

Chestnuthill Township Supervisors  
ROUTE 715, BRODHEADSVILLE, PA 18322  
REORGANIZATION MEETING – Monday, JANUARY 6, 2025, 7:00PM

1. **Call to Order** – Record of Attendance. \_\_\_\_\_

2. **Pledge of Allegiance to the Flag**. \_\_\_\_\_

**Appointment of temporary chairperson.** \_\_\_\_\_

**Requests for nominations of Chairperson;** proceed until Chairperson is appointed. The meeting is turned over to new chairperson.

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3. **Appointments to one-year terms:**

Vice Chairman \_\_\_\_\_

Township Manager (David Albright) \_\_\_\_\_

Secretary/Treasurer (Cathy Martinelli) \_\_\_\_\_

Open                      Records                      Officer                      (Cathy                      Martinelli)

\_\_\_\_\_

Roadmaster (David Scheller) \_\_\_\_\_

Township Solicitor (Cramer, Swetz, McManus & Jordan)

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4. **CPA/Firm to audit 2024 books - Resolution 2025-1** – (Riley and Company)

**CPA Consulting Firm** – (Zelenkofske & Axelrod)

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4a. **Appointments to one-year terms:**

Sewage Enforcement Officer (Hanover Engineering) \_\_\_\_\_

Attorney for SEO (Todd Weitzmann of Weitzmann & Weitzmann) \_\_\_\_\_

Alternate Sewage Enforcement Officer (Michelle Arner) \_\_\_\_\_

Township Engineer (Reilly Associates-Chris McDermott) \_\_\_\_\_

Alternate Township Engineer (Linder Engineering) \_\_\_\_\_

Zoning Director/Alternate Building Code Official (Matt Neeb) \_\_\_\_\_

Planning Director/Assistant Zoning (Karen Hayes) \_\_\_\_\_

Planning Commission Secretary (Cathy Martinelli) \_\_\_\_\_

Solicitor to the Planning Commission (Cramer, Swetz, McManus & Jordan) \_\_\_\_\_

Attorney for the Zoning Office (H. Clark Connor) \_\_\_\_\_

Zoning Hearing Board Attorney (Joseph P. McDonald) \_\_\_\_\_  
Alternate Zoning Hearing Board Attorney (Tom Nanovic) \_\_\_\_\_  
Building Code Official (Bureau Veritas) \_\_\_\_\_  
Economic Development Coordinator (John Mathews) \_\_\_\_\_  
Project Coordinator/Code Enforcement Officer (Steve Baade) \_\_\_\_\_  
Assistant Roadmaster (Mike Manfre Jr.) \_\_\_\_\_  
Earned Income Tax Collector (Berkheimer) \_\_\_\_\_  
Earned Income Tax Liaison (David Albright, Alternate Cathy Martinelli) \_\_\_\_\_  
COG Representative & Alternate (David Albright, Alternate Steve Baade) \_\_\_\_\_  
Vacancy Board (Board of Supervisors & Kim Lutz) \_\_\_\_\_  
Special council for bargaining agreements (Joe Hofmann of Stevens & Lee Law Firm) \_\_\_\_\_  
Building-Grounds (Robert Malinski) \_\_\_\_\_  
Assistant Building-Grounds (Nick Schoch) \_\_\_\_\_  
Deputy Real Estate Tax Collector (Linda Woehrl) \_\_\_\_\_  
Code Enforcement Officers (Robert Malinski, Matt Neeb, Dave Scheller, William Eddinger,  
Mike Manfre Sr., Mike Manfre Jr, Karen Hayes, Steve Baade, Nick Schoch & Eric Hoffman  
\_\_\_\_\_  
Designate Primary, Secondary and Tertiary EMS provider (LVHN-EMS)  
contacts: Jason Knight & Jackie Barzev \_\_\_\_\_  
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**5. Emergency Management Coordinator** (Eric Hoffman) \_\_\_\_\_

