

**MINUTES OF THE ORGANIZATIONAL MEETING  
JANUARY 2, 2024**

Call to Order: The 2024 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 led the audience with the Pledge of Allegiance.

In Attendance: Supervisors, Justin Wittenbrader, Barry Krautter, and Edward Geisler. Treasurer, Sandra Oziemblo. Secretary, Amanda Seagraves. Solicitor, Jeffrey Treat.

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

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

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

Recognition of Newly/Re Elected Officials: The board recognized newly elected supervisors, Justin Wittenbrader and Edward Geisler.

Recognition of visitors: MaryLou & Glenn Reilly - Observing.  
Chris Davies – Observing.  
Mike & Merrilee Ulsny – Observing.  
Jerry Obert – Observing.

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 remaining the same, and for the hourly rate to be paid for meetings after two hours. Mr. Krautter 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, and for the treasurer's bond to remain at \$900,000.00. Mr. Krautter seconded; motion carried.

Township Solicitor : Mr. Wittenbrader made a motion to re-appoint Jeffrey Treat Solicitor, to appoint Brenden Ellis as Alternate Solicitor and for meeting pay remaining the same. Mr. Krautter seconded; motion carried.

Township Engineer: Mr. Wittenbrader 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. Wittenbrader 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. Wittenbrader 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. Wittenbrader made a motion to re-appoint Matthew Johnson and Stephen Barnett as Full-Time Road Crew Maintenance with wages to increase \$1.50 per hour due to the cost of living. Mr. Geisler seconded; motion carried.

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

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

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

Emergency Management Coordinator:	Mr. Wittenbrader 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. Wittenbrader made a motion to appoint Justin Wittenbrader as the Voting Delegate at state convention and to re-appoint Sandra Oziemblo as Alternate. Mr. Krautter seconded; motion carried.
Planning Commission Secretary:	Mr. Wittenbrader made a motion to re-appoint Kerry Nix as Planning Commission Secretary with wages remaining the same, 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 Township Treasurer. Mr. Geisler seconded; motion carried.
Code Enforcement	Mr. Wittenbrader made a motion to leave a vacancy for the Code Enforcement Officer position. Mr. Krautter 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. Geisler 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. Krautter seconded; motion carried.
Flood Plain Administrator:	Mr. Wittenbrader made a motion to re-appoint Gilmore Associates as Flood Plain Administrator. Mr. Krautter seconded; motion carried.
Mileage Reimbursement For Employees:	Mr. Wittenbrader made a motion to set the rate for mileage reimbursement to \$0.67 cents per mile for employees using personal vehicles for township business. Mr. Krautter seconded; motion carried.
Designate Depositories For Township Funds:	Mr. Wittenbrader made a motion to adopt <b>Resolution 24-1</b> designating The Dime Bank as the depository for the general funds; adopt <b>Resolution 24-2</b> keeping the money market account at The Dime Bank. Mr. Krautter seconded; motion carried.
Establish Permit Fees:	Mr. Wittenbrader made a motion to keep all fees the same. Mr. Geisler seconded; motion carried.
Establish Monthly Meetings:	Mr. Wittenbrader made a motion to keep the monthly meeting schedule of the first Wednesday of the month at 7:00pm at township building. Mr. Geisler seconded; motion carried.
Establish News Media:	Mr. Wittenbrader made a motion to keep The Tri-County Independent as the Primary and The Pocono Record as the Secondary News Media for advertising. Mr. Geisler seconded; motion carried.
Tax Millage:	Mr. Wittenbrader made a motion to keep the tax millage of 5.5 mills, fire tax of .5 mills, ambulance tax of .5 mills, and to increase the penalty to 10%. 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. Krautter seconded; motion carried.
Employee Policies:	Mr. Wittenbrader made a motion to adopt the Employee Handbook and Job Descriptions. Mr. Krautter seconded; motion carried.  Mr. Wittenbrader made a motion to keep the workday for the Road Crew 6:00am – 2:30pm. Mr. Krautter seconded; motion carried.  Mr. Wittenbrader made a motion to keep the maximum hours worked per week to 40 hours, optional. Mr. Krautter seconded; motion carried.

Mr. Wittenbrader made a motion for maximum continuous hours to be twelve hours on, eight hours off.  
Mr. Krautter seconded; motion carried.

Mr. Wittenbrader made a motion to keep CDL Requirements.  
Mr. Krautter seconded; motion carried.

Mr. Wittenbrader made a motion for the Road Crew to have two 15-minute paid breaks and one ½ hour unpaid lunch.  
Mr. Krautter seconded; motion carried.

Mr. Wittenbrader made a motion that workday time spent in capacity of volunteer fire/ambulance will be paid.  
Mr. Geisler seconded; motion carried.

Mr. Wittenbrader made a motion for the overtime policy to be that time over 40 hours is okay with the approval of one supervisor.  
Mr. Geisler seconded; motion carried.

Mr. Wittenbrader made a motion for the supervisor's compensation to be paid monthly.  
Mr. Geisler 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. Geisler 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. Krautter seconded; motion carried.

Personnel Meetings: Mr. Wittenbrader 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. Geisler seconded; motion carried.

Board of Appeals: Mr. Wittenbrader made a motion to re-appoint the current members of the Appeal Board with the condition that all members are residents of Greene Township, and to re-appoint Attorney Anthony Magnotta as Attorney for the Appeal Board.  
Mr. Geisler seconded; motion carried.

Agricultural  
Security Committee: Mr. Wittenbrader 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. Geisler seconded; motion carried.

Planning Commission: Mr. Wittenbrader made a motion to re-appoint the current members of the Planning Commission and to post on the township website there is a vacancy.  
Mr. Geisler seconded; motion carried.

Adjournment: Mr. Wittenbrader made a motion to adjourn the Organizational Meeting. Mr. Geisler seconded; motion carried. The meeting was adjourned at 4:25pm.

Respectfully submitted,

Amanda Seagraves  
Secretary