

**MINUTES OF THE ORGANIZATIONAL MEETING
JANUARY 3, 2023**

Call to Order: The 2023 organizational meeting of the Greene Township Board of Supervisors, held in the Municipal Building, was called to order at 4:00pm by Supervisor Justin Wittenbrader, who suspended the Pledge of Allegiance.

In Attendance: Supervisors, Justin Wittenbrader, 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. Wittenbrader as temporary chairman. Mr. Krautter seconded; motion carried.
Mr. Obert made a motion to appoint Amanda Seagraves as temporary secretary. Mr. Krautter seconded; motion carried.

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

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

Recognition of Newly/Re Elected Officials: None.

Recognition of visitors: None.

Secretary: Mr. Wittenbrader made a motion to re-appoint Amanda Seagraves Secretary and to re-appoint Sandra Oziemblo Alternate Secretary and for wages to increase by \$1.50 per hour due to the cost-of-living increase, meeting pay to remain the same, and for the hourly rate to be paid for meetings after two hours. Mr. Obert seconded; motion carried.

Treasurer: Mr. Wittenbrader made a motion to re-appoint Sandra Oziemblo Treasurer and to re-appoint Amanda Seagraves Alternate Treasurer, and for wages to increase by \$1.50 per hour due to the cost-of-living increase. Mr. Obert seconded; motion carried.

Township Solicitor : Mr. Obert made a motion to re-appoint Jeffrey Treat Solicitor, to appoint Brenden Ellis as Alternate Solicitor and increase the Solicitor's meeting pay by \$10.00 per meeting. Mr. Wittenbrader 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. Krautter 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. Krautter 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. Krautter seconded; motion carried.

Road Crew Maintenance: Mr. Obert made a motion to re-appoint Justin Wittenbrader and Matthew Johnson as Full-Time Road Crew Maintenance with wages for Mr. Wittenbrader to be set by the auditors and wages for Mr. Johnson to increase \$1.50 per hour due to the cost of living. Mr. Krautter seconded; motion carried.

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

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

Chair of Vacancy Board: Mr. Obert made a motion to appoint Robert Hartman as chairperson to the Vacancy Board. Mr. Wittenbrader seconded; motion carried.

Emergency Management Coordinator: Mr. Krautter made a motion to re-appoint Allen Shiffler as EMA Coordinator and to re-appoint Don Shepard as Alternate with wages to increase by \$5.00 per hour. Mr. Obert seconded; motion carried.

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| Voting Delegate To State Convention: | Mr. Wittenbrader 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. Obert made a motion to re-appoint Kerry Nix as Planning Commission Secretary with wages to increase \$3.00 per hour and meeting pay to increase by \$6.00 and to re-appoint Amanda Seagraves as Alternate with wages to match Township Secretary. Mr. Krautter seconded; motion carried. |
| Housekeeper: | Mr. Wittenbrader made a motion to re-appoint Sandra Oziemblo as Housekeeper with wages to match the Treasurer position. Mr. Obert seconded; motion carried. |
| Code Enforcement Officer: | Mr. Wittenbrader made a motion to re-appoint Edward Geisler as Code Enforcement Officer and for wages to increase by \$1.50 per hour due to the cost-of-living increase. Mr. Obert seconded; motion carried. |
| HIPAA/CDL/ Open Records Officer: | Mr. Wittenbrader 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. Wittenbrader made a motion to re-appoint Gilmore Associates as Storm Water Management Officer. Mr. Krautter seconded; motion carried. |
| Local Emergency Planning Commission: | Mr. Wittenbrader made a motion to re-appoint Allen Shiffler as the Township Delegate for the LEPC. Mr. Obert seconded; motion carried. |
| Flood Plain Administrator: | Mr. Wittenbrader made a motion to re-appoint Gilmore Associates as Flood Plain Administrator. Mr. Obert seconded; motion carried. |
| Mileage Reimbursement For Employees: | Mr. Obert made a motion to set the rate for mileage reimbursement to \$0.65 cents per mile for employees using personal vehicles for township business. Mr. Krautter seconded; motion carried. |
| Designate Depositories For Township Funds: | Mr. Obert made a motion to adopt Resolution 23-1 designating The Dime Bank as the depository for the general funds; adopt Resolution 23-2 keeping the money market account at The Dime Bank. Mr. Krautter seconded; motion carried. |
| Establish Permit Fees: | Mr. Obert made a motion to keep all fees the same. Mr. Krautter seconded; motion carried. |
| Establish Monthly Meetings: | Mr. Obert made a motion to keep the monthly meeting schedule of the first Wednesday of the month at 7:00pm at township building. Mr. Wittenbrader seconded; Mr. Krautter opposed; motion carried. |
| Establish News Media: | Mr. Obert made a motion to keep The Tri-County Independent as the Primary and The Pocono Record as the Secondary News Media for advertising. Mr. Wittenbrader seconded; motion carried. |
| Tax Millage: | Mr. Obert 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. Wittenbrader made a motion to keep the reimbursement rate of 3.5% and to re-appoint Wade Gilpin as Deputy Tax Collector. Mr. Obert seconded; motion carried. |
| Employee Policies: | <p>Mr. Obert made a motion to keep the workday for the Road Crew 6:00am – 2:30pm. Mr. Krautter seconded; motion carried.</p> <p>Mr. Obert made a motion to increase the maximum hours worked per week to 40 hours, optional. Mr. Krautter seconded; motion carried.</p> <p>Mr. Obert made a motion for maximum continuous hours to be twelve hours on with eight hours off. Mr. Krautter seconded; motion carried.</p> <p>Mr. Obert made a motion to keep CDL Requirements. Mr. Krautter seconded; motion carried.</p> <p>Mr. Krautter made a motion for Road Crew to have two 15-minute breaks and ½ hour break for lunch. Mr. Obert seconded; motion carried.</p> <p>Mr. Obert made a motion that workday time spent in capacity of volunteer fire/ambulance will be paid. Mr. Wittenbrader seconded; motion carried.</p> <p>Mr. Obert made a motion for the overtime policy to be that time over 40 hours is okay with the approval of one supervisor. Mr. Wittenbrader seconded; motion carried.</p> |

Mr. Wittenbrader made a motion to observe the following Holidays, paid: New Year's Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Mr. Obert seconded; motion carried.

Mr. Obert made a motion for six paid personal days, used within the calendar year. Mr. Krautter seconded; motion carried.

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

Mr. Obert made a motion for medical insurance to be offered to full-time employees and supervisors, paid in full by the township. Mr. Krautter seconded; motion carried.

Convention
Payment Policy:

Mr. Wittenbrader made a motion for the township to pay for rooms and the convention for four days and three nights, plus mileage and meals maximum \$50 per day. Mr. Obert seconded; motion carried.

Establish Office Hours:

Mr. Wittenbrader 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. Obert 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. Krautter seconded; motion carried.

Appeal Board
Building Members:

Mr. Obert 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. Krautter seconded; motion carried.

Agricultural
Security Committee:

Mr. Obert made a motion to re-appoint the current members of the Agricultural Security Committee and for Mr. Krautter to be the Supervisor on the Committee. Mr. Wittenbrader seconded; motion carried.

Adjournment:

Mr. Obert made a motion to adjourn the Organizational Meeting. Mr. Wittenbrader seconded; motion carried. The meeting was adjourned at 3:39pm.

Respectfully submitted,

Amanda Seagraves
Secretary