

**TOWNSHIP OF STROUD**  
**BOARD OF SUPERVISORS**  
**MEETING MINUTES**

**RE-ORGANIZATIONAL MEETING, JANUARY 3, 2023, 3:00 P.M.**

The Re-Organization Meeting of the Stroud Township Board of Supervisors was called to order by Chairwoman & Secretary, Christine A. Wilkins at 3:00 P.M., at the Stroud Township Municipal Center, 1211 North Fifth Street, Stroudsburg, Pa. Also present were Vice Chairwoman & Ass't Secretary, Jennifer Shukaitis; Supervisor/Ass't Treasurer Edward C. Cramer; Township Manager, Daryl A. Eppley; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey. Mrs. Wilkins began the meeting with the Pledge of Allegiance.

Mrs. Wilkins said before our regular meeting agenda, we have our Re-organizational Meeting and she turned the meeting over to our Solicitor, Todd Weitzmann to open and close nominations for Chairperson. Mr. Weitzmann said as is the custom, the solicitor will open the floor for nominations for the position of Chairperson for Board of Supervisors and he asked if we have anyone who wants to nominate someone for the position. Ms. Shukaitis **nominated Christine A. Wilkins as Chairwoman of the Board of Supervisors.** Mr. Cramer seconded the motion. Mr. Cramer and Ms. Shukaitis voted aye. Mrs. Wilkins abstained from voting. Motion carried 2-0.

Mr. Weitzmann turned the meeting over to Mrs. Wilkins. Mrs. Wilkins asked for a motion to **elect Vice-Chairwoman.** Mr. Cramer moved to **nominate Jennifer Shukaitis as Vice-Chairwoman.** Mrs. Wilkins seconded the motion. Mr. Cramer and Mrs. Wilkins voted aye. Ms. Shukaitis abstained from voting. Motion carried 2-0. Mrs. Wilkins asked for a motion to **appoint and affirm Christine A. Wilkins, Secretary,** Mr. Cramer moved to **appoint and affirm Christine A. Wilkins as Secretary.** Ms. Shukaitis seconded the motion. Ms. Shukaitis and Mr. Cramer voted aye. Mrs. Wilkins abstained from voting. Motion carried 2-0. Mrs. Wilkins said we need to **appoint and affirm Assistant Secretary Jennifer Shukaitis.** Mr. Cramer moved to **appoint and affirm Jennifer Shukaitis as Assistant Secretary.** Mrs. Wilkins seconded the motion. Mr. Cramer and Mrs. Wilkins voted aye. Ms. Shukaitis abstained from voting. Motion carried 2-0. Mrs. Wilkins said we need to **appoint and affirm Supervisor/Assistant Treasurer, Edward Cramer.** Ms. Shukaitis moved to **appoint and affirm Supervisor/Assistant Treasurer, Edward C. Cramer.** Mrs. Wilkins seconded the motion. Ms. Shukaitis and Mrs. Wilkins voted aye. Mr. Cramer abstained from voting. Motion carried 2-0. Mrs. Wilkins said that we need to **re-appoint and affirm Daryl A. Eppley as Treasurer.** Mr. Cramer moved to **re-appoint and affirm Daryl A. Eppley as Treasurer.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Mrs. Wilkins said that we need to **re-appoint and affirm Daryl A. Eppley as Township Manager.** Ms. Shukaitis moved to **re-appoint and affirm Daryl A. Eppley as Township Manager.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mrs. Wilkins said that we need to **re-appoint Board of Supervisors Administrative and Recording Secretary, Janice Willey.** Ms. Shukaitis moved to **re-appoint Janice Willey as Board of Supervisor Administrative and Recording Secretary.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mrs. Wilkins said to **re-appoint and affirm Public Works Superintendent, Douglas Walker.** Mr. Cramer moved to **re-appoint and affirm Public Works Superintendent, Douglas Walker.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0.

Mrs. Wilkins said that the following **re-appoint or appoint positions as follows:** **Vacancy Board Member – Hester Deetz.** Ms. Shukaitis moved to **re-appoint Hester Deetz as Vacancy Board Member.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Zoning Officer & Code Enforcement Officer, Manter Inspection Company, LLC.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **Alternate Zoning Officer & Code Enforcement Officer – SFM Consulting, LLC.** Ms. Shukaitis moved to **re-appoint Alternate Zoning Officer & Code Enforcement Officer – SFM Consulting, LLC.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **Appoint Acting Planning Administrator Daryl A. Eppley.** Mr. Cramer

moved to **appoint Acting Planning Administrator Daryl A. Eppley**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **Re-Appoint H.M. Beers, Inc. As Township Sewage Enforcement Officer**. Ms. Shukaitis moved to **re-appoint H.M. Beers, Inc. as Township Sewage Enforcement Officer**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **Re-appoint Alternate Sewage Enforcement Officer – David Manter**. Mr. Cramer moved to **re-appoint Alternate Sewage Enforcement Officer, David Manter**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **Appoint Emergency Management Coordinator – Marvin Walton**. Ms. Shukaitis moved to **appoint Emergency Management Coordinator, Marvin Walton**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

