Barrett Township Supervisors
Minutes of Regular Meeting on June 24, 2026 – 6:30 PM

A regular meeting of the Barrett Township Supervisors was held on Wednesday June 24, 2026, at the Barrett Administrative and Recreation Complex (BARC) on Route 390 in Cresco, PA.

Present: Grant Hilfiger, Bill Pipolo, Darryl Speicher, Sean Anlauf, Patti O'Keefe, Nichole Irvin, and the public.

1. Grant Hilfiger called the meeting to order at 6:30PM

2. The board led the meeting with the Pledge of Allegiance.

3. Public comment on agenda items

> **Mylee Staples**: "Why is this board treating transparency and ethical protocol as an afterthought and reactive damage control rather than standard operating procedure?" Referencing agenda items D, E, F, and G — questioning why conflict-of-interest disclosures, an ethics opinion letter, and a right-to-know policy "overhaul" were all being introduced *after* personnel changes were already made.
> - *Grant Hilfiger thanked Mylee for her comments.*
>
> **Christine Esposito**: Raised ADA accessibility concerns about Skywood Park ahead of the disc golf basket funding discussion. Noted the park gate is typically locked, that the Disc Golf Club holds its own gate combination, and that the road into Skywood exceeds the 5% grade ADA guideline. She questioned whether additional funding should be approved before accessibility issues are resolved.
>
> **Mike Reed (Paradise Township, PARC Board)**: Stated that Skywood Park is 100% funded and maintained by Paradise Township. He stated the park is ADA compliant except for a missing ADA parking space that is being addressed, and that an ADA trail is being explored.

4. Grant Hilfiger made a motion to approve the June 10, 2026, Supervisors Meeting Minutes. The motion was seconded by Sean Anlauf. All supervisors voted aye and the motion carried.

5. Grant Hilfiger made a motion to approve June 17, 2026, Supervisor Workshop Meeting Minutes. The motion was seconded by Darryl Speicher. All supervisors voted aye and the motion carried.

6. Grant Hilfiger made a motion to approve the bills from June 10 and June 17, 2026

June 10, 2026			
General	$45,994.86	State	$514.87
Road	$37,007.26	Ambulance	$305.11
LST	$755.23	Library	$916.48
Park	$585.89		

June 17, 2026	
General	$62,986.69
Fire	$8,108.52
Open Space	$168.41
Gross Wages	$23,680.32

7. Reports

a. Grant Hilfiger made a motion to approve payroll for pay period ending June 10, 2026. The motion was seconded by Sean Anlauf. All supervisors voted aye and the motion carried.

Pay period ending: June 10, 2026			
Gross wages:	$23,680.32	State Tax Liability	$514.87
Federal Tax Liability	$1,751.80	Net Wages	$18,764.17

8. Old Business

a. Hazel Gifford requested a public discussion regarding the hiring of Amanda Seagraves as Barrett Township Operations Administrator while Seagraves continues to serve as an elected Green Township Supervisor.

- Hazel Gifford: Outlined administrative duties — grant writing, bid research, purchasing — that could simultaneously overlap with Seagraves's Green Township supervisor responsibilities. She cited Green Township meeting minutes referencing truck purchasing discussions as an example. She was *not* questioning Seagraves's qualifications but sought clear procedural safeguards.
- Grant Hilfiger read aloud a letter drafted in response to Hazel Gifford stating that the Board of Supervisors is unaware of any actual conflict; that Seagraves does not vote on Barrett Township matters or exercise legislative authority; and that all final decisions remain with the Board of Supervisors.
- Peter Pipolo, as an additional public comment, drew a parallel to solicitors, engineers, and code enforcement officers who routinely work across multiple townships.
- Mary Greenan, as an additional public comment, suggested an outside administrator may actually be *more* impartial than a local resident with pre-formed opinions about township matters.
- Hazel Gifford (follow-up): Clarified her concern was specifically about simultaneous research and grant work for both townships — not a personal attack on Seagraves.
- Grant Hilfiger confirmed the primary safeguard is the Board of Supervisors itself, which must vote to approve all actions. Formal safeguards were addressed through Resolution 2026-062426.

