

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

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**Reorganization Meeting
Monday, January 4, 2021**

Present at the Meeting

Anthony Prudenti
Timothy Houser
Glenn Hummel

Karen Wittig – Treasurer
Katie Orlick – Secretary

I. ReOrganization

A. Tony Prudenti called the meeting to order at 5:30PM with the Pledge of Allegiance. Chairman asked for a brief moment of silence for Bob Stegmeier, a former Supervisor and a friend of the Township that recently passed away. In honor of Mr. Steigmeier the Township flew their flag at half-mast.

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

C. ReOrganization & Appointments

1. Glenn Hummel nominated Tim Houser as the Temporary Chairman of the 2021 Reorganization Meeting. Chairman seconded the motion. All in favor. Motion was carried. 3-0
2. Tim Houser opened nomination for chairman of the BOS for the year 2021. Tim Houser nominated Tony Prudenti to be Chairman of the Board. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0 Tim Houser turned the meeting over to the 2021 Chairman of the BOS, Tony Prudenti.
3. Tony Prudenti opened nominations for Vice Chairman of the BOS. Tim Houser nominated Glenn Hummel as Vice Chairman of the BOS. Tony Prudenti seconded the motion. All in favor. Motion was carried. 3-0 Chairman nominated Tim Houser as Supervisor. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
4. Tony Prudenti called for a motion to appoint a Treasurer. Glenn Hummel motioned to nominate Karen Wittig as Treasurer for 2021. Tim Houser 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 Assistant to the BOS. Tim Houser made the motion to nominate Herb Woodring as a Part-time Assistant to the BOS. 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. Glenn Hummel made the motion to appoint ARRO Consulting, Inc. as the Primary Engineer, Zoning & Code Enforcement Officer for West Penn Twp. Glenn Hummel would also like to made the motion to appoint Lehigh Engineering, LLC as a

secondary Engineer, Zoning & Code Enforcement Officer. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

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 Building Code Administrator – Tim Houser made the motion to appoint ARRO Consulting, Inc. as Primary & Lehigh Engineering, LLC as secondary UCC Building Code Administrator. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

10. Zoning/ Code Enforcement – Glenn Hummel made the motion to appoint ARRO Consulting, Inc. as Primary & Lehigh Engineering, LLC as secondary Zoning/Code Enforcement Officer. All in favor. Motion was carried. 3-0

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 2021. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

12. Chairman called for a motion to adopt Resolution # 1 of 2021 which enables legislation & requires West Penn Twp. to appoint an inspector, a Building Code Official & adopt a schedule of fees to be charged for such services. West Penn Twp. appoints ARRO Consulting, Inc. as primary & Lehigh Engineering, LLC as secondary. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

13. Chairman called for a motion to appoint a Sewage Enforcement Officer for West Penn Twp. Tim Houser made the motion to appoint Bill Brior as our Sewage Enforcement Officer and Appoint Robert Fugate as the Alternate SEO. Chairman seconded the motion. All in favor. Motion was carried. 3-0

14. Chairman called for a motion to adopt Resolution #2 of 2021 establishing SEO procedures & fees. Glenn Hummel made the motion. Chairman seconded the motion. All in favor. Motion was carried. 3-0

15. Chairman called for a motion to appoint a Flood Plain Administrator. Chairman made the motion to appoint Clint Schock as the 2021 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. Glenn Hummel made the motion to appoint Clint Schock as the Road Master. Tim Houser 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 called for a motion to appoint the Full-time Road Crew Driver/Laborers. Tim Houser made the motion to appoint Nathan Henry, Connor Evans & Jeff Bradford as Full-time Road Crew Drivers /Laborers. Tim Houser also made the motion to appoint Andy Kenopensky & Jordan Georgis as Part-time Road Crew/Laborers. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

