

**MINUTES OF THE ORGANIZATIONAL MEETING
JANUARY 3, 2022**

Call to Order: The 2022 organizational meeting of the Greene Township Board of Supervisors, held in the Municipal building, was called to order at 4:00pm by Supervisor Gary Carlton, who led the audience with the Pledge of Allegiance.

In Attendance: Supervisors, Gary Carlton, Gerald Obert, and Barry Krautter. Treasurer, Sandra Oziemblo. Secretary, Amanda Seagraves. Solicitor, Jeffrey Treat.

Appointment of Temporary Chairperson & Secretary: Mr. Obert made a motion to appoint Mr. Carlton as temporary chairman. Mr. Krautter seconded; motion carried. Mr. Krautter made a motion to appoint Amanda Seagraves as temporary secretary. Mr. Carlton seconded; motion carried.

Appointment of Chairperson: Mr. Krautter made a motion to appoint Mr. Carlton as Chairperson. Mr. Carlton seconded; motion carried.

Appointment of Vice-Chairperson: Mr. Carlton made a motion to appoint Mr. Krautter Vice-Chairperson. Mr. Obert seconded; motion carried.

Recognition of Newly/Re Elected Officials: The board recognized Gary Carlton - re-elected supervisor.

Recognition of visitors: Edward Geisler – nothing.

Secretary: Mr. Obert made a motion to re-appoint Amanda Seagraves Secretary and to re-appoint Sandra Oziemblo Alternate Secretary. Mr. Carlton seconded; motion carried. Mr. Carlton made a motion for wages to increase by \$0.50 per hour, meeting pay to remain the same, and for the hourly rate to be paid for meetings after two hours. Mr. Krautter seconded; motion carried.

Treasurer: Mr. Carlton made a motion to re-appoint Sandra Oziemblo Treasurer and to re-appoint Amanda Seagraves Alternate Treasurer, and for wages to increase by \$0.50 per hour. Mr. Krautter seconded; motion carried.

Township Solicitor : Mr. Carlton made a motion to re-appoint Jeffrey Treat Solicitor, to appoint Brenden Ellis as Alternate Solicitor and increase the Solicitor's meeting pay by \$5.00 per meeting. Mr. Krautter seconded; motion carried.

Township Engineer: Mr. Obert made a motion to re-appoint Gilmore Associates as the Township Engineer, CECO- Labella Associates as the First and Kiley Associates as the Second Alternate Engineers. Mr. Carlton seconded; motion carried.

Sewage Enforcement Officer: Mr. Obert made a motion to re-appoint Glen Martin as SEO and to re-appoint William Whitehead as alternate with wages remaining the same. Mr. Carlton seconded; motion carried.

Well Permit Officer: Mr. Obert made a motion to re-appoint Glen Martin as Well Permit Officer and to re-appoint William Whitehead as alternate with wages remaining the same. Mr. Carlton seconded; motion carried.

Road Crew Maintenance: Mr. Carlton made a motion to re-appoint Justin Wittenbrader as Road Crew Maintenance with wages remaining the same, and to re-appoint Gary Carlton to Road Crew Maintenance with wages to be set by the auditors. Mr. Krautter seconded; motion carried.

Roadmaster: Mr. Carlton made a motion to re-appoint Jerry Obert and Barry Krautter as Roadmasters with wages to be set by the auditors. Mr. Obert seconded; motion carried.

Park/Maintenance: Mr. Carlton made a motion to re-appoint Jazikoff, Inc. for Park Maintenance. Mr. Krautter seconded; motion carried.

Chair of Vacancy Board: Mr. Krautter made a motion to appoint Tom Peifer as chairperson to the Vacancy Board. Mr. Carlton seconded; motion carried.

Emergency Management Coordinator: Mr. Carlton made a motion to re-appoint Allen Shiffler as EMA Coordinator and to re-appoint Don Shepard as Alternate with wages remaining the same. Mr. Krautter seconded; motion carried.

Voting Delegate To State Convention: Mr. Carlton made a motion to re-appoint Jerry Obert as the Voting Delegate at state convention and to re-appoint Sandra Oziemblo as Alternate. Mr. Obert seconded; motion carried.

