

Fred J. Rosencrans-Township Manager
Karen Rose-Assistant Township Manager

Administrative Office Hours
Monday thru Friday 8:30am- 4:30pm

Brynn A. Kukosky-Township Clerk

Board of Supervisors
Meets second Wednesday
of each month 7:00pm



180 East Center Street • Shavertown, PA 18708-1514 • Ph: 570-696-3809 • Fax: 570-696-3411

KINGSTON TOWNSHIP BOARD OF SUPERVISORS

REORGANIZATION MEETING

JANUARY 6, 2025

- AGENDA -

6:30 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Thomas Ketchner
Kim Rose
Melissa Chamberlain
James Balavage
Zeid Alhashemi

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.

ORGANIZATION

MOTION SECOND

1. Appointment of Temporary Secretary, Brynn Kukosky by the 2024 Chairman.
2. Call for nominations by the 2024 Chair for the 2025 Chair of the Kingston Township Board of Supervisors.
3. Call by the 2024 Chair for a motion to elect from among the nominees, the 2025 Chair of the Kingston Township Board of Supervisors.
4. Call by the newly elected Chair for nominations for the 2025 Vice Chair of the Kingston Township Board of Supervisors.
5. Call by the newly elected Chair for a motion to elect from among the nominees, the 2025 Vice Chair of the Kingston Township Board of Supervisors.

APPOINTMENTS AND ADMINISTRATION

MOTION SECOND

6. Motion to appoint _____ as the Township’s representative for the Back Mountain Community Partnership and _____ as the alternate for the year 2025.
7. Motion to appoint _____ as representative to the Back Mountain Chamber Business Committee Board.
8. Motion to appoint _____ as the Board’s representative to the Police Pension Board of Trustees.
9. Motion to approve the following Resolutions for 2025 as indicated below:

Resolution R-2025-1; appointing the Township Manager as the CAO of the Kingston Township Uniformed and Non-Uniformed Pension Funds.

APPOINTMENTS AND ADMINISTRATION (Continued)

MOTION SECOND

Resolution R-2025-2; exempting the Kingston Township Police Officers from Payroll deducted contributions to the Police Pension Fund for 2025, in accordance with the 2024-2026 Collective Bargaining Agreement.

- 10. Motion to approve the following administrative appointments for 2025 as indicated below:

Fred J. Rosencrans

- ~Township Treasurer
- ~Township Representative to the NEPA Insurance Cooperative Board

Brynn Kukosky

- ~Township Secretary
- ~ Township Open Records Officer

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

APPOINTMENTS AND ADMINISTRATION (Continued)

MOTION SECOND

Berkheimer Tax Administrator

~Earned Income Tax Collector

*In accordance with Act 32 of 2008

Rainey & Rainey CPAs

~Independent Auditor

to conduct the 2024-year end audit

Verdantas

~Township Engineer

Barry Isett & Associates, Inc.

~Alternate Township Engineer

~Commercial Building Inspector

~Alternate Township Zoning and Code Enforcement Officer

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

11. Motion to approve the following commission appointments for the terms as indicated below:

Planning Commission – 4 yr. term

~Patrick Jurish (12/31/2028)

~Bobby Hughes (12/31/2028)

APPOINTMENTS AND ADMINISTRATION (Continued)

MOTION SECOND

Civil Service Commission – 3 yr. term

~Nancy Violi (12/31/2027)

- 12. Motion that bonds be established on Township Employees and Officials for 2025, 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

- 13. 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 2025.

- 14. Motion to approve Peoples Security Bank and Trust (formerly FNCB Bank), Shavertown branch, as the depository of all Kingston Township funds for 2025.

- 15. Motion to approve Township Officials attendance at the PSATS Annual Educational Conference May 4th–7th 2025 in Hershey, Pa. and to appoint the following:

Delegates

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

Voting Delegate

- ~Chair, Board of Supervisors

ADJOURNMENT

The next Public Work Session will be held on Monday, January 6, 2025 at 7:00 pm in preparation for the next Regular Supervisors Meeting to be held on Wednesday, January 8, 2025 at 7:00 pm.