

BARRETT TOWNSHIP SUPERVISORS
REORGANIZATION MEETING
JANUARY 2, 2018

The Reorganization Meeting of the Barrett Township Board of Supervisors was held on Tuesday, January 2, 2018 at the Barrett Township Municipal Building on Rte. 390 in Mountainhome, PA. The meeting was called to order at 9:00 a.m. by Secretary William Pipolo, Jr.

Present: Benjie Labar, William Pipolo, Jr., John Seese, Patti O'Keefe, Grant Hilfiger, Solicitor Todd Weitzmann, Pam Gardsy, Jeryl Rinehart and the public.

William Pipolo, Jr. made a motion to go into Executive Session to discuss personnel at 9:00 a.m. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reconvene the meeting at 10:02 a.m. The motion was seconded by Benjie Labar and carried. All the Supervisors voted aye.

Solicitor Todd Weitzmann opened the floor to nominations for Chairman of the Board of Supervisors. Benjie Labar nominated William Pipolo, Jr. As there were no other nominations for the office of Chairman, all the other Supervisors voted aye.

Solicitor Todd Weitzmann opened the floor to nominations for Vice-Chairman of the Board of Supervisors. William Pipolo, Jr. nominated Benjie Labar as Vice-Chairman of the Board of Supervisors. As there were no other nominations for the office of Vice-Chairman, all the other Supervisors voted aye.

Solicitor Todd Weitzmann opened the floor to nominations for Secretary. William Pipolo, Jr. nominated Benjie Labar as Secretary of the Board of Supervisors. As there were no other nominations for the office of Secretary, all the other Supervisors voted aye.

Solicitor Todd Weitzmann opened the floor to nominations for Assistant Secretary. John Seese nominated William Pipolo, Jr as Assistant Secretary of the Board of Supervisors. As there were no other nominations for the office of Secretary, all the other Supervisors voted aye.

Solicitor Todd Weitzmann turned the meeting over to Chairman William Pipolo, Jr.

William Pipolo, Jr. made a motion to appoint Pam Gardsy as the Executive Secretary/Treasurer at a rate of \$ 20.97 per hour. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint John Seese as Road Superintendent. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint John Seese as Roadmaster Foreman. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

John Seese made a motion to appoint Grant Hilfiger as Alternate Roadmaster /Foreman. The motion was seconded William Pipolo, Jr. and carried. Grant Hilfiger abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to keep the Supervisors meeting to the 2nd Wednesday of each month at 5:30 p.m. and the 4th Wednesday of each month at 8:00 a.m. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to keep the workshop meeting to the 3rd Wednesday of each month at 8:00 a.m. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Deanna Schmoyer, as Township Engineer. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Brick Linder as the Alternate Township Engineer. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Todd Weitzmann of Weitzmann, Weitzmann and Huffman as the Township Solicitor on a retainer of \$ 1,000.00 monthly as per the fee agreement of 2018. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Timothy McManus of Cramer, Swetz, McManus & Jordan, P.C. as Alternate and Zoning Solicitor at a rate of \$ 195.00 per hour for 2018. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint James Fareri of Newman, Williams, Mishkin, Corveleyn, Wolfe & Fareri, P.C. as the Alternate Solicitor at a rate of \$ 195.00 per hour for 2018. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to set the Tax Collector's salary at 4.5 % of all taxes collected. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that First Keystone Bank be made depositor for the General Fund, the Open Space Fund and the State Fund. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that ESSA Bank be made depositor for the Fire Fund, the Park and Recreation Fund, the Road Machinery Fund, the LST Fund, the Library Fund and the Ambulance Fund. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that the Executive Secretary/Treasurer and one other Supervisor sign all checks. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

John Seese made a motion that Benjie Labar will take over as Treasurer in the event that injury, serious illness, or death; prevent the Treasurer from performing his/her duties. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

