

**MINUTES OF THE ORGANIZATIONAL MEETING  
JANUARY 4, 2021**

Call to Order: The 2021 Organizational Meeting of the Greene Township Board of Supervisors, held in the Municipal Building, was called to order at 5:00pm by Supervisor Gary Carlton, who suspended 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, voice vote, motion carried. Mr. Obert made a motion to appoint Amanda Seagraves as temporary secretary. Mr. Krautter seconded, voice vote, motion carried.

Appointment of Chairperson: Mr. Obert made a motion to appoint Mr. Carlton as Chairman. Mr. Krautter seconded, voice vote, motion carried.

Appointment of Vice-Chairperson: Mr. Carlton made a motion to appoint Mr. Obert Vice-Chairman. Mr. Krautter seconded, voice vote, motion carried.

Appointment of Secretary: Mr. Obert made a motion to appoint Amanda Seagraves Secretary. Mr. Carlton seconded, voice vote, motion carried.

Appointment of Alternate Secretary: Mr. Obert made a motion to appoint Sandra Oziemblo Alternate Secretary, Mr. Krautter seconded, voice vote, motion carried.

Recognition of visitors: none

Secretary: Mr. Obert made a motion to appoint Amanda Seagraves Secretary, and to appoint Sandra Oziemblo Alternate Secretary. Mr. Carlton seconded, voice vote, motion carried. Mr. Carlton made a motion for wages and meeting pay to remain the same, and for the hourly rate to be paid for meetings after 2 hours. Mr. Obert seconded, voice vote, motion carried.

Treasurer: Mr. Carlton made a motion to appoint Sandra Oziemblo Treasurer, and to appoint Amanda Seagraves Alternate Treasurer, and for wages to remain the same. Mr. Obert seconded, voice vote, motion carried.

Township Solicitor : Mr. Obert made a motion to re-appoint Jeffrey Treat Solicitor and to re-appoint Matthew Meagher as the Alternate Solicitor. Mr. Carlton seconded, voice vote, motion carried.

Township Engineer: Mr. Obert made a motion to re-appoint Gilmore Associates as the township engineer, CECO- Labella Associates as the first alternate, and Kiley Associates as the second alternate engineer. Mr. Carlton seconded, voice vote, motion carried.

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

Road Crew: Mr. Obert made a motion to re-appoint Lawrence Tyson on the road crew with wages remaining the same. Mr. Krautter seconded, voice vote, 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, voice vote, motion carried.

Park/Maintenance: Mr. Carlton made a motion to keep Jazikoff, Inc. for park maintenance. Mr. Obert seconded, voice vote, motion carried.

Chair of Vacancy Board:	Mr. Carlton made a motion to re-appoint Judy Obert as chair to the vacancy board. Mr. Obert seconded, voice vote, motion carried.
Emergency Management Coordinator:	Mr. Carlton made a motion to re-appoint Allen D. Shiffler as EMA Coordinator and Don Shepard as alternate. Mr. Obert seconded, voice vote, motion carried.
Voting Delegate To State Convention:	Mr. Carlton made a motion to appoint Mr. Obert as the voting delegate at state convention with Sandra Oziemblo as the alternate. Mr. Obert seconded, voice vote, motion carried.
Planning Commission Secretary:	Mr. Carlton made a motion to re-appoint Kerry Nix as Planning Commission Secretary and Amanda Seagraves as alternate with wages remaining the same. Mr. Obert seconded, voice vote, motion carried.
Housekeeper:	Mr. Carlton made a motion to re-appoint Barry Krautter as the housekeeper and to appoint Sandra Oziemblo as alternate housekeeper at her treasurer rate of pay. Mr. Obert seconded, voice vote, motion carried. Barry Krautter's wages to be set by Auditors.
Well Permit Officer:	Mr. Carlton made a motion to re-appoint Glen Martin as Well Permit Officer with wages remaining the same. Mr. Obert seconded, voice vote, motion carried.
Sign Permit Officer:	Mr. Carlton made a motion to appoint Amanda Seagraves and Sandra Oziemblo as Sign Permit, Solid Waste and Road Encroachment Officers at their Secretary and Treasurer wages. Mr. Obert seconded, voice vote, motion carried.
Solid Waste Officer:	See SIGN PERMIT OFFICER
Stormwater Management Officer:	Mr. Carlton made a motion to re-appoint Gilmore Associates as Storm Water Management Officer and CECO as alternate. Mr. Obert seconded, voice vote, motion carried.
Road Encroachment Officer:	See SIGN PERMIT OFFICER
HIPAA/CDL/ Open Records Officer:	Mr. Carlton made a motion to re-appoint Amanda Seagraves as HIPAA Officer, CDL Officer, and Open Records Officer, with Sandra Oziemblo alternate. Mr. Obert seconded, voice vote, motion carried.
Local Emergency Planning Commission:	Mr. Carlton made a motion to re-appoint Allen D. Shiffler as the township delegate for the LEPC. Mr. Obert seconded, voice vote, motion carried.
Flood Plain Admin:	Mr. Carlton made a motion to appoint Gilmore Associates as flood plain administrator. Mr. Obert seconded, voice vote, motion carried.
Mileage Reimbursement For Employees:	Mr. Carlton made a motion to accept the Federal Government rate for 2021 of \$0.58 cents per mile for employees using personal vehicles for township business. Mr. Obert seconded, voice vote, motion carried.
Designate Depositories For Twp Funds:	Mr. Carlton made a motion to adopt <b>Resolution 21-1</b> designating Dime Bank as the depository for the general funds; adopt <b>Resolution 21-2</b> keeping the money market account at the Dime Bank. Mr. Obert seconded, voice vote, motion carried.
Est. Permit Fees:	Mr. Carlton made a motion to keep all fees the same. Mr. Obert seconded, voice vote, motion carried.
Ratify Sch. Of Monthly Meetings:	Mr. Carlton made a motion to keep the monthly meeting schedule, of the first Wednesday of the month at 7:00 pm. at township building. Mr. Obert seconded, voice vote, motion carried.
Est. News Media:	Mr. Carlton made a motion for The Tri-County Independent to be the primary, and The Pocono Record to be secondary for advertising. Mr. Obert seconded, voice vote, motion carried.