Mrs. Wilkins said that next we need to ***appoint or re-appoint Volunteer Board Members for the year 2023: Planning Commission***: Mr. Cramer moved to **re-appoint Joseph Holbert for a 4-year term ending 1-1-2027**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. ***Zoning Hearing Board***: Ms. Shukaitis moved to **appoint Tim Malefyt, as Vice Chairman for a 4-year term ending 1-1-2027**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Brian Coyne, as a member for a 3-year term ending 1-1-2026**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. ***Environmental Advisory Council***: Ms. Shukaitis moved to **re-appoint Daryl A. Eppley for a 2-year term ending 1-1-2025**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. ***Stroud Area Regional Police Commission***: Mr. Cramer moved to **re-appoint Rodney Baechtold for a 3-year term ending 1-1-2026**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. ***Stroud Region Open Space & Recreation Commission***: Ms. Shukaitis move to **appoint Joel Getz Alternate Member to the Stroud Region Open Space & Recreation Commission for a 3-year term ending 1-1-2026**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. ***Uniform Construction Code Appeals Board***: Mr. Cramer moved to **re-appoint Daniel Henning for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Robert W. Masten Jr. for a 1-year term ending 1-1-2024**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Nate Oiler for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. ***Non-Uniform Pension Plan Board***: Ms. Shukaitis moved to **re-appoint Edward C. Cramer for a 1-year term ending 1-1-2024**. Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Sharon Grover for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Douglas Walker for a 1-year term ending 1-1-2024**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Ed Cramer moved to **re-appoint Daryl A. Eppley for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Judith A. Adkins for a 1-year term ending 1-1-2024**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

***Appoint or Re-appoint Departmental Administrators, Representatives or Liaisons for Year 2023***. Ms. Shukaitis moved to **re-appoint Edward C. Cramer as Sewer Authority Liaison for a 1-year term ending 1-1-2024**. Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Christine A. Wilkins as C.O.G. Representative for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Jennifer Shukaitis as Alternate C.O.G. Representative for a 1-year term ending 1-1-2024**. Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Daryl Eppley as Township Physical Plant Director for a 1-year term ending 1-1-2024**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Daryl A. Eppley as Planning Commission Liaison for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Daryl A. Eppley as Planning & Zoning Liaison for a 1-year term ending 1-1-2024**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Daryl A. Eppley as Open-Records Officer for a 1-year term ending 1-1-2024**. Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Sharon Grover as Assistant Open-Records Officer for a 1-year term ending 1-1-2024**. Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Edward C. Cramer as Chief Administrative Officer for Non-Uniform Pension Plan for a 1-year term ending 1-1-2024**. Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Edward C. Cramer as Delegate to the Monroe**

**County Tax Collection Committee for a 1-year term ending 1-1-2024.** Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Jennifer Shukaitis as Alternate to the Monroe County Tax Collection Committee for a 1-year term 1-1-2024.** Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **re-appoint Patricia DeCandia as School District Liason for a 1-year term ending 1-1-2024.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

**Attendance at County, State & National Associations Conventions for year 2023.** Mrs. Wilkins said next is to approve and authorize attendance of Supervisors, their guests, and designated staff at County, State & National Associations Conventions for year 2023. Mr. Cramer moved to **approve and authorize attendance of Supervisors, their guests and designated staff at County, State & National Associations Conventions for year 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis moved to **name Edward C. Cramer as Voting Delegate to State or National Convention for year 2023.** Mrs. Wilkins seconded the motion. Ms. Shukaitis and Mrs. Wilkins voted aye. Mr. Cramer abstained. Motion carried 2-0. Mrs. Cramer moved to **name Jennifer Shukaitis as Alternate Voting Delegate to State or National Convention for year 2023.** Mrs. Wilkins seconded the motion. Mr. Cramer and Mrs. Wilkins voted aye. Ms. Shukaitis abstained. Motion carried 2-0. Ms. Shukaitis moved to **approve conferees attendance at their regular rate of compensation and other approved expenses for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