Planning Commission Secretary:	Mr. Carlton made a motion to re-appoint Kerry Nix as Planning Commission Secretary with wages and meeting pay remaining the same and to re-appoint Amanda Seagraves as Alternate with wages to match Township Secretary. Mr. Krautter seconded; motion carried.
Housekeeper:	Mr. Carlton made a motion to appoint Sandra Oziemblo as Housekeeper with wages to match the Treasurer position. Mr. Krautter seconded; motion carried.
Code Enforcement Officer:	Mr. Carlton made a motion to appoint Edward Geisler as Code Enforcement Officer, which encompasses the positions of Solid Waste, Sign and Road Encroachment Officer, along with all other ordinance enforcement, and to increase the wages by \$0.50 per hour. Mr. Obert seconded; Mr. Krautter opposed; motion carried.
HIPAA/CDL/ Open Records Officer:	Mr. Carlton made a motion to re-appoint Amanda Seagraves as HIPPA/CDL/Open Records Officer with Sandra Oziemblo as Alternate. Mr. Obert seconded; motion carried.
Stormwater Management Officer:	Mr. Carlton made a motion to re-appoint Gilmore Associates as Storm Water Management Officer. Mr. Obert seconded; motion carried.
Local Emergency Planning Commission:	Mr. Carlton made a motion to re-appoint Allen Shiffler as the Township Delegate for the LEPC. Mr. Obert seconded; motion carried.
Flood Plain Administrator:	Mr. Carlton made a motion to re-appoint Gilmore Associates as Flood Plain Administrator. Mr. Obert seconded; motion carried.
Mileage Reimbursement For Employees:	Mr. Carlton made a motion to set the rate for mileage reimbursement to \$0.58 cents per mile for employees using personal vehicles for township business. Mr. Krautter seconded; motion carried.
Designate Depositories For Township Funds:	Mr. Carlton made a motion to adopt Resolution 22-1 designating The Dime Bank as the depository for the general funds; adopt Resolution 22-2 keeping the money market account at The Dime Bank. Mr. Obert seconded; motion carried.
Establish Permit Fees:	Mr. Carlton made a motion to keep all fees the same. Mr. Obert seconded; motion carried.
Establish Monthly Meetings:	Mr. Carlton made a motion to keep the monthly meeting schedule of the first Wednesday of the month at 7:00pm at township building. Mr. Krautter seconded; motion carried.
Establish News Media:	Mr. Carlton made a motion to keep The Tri-County Independent as the Primary and The Pocono Record as the Secondary News Media for advertising. Mr. Obert seconded; motion carried.
Tax Millage:	Mr. Carlton made a motion to keep the tax millage of 5.5 mills, fire tax of .5 mills, with a penalty of 5%. Mr. Krautter seconded; motion carried.
Tax Collector:	Mr. Carlton made a motion to keep the reimbursement rate of 3.5%. Mr. Krautter seconded; motion carried. Mr. Carlton made a motion to appoint Wade Gilpin as Deputy Tax Collector. Mr. Obert seconded; motion carried.
Employee Policies:	Mr. Carlton made a motion to keep the workday for the Road Crew 6:00am – 2:30pm. Mr. Obert seconded; motion carried. Mr. Carlton made a motion to increase the maximum hours worked per week to 40 hours, optional. Mr. Krautter seconded; motion carried. Mr. Carlton made a motion for maximum continuous hours to be twelve hours on with eight hours off. Mr. Krautter seconded; motion carried. Mr. Carlton made a motion to keep CDL Requirements. Mr. Obert seconded; motion carried. Mr. Carlton made a motion for Road Crew to have two 15-minute breaks and ½ hour break for lunch. Mr. Obert seconded; motion carried. Mr. Carlton made a motion that workday time spent in capacity of volunteer fire/ambulance will be paid. Mr. Krautter seconded; motion carried. Mr. Carlton made a motion for the overtime policy to be that time over 40 hours is okay with the approval of one supervisor. Mr. Obert seconded; motion carried.

Mr. Carlton made a motion for the township office to have the same holiday schedule as the county.
Mr. Obert seconded; motion carried.

Mr. Obert made a motion to increase the paid personal days to six, used within the calendar year.
Mr. Carlton seconded; motion carried.

Mr. Krautter made a motion for death in family policy to be that the employee receives one day pay for up to three days absent. Mr. Obert seconded; motion carried.

Convention
Payment Policy: Mr. Obert made a motion to keep the same policy - township to pay for rooms and the convention for four days and three nights, plus mileage and meals maximum \$50 per day.
Mr. Carlton seconded; motion carried.

Establish Office Hours: Mr. Carlton made a motion to keep the township office hours: Monday through Thursday 8:00am to 2:30pm. Mr. Obert seconded; motion carried.

Personnel Meetings: Mr. Carlton made a motion to have personnel meetings as needed and all items for the agenda must be in by noon on the day before the meeting. Mr. Obert seconded; motion carried.

Appeal Board
Building Members: Mr. Carlton made a motion to re-appoint the current members of the Appeal Board and to re-appoint Attorney Anthony Magnotta as Attorney for the Appeal Board. Mr. Obert seconded; motion carried.

Agricultural
Security Committee: Mr. Carlton made a motion to remove Caroll Krautter and appoint Justin Wittenbrader to the Agricultural Security Committee and for Mr. Krautter to be the Supervisor on the Committee. Mr. Krautter seconded; motion carried.

Adjournment: Mr. Carlton made a motion to adjourn the Organizational Meeting. Mr. Krautter seconded; motion carried.
The meeting was adjourned at 4:40pm.

Respectfully submitted,

Amanda Seagraves
Secretary