

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

**Phone (570)386-4507**

**Fax (570)386-5851**

**Reorganization Meeting  
Monday, January 3, 2022**

**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.

**B. Public Comment on Agenda Items for ReOrganization Only**

1. Todd A. Deem asked if we had a different Agenda for the ReOrganization Meeting. The Chairman said the ReOrganization Meeting Agenda is on the same Agenda as the Regular Meeting.

**C. ReOrganization & Appointments**

Chairman of 2021 had the West Penn Township Police Department swear in for the new year of 2022.

1. Chairman of 2021 appointed Glenn Hummel as the Temporary Chairman to start the ReOrganization process. Glenn Hummel opened up nominations for Chairman of 2022.

2. Tony Prudenti nominated Glenn Hummel as Chairman. Glenn Hummel respectfully declined the nomination for Chairman for 2022. Tim Houser nominated Tony Prudenti as Chairman for 2022. Glenn Hummel seconded the nomination. All in favor. Nomination closed.3-0

3. Tony Prudenti called for a nomination for Vice Chairman. Tim Houser nominated Glenn Hummel as Vice Chairman for 2022. Tony Prudenti seconded the motion. All in favor. Nominations Closed.3-0

4. Tim Houser will remain as the other Supervisor on the Board.

5. Tony Prudenti called for nominations for Supervisors in Charge of each Department. Glenn Hummel nominated Tony Prudenti to be in charge of the Administration Department. Tim Houser seconded the nomination. All in favor. Nominations Closed.3-0

6. Tony Prudenti called for a motion for Supervisor in charge of the Road Department. Glenn Hummel nominated Tim Houser to be in charge of the Road Department. Tony Prudenti seconded the motion. All in favor. Nominations Closed. 3-0

7. Chairman called for a motion for Supervisor to be in charge of the Police Department. Tim Houser nominated Glenn Hummel. Chairman seconded that nomination. All in favor. Nominations Closed.3-0

8. Chairman called for a nomination for Township Treasurer. Glenn Hummel nominated Karen Wittig as Treasurer. Tim Houser seconded the nomination. All in favor. Nominations Closed.3-0

9. Chairman called for a nomination for Township Secretary, Planning Commission Secretary, Property Maintenance Appeals Board Secretary & the Right-to-Know Officer. Glenn Hummel nominated Katie Orlick. Tim Houser seconded the nomination. All in favor. Nominations Closed.3-0

10. Chairman called for nomination for Assistant to the Board of Supervisors. Tim Houser nominated Herb Woodring. Glenn Hummel seconded it. All in favor. Nominations Closed.3-0