**Emergency Management Positions Appointment:**

Deputy Emergency Management Coordinator (Don Zipp) \_\_\_\_\_  
Emergency Support Function (William Eddinger) \_\_\_\_\_  
Operations Section Chief (Eric Hoffman) \_\_\_\_\_  
Planning Section Chief (Lisa Hoffman) \_\_\_\_\_  
Planning Section (John Burrus) \_\_\_\_\_  
Logistics Section Chief (Nick Caprioli) \_\_\_\_\_  
Finance/Admin Section (Cathy Martinelli) \_\_\_\_\_  
Public Information Officer (David Albright) \_\_\_\_\_  
Public Works (Dave Scheller) \_\_\_\_\_  
Technology Section (JT Mathews) \_\_\_\_\_

Fire Chief (Mike Manfre Jr.) \_\_\_\_\_

Fire Marshall (Don Zipp) \_\_\_\_\_

Fire Police (Mike Manfre Sr, Jeffrey Knitter, Salvatore Sacco, Christina Harrison) \_\_\_\_\_

6. **Supervisors Voting Delegate** (Eric Snyder) \_\_\_\_\_

7. **Historical Society Liaison** (Eric Snyder) \_\_\_\_\_

8. **Agriculture Area Advisory Committee** (Chuck Gould, Bob Stewart, Mark Heckman, William Altomose & Bill Gethen) \_\_\_\_\_

9. **Zoning Hearing Board** (5yr term) **None.** \_\_\_\_\_

10. **Planning Commission** – (4yr term) (up for reappointment: Ron Eick & Anna Piekarski)

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11. **CJERP Regional Planning Commission** (1 yr. term) (up for reappointment: Chuck Gould, Alternate Hector Ramirez) \_\_\_\_\_

12. **CJERP Regional Recording Secretary** (Karen Hayes) \_\_\_\_\_

13. **CJERP Solicitor** - (Atty. Jim Fareri) \_\_\_\_\_

14. **CJER Regional Joint Building Code Board of Appeals** – (up for reappointment) (Dave Pepperell) 1 yr term. \_\_\_\_\_

15. **CJER Regional Joint Building Code Board of Appeals Solicitor.** - Atty. Jim Fareri

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16. **Union Employees PTO (Paid Time Off):** AS PER UNION CONTRACT

17. **Union Employees Wages-** AS PER UNION CONTRACT

18. **Employee Holidays** – New Year’s Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Veterans Day, Thanksgiving Day & Day After, ½ Day Christmas Eve, Christmas Day, ½ Day New Year’s Eve, Primary Election Day, and General Election Day. \_\_\_\_\_

19. **Employees Contracts** – David Albright, Cathy Martinelli, Dave Scheller, Matthew Neeb, Karen Hayes, John Mathews, Mike Manfre Jr, Robert Malinski, Nick Schoch, Doris Goody, Karen

Hayes  
Baade \_\_\_\_\_

and

Steve

20. **Employees Mileage Reimbursement** – 2025 IRS rate is 67 cents per mile \_\_\_\_\_

21. **Meetings/Bill Pay:**

a. **Board Meetings** – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month 7:00pm \_\_\_\_\_  
Plans to be reviewed at the first meeting of each month. \_\_\_\_\_

b. **Work Sessions** – on Monday mornings, as advertised - beginning at 8:00 am.  
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c. **Department Head Meetings** – on Monday mornings beginning at 8:00 am.  
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d. **Bill Approval** – Authorization for Cathy Martinelli, Secretary/Treasurer and David Albright,  
Township Manager, to pay bills on due dates to avoid late charges, along with payroll.  
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e. **PT Winter Snowplow Drivers**-Authorization for Dave Scheller to hire as needed.  
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f. **Schedule of Fees 2025-** \_\_\_\_\_

22. **Public Comment.**

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23. **Supervisor's Comments.**

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24. **Adjournment.**

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