

**West Penn Township Board of Supervisors
27 Municipal Road
New Ringgold, PA 17960**

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**Reorganization Meeting
Monday, January 6, 2020**

Present at the Meeting

Anthony Prudenti
Timothy Houser
Glenn Hummel

Karen Wittig – Treasurer
Katie Orlick – Secretary
Rodd White – Lehigh Engineering, LLC

I. ReOrganization

A. Tony Prudenti called the meeting to order at 6:00PM with the Pledge of Allegiance.

B. Public Comment on Agenda Items for ReOrganization Only – None.

C. ReOrganization & Appointments

1. Tony Prudenti nominated Tim Houser as the Temporary Chairman of the 2020 Reorganization Meeting. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
2. Tim Houser opened nomination for chairman of the BOS for the year 2020. Glenn Hummel nominated Tony Prudenti to be Chairman of the Board. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Tim Houser turned the meeting over to the 2020 Chairman of the BOS, Tony Prudenti.
3. Tony Prudenti opened nominations for Vice Chairman of the BOS. Glenn Hummel nominated Timothy Houser as Vice Chairman of the BOS. Tony Prudenti seconded the motion. All in favor. Motion was carried. 3-0 Chairman also introduces West Penn Twp. newly elected Supervisor Glenn Hummel.
4. Tony Prudenti called for a motion to appoint a Treasurer. Tim Houser motioned to nominate Karen Wittig as Treasurer for 2020. Tony Prudenti seconded the motion. All in favor. Motion was carried. 3-0
5. Tony Prudenti called for a motion to nominate Township Secretary/ Recording Secretary for the BOS & Planning Commission Meetings & Right-to-Know Officer. Glenn Hummel made the motion to nominate Katie Orlick. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
6. Chairman Prudenti called for a motion to nominate a Part-time Secretary. Tim Houser made the motion to nominate Herb Woodring as a Part-time Secretary. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
7. Chairman called for a motion to appoint a Solicitor for West Penn Township. Glenn Hummel made the motion to appoint Paul Datte as Twp. Solicitor. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
8. Chairman called for a motion for the nomination of an Engineer. Chairman said Engineer, Zoning & Code Enforcement Officer he would like to nominate Lehigh Engineering, LLC & ARRO Consulting, Inc. Chairman said he would like if the applicant can choose what company they want to work with. Chairman said he is not sure if we can do that but he would like to motion that we use both of those firms. Tim Houser suggested we wait until our solicitor arrives at the meeting to give his opinion on the matter. Chairman agrees. Chairman made a motion to have Lehigh Engineering, LLC as our Engineer

until we get Paul Datte's opinion of having multiple Engineering firms to represent the Twp. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman asked the BOS to table appointment of the Uniform Construction Code & the Zoning Enforcement Officer.

9. UCC Administrator – Tabled until Solicitor Arrives

10. Zoning/ Code Enforcement – Tabled until Solicitor Arrives

11. Chairman called for a motion to appoint Zoning Hearing Board Solicitor. Tim Houser made the motion to appoint Robert S. Frycklund, Esq. as the Solicitor of the Zoning Hearing Board for 2020. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

12. Chairman tabled adopting Resolution # 1 appointing an Agent & Administrator for the Uniform Construction Code until the BOS discusses it with Paul Datte.

13. Chairman made the motion to appoint Bill Brior as our Sewage Enforcement Officer and Appoint Robert Fugate & Bill Anders as Alternate SEOs. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

14. Chairman made the motion to adopt Resolution #2 of 2020 establishing SEO procedures & fees. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

15. Chairman called for a motion to appoint a Flood Plain Administrator. Tim Houser made the motion to nominate Clint Schock as the 2020 Flood Plain Administrator. Glenn Hummel seconded the motion All in favor. Motion was carried. 3-0

16. Chairman called for a motion to appoint a Road Master. Tim Houser made the motion to appoint Clint Schock as the Road Master. Tim Houser also commended Clint Schock for the hard work he has done. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

17. Chairman called for a motion to appoint a Road Crew Leader. Tim Houser made the motion to appoint Jeremy Frable as the Road Crew Leader. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

18. Chairman made the motion to appoint Jeremy Frable, Brian Reeser & Nathan Henry as Full-time Road Crew Driver/Laborers. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

19. Tim Houser made the motion to appoint Joseph Fritz, Jeff Bradford & Jordan Georgis as Seasonal Road Crew Workers. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

20. Chairman called for a motion to appoint a Chief of Police. Glenn Hummel made the motion to nominate Brian Johnson as Chief of Police. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

21. Tim Houser made a motion to appoint Jason Lorah as Sergeant. Chairman seconded the motion. All in favor. Motion was carried. 3-0

22. Chairman made a motion to appoint John Kaczmarczyk, Christopher Fischi, Paul Vlcek, Dean Deam, Todd Woodward, James Bonner & Frank Lorah as part-time officers. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

23. Chairman made a motion to appoint Dave Imschweiler to the Zoning Hearing Board, term expiring Dec. 31, 2022. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

24. Chairman made a motion to appoint Dean Meiser, term ending Dec. 31, 2023, Tom Ackerman, 12/20 as Planning Commission Members and Tory Graver as an Alternate for the Planning Commission, 12/23. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

