

**TOWAMENSING TOWNSHIP RE-ORGANIZATIONAL MEETING MINUTES  
TOWAMENSING TOWNSHIP BUILDING  
JANUARY 3, 2012**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Penny Kleintop, Supervisor/Treasurer; Tom Newman, Supervisor; Guy Seifert, Supervisor; Thomas Nanovic, Solicitor; and Lora Nothstein, Secretary.

**APPOINT TEMPORARY CHAIRPERSON**

**MOTION:** Tom Newman made motion to appoint Guy Seifert as Temporary Chairperson seconded by Penny Kleintop.

All in favor. Motion Carried.

**CALL TO ORDER**

Temporary Chairmen Guy Seifert called the meeting to order at 5:02p.m.

**APPOINT TEMPORARY SECRETARY**

Penny Kleintop made motion to appoint Lora Nothstein as Temporary Secretary.  
Seconded by Tom Newman.

All in favor. Motion Carried.

**APPOINTMENTS:**

**APPOINT CHAIRPERSON**

**MOTION:** Guy Seifert made motion to appoint Penny Kleintop as Chairperson.  
Seconded by Tom Newman.

All in favor. Motion Carried.

**APPOINT VICE-CHAIRPERSON**

**MOTION:** Tom Newman made motion to appoint Tom Newman as Vice-Chair.  
Seconded by Chairperson Penny Kleintop.

All in favor. Motion Carried

**APPOINT ROADMASTER**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Scott Mosier as Road master, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT ASSISTANT ROAD MASTER**

**MOTION:** Supervisor Guy Seifert made motion to appoint Chris Beers as assistant Road master, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT SECRETARY**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Lora Nothstein as Secretary, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT TREASURER**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Penny Kleintop as Treasurer, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT SECRETARY ASSISTANT**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Carol Copeland as Secretary Assistant, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT TOWNSHIP SOLICITOR**

**MOTION:** Supervisor Guy Seifert made motion to appoint Tom Nanovic/ Nanovic Law Offices as Township Solicitor, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT ZONING OFFICER**

**MOTION:** Supervisor Guy Seifert made motion to appoint Christine Meinhart as Zoning Officer, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT UNIFORM BUILDING CODE OFFICER**

**MOTION:** Supervisor Guy Seifert made motion to appoint Carl Faust as Building Code Officer, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT UNIFORM BUILDING CODE INSPECTORS**

**MOTION:** Supervisor Guy Seifert made motion to appoint Carl Faust & David Shields as Building Code Inspectors, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT TOWNSHIP ENGINEERING FIRM**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Carbon Engineers as the township Engineering Firm, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT CHAIRPERSON OF VACANCY BOARD**

**MOTION:** Supervisor Guy Seifert made motion to appoint Richard Workman to Vacancy Board, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT SEWAGE ENFORCEMENT OFFICER(S)**

**Recommendation** made by Supervisor Guy Seifert to table appointment, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT EMERGENCY MANAGEMENT OFFICER**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Tom Newman and Gary Anthony Emergency Management Officer. Gary Anthony declined appointment; a second Emergency Management Officer will be appointed at a later date. Motion seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT ZONING HEARING BOARD SOLICITOR**

**MOTION:** Supervisor Guy Seifert made motion to appoint Michael Greek - Zoning Hearing Board Solicitor, seconded by Chairperson Penny Kleintop.

All in favor. Motion Carried

**APPOINT PLANNING COMMISSION SECRETARY**

**MOTION:** Supervisor Guy Seifert made motion to appoint Jeremy Barbosa as Planning Commission Secretary, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT PLANNING COMMISSION SOLICITOR**

**MOTION:** Supervisor Guy Seifert made motion to appoint Michael Greek - Planning Commission Solicitor, seconded by Vice-Chairman Tom Newman.

All in favor. Motion Carried

**APPOINT HISTORIC COMMISSION MEMBERS**

**MOTION:** Supervisor Guy Seifert made motion to appoint Karl Rolappe, Tom Newman, Mary Beth Beers, Carol Copeland, Dick Bieling, Paul Hoppel, and Lora Nothstein to the Historic Commission Board, seconded by Vice-chairman Tom Newman.

All in favor. Motion Carried

**APPOINT AGILITY PROGRAM WATCH DOG**

**MOTION:** Supervisor Guy Seifert made motion to appoint Richard Workman as Agility Program Watchdog, seconded by Vice-chairman Tom Newman.

All in favor. Motion Carried

**APPOINT CHIEF ADMINISTRATIVE OFFICER FOR PENSION**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Lora Nothstein as Chief Administrative Officer for Pension, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT OPEN RECORDS OFFICER**

**MOTION:** Vice-Chairman Tom Newman made motion to appoint Carol Copeland as Open Records Officer, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPOINT TOWNSHIP AUDITOR(S)**

**MOTION:** Supervisor Guy Seifert made motion to appoint Eva Dugan and Julia Costello - Auditors, seconded by Vice-chairman Tom Newman.

All in favor. Motion Carried

**APPROVE TREASURES BOND (\$550,000.00)**

**MOTION:** Vice-Chairman Tom Newman made motion to approve bond, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPROVE BLANKET BOND (OFFICE-\$25,000.00)**

**MOTION:** Vice-Chairman Tom Newman made motion to approve Blanket Bond, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPROVE DEPOSITORIES**

**FIRST NIAGRA BANK-GENERAL, HIGHWAY AID, GARBAGE, RECREATION & PAYROLL  
JIM THORPE NATIONAL BANK-MONEY MARKET & CD'S**

**MOTION:** Vice-Chairman Tom Newman made motion to approve Depositories, seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**RECOMMEND AUTHORITY FOR SIGNATURE ON ALL CHECKS**

**MOTION:** Vice-chairman Tom Newman made motion to approve 2 signatures on all checks, CD's and safe deposit box, Seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**SET MILEAGE RATE CURRENTLY AT \$.425 PER MILE (IRS\_\$.55.5)**

**MOTION:** Supervisor Guy Seifert made motion to set mileage rate at .50 per mile, seconded by Vice-chairman Tom Newman.

All in favor. Motion Carried

**APPOINT DELEGATE FOR STATE CONVENTION AND ATTENDEES**

**MOTION:** Vice-chairman Tom Newman made motion to appoint Penny Kleintop - Delegate for the State Convention, no attendees were approved, Seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**SET MEETING DATES-Supervisors Meeting-** the 1<sup>st</sup> Thursday of every month starting at 7:00PM; Planning Commission – the 2<sup>nd</sup> Monday of every month starting at 7:00PM; Recreation Meeting- the 3<sup>rd</sup> Thursday of every month starting at 7:00PM; Historical Commission – the 4<sup>th</sup> Thursday of every month starting at 7:00PM.

**MOTION:** Vice-chairman Tom Newman made motion to approve dates, Seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**APPROVE REQUEST BY TOWAMENSING TOWNSHIP VOLINTEER FIRE COMPANY – DATES FOR FUNDRAISERS IN 2012.**

**MOTION:** Chairperson Penny Kleintop made motion to approve events on condition that there will be no smoking allowed at any event held in-doors, (list of events provided by Fire Company on separate sheet).

Supervisor Guy Seifert commented that the list did not include bingo. Seconded by Supervisor Guy Seifert.

All in favor. Motion Carried

**ADJOURNMENT**

**MOTION:** Supervisor Guy Seifert made motion to adjourn, seconded by Vice-chairman Tom Newman.

All in favor. Motion Carried

**5:22PM**