19. Chairman made a motion to appoint Brian Johnson as Chief of Police. Tim Houser seconded the motion to appoint Brian Johnson as Chief of Police. All in favor. Motion was carried. 3-0
20. Chairman held off with appointments until executive session @ 6:05PM. Executive Session was back in order @ 6:24PM. Chairman made a motion to appoint Cpl. John Kaczmarczyk, Christopher Fischi, Stan Madero, Michael Leighton, James Bonner & Todd Woodward & Jason Lorah as part-time officers. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
21. Chairman called for a motion to appoint a cleaning person. Tim Houser made the motion to appoint Joann Kunkle as the West Penn Twp. cleaning person. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
22. Chairman called for a motion to appoint Fred Gimbi as Ground Maintenance at the Zion Stone Church Rd. Park. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
23. Chairman called for a motion to appoint Larry Wittig as a Board member for the Property Maintenance Appeals Board and Tony Prudenti & Delroy Haas as Alternates for the Property Maintenance Appeals Board. Tim Houser made the motion. Glenn Hummel seconded the motion All in favor. Tony Prudenti abstained from vote. Motion was carried. 2-1
24. & 25. Chairman called for a motion to adopt Resolution #3 of 2021 establishing the Fire Chief and the Assisting Fire Chiefs. Tim Houser made the motion to adopt Resolution #3 and appoint Jeff Bradford as Fire Chief & Cloyd Troxell & Connor Evans as Assisting/Acting Fire Chiefs. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
26. Chairman called for a motion to approve the Fire Company's Activities for 2021. The activities include Fire Calls, Training, Building Grounds & Equipment Maintenance, Breakfasts, Hoagie Sales, Water Delivery(pools), Bingo, Fire Prevention, Chinese Auctions, Hall Rentals, Parades, Christmas Party, Dinners & Community Events. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
27. Chairman called for a motion to appoint WP Emergency Management Coordinator as Chief Brian Johnson. Chairman made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
28. Chairman called for a motion to appoint WP Asst. Emergency Management Coordinator. Tim Houser made the motion to appoint Kevin Mengel. Chairman seconded the motion. All in favor. Motion was carried. 3-0
29. Chairman called for a motion to appoint Chester Snyder as the Vacancy Board Chairman. Chairman made the motion to nominate Chester Snyder. Tim Houser seconded the motion. All in favor. Motion was carried. 3-
30. Personnel & Employee Relation – Chairman called for a motion to appoint, Tony Prudenti to be in charge of the Office, Glenn Hummel in charge of the Police. Tim Houser made the motion. Chairman seconded the motion. All in favor. Motion was carried.3-0 Glenn Hummel made the motion to appoint Tim Houser to be in charge of the Road Crew. Chairman seconded the motion. All in favor. Motion was carried. 3-0
31. Chairman nominated Glenn Hummel as the delegate for PSATs. Glenn Hummel respectfully declined. Chairman nominated Tim Houser as the delegate for PSATs. Tim Houser respectfully declined. Glenn

Hummel nominated Tony Prudenti as the delegate for PSATs. Tony Prudenti accepted the motion. Tim Houser seconded the motion. Tony Prudenti abstained from vote. All in favor. Motion was carried. 2-1

32. Chairman called for a motion to appoint a new Zoning Hearing Board member with a term to expire December 31, 2023. Glenn Hummel made the motion to appoint James Dean. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

33. Chairman called for a motion to appoint a member for the Planning Commission with a term ending December 31, 2024. Glenn Hummel made the motion to appoint Tom Ackerman. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

34. ESRC members remain the same as last year. Supervisor Glenn Hummel, James Dean & James Akins.

35. Tim Houser made the motion to appoint Blaine Seip & Marlin Zehner to the Park Commission with terms expiring December 31, 2023. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

36. Chairman called for a motion to approve the Full-Time Union Paid Holidays for 2021. Tim Houser made the motion to approve in accordance of the Union Contract. Glenn Hummel seconded the motion. All in Favor. Motion was carried. 3-0

37. Chairman called for a motion to approve the Non-Union Paid Holidays for 2021. 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 the Board of Supervisors meetings for 2021 @ 6:30PM, the first Monday of the month. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

39. Chairman called for a motion to approve the Board of Supervisors meetings for 2021 @ 10AM, the third Monday of every month. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

40. Chairman called for a motion to approve the Planning Commission's meetings, every fourth Tuesday of the month @ 7PM. 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 approve the Zoning Hearing Board Meetings, every second Monday of the month as needed @ 7PM. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

42. Chairman called for a motion to adopt Resolution # 4 of 2021, Mauch Chunk Bank & Santander Bank as Depository & Investment Banks. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

43. Chairman called for a motion to authorize the Supervisors, Secretary, Treasurer, Chief of Police, Road Master, & Road Crew Leader to sign for receipt of purchases up to \$1000. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

44. Chairman called for a motion to give authorization to the Chairman of the Board to have signatory Power for the Board's decisions.

45. Chairman called for a motion to give authority to the Road Master to contract for services for snow removal when State of Emergency; & authority for Bills to be paid for such services. 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 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

47. Chairman called for a motion to establish the Treasurer's Bond in the sum of \$1,000,000 for the term of office beginning Jan. 4, 2021 & ending on January 3, 2022. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman asked if anyone has any Questions or Comments – NONE

Tim Houser made a motion for an executive session @ 5:32PM to discuss item # 20. - hiring the Part-time Police Officers. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman called the meeting back to order @ 6:20PM. Chairman said the executive session was for personnel issues. Chairman referred back to item #20 Part-time patrolmen.

Chairman called for an adjournment of the ReOrganization Meeting @ 6:26PM. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

Tim Houser asked the Chairman to go into executive session to discuss the Police personnel to go back to item # 20 of the ReOrganization Meeting. Chairman called for a motion to have an executive session @ 6:05PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman call the ReOrg. Meeting back in order @ 6:24PM. Chairman went back to #20 of the ReOrganization Meeting and Chairman made a motion to appoint as part-time patrolmen - Cpl. John Kaczmarczyk, Christopher Fischl, Stan Madero, Michael Leighton, James Bonner & Todd Woodward & Jason Lorah as part-time officers. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

Chairman called to adjourn the ReOrganization Meeting @ 6:29PM. 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