25. Chairman stated we need one Supervisor & two citizens to represent the Township on the Eastern Schuylkill Recreation Committee. Chairman made a motion to appoint Jim Dean, James Akins and Supervisor Glenn Hummel to the Eastern Schuylkill Recreation Committee. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
26. Chairman called for two nominations for the park commission. Tim Houser made the motion to appoint Blaine Seip & Marlin Zehner to the Park Commission, terms ending Dec. 31, 2023. Chairman seconded the motion. All in favor. Motion was carried. 3-0
27. Chairman called for a motion for a cleaning person. Tim Houser made the motion to appoint JoAnn Kunkle to clean for West Penn Township. Chairman Prudenti seconded the motion. All in favor. Motion was carried. 3-0
28. Chairman called for a motion to appoint someone to do the ground maintenance at the park. Tim Houser made the motion to appoint Fred Gimbi. Chairman seconded the motion. All in favor. Motion was carried. 3-0
29. Chairman made a motion to appoint John Conahan & Larry Wittig to the Property Maintenance Appeals Board. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
30. Chairman made a motion to table Resolution # 3 of 2020 establishment of the Fire Chief & Asst. Fire Chief, until the BOS can talk to the Solicitor. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
31. Chairman called for a motion to accept & approve the West Penn Fire Company's Activities for 2020. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
32. Chairman called for a motion to appoint an Emergency Management Coordinator for the Township. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
33. Chairman called for a motion for an Assistant Emergency Management Coordinator. Tim Houser made the motion to appoint Kevin Mengel as the Asst. Emergency Management Coordinator. Chairman seconded the motion. All in favor. Motion was carried. 3-0
34. Chairman called for a motion to appoint a Vacancy Board Chairman. Tim Houser made a motion to appoint Chester Snyder as the Vacancy Board Chairman. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
35. Chairman made a motion to appoint the supervisor in charge of the office, as Anthony Prudenti, Glenn Hummel in charge of Police and Tim Houser in charge of the Road Department. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
36. Chairman called for a motion to appoint the 2020 PSATs delegates. Chairman made the motion to have Tim Houser as a PSATs delegate & Glenn Hummel as the Alternate delegate for 2020. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
37. Chairman called for a motion to approve & accept the paid union holiday schedule for 2020. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
38. Chairman called for a motion to approve and accept the paid holiday schedule for non-union holidays. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
39. Chairman called for a motion to accept & approve the BOS PM Meeting Dates, which is every first Monday of the month & change the meeting time to 6:30PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

40. Chairman called for a motion to accept & approve the BOS AM Meeting Dates, which is every third Monday of the month & change the meeting time to 10AM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
41. Chairman called for a motion to accept & approve the Planning Commission's Meeting dates, which is every fourth Tuesday of the month at 7PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
42. Chairman called for a motion to accept & approve the Meeting dates for the Zoning Hearing Board, which is every second Monday (as needed) at 7PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
43. Chairman called for a motion to Adopt Resolution # 4 of 2020 Mauch Chunk Trust & Santander Bank as the Twp. Depository & Investment Banks. Tim Houser asked if those banks have the best rates. Treasurer, Karen Wittig responded and said she calls around each year to the different banks looking for the best rate when the Twp. receives their large checks from Liquid Fuels & Real Estate Money. Chairman made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
44. Chairman called for a motion to authorize the Supervisors, Secretary, Treasurer, Chief of Police, Road Master, & Road Crew Leader to sign for receipt purchases up to \$1000. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
45. Chairman called for a motion to authorize the Chairman of the Board to have Signatory Power for the Board's Decisions. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
46. Chairman called for a motion to give authority to the Road Master to contract for snow removal services when there is a state of emergency & give authority to pay the bills for such services. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
47. Chairman called for a motion to hire Berkheimer to collect local taxes for those taxing bodies located within the Tax Collection District. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
48. Chairman called for a motion to establish the Treasurer's Bond in the sum of \$1,000,000 for the term of office beginning on Jan. 24, 2020 & ending on Jan. 4, 2021. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

D. Public Comments on ReOrganization Meeting Only – NONE

Chairman stated that there were some items tabled during the ReOrganization Meeting and the Twp. would like to take a brief recess until our Solicitor arrives. Tim Houser made the motion we take a recess @ 6:25PM. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman made a motion to reopen the ReOrganization Meeting at 6:45PM & a motion to go into Executive Session. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman called the ReOrganization meeting back to session. Chairman said the Executive Session was for Potential Law Suits.

Chairman referred back to the motion for Engineer. Chairman said after we discussed it with our Solicitor, Chairman called for a motion for an Engineer & an Alternate Engineer for the Township. Glenn Hummel made the motion for Lehigh Engineering, LLC be the Primary & ARRO Consulting, Inc. be the Secondary. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

Chairman called for a motion for UCC Building Code Administrator. Tim Houser made the motion to have Lehigh Engineering, LLC as our UCC Building Code Administrator. Glenn Hummel seconded. All in favor. Motion was carried.

Chairman called for a motion for a Zoning /Code Enforcement Officer, primary & secondary. Glenn Hummel made the motion to have Lehigh Engineering, LLC as primary & ARRO Consulting, Inc. as secondary. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

Chairman made a motion to add Ralph Hummel as another alternate Sewage Enforcement Officer for the Township. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

Chairman said the BOS will address the Fire Company at the next BOS Meeting.

E. Adjournment

Chairman called for a motion to adjourn the ReOrganization Meeting at 6:55PM. Tim Houser made the motion. Glenn Hummel seconded the motion All in Favor. Motion was carried. 3-0

Transcribed By:

Katie Orlick

West Penn Township Secretary