

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

**REORGANIZATIONAL MEETING, JANUARY 6, 2025, 3:00 P.M.**

The Reorganization Meeting of the Stroud Township Board of Supervisors was called to order by Chairwoman & Secretary, Jennifer Shukaitis at 3:00 P.M., at the Stroud Township Municipal Center, 1211 North Fifth Street, Stroudsburg, Pa. Also present were Vice Chairman & Ass't Treasurer, Edward C. Cramer; Supervisor/Ass't Secretary Susan Lyons; Township Manager, Steve Fylstra; Township Engineer, Chris McDermott, of Reilly Associates; Township Solicitor, Todd Weitzmann; and Recording Secretary, Janice Willey.

Ms. Shukaitis said before our regular meeting agenda, we have our Reorganizational 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. Mr. Cramer **nominated Jennifer Shukaitis as Chairwoman of the Board of Supervisors.** Ms. Lyons seconded the motion. Mr. Cramer and Ms. Lyons voted aye. Ms. Shukaitis abstained from voting. Motion carried 2-0.

Mr. Weitzmann turned the meeting over to Ms. Shukaitis. Ms. Shukaitis asked for a motion to **elect Vice-Chairperson.** Ms. Lyons moved to **nominate Edward C. Cramer as Vice-Chairman.** Ms. Shukaitis seconded the motion. Ms. Lyons and Ms. Shukaitis voted aye. Mr. Cramer abstained from voting. Motion carried 2-0. Ms. Shukaitis asked for a motion to **appoint and affirm Jennifer Shukaitis, Secretary,** Mr. Cramer moved to **appoint and affirm Jennifer Shukaitis as Secretary.** Ms. Lyons seconded the motion. Mr. Cramer and Ms. Lyons voted aye. Ms. Shukaitis abstained from voting. Motion carried 2-0. Ms. Shukaitis said we need to **appoint and affirm Supervisor/Assistant Secretary Susan Lyons.** Mr. Cramer moved to **appoint and affirm Susan Lyons as Supervisor/Assistant Secretary.** Ms. Shukaitis seconded the motion. Mr. Cramer and Ms. Shukaitis voted aye. Ms. Lyons abstained from voting. Motion carried 2-0. Ms. Shukaitis said we need to **appoint and affirm Supervisor/Assistant Treasurer, Edward Cramer.** Ms. Lyons moved to **appoint and affirm Supervisor/Assistant Treasurer, Edward C. Cramer.** Ms. Shukaitis seconded the motion. Ms. Lyons and Ms. Shukaitis voted aye. Mr. Cramer abstained from voting. Motion carried 2-0. Ms. Shukaitis said that we need to **appoint and affirm Stephen Fylstra as Treasurer.** Mr. Cramer moved to **appoint and affirm Stephen Fylstra as Treasurer.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis said that we need to **appoint and affirm Stephen Fylstra as Township Manager.** Mr. Cramer moved to **appoint and affirm Stephen Fylstra as Township Manager.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Shukaitis said that we need to **re-appoint Board of Supervisors Administrative and Recording Secretary, Janice Willey.** Ms. Lyons 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. Ms. Shukaitis said we need to **re-appoint and affirm Public Works Superintendent, Joshua Cramer.** Mr. Cramer moved to **re-appoint and affirm Public Works Superintendent, Joshua Cramer.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0.

Ms. Shukaitis said that the following **re-appoint or appoint positions as follows:** Mr. Cramer **moved to re-appoint Hester Deetz as Vacancy Board Member.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Zoning Officer & Code Enforcement Officer, Municipal Code Solutions, LLC.** Mr. Cramer seconded the

motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Alternate Zoning Officer & Code Enforcement Officer – Barry Isett & Associates, Inc.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **appoint Planning Administrator - Keystone Consulting Engineers, Inc.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Floodplain Administrator - Keystone Consulting Engineers, Inc.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons 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. Mr. Cramer moved to **appoint Alternate Sewage Enforcement Officer, Jeryl Rinehart.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **appoint Emergency Management Coordinator, Tyler Corbett.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Deputy Emergency Management Coordinator, David Van Why.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0.