Mrs. Wilkins said that next is the **Adoption of Re-Organizational Resolutions as follows:**

**2023-01 – Ratify Year 2023 General Fund Budget – Apply Fund Balance Excess Moneys To Operating Reserve Fund.** Mr. Cramer moved to **adopt Resolution No. 2023-01 ratifying year 2023 General Fund Budget – apply any fund balance excess moneys to Operating Reserve Fund.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-02 – Fix Tax Rate at 2.58 mils for year 2023 for the General Fund.** Ms. Shukaitis moved to **adopt Resolution No. 2023-02 fix tax rate at 2.58 mils for year 2023 General Fund.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-03 – Authorizing Payment of Re-Occurring Monthly Bills (such as utilities, etc.) without individual approval each month.** Mr. Cramer moved to **adopt Resolution 2023-03 authorizing payment of re-occurring monthly bills (such as utilities, etc.) without individual approval each month.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-04 – Approve Township Depositories for Year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-04 approving Township Depositories for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-05 – Appointing Township Financial Auditor for Board of Supervisors for year 2023 – Campbell, Rappold & Yurasitis LLP, CPAs.** Mr. Cramer moved to **adopt Resolution No. 2023-05 appointing Township Financial Auditor for Board of Supervisors for year 2023 - Campbell, Rappold & Yurasitis LLP, CPAs.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-06 – Appointing Sewer Authority Financial Auditor for year 2023 – Campbell, Rappold & Yurasitis LLP, CPAs.** Ms. Shukaitis moved to **adopt Resolution No. 2023-06 appointing Sewer Authority Financial Auditor for year 2023 - Campbell, Rappold & Yurasitis LLP, CPAs.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-07 – Setting Bond Amounts for Township Treasurer & Other Appointed Officials for year 2023.** Mr. Cramer moved to **adopt Resolution No. 2023-07 setting bond amounts for Township Treasurer & other appointed officials for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-08 – Appoint All Non-Uniform Non-Elected Employees To Current Positions, and Establishing Their Compensation For The Year 2023 As Set Forth On The Attached Schedule Of Non-Uniformed Employees 2023 Wages.** Ms. Shukaitis moved to **adopt Resolution 2023-08 appointing all non-uniform non-elected employees to current positions and establishing their compensation for the year 2023 as set forth on the attached schedule of Non-Uniformed Employees 2023 wages.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-09 – Adopt Non-Uniformed Employee Benefits for Year 2023.** Mr. Cramer moved to **adopt Resolution No. 2023-09 adopting non-uniformed employee benefits for year 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-10 – Approve Volunteer Firemen and Volunteer Ambulance Workers, If Warranted, To Be Covered Under Workers Compensation Insurance for Year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-10 approving volunteer firemen and volunteer ambulance workers, if warranted, to be covered under Workers Compensation Insurance for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-11 – Establishing Mileage**

