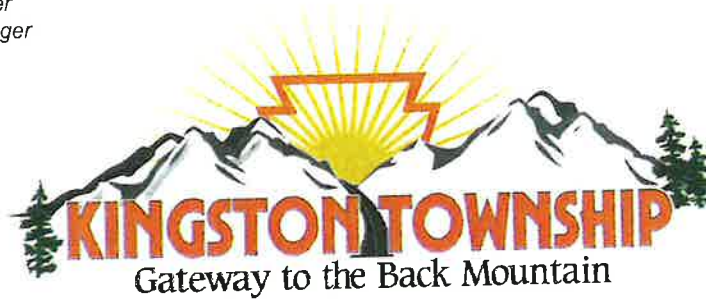


Fred J. Rosencrans-Township Manager  
Karen Rose-Assistant Township Manager

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 5, 2026**

#### **- AGENDA -**

#### **6:30 PM CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **OATH OF OFFICE**

**Administered by the Honorable Brian Tupper to Kimberly Rose and Thomas Ketchner.**

#### **ROLL CALL**

Thomas Ketchner  
Kimberly 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 Sweppenheiser by the 2025 Chairman.
- 2. Call for nominations by the 2025 Chair for the 2026 Chair of the Kingston Township Board of Supervisors. (No motion needed)
- 3. Call by the 2025 Chair for a motion to elect from among the nominees, the 2026 Chair of the Kingston Township Board of Supervisors.
- 4. Call by the newly elected Chair for nominations for the 2026 Vice Chair of the Kingston Township Board of Supervisors. (No motion needed)
- 5. Call by the newly elected Chair for a motion to elect from among the nominees, the 2026 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 2026.
- 7. Motion to appoint \_\_\_\_\_ as the Board’s Representative to DAMA for a 5-year term, effective January 1, 2026. (12/31/2030)
- 8. Motion to appoint \_\_\_\_\_ as representative to the Back Mountain Chamber Business Committee Board.
- 9. Motion to approve the following Resolutions for 2026 as indicated below:  
  

**Resolution R-2026-1**; appointing the Township Manager as the Chief Administrative Officer (CAO) of the Kingston Township Uniformed and Non-Uniformed Pension Funds.

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

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

**Resolution R-2026-3;** declaring its intent to adopt the schedules and procedures for disposition of records as set forth in the municipal records manual approved on December 16, 2008 as amended March 28, 2019.

10. Motion to approve the following administrative appointments for 2026 as indicated below:

**Fred J. Rosencrans**

- ~Township Treasurer
- ~Alternate Township Open Records Officer
- ~Township Representative to the  
NEPA Insurance Cooperative Board

**Karen Rose**

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

**Brynn Sweppenheiser**

- ~Township Secretary
- ~ Township Open Records Officer

**Christopher J. Crawford, Esq.**

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

**Tara Oliver**

- ~Township Tax Collector

**APPOINTMENTS AND ADMINISTRATION (Continued)**

**MOTION   SECOND**

**Lee Hampton**

- ~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 2025-year end audit

**Riggs Asset Management**

- ~Police Pension Fund Asset Management

**ASCO Financial Group (AFG)**

- ~Non-Uniform Pension Fund Asset Management

**Verdantas**

- ~Township Engineer

**Barry Isett & Associates, Inc.**

- ~Alternate Township Engineer
- ~Commercial Building Inspector
- ~Alternate Township Zoning and Code  
Enforcement Officer

**Keighlyn Oliver, Esq., and the Law Firm of  
Elliott Greenleaf**

- ~Solicitor to the  
Township Zoning Hearing Board
- ~ U.C.C. Appeals Board  
(To fill the unexpired term of Mark Bufalino,  
Esq.) expiring 12/31/2026

**John Dean, Esq.**

- ~Alternate Solicitor to the  
Township Zoning Hearing Board

**APPOINTMENTS AND ADMINISTRATION (Continued)**

**MOTION   SECOND**

**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**

~Edward Price, Jr. (12/31/2029)

**Zoning Hearing Board – 5 yr. term**

~William Bachman (12/31/2030)

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

~Martin Maransky (12/31/2028)  
~Michael Huntzinger (12/31/2028)  
~Gary Williams (12/31/2028)

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

~Michael Moravec (12/31/2028)

**Parks and Recreation Commission – Initial terms**

~Veronica Albrecht (12/31/2028): 3-year term  
~Meghan Blewitt (12/31/2028): 3-year term  
~Nicole Wilkes (12/31/2027): 2-year term  
~Susan Heckman (12/31/2027): 2-year term  
~Nicole Trevaskis (12/31/2026): 1 year term

12. Motion that bonds be established on Township Employees and Officials for 2026, set at the following amounts:

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

- ~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 pm; that Public Work Sessions be held at 7:00 pm 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 2026.
14. Motion to approve Peoples Security Bank and Trust (formerly FNCB Bank), Shavertown branch, as the depository of all Kingston Township funds for 2026.
15. Motion to approve Township Officials attendance at the PSATS Annual Educational Conference April 19 – 22 2026 in Hershey, Pa. and to appoint the following:

**Delegates**

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

**Voting Delegate**

- ~Chair, Board of Supervisors

**ADJOURNMENT**

The next Public Work Session will be held on Monday, January 12, 2026 at 7:00 pm in preparation for the next Regular Supervisors Meeting to be held on Wednesday, January 14, 2026 at 7:00 pm.