIAL COMMISSION:** Ahner moved to reaffirm Blanche Strausberger, Connie Haydt, Joan McKinsey & Sally Jablonski as members of the Commission. Seconded by Hurley. Vote, 3-0. Motion carried.

**EARNED INCOME TAX COLLECTOR:** Ahner moved to reaffirm Berkheimer as the Earned Income Tax Collector with a commission of 1.51%. Seconded by Hurley. Vote, 3-0. Motion carried.

**DEPOSITORIES:** Heckman moved to designate Key Bank, PLIGIT and East Stroudsburg Savings as the Twp. Depositories; seconded by Hurley. Vote, 3-0. Motion carried.

**REAL ESTATE TAX COLLECTOR:** Hurley moved to reaffirm Carolyn Meinhart as the Polk Twp. Real Estate Tax Collector at a commission of 5%. Seconded by Heckman. Vote, 3-0. Motion carried.

**AUDITORS:** Polk Township's Auditors are: Susan Shupp (6-yr. term thru 2019); Lucille Piggott Prawl (6-yr. term thru 2021); Shirley Haydt (6-yr. term thru 2023).

**RIGHT TO KNOW OFFICER:** Heckman moved to appoint Ruthanne Toner as the Twp. Right To Know Officer; seconded by Hurley. Vote, 3-0. Motion carried.

**NATURE PARK CARETAKER:** Heckman moved to reaffirm Delbert Zacharias as the Nature Park Caretaker for a stipend of \$599. Seconded by Ahner. Vote, 3-0. Motion carried.

**PARK & RECREATION COMMITTEE:** Ahner moved to appoint Carl Heckman, John Muir and Ruthanne Toner to the Park & Recreation Committee; seconded by Hurley. Vote, 3-0. Motion carried.

**RESOLUTION 2018-01 FEE SCHEDULES:** The Board, residents Robert Andre & Jack Kondratick, and Zurat discussed drafts prepared by Toner for the 2018 fee schedules. Increases were discussed for a Conditional Use Hearing, Certificate of Occupancy, Sketch Plan & Lot Joinder. Heckman moved to adopt Resolution No. 1 of 2018 with the fees outlined in the schedules named: 2018 Septic System Fees, 2018 Plans & Planning Module Fees, 2018 SALDO Fees, 2018 Zoning Fees, and 2018 UCC Building Fees. Seconded by Ahner. Vote, 3-0. Motion carried.

**BID LIMITS FOR 2018:** \$19,400 requires advertised & sealed bids; \$10,500 requires 3 telephone quotes.

**ORDINANCE 2018-01 MILLAGE:** Ahner moved to adopt Ordinance No. 1 of 2018, with a millage rate of 4.3% for 2018. Seconded by Heckman. Vote, 3-0. Motion carried.

**Financial Obligations & Donations for 2018:** Ahner moved to fund the amounts that had been included in the Budget for 2018 as follows: Polk Twp. Vol. Fire Co.-\$30,000; West End Community Ambulance-\$1,000; M.C.Youth Field Day-\$150; West End Open Space & Park Commission-\$5,000; Western Pocono Memorial Park Inc.-\$2,000; Deputy Phil Program-\$199; M.C.Control Center-\$17,007.84; M.C.Vector Control-\$2,000; M.C.Meals on Wheels-\$100. Seconded by Hurley. Vote, 3-0. Motion carried.

**Zoning Amendment Draft:** Justin Burkner's 12/26/17 comment letter indicated some setbacks in the currently proposed zoning amendment may be too extreme. The Board agreed the PC should review the information again.

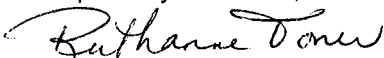
**Burning Ord. Amendment Draft:** The current draft includes the revisions discussed at the Dec. meeting. Ahner moved to advertise for adoption the Burning Ordinance Amendment; seconded by Hurley. Vote, 3-0. Motion carried.

**Pocono Wildlife Rehab & Education Center:** Dec.'17 request for funding. The types of services they provide were discussed. Ahner moved to donate \$100 to the Pocono Wildlife Rehab & Education Center. Seconded by Hurley. Vote, 3-0. Motion carried. Letter to be sent to remind the Center to make requests earlier for budgeting.

**Public Comment:** Resident Robert Andre asked if labor negotiations are making progress? A meeting is scheduled for this week.

**ADJOURN:** Ahner moved to adjourn the Reorganizational Meeting; seconded by Hurley. Vote, 3-0. Motion carried. Chairman Ahner adjourned the meeting at 8:30 AM.

Respectfully submitted,



Ruthanne Toner, Recording Secretary