The Treasurer is not to pay any bill not approved at a bill paying meeting except contracts, payroll, discount bills, insurance and interest payments. The Treasurer can write a check in case of an item of immediate need to be secured by cash. The Treasurer is allowed to spend up to \$1,500.00 per month with the approval of one other Supervisor. William Pipolo, Jr. made a motion to recommend the Treasurer's Bond be set at \$750,000.00. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that the recommended wages of the Supervisors be set at \$ 19.38 per hour for hours actually worked for the year 2018. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that the recommended wages of the Roadmaster/Foreman be set at \$ 23.61 per hour for hours actually worked for the year 2018. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion that the recommended wages of the Alternate Roadmaster Foreman be set at \$ 23.61 per hour for hours actually worked, for the year 2018. The motion was seconded by Benjie Labar and carried. Grant Hilfiger abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion that the following wages for the Maintenance Department be approved based up to 2080 hours:

Road Foreman - \$ 23.61

Equipment Operator with CDL – \$ 20.96 per hour

Truck Driver with CDL – \$ 20.96

Part time Truck Driver with CDL - \$ 18.26

Laborer – \$ 14.57 per hour

Temporary Laborer - \$ 14.57 per hour

The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that overtime for the Township employees will be paid at time and one half of the hourly rate after 40 hours have actually been worked in accordance with the Fair Labor Standards Act. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that the Roadmaster/Superintendent be authorized to spend up to \$2,500.00 per month for emergency parts and supplies with the approval of another Supervisor. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint John Seese to be the Chief Administrative Officer of the Non-Uniform Pension Plan which is administered by Linsco Private Ledger and M.A. Markley Actuarial. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Jeryl Rinehart as the Corresponding Secretary to the Barrett Township Supervisors at the rate of \$ 23.30 per hour. Meeting pay will be \$35.00 per meeting for the year 2018. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Jeryl Rinehart as the Township's Zoning Officer at the rate of \$ 23.30 per hour and mileage for vehicle use that is set as the Internal Revenue mileage rate. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Shawn McGlynn as the Assistant Zoning Officer at the rate of \$ 65.00 per hour when the Zoning Officer has a conflict of interest or is absent. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Jeryl Rinehart as the Township's Sewage Enforcement Officer at the rate of \$ 23.30 per hour with 50% of the inspection fees and mileage for vehicle use that is set as the Internal Revenue mileage rate. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint David Manter as Alternate Sewage Enforcement Officer in the event the S.E.O. can't perform his/her duties, at the part time rate of \$ 23.30 per hour for office time, \$35.00 for inspections performed and mileage for vehicle use that is set as the Internal Revenue mileage rate. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that paydays will be on a biweekly schedule. The first pay period ending will be on Tuesday, January 2, 2018 with each pay ending every other Tuesday thereafter. Paychecks will be issued on the following Wednesday following the pay ending. Overtime will be paid after 40 hours of regular time has been actually worked. Any advances in pay may be made in the event of an emergency. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

John Seese made a motion that the Supervisors pay all group hospitalization insurance for all full time employees. The Supervisors will pay for the individual employees' dental coverage and for any family members, the Township will pay a cap of \$ 60.00 for the United Concordia Dental Plan, the balance will be paid by the employee and deducted from the employees' pay. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that all full time employees and full time appointed positions after completing one year of service receive five (5) days paid vacation. After two years of service all full time employees and full time appointed positions will receive ten days paid vacation. After completing five years of service, all full time employees and full time appointed positions will receive 15 days of paid vacation. After completing fifteen years of service, all full time employees and full time appointed positions will receive 20 days of paid vacation. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that if termination of employment occurs; unused vacation time will be paid on a pro-rata basis. Full time employees and full time appointed positions will be paid for ten holidays per year: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day and one holiday of the employee's choice. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that each full time employee and full time appointed position, after one year of service will receive (4) personal days and one additional personal day after each ten years of service. Sick Days: Each full time employee and full time appointed position will receive three hours of sick time per month for a total of 36 hours for the year 2018. Any unused sick time will be carried over to the following year. There will be reimbursement of unused sick time up to a maximum of 100 hours upon termination of employment, appointment or retirement. The motion was seconded by John Seese and carried. All Supervisors voted aye.