Ms. Shukaitis said that next we need to ***appoint or re-appoint Volunteer Board Members for the year 2025:*** ***Planning Commission:*** Ms. Lyons moved to **re-appoint Luna Mishoe for a 4-year term ending 1-1-2029.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. ***Stroud Township Sewer Authority:*** Mr. Cramer made a motion to **re-Appoint Robert Kelly as a Member for a 5 Year term Ending 1-1-2030.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. ***Environmental Advisory Council:*** Ms. Lyons moved to **re-appoint Mackenzie Geisner for a 3-year term ending 1-1-2028.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Stephen Fylstra for a 3-year term ending 1-1-2028.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. ***Stroud Area Regional Police Commission:*** Ms. Lyons moved to **appoint Stephen Fylstra for a 3-year term ending 1-1-2028.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Christine Wilkins to a 1 year term ending 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. ***Zoning Hearing Board:*** Ms. Lyons made a motion to **re-appoint Kenneth Pickett for a 3 Year Term Ending 1-1-2028.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer made a motion to **re-appoint Thomas Staskowski for a 3 Year Term Ending 1-1-2028.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. ***Stroud Region Open Space & Recreation Commission:*** Ms. Lyons move to **re-appoint James Martin as a Member to the Stroud Region Open Space & Recreation Commission for a 3-year term ending 1-1-2028.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. ***Brodhead Creek Regional Authority:*** Mr. Cramer made a motion to **re-appoint Wm. Taylor Wenck As a Board Member for a 5 year term Ending 1-1-2030.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. ***Uniform Construction Code Appeals Board:*** Ms. Lyons moved to **re-appoint Daniel Henning for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Robert W. Masten Jr. for a 1-year term ending 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Nate Oiler for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. ***Non-Uniform Pension Plan Board:*** Ms. Lyons moved to **re-appoint Edward C. Cramer for a 1-year term ending 1-1-2026.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **re-appoint Sharon Grover for a 1-year term ending 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Joshua Cramer for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Stephen Fylstra for a 1-year term ending 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Judith A. Adkins for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

***Appoint or Re-appoint Departmental Administrators, Representatives or Liaisons for Year 2025.*** Ms. Lyons moved to **re-appoint Edward C. Cramer as Sewer Authority Liaison for a 1-year term ending 1-1-2026.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Jennifer Shukaitis as C.O.G. Representative for a 1-year term ending 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **appoint Joshua Cramer as Alternate C.O.G. Representative for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **appoint Stephen Fylstra as Township Physical Plant Director for a 1-year term ending 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **appoint Stephen Fylstra as Planning Commission Liaison for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **appoint Stephen Fylstra as Open-Records Officer for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Sharon Grover as Assistant Open-Records Officer for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Edward C. Cramer as Chief Administrative Officer for Non-Uniform Pension Plan for a 1-year term ending 1-1-2026.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **re-appoint Edward C. Cramer as Delegate to the Monroe County Tax Collection Committee for a 1-year term ending 1-1-2026.** Ms. Shukaitis 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 1-1-2026.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **appoint John Gerhardt as School District Liaison for a 1-year term ending 1-1-2026.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

***Attendance at County, State & National Associations Conventions for year 2025.*** Ms. Shukaitis said next is to approve and authorize attendance of Supervisors, their guests, and designated staff at County, State & National Associations Conventions for year 2025. Mr. Cramer moved to **approve and authorize attendance of Supervisors, their guests and designated staff at County, State & National Associations Conventions for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **name Edward C. Cramer as Voting Delegate to State or National Convention for year 2025.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **name Jennifer Shukaitis as Alternate Voting Delegate to State or National Convention for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **approve conferees attendance at their regular rate of compensation and other approved expenses for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