**Reimbursement for Year 2023 at the currently approved IRS Rate.** Mr. Cramer moved to **adopt Resolution No. 2023-11 establishing mileage reimbursement for year 2023 at the currently approved IRS rate.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-12 Authorizing Employee Participation In Deferred Compensation & Savings Plan for Year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-12 authorizing employee participation in Deferred Compensation & Savings Plan for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-13 - Appoint Morgan Stanley Wealth Management as Depository & Fund Manager for Non-Uniform Pension Plan for Year 2023.** Mr. Cramer moved to **adopt Resolution No. 2023-13 appointing Morgan Stanley Wealth Management as Depository & Fund Manager for Non-Uniform Pension Plan for year 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-14 – Appoint Edward C. Cramer to be Chief Administrative Officer for Non-Uniformed Employees Pension Board for year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-14 appointing Edward C. Cramer as Chief Administrative Officer for the Non-Uniformed Employees Pension Board for year 2023.** Mrs. Wilkins seconded the motion. All voted aye. Motion carried 3-0. **2023-15 – Appoint Monroe County Tax Collection Committee as Tax Collector for E.I.T. and L.S.T. Taxes for year 2023.** Mr. Cramer moved to **adopt Resolution No. 2023-15 appointing Monroe County Tax Collection Committee as Tax Collector for E.I.T. and L.S.T. taxes for year 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-16 – Approve Salary, Continuing Education and Supply Costs for Local Tax Collector Wendy Bogart-Shiffer for Collection of Real Estate Taxes for Year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-16 approving salary, continuing education and supply costs for local Tax Collector, Wendy Bogart-Shiffer for collection of real estate taxes for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-17 – Appoint A Tax Hearing Officer Under Act 50 of 1998 for Year 2023 - Monroe County Tax Collection Committee.** Mr. Cramer moved to **adopt Resolution No. 2023-17 appointing Tax Hearing Officer under Act 50 of 1998 for year 2023 - Monroe County Tax Collection Committee.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-18 - Authorizing Tax Claim Bureau To Dispose Of Township Properties In The County Repository for Year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-18 authorizing Tax Claim Bureau to dispose of township properties in the county repository for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-19 - Adopt Township Fee Schedule For Year 2023.** Mr. Cramer moved to **adopt Resolution No. 2023-19 adopting township fee schedule for year 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-20 – Appointing Township Engineers for Year 2023 and adopt their respective 2023 fee schedules.** Ms. Shukaitis moved to **adopt Resolution No. 2023-20 appointing Township Engineers for year 2023 and adopt their respective 2023 fee schedules: Reilly Associates, Primary Engineer; Reilly Associates, Traffic Engineer; RKR Hess Associates, Alternate Township Engineer; Reilly Associates, Sewer Authority Engineer; RKR Hess Associates, Bridge and Culvert Engineers; Reilly Associates, Alternate Bridge and Culvert Engineers and RKR Hess Associates, Joint Landfill Monitoring Engineer.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-21 – Appointing Township Solicitors for Year 2023: Todd Weitzmann, Esq., Supervisors’ Primary Attorney; Cramer, Swetz ,McManus & Jordan, P.C. Supervisors’ Alternate Attorney; Joseph McDonald, Esq., Zoning Hearing Board Primary Attorney; Jeffrey Durney, Esq., Zoning Hearing Board Alternate Attorney; William B. Cramer, Planning Commission Primary Attorney; Todd Weitzmann, Planning Commission Alternate Attorney; Thomas Heimbach, Supervisors’ Labor Attorney; H. Clark Connor, Sewer Authority Attorney; Cramer, Swetz, McManus & Jordan, P.C., Sewer Authority Alternate Attorney, Building Code Appeals Board Solicitor and Zoning and SEO Solicitor.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-22 - Appoint Morgan Stanley Wealth Management as Depository and Fund Manager for the Chipperfield House Escrow Account for 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-22 appointing Morgan Stanley Wealth Management as Depository and Fund Manager for the Chipperfield House Escrow Account for 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-23 – Approve Joint Municipal Auction of Surplus Property for Year 2023.** Mr. Cramer moved to **approve Joint Municipal Auction of Surplus Property for year 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-24 – Establishing Meeting Dates & Times for Year 2023.** Ms. Shukaitis moved to **adopt Resolution No. 2023-24 establishing meeting dates & times for year 2023.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-

0. **2023-25 – Appoint Pocono Heritage Land Trust as Monitoring Agent for Land Conservation Easements within Stroud Township for 2023.** Mr. Cramer moved to **adopt Resolution No. 2023-25 appointing Pocono Heritage Land Trust as Monitoring Agent for Land Conservation Easements within Stroud Township for 2023.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-26 – Authorize Township Tax Collector to Charge Fees for Tax Certification Letters.** Mr. Cramer moved to **adopt Resolution No. 2023-26 authorizing Township Tax Collector to charge fees for tax certification letters.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-27 – Appoint Building Code Inspector for the Year 2023 – Manter Inspection Company, LLC as Primary Inspection Company and SFM Consulting, LLC as Alternate Inspection Company.** Mr. Cramer moved to **adopt Resolution No. 2023-27 – Appointing Manter Inspection Company, LLC as Primary Inspection Company and SFM Consulting, LLC as Alternate Inspection Company.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-28 – Authorizing Transfer of Unencumbered Funds From One Township Account to Another.** Ms. Shukaitis moved to **adopt Resolution No. 2023-28 authorizing transfer of unencumbered funds from one township account to another.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. **2023-29 – Authorizing Transfer Of Unencumbered Funds From One Glen Brook Golf Course Account To Another.** Mr. Cramer moved to **adopt Resolution No. 2023-29 authorizing transfer of unencumbered funds from One Glen Brook Golf Course Account to another.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. **2023-30 Authorizing Township Tax Collector to Comply With Act 57 of 2022 and Waive Additional Charges for Real Estate Taxes in Certain Situations.** Ms. Shukaitis moved **to adopt Resolution No. 2023-30.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

Chairwoman said that concludes our **Re-Organizational Meeting for January 3, 2023 and called for a motion to close the meeting.** Mr. Cramer **moved to close the Re-Organizational meeting at 3:21 P.M.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0.

Respectfully submitted,  
Janice Willey  
Administrative and Recording Secretary