

# DRAFT

## KINGSTON TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING

JANUARY 2, 2024

- AGENDA -

### OATH OF OFFICE

Administered by the Honorable James Tupper to; Zeid Alhashemi, Melissa Chamberlain, and James Balavage.

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

Thomas Ketchner  
James Balavage  
Melissa Chamberlain  
Kim Rose  
Zeid Alhashemi

### ORGANIZATION

MOTION    SECOND

1. Call for nominations for a Temporary Chair.
2. Call for a motion to appoint a Temporary Chair.

**ORGANIZATION*****(Continued)*****MOTION    SECOND**

3. Appointment of a Temporary Secretary by the Temporary Chair.
4. Call by the Temporary Chair for nominations for the 2024 Chair of the Kingston Township Board of Supervisors.
5. Call by the Temporary Chair for a motion to elect from among the nominees the 2024 Chair of the Kingston Township Board of Supervisors.
6. Appointment of a Temporary Secretary by the newly elected Chair.
7. Call by the newly elected Chair for nominations for the 2024 Vice Chair of the Kingston Township Board of Supervisors.
8. Call by the newly elected Chair for a motion to elect from among the nominees the 2024 Vice Chair of the Kingston Township Board of Supervisors.

**PUBLIC COMMENTS**

The Board of Supervisors will now take public comments on non-agenda items only. Please come to the microphone, state your name and address for the record, and state your comments within the allotted five (5) minute timeframe.

**APPOINTMENTS AND ADMINISTRATION****MOTION    SECOND**

9. Motion to appoint \_\_\_\_\_ as the Township's representative for the Back Mountain Community Partnership and \_\_\_\_\_ as the alternate for the year 2024.

**APPOINTMENTS AND ADMINISTRATION*****(Continued)*****MOTION    SECOND**

10. Motion to appoint \_\_\_\_\_ as representative to the Back Mountain Chamber Business Committee Board.
11. Motion to appoint \_\_\_\_\_ as the Board's representative to the Police Pension Board of Trustees.
12. Motion to appoint **Chet Mozloom** as the Board's representative to DAMA for a (5) five-year term, effective January 1, 2024. (12/31/2028)
13. Motion to approve the following Resolutions for 2024 as indicated below:
- Resolution R-2024-1;** appointing the Township Manager as the CAO of the Kingston Township Uniformed and Non-Uniformed Pension Funds.
- Resolution R-2024-2;** exempting the Kingston Township Police Officers from Payroll deducted contributions to the Police Pension Fund for 2024 in accordance with the 2024-2026 Collective Bargaining Agreement.
- Resolution R-2024-3;** granting the Township Manager the authority to approve facility use requests for 2024.
14. Motion to approve the following administrative appointments for 2024 as indicated below:
- Fred J. Rosencrans**  
 ~Township Secretary  
 ~Township Treasurer  
 ~Township Representative to the  
 NEPA Insurance Cooperative Board

**APPOINTMENTS AND ADMINISTRATION**  
***(Continued)***

**MOTION**    **SECOND**

**Karen Rose**

- ~Assistant Township Secretary
- ~Assistant Township Treasurer
- ~Alternate Township Representative to the  
NEPA Insurance Cooperative Board

**Christopher J. Crawford, Esq.**

- ~Solicitor to the  
Township Board of Supervisors
- ~Solicitor to the  
Township Planning Commission

**Tara Oliver**

- ~Township Tax Collector

**William Eck**

- ~Building Code Official
- ~Recording Secretary to the  
Township Planning Commission,  
UCC Appeals Board, Zoning Hearing  
Board

**Berkheimer Tax Administrator**

- ~Earned Income Tax Collector
- \*In accordance with Act 32 of 2008

**Rainey & Rainey CPAs**

- ~Independent Auditor  
to conduct the 2023-year end audit

**Borton-Lawson Engineering**

- ~Township Engineer

**Barry Isett & Associates, Inc.**

- ~Alternate Township Engineer
- ~Commercial Building Inspector
- ~Alternate Township Zoning Officer

**APPOINTMENTS AND ADMINISTRATION**  
***(Continued)***

**MOTION**    **SECOND**

**Mark Bufalino, Esq.**

~Solicitor to the  
Township Zoning Hearing Board  
U.C.C. Appeals Board

**John Dean, Esq.**

~Alternate Solicitor to the  
Township Zoning Hearing Board

**Bob Sarley**

~Emergency Management Coordinator

**Scott Gartley, Esq.**

~Solicitor to Kingston Township for labor issues

**Dallas Area Municipal Authority**

~Administrator for a third-party  
Sewage Enforcement Officer

- 15.** Motion to approve the following commission appointments for the terms as indicated below:

**U.C.C. Appeals Board – 3 yr. term**

~Frank Dempsey P.E. (12/31/2026)  
~Dale Englehart P.E. (12/31/2026)

**Civil Service Commission – 3 yr. term**

~Jerome Zak (12/31/2026)

**Police Pension Board of Trustees – 3 yr. term**

~William Runner (12/31/2026)

- 16.** Motion that bonds be established on Township Employees and Officials for 2024, set at the following amounts:

~Manager/Treasurer Per Claim \$200,000  
~Blanket Coverage which includes:  
Assistant Township Manager  
Zoning Officer & Secretaries  
Police Department & Supervisors Per Claim \$200,000

**APPOINTMENTS AND ADMINISTRATION*****(Continued)*****MOTION    SECOND**

17. Motion that the regular meeting of the Board of Supervisors be held the second Wednesday of each month at 7:00 p.m.; that Public Work Sessions be held at 7:00 p.m. on the Monday preceding the second Wednesday of each month; and that each such meeting be held at the Kingston Township Municipal Building, 180 East Center Street, Shavertown, Pennsylvania 18708 for 2024.
18. Motion to approve FNCB Bank, Shavertown branch, as the depository of all Kingston Township funds for 2024.
19. Motion to approve Township Officials attendance at the PSATS Annual Educational Conference April 14<sup>th</sup>–17<sup>th</sup> 2024 in Hershey, Pa. and to appoint the following:

**Delegates**

- ~Thomas Ketchner
- ~James Balavage
- ~Melissa Chamberlain
- ~Kim Rose
- ~Zeid Alhashemi
- ~Fred J. Rosencrans
- ~Karen Rose

**Voting Delegate**

- ~Chair, Board of Supervisors

**ADJOURNMENT**

The next Public Work Session will be held on Monday, January 8, 2024 at 7:00 pm in preparation for the next Regular Supervisors Meeting to be held on Wednesday, January 10, 2024 at 7:00 pm.