Ms. Shukaitis said that next is the ***Adoption of Re-Organizational Resolutions as follows:*** Mr. Cramer moved to **adopt Resolution No. 2025-01 ratifying year 2025 General Fund Budget – apply any fund balance excess moneys to Operating Reserve Fund.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-02 to fix tax rate at 2.58 mils for year 2025 General Fund.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution 2025-03 authorizing payment of re-occurring monthly bills (such as utilities, etc.) without individual approval each month.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-04 approving Township Depositories for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-05 appointing Township Financial Auditor for Board of Supervisors for year 2025 - Campbell, Rappold & Yurasitis LLP, CPAs.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-06 appointing Sewer Authority Financial Auditor for year 2025 - Campbell, Rappold & Yurasitis LLP, CPAs.** Mr. Cramer seconded

the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-07 setting bond amounts for Township Treasurer & other appointed officials for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution 2025-08 appointing all non-uniform non-elected employees to current positions and establishing their compensation for the year 2025 as set forth on the attached schedule of Non-Uniformed Employees 2025 wages.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-09 adopting non-uniformed employee benefits for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-10 approving volunteer firemen and volunteer ambulance workers, if warranted, to be covered under Workers Compensation Insurance for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-11 establishing mileage reimbursement for year 2025 at the currently approved IRS rate.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-12 authorizing employee participation in Deferred Compensation & Savings Plan for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-13 appointing Morgan Stanley Wealth Management as Depository & Fund Manager for Non-Uniform Pension Plan for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-14 appointing Edward C. Cramer as Chief Administrative Officer for the Non-Uniformed Pension Board for year 2025.** Ms. Shukaitis seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-15 appointing Monroe County Tax Collection Committee as Tax Collector for E.I.T. and L.S.T. taxes for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-16 approving salary, continuing education and supply costs for local Tax Collector, Wendy Bogart-Shiffer for collection of real estate taxes for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-17 appointing Tax Hearing Officer under Act 50 of 1998 for year 2025 - Monroe County Tax Collection Committee.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-18 authorizing Tax Claim Bureau to dispose of township properties in the county repository for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-19 adopting township fee schedule for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-20 appointing Township Engineers for year 2025 and adopt their respective 2025 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. Mr. Cramer moved to **adopt Resolution No. 2025-21 appointing Township Solicitors for year 2025: Todd Weitzmann, Esq., Supervisors' Primary Attorney; Cramer, Swetz, McManus, Jordan, & Saylor 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; David M. Steckel, Esq., Supervisors' Labor Attorney; H. Clark Connor, Sewer Authority Attorney; Cramer, Swetz, McManus, Jordan & Saylor P.C., Sewer Authority Alternate Attorney, Building Code Appeals Board Solicitor and Zoning and SEO Solicitor.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-22 appointing Morgan Stanley Wealth Management as Depository and Fund Manager for the Chipperfield House Escrow Account for 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr.

Cramer moved to **approve Resolution No.2025-23 Joint Municipal Auction of Surplus Property for year 2025.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-24 establishing meeting dates & times for year 2025.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-25 appointing Pocono Heritage Land Trust as Monitoring Agent for Land Conservation Easements within Stroud Township for 2025.** Ms. Lyons seconded the motion. Ms. Shukaitis abstained. Motion carried 2-0. Ms. Lyons moved to **adopt Resolution No. 2025-26 authorizing Township Tax Collector to charge fees for tax certification letters.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-27 – Appointing Municipal Code Solutions, LLC as Primary Building Code Inspection Company and Barry Isett & Associates, Inc. as Alternate Building Code Inspection Company.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved to **adopt Resolution No. 2025-28 authorizing transfer of unencumbered funds from one township account to another.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0. Mr. Cramer moved to **adopt Resolution No. 2025-29 authorizing transfer of unencumbered funds from One Glen Brook Golf Course Account to another.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0. Ms. Lyons moved **to adopt Resolution No. 2025-30 authorizing transfer of unencumbered funds from One Glen Brook Golf Course Account to Township General Fund to reimburse for Golf Course Payroll.** Mr. Cramer seconded the motion. All voted aye. Motion carried 3-0.

Chairwoman said that concludes our **Re-Organizational Meeting for January 6, 2025 and called for a motion to close the meeting.** Mr. Cramer **moved to close the Re-Organizational meeting at 3:20 P.M.** Ms. Lyons seconded the motion. All voted aye. Motion carried 3-0.

Respectfully submitted,  
Janice Willey  
Administrative and Recording Secretary