9. New Business

a. Skywood Park – Disc Golf Basket Funding Request ($2,000)

- PARC Board Liaison, Patti O'Keefe, brought forward a $2,000 request from Barrett Township toward an $8,000 project to add 18 additional disc golf baskets at Skywood Park.
- Patti stated that The Evolve Disc Group has contributed significantly and the $2,000 ask is less than half the total cost; Paradise Township covers the majority and all labor.
- Mike Reed: Confirmed total material cost is $8,000; labor and installation covered by Paradise Township and the disc golf club.
- There were multiple comments back and forth to the board about whether PARC meeting updates were being relayed appropriately to the Barrett Board of Supervisors. Grant Hilfiger suggested rekindling the Barrett-Paradise working relationship and communication gaps. There was concern about the gate at Skywood Park being closed and general access to the Park for everyone.
- Zach (Skywood Disc Golf Club): Clarified the club did not request the gate closure — that predates disc golf installation. The club can operate whether the gate is open or closed.
- Grant Hilfiger decided to make a motion to table the $2,000 request pending a broader review of the Barrett-Paradise Township park relationship and consultation with Peter Gons. The motion was seconded by Bill Pipolo. All supervisors voted aye and the motion carried. Patti O'Keefe noted the PARC Committee meeting was scheduled for 6:00 PM the following evening at the Paradise Municipal Building.

b. Edward J. Clark Jr. and Christine G. Clark – Lot Combination Review

Terry Martin, a surveyor/engineer presented a lot combination application for three adjoining parcels owned by Edward and Christine Clark at the corner of Spruce Cabin Rd. and Cherry Lane.

- Terry Martin explained that the three parcels will be combined into one to eliminate zoning issues related to setbacks and accessory use without a principal use. The plan involves building a garage to house a travel trailer. The application was submitted to Monroe County Planning Commission for review. Grant Hilfiger noted that Deanna with D&D Engineering would have time to complete her review before the next meeting. Grant Hilfiger made a motion to accept review of the lot combination. The motion was seconded by Patti O'Keefe. All supervisors voted aye and the motion carried.

c. Right-to-Know Request Tracker – Website Publication

The board considered posting a public tracker of all Right-to-Know requests on the township website as a transparency measure.

- Grant Hilfiger made a motion to post a spreadsheet-format tracker listing all RTK requests and applicants publicly on the township website (including names of requestors). The motion was seconded by Bill Pipolo. All supervisors voted aye and the motion carried.

d. Resolution 2026-062426 – Conflict of Interest and Recusal Protocol for Operations Administrator

Grant Hilfiger read aloud Resolution 2026-062426. Afterward, Grant made a motion to adopt the resolution. The motion was seconded by Bill Pipolo. All supervisors voted aye and the motion carried.

Some key provisions of the resolution:

- Mandatory recusal from cross-municipal matters (contracts, procurements, grant applications involving the other municipality).
- Solicitor determination required if recusal applicability is unclear; administrator may not act until a written determination is issued.
- Duty to report changed circumstances (e.g., if the two municipalities enter into a contract or cooperative relationship).
- Board retains authority to direct recusal even when no actual conflict exists.
- Annual statement of financial interest filings required.
- Annual board review of the protocol.
- Hazel Gifford (*public comment*): Asked whether recusal events would be publicly announced — *board confirmed they would be public knowledge.*
- Carol Hardy (*public comment*): Asked why the township could not hire someone from Barrett Township; *board responded that the most experienced candidate was selected and other applicants did exist.*

e. Solicitor's Opinion Letter – Section 1109(G) Ethics Act (Dual Role Permissibility)

Township Solicitor Todd Weitzmann's written opinion letter was read by Grant Hilfiger and Bill Pipolo for recording into the meeting minutes, addressing the legality of Amanda Seagraves simultaneously serving as Barrett Township Operations Administrator and Green Township Supervisor. No action was necessary.

Some key findings of the opinion letter:

- The Operations Administrator position is an administrative employment position, not a statutory township office; therefore, the court-made doctrine of incompatible offices does not apply.
- Pennsylvania Ethics Act does not prohibit dual service; it prohibits use of authority for private financial benefit.
- Barrett Township and Green Township are in separate counties, do not share governing authority, and have no known shared vendors, solicitors, engineers, grants, or intergovernmental agreements.
- A township is a governmental body, not a "business" under the Ethics Act.