11. Chairman call for a nomination for the cleaning person for the Township. Glenn Hummel nominated Katie Orlick as the cleaning person for the Office. Tim Houser seconded the nomination. All in favor. Nomination Closed.3-0
12. Chairman called for nomination for Road Department Leader. Glenn Hummel nominated Jeremy Frable as Road Leader. Tim Houser seconded the nomination. All in favor. Nomination Closed. to appoint a Treasurer. Glenn Hummel motioned to nominate Karen Wittig as Treasurer for 2021. Tim Houser seconded the motion. All in favor. Nominations Closed. 3-0
13. Chairman nominated Nathan Henry, Connor Evans, Jason Frable and Andy Kenopensky as Road Crew FT Drivers/ Laborers. Tim Houser seconded the nominations. All in favor. Nominations Closed.3-0
14. Chairman called for nominations for the Police Department. Glenn Hummel nominated Jim Bonner as the Chief of Police. Tim Houser seconded the nomination. All in favor. Nominations Closed.3-0
15. Chairman called for nominations for Police Department Secretary. Tim Houser nominated Carla Fritz. Glenn Hummel seconded the nomination. All in favor. Nominations Closed.3-0
16. Chairman called for nominations for FT Patrol Officer. Glenn Hummel nominated Kai Apel as the FT Patrol Officer. Tim Houser seconded the nomination. All in favor. Nominations Closed. 3-0
17. Chairman called for nominations for PT 32hr Patrol Officers. Glenn Hummel nominated Cpl. John Kaczmarczyk & Glenn Laninger. Chairman seconded. Tim Houser abstained. Supervisor Houser has an issue the Cpl. Title. All in favor. Nominations Closed. 2-1
18. Chairman made a motion to appoint PT Patrol Officers, Jason Lorah, Zachary Wargula, & Marcus Duarte. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
19. Chairman called for nomination for Cleaning Person for the Police Department. Glenn Hummel nominated Carla Fritz. Chairman seconded the motion. All in favor. Nominations Closed. 3-0
20. Chairman nominated Chester Snyder as the Vacancy Board Chairman. Glenn Hummel seconded the nomination. All in favor. Nominations Closed. 3-0
21. Chairman called for a nomination for a 2022 PSATs Delegate. Tim Houser nominated Glenn Hummel. Chairman seconded the nomination. All in favor. Nominations Closed. 3-0
22. Chairman called for a nomination for Solicitor of the Board of Supervisors and the Planning Commission. Tim Houser nominated Paul Datte. Chairman seconded the nomination. All in favor. Nominations Closed. 3-0
23. Chairman called for nomination for Engineer. Glenn Hummel nominated ARRO Consulting, Inc. as the Township Engineer. Tim Houser seconded the nomination. All in favor. Nominations Closed. 3-0
24. Chairman called for a nomination for UCC Building Code Administrator. Glenn Hummel nominated ARRO Consulting, Inc. Tim Houser seconded the nomination. All in favor. Nominations Closed. 3-0
25. Chairman called for a motion to adopt Resolution #1 of 2022, Appointment of Building Code Official to inspect & enforce the Uniform Construction Code, applicable regulations & adopt fees for those services. ARRO Consulting, Inc. as Primary and Lehigh Engineering, LLC as secondary. Tim Houser asked if the Board wanted to look for another secondary. Glenn Hummel made the motion to adopt Resolution #1 of 2022. Tim Houser seconded the motion. All in favor. Motion carried. 3-0
26. Chairman called for nomination for Zoning Officer. Glenn Hummel nominated ARRO Consulting, Inc. as Zoning Officer. Tim Houser seconded the nomination. All in favor. Nominations Closed. 3-0
27. Chairman called for a nomination for Sewage Enforcement Officer. Tim Houser nominated Bill Brior. Glenn Hummel seconded the nomination. All in favor. Nominations Closed. 3-0

Chairman called for nominations for Alternate Sewage Enforcement Officer. Tim Houser nominated Robert Fugate. Glenn Hummel seconded the nomination. All in favor. Nominations Closed. 3-0

28. Chairman called for a motion to adopt Resolution # 2 of 2022, Establishing Sewage Enforcement Policies /Procedures & adopt fee schedule for those services. Tim Houser made the motion to adopt Resolution #2 of 2022. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

29. Chairman called for a motion to adopt Resolution # 3 of 2022, Establishing a Fire Chief & an Acting Fire Chief. Tim Houser made the motion to adopt Resolution # 3 of 2022 naming

30. Jeff Bradford as the Fire Chief

31. Connor Evans as the Acting Fire Chief for 2022. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

32. Chairman called for a motion to approve the West Penn Twp. Fire Company's Activities for 2022. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

33. Chairman called for nominations for Emergency Management Coordinator. Glenn Hummel nominated Connor Evans. Chairman seconded the nomination. All in favor. Nominations Closed. 3-0

34. Chairman nominated Jeremy Frable as the Flood Plain Coordinator. Tim Houser seconded the nomination. All in favor. Nominations Closed. 3-0

35. Chairman nominated Ron Calarco for a 3Yr. term on the Zoning Hearing Board. Glenn Hummel seconded the nomination. All in favor. Nominations Closed. 3-0

36. Chairman called for nomination for Bill Varano to serve for 3Yr. on the Property Maintenance Appeals Board. Tim Houser made the nomination. Glenn Hummel seconded the nomination. All in favor. Nominations Closed.3-0 Chairman Tony Prudenti was an Alternate for the Property Maintenance Appeals Board he step down and he would like to nominate Deane Woodring to replace him as the Alternate for a 3Yr. term. Tim Houser made the nomination to have Deane Woodring as the Property Maintenance Appeals Board Alternate. Chairman seconded the nomination. All in favor. Nominations Closed. 3-0

37. Chairman call for nomination for 2 Planning Commission 4Yr. term members. Tim Houser nominated Robert Miller & RoseAnne Geogiades. Chairman seconded the nominations. All in favor. Nominations Closed. 3-0

38. Chairman nominated Dennis Kabana, Darryl Fritz & Robert Neumoyer for another 4Yr. term on the Park Commission. Tim Houser seconded the nominations. All in favor. Nominations Closed. 3-0