Tax Millage: Mr. Carlton made a motion to keep the tax millage of 5.5 with a Fire Tax of ½ mil. Mr. Obert seconded, voice vote, motion carried.

Tax Collector: Mr. Carlton made a motion to keep the reimbursement rate of 3.5% for Barbara Gilpin, Tax Collector, and re-appoint Debra Palmer as Deputy Tax Collector. Mr. Obert seconded, voice vote, motion carried.

Employee Policies: Mr. Carlton made a motion to keep the workday for the road crew 6:00am – 2:30pm the same. Mr. Obert seconded, voice vote, motion carried.

Mr. Carlton made a motion for the road crew workweek to be 24 hours with the maximum continuous hours to be 12 hours on, with 8 hours off and to keep CDL Requirements. Mr. Obert seconded, voice vote, motion carried.

Mr. Carlton made a motion for road crew to have two 15-minute breaks and ½ hour for lunch. Mr. Obert seconded, voice vote, motion carried.

Mr. Carlton made a motion that workday time spent in capacity of volunteer fire/ambulance will be paid. Mr. Obert seconded, voice vote, motion carried.

Mr. Carlton made a motion for the overtime policy to be no time over 40 hours without the approval of one supervisor, for the office to follow the county holiday schedule, for five paid personal days used within the calendar year, and for 3 paid bereavement days. Mr. Obert seconded, voice vote, motion carried.

Convention Payment Policy: Mr. Carlton made a motion to keep the same policy; township to pay for rooms and the convention for four days and 3 nights plus mileage, but to limit each township employee or supervisor attending to \$50 per day for meals. Mr. Obert seconded, voice vote, motion carried.

Est. Office Hours: Mr. Carlton made a motion to change the township office hours: Monday through Thursday 8:00am to 2:30pm, remaining open for lunch. Mr. Obert seconded, voice vote, 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, voice vote, motion carried.

Agenda Policy: See PERSONNEL MEETINGS.

Appeal Board Building Members: Mr. Carlton made a motion to keep the current members of the appeal board and to re-appoint Attorney Anthony Magnotta as attorney for the Appeal Board. Mr. Obert seconded, voice vote, motion carried.

Agricultural Security Committee: Mr. Obert made a motion to keep the current members of the Agricultural Security Committee, and for Mr. Krautter to remain the supervisor on the committee. Mr. Carlton seconded, voice vote, motion carried.

Adjournment: Mr. Carlton made a motion to adjourn the Organizational Meeting. Mr. Krautter seconded, voice vote, motion carried. The meeting was adjourned at 5:34pm.

Respectfully submitted,

Amanda Seagraves  
Secretary