It should be noted a resolution was adopted by the Board of Supervisors on November 19, 1999 that the Barrett Township Board of Supervisors will pay medical insurance coverage for all full time employees and their spouses upon their retirement as follows:

After completing 20 years of full time service – 50%

After completing 25 years of full time service – 100%

The medical insurance will be paid as stated above until Medicare takes over, at which time the Township will pay the co-insurance.

William Pipolo, Jr. made a motion to appoint Andrew D. Price to the Vacancy Board. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

It should be noted in the minutes that Rudy Haab is the Township's Emergency Management and Kyle Planer is the Assistant Coordinator.

The Barrett Township Board of Auditors is listed as follows:

Christine Macaluso – term expires the first Monday of 2022

May Labar - term expires the first Monday of 2020

Michelle Sisak – term expires the first Monday of 2020

William Pipolo, Jr. made a motion to approve the following Committee and Board appointments:

In charge of Planning & Zoning – William Pipolo, Jr. and Benjie Labar

In charge of Police Dept. – John Seese

In charge of High Acres Park Committee – John Seese

Pocono Mts. Council of Governments representative – John Seese

Library Board – John Seese

EAC – Patti O'Keefe

PMR Ambulance Board – Patti O'Keefe

ARC – Grant Hilfiger

PARC – Grant Hilfiger

The motion was seconded by John Seese and carried. All Supervisors voted aye.

Discussion was held on Benjie Labar and William Pipolo, Jr. being replaced by Grant Hilfiger and Ralph Megliola on the Barrett Township Planning Commission.

William Pipolo made a motion to make the changes to the Barrett Township Planning Commission. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

The Barrett Township Planning Commission members are as follows:

Brick Linder term expires December 31, 2022

Patti O'Keefe term expires December 31, 2021

Ralph Megliola term expires December 31, 2020

Charles Fullington term expires December 31, 2019

Grant Hilfiger term expires December 31, 2018

William Pipolo, Jr. made a motion to re-appoint Brick Linder to a term on the Barrett Township Planning Commission, which will expire December 31, 2022. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Jeryl Rinehart as the Recording Secretary to the Barrett Township Planning Commission at \$35.00 per meeting. The motion was seconded by Grant Hilfiger and carried. John Seese abstained. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Todd Weitzmann of Weitzmann, Weitzmann & Huffman as Solicitor to the Barrett Township Planning Commission at a retainer of \$ 195.00 per hour for the year 2018. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Timothy McManus of Cramer, Swetz, McManus & Jordan, P.C. as Alternate Solicitor to the Barrett Township Planning Commission at a rate of \$ 195.00 per hour for 2018 (in the event of a conflict of interest for the Township solicitor). The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that the following persons are will remain as members of the Barrett Township Zoning Hearing Board:

Richard L. Price Jr. term expires December 31, 2020

Ralph E. Fish, Jr. term expires December 31, 2019

Jill Shoemith term expires December 31, 2018

The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to re-appoint Richard L. Price, Jr. to a term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2020. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Rick Scrudato as an Alternate Zoning Hearing Board member in the event of a conflict of interest of one of the regular members. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Alan Price Young as Solicitor to the Zoning Hearing Board at a rate of \$ 205.00 per hour for the year of 2018. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint the following people to the Environmental Advisory Council:

Jennifer Mittereder term expires January 1, 2021

Patti O'Keefe term expires January 1, 2021

Darryl Speicher term expires January 1, 2020

Dale Price term expires January 1, 2020

Sally Duffy term expires January 1, 2020

The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to re-appoint Patti O'Keefe to the Environmental Advisory Council, their terms to expire January 1, 2021. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Michelle Wagner Dellavalle to the High Acres Park Committee. The motion was seconded by John Seese and carried. All Supervisors voted aye.