39. ESRC Members remain the same.

40. Chairman called for a motion to accept the FT Union Holidays for 2022. Tim Houser made the motion. Chairman seconded the motion. All in favor. Motion was carried. 3-0

41. Chairman made a motion to accept the FT Non-Union Holidays for 2022. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

42. Chairman called for a motion to accept the FT Police and the 32Hr. PT Holidays for 2022. Tim Houser made the motion. Chairman seconded the motion. All in favor. Motion was carried. 3-0

43. Chairman called for a motion to approve the 2022 Dates for the night meetings (every first Monday of each month) & 6:00PM start time for those meetings. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

44. Chairman called for a motion to approve the Moring Meeting dates (every third Monday of each month) at 10AM. 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 approve the Planning Commission's meetings for 2022 (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
46. Chairman called for a motion to approve the Zoning Hearing Boards' meeting (every second Monday of each month, as needed) at 7PM. 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 adopt Resolution # 4 of 2022 – Mauch Chunk Trust, Santander Bank & Wells Fargo as Depository & Investment Banks. Tim Houser had concerns with Santander Bank. Mr. Houser asked the Treasurer if she shops for rates. Chairman said our Treasurer does do her Due Diligence to make sure the Township gets the best rates. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
48. Chairman called for a motion to give authorization to sign for receipts of purchases to Supervisors, Secretary, Treasurer, Chief of Police, Road Master and Road Crew Leader of \$1000.00. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0
49. Chairman called for a motion to give authorization to the Chairman of the Board to have signatory power for Board decision for 2022. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
50. Chairman called for a motion to give authority to the Road Leader or Road Maser to Contract for Services for Snow Removal when State of Emergency, and give authority to pay the bills for those services. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0
51. 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
52. Chairman called for a motion to establish the Treasurer's Bond in the sum of \$1,000,000 for the term of office beginning January 3, 2022 & ending on January 3, 2023. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **D. Adjournment**

Chairman called for a motion to adjourn the ReOrganization Meeting at 6:02PM. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

## **II. General**

### **A. Open Regular Meeting**

Chairman opened the regular meeting @ 6:05PM with the Pledge of Allegiance & Introductions.

### **B. Solicitor's Report - NONE**

### **C. Public Comments on Agenda Items Only – NONE**

### **D. Review of the Minutes – December 6<sup>th</sup> & 20<sup>th</sup>, 2021.**

Chairman called for a motion to accept the December minutes. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **E. Treasurer's Report – December 2021**

Chairman called for a motion to accept the Treasurer's Report for December of 2021. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **F. Approval of Bills – December 2021**

Chairman called for a motion to approve & pay the bills for December 2021. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

### **III. Land Use**

**A.** Mike Begis from ARRO Consulting, Inc. said the Planning Commission did not review any plans for the month of December.

### **IV. Operations**

#### **A. Engineer's Monthly Report – December 2021**

Mike Begis gave a brief update about Morgan Park. Mr. Begis is working with DCNR waiting for them to approve our bid packet so we can advertise. Chairman called for a motion to accept the Engineer's Monthly Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **B. Code Enforcement Officer's Monthly Report – December 2021**

Tim Houser had a question about a Notice of Violation that was issued. The Board of Supervisors asked Mike Begis to follow up with our Code Enforcement Officer about that certain property and report back to us at our next meeting. Chairman called for a motion to accept the Code Enforcement Officer's Monthly Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **C. Sewage Enforcement Officer's Monthly Report – December 2021 – NONE**

#### **D. Road Department Monthly Report – December 2021**

Chairman read the Road Report. The Road Department's Report consisted of general maintenance to the Twp. Building & Equipment, Patching of Pot Holes on paved & dirt roads, Installed speed limit signs on Mush Dahl Rd. (Between Chain Circle & SR443), Fixed street signs on various Twp. roads, Trimmed brush around street signs & poles, Fixed wash outs on dirt roads with millings, Cleaned up trees & limbs, Installed plow markers and Salt & Cinder Township Roads. The Road Dept. also did oil changes on the police vehicles & greased equipment. Chairman called for a motion to accept the Road Department's Monthly Report. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **E. Police Monthly Report – December 2021**