It should be noted that the High Acres Park committee members are as follows:
Priscilla Kice Susan Seese Cheri Jones Gloria Smith Sonia White
Michelle Wagner Dellavalle

It should be noted that the U.C.C. Appeals Board are as follows:
David Price Samuel Prynda Vincent Piacente Chadd Gray Vacancy

It should be noted that the Property Maintenance Appeals Board are as follows:
David Price Samuel Prynda Vincent Piacente Chadd Gray Vacancy

It should be noted that the Architectural Review Committee Members are as follows:
William Hopkins Karl Weiler Brick Linder Annie Grill Fran Durst Alexandra Swigon
Jeff Rudder Ralph Megliola

It should be noted that the Halloween Parade Committee Members are as follows:
Peter Pipolo (Co-Chairman) Kelly Slinger (Treasurer) Amanda Kuhn (Secretary)
Betty Oppelt Michael Mignat Cheri Jones

William Pipolo, Jr. made a motion to appoint Charlene Barry as the P.A.R.C. Representative for Barrett Township. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to close the Reorganization Meeting at 10:40 a.m. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

Respectfully Submitted,

Barrett Township Supervisors
January 3, 2017

William Pipolo, Jr. made a motion to open the Regular Meeting of the Barrett Township Supervisors at 10:40 a.m. The motion was seconded by Grant Hilfiger. All Supervisors voted aye.

There were no public comments on the agenda items.

The minutes of the December 13 and December 20, 2017 meetings were approved on a motion made by William Pipolo, Jr and seconded by Grant Hilfiger and carried. All the Supervisors voted aye.

William Pipolo, Jr. made a motion to approve the payment of the following bills:

- December 13, 2017 - General Fund - \$ 11,706.62, Park and Recreation Fund – \$ 9,960.99, Fire Fund - \$ 355.34, LST Fund - \$ 506.00
- December 20, 2017 – General Fund - \$ 15, 125.05, Park and Recreation Fund - \$ 253.38, Open Space Fund - \$ 72.70

The motion was seconded by John Seese and carried. All the Supervisors voted aye.

Reports:

a. The Environmental Advisory Committee Meeting Minutes were read. On a motion made by William Pipolo, Jr. and seconded by Grant Hilfiger and carried, the minutes for were accepted as read.

Old Business:

a. William Pipolo, Jr. made a motion to adopt Resolution No. 010218 to appoint Kirk, Summa & Co. as the independent accountant for a fee not to exceed \$ 6000.00, for auditing the accounts for 2018. The motion was seconded by Benjie Labar and carried. All Supervisors voted aye.

b. William Pipolo, Jr. made a motion to table the approval of the contract for PennStrategies. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

New Business:

a. William Pipolo, Jr. made a motion to approve payroll for December 19, 2017 in the amount of \$ 18,235.69 for gross wages, \$ 559.08 for state tax liability, \$ 4,913.23 for federal tax liability and \$ 13,891.72 for net wages. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

b. Two letters were received from the Monroe County Conservation District informing the Supervisors that they conducted several inspections of earth disturbance activities at the Brown's Lake Residential Development.

c. A letter was received from the Pocono Wildlife Rehabilitation and Education Center asking municipalities to consider providing a \$ 300.00 annual donation to allow them to continue providing wildlife services to the residents of and visitors to Monroe County.

d. A letter was received from Kettle Creek Environmental Fund thanking the Supervisors for their support and invited the Supervisors to join them for their 27th annual fundraising dinner on Friday, September 21, 2018 at the Trout Lake Retreat and Conference Center.

Miscellaneous:

- a. It was noted that there were no certificates of insurance received.

As there were no further business or public comment, William Pipolo, Jr. made a motion to adjourn the meeting at 10:50 a.m. The motion was seconded by Grant Hilfiger and carried. All Supervisors voted aye.

Respectfully Submitted,