Chairman read the Police Report. The Police Report consisted of 7,744 miles patrolled, 152 traffic citations, 47 traffic warnings, 5 non-traffic/criminal arrests, 16 motor vehicle accidents and 125 total calls. The Police Department had \$120 incident reports, \$3980 in Impound fees minus \$1900 in towing fees which equaled to \$2200. Chairman recognized & thanked Barbara Stegmeier for making a donation to the Police Dept. in honor of her husband Bob Stegmeier. The donation paid for Guardian Angels lights for the Police Officers. The Police Dept. also purchase hats with some of the donation. Chief Bonner personally thanked Barbara for her kindness and generosity. Chairman called for a motion to approve the bid for salvage. Chief said we asked for bids from 3 companies and only one responded. Chairman called for a motion to accept Zaprazny's bid for \$5248. Glenn Hummel made the motion. Tim

Houser seconded the motion. All in favor. Motion was carried. 3-0 The Police Dept. would like to donate 3 laptops to the Fire Dept. The Police Dept.'s IT guy will clear them before giving the Fire Dept. Chairman called for a motion to do that. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0 Chairman called for a motion to accept the Police Department's Monthly Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **F. Fire Company's Monthly Report**

Chairman read the Fire Company's Report. The report consisted of 23 total calls answered in the month of December. The Fire Department also gave a breakdown of their calls for the whole year. 2021 the Department had a total of 322 calls. 14 structure fires, 19 brush fires, 52 motor vehicles, 116 wires/trees down, 25 automatic alarms, 8 landing zones, 17 fire police calls, 29 medical assists, 14 pump details, 10 vehicle fires, 6 carbon monoxide emergencies, 1 chimney fire, 3 utility investigations, 2 transformer fires, 2 off road rescues, 3 stand bys and 1 unknown type of fire. Chairman called for a motion to accept the Fire Department's Monthly Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **G. Ambulance Monthly Report**

Chairman read the Ambulance Report. Chairman said they had 22 calls for the month of December and 350 for the 2021 year. The Ambulance had 3 calls in Tamaqua, 1 Rush Township, 2 East Brunswick, 1 Tuscarora, 1 Coaldale and 14 West Penn. Dispatch outcomes were 10 transported BLS, 1 refusal, 1 lift assist, 6 transported with ALS, 1 fire standby and 3 were cancelled. The report was submitted by Samantha Parker. Chairman called for a motion to accept the Ambulance Report. Glenn Hummel made the motion. Tim Houser seconded the motion. All in favor. Motion was carried. 3-0

#### **V. Old Business – None**

#### **VI. New Business**

**A.** Chairman said West Penn Township Board of Supervisors Night Meetings for 2022 will begin at 6PM. They will be every first Monday of the month except for July 4<sup>th</sup> & September 5<sup>th</sup> which will be held on Tuesday. The morning meeting till will stay the same @ 10AM for 2022 and will be every third Monday of the month.

**B.** Chairman called for a motion to adopt Resolution # 5 of 2022 for ARP Allocations for reimbursement for 7 Sanitizer Stands; Dispensers & Refills purchased May 10, 2021, purchase of Hands Free Video Intercom & a Digital Sign for Public Notices. Tim Houser made the motion. Glenn Hummel seconded the motion. All in favor. Motion was carried. 3-0

#### **VII. Correspondence**

**A. DCNR Letter –** Grant award for Atlas Park at West Penn Township in the amount of \$242,000.

Chairman read a letter from DCNR announcing that West Penn Township was awarded 242,000 to help with the development of the Atlas Park at West Penn Township. Attorney Datte addressed questions we had about taking ownership of the property. Attorney Datte said we cannot take ownership until the grant agreement is in place. Chairman thanked Lori Koury from ARRO Consulting for putting the grant application together. Dave Argall, Jerry Knowles, Christine Verdier, Glenn Hummel, Karen Wittig, Katie Orlick, Nate MacDonald from ESRC and Lorraine Possinger from DCNR for helping throughout the process.

**VIII. Public Comment on General Items**

**A. Todd A. Deem** – asked when the men’s room will be fixed.

**B. Delroy Haas** – asked the Board if they knew anyone interested in being an auditor for the Township. Chairman said Todd A. Deem, Carl Greve and Carla Fritz may be able to be appointed. The secretary said she will have to call the Election Board and find out who can be auditor and how we can do it.

**IX. Business from Anyone on the Board – NONE**

**X. Adjournment** – Chairman called for a motion to adjourn the meeting at 6:42PM. 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