- Conditions for the opinion to apply: adoption of the recusal protocol, Seagraves recusing herself in both roles when appropriate, and filing statements of financial interest with both municipalities.
- Board member: Confirmed the State Ethics Board declined to issue an opinion; PSATS was consulted and confirmed no conflict.

f. Ratification of May 27, 2026 Hiring Decisions

The board formally ratified and confirmed two personnel decisions originally made at the May 27, 2026 meeting to ensure proper procedural record. Grant Hilfiger made a motion to increase the Administrative Assistant wage to $22.00/hr. The motion was seconded by Darryl Speicher. All supervisors voted aye and the motion carried. Grant made an additional motion for the hiring of Amanda Seagraves as Operations Administrator effective June 15, 2026, at $29/hour with a 60-day probationary period, increasing to $30/hour upon successful completion. the motion was seconded by Bill Pipolo. All supervisors voted aye and the motion carried.

- Chris Gifford (*public comment*): Asked about benefits — *Grant confirmed **no healthcare benefits** are included, but all vacation and holiday time per the 2024 Employee Handbook applies. Healthcare benefits are a board decision reviewed on a yearly basis.*

g. Grant Hilfiger RTKO resignation

- Grant Hilfiger made a motion to resign as Right to Know Officer. The motion was seconded by Darryl Speicher. All supervisors voted aye and the motion carried.

h. Appointment of new RTKO

- Grant Hilfiger made a motion to appoint Amanda Seagraves as Right to Know Officer. The motion was seconded by Darryl Speicher. All supervisors voted aye and the motion carried.

i. RTK Policy Resolution 062426-1

- The board updated and amended the township's Right-to-Know policy, which still listed former officer Pam Gardsy. Resolution 062426-1 amended and restated the Right-to-Know policy reflecting the updated officer designation.
- Grant Hilfiger made a motion to adopt Resolution 062426-1. The motion was seconded by Darryl Speicher. All supervisors voted aye and the motion carried.

j. Township Website Redesign – Vendor Selection

- Grant Hilfiger reviewed four bids received for building a new township website. Grant stated that PSATS recommended SockEm noting their lower hourly rate, familiarity with township websites, and faster build time.
- Chris Gifford (*public comment*): Advocated for Covington Creations for the local economic multiplier effect.
  - Grant stated that he understood how it could be taken that way.
- Grant Hilfiger made a motion to hire SockEm Web Solutions at a $3,500 web design cost, $215.88/annually, with a 2–3-week completion timeframe. The motion was seconded by Sean Anlauf. All supervisors voted aye and the motion carried.

k. Sand Mound Repair – Township Property

The board addressed damage to the township's sand mound caused by a fox family that burrowed and denned on the property during spring.

- Grant Hilfiger explained that repairs would be completed in-house using township employees, equipment, and excavator. DEP sand to be put out for bid. Estimated cost: $5,000.
- Grant Hilfiger made a motion to repair the sand mound utilizing township employees and resources and to put out a bid for DEP sand. The motion was seconded by Patti O'Keefe. All supervisors voted aye and the motion carried.

l. High Acres Park Bathroom Interior Painting

The board considered repainting the interior of the High Acres Park bathrooms, which had not been painted since original construction.

- Grant Hilfiger the interior is in poor condition. Work to be done by township maintenance staff (not subcontracted); materials to be purchased locally at Steel's Hardware. Estimated cost: $1,000 from the park fund.
- Grant Hilfiger made a motion to make the necessary painting repairs in the bathrooms at High Acres Park. The motion was seconded by Patti O'Keefe. All supervisors voted aye and the motion carried.

m. PILOT Agreement Review – Congregation Ohr

The board discussed participation in the upcoming review of the Payment in Lieu of Taxes (PILOT) agreement between Congregation Ohr and the Monroe County Assessment Office.

- Grant Hilfiger explained that the agreement was enacted in 2017 and is reviewed every 5 years. The next review is August 5. The PILOT allows the property to pay $25,000 in taxes on a large property.
- (*public comment*): Asked whether all tax-free properties undergo similar reviews; *Grant clarified this is specific to PILOT program properties only. He also confirmed the township, county, and school board can participate and present facts, but the final determination is not made by the township.*
- Grant Hilfiger made a motion to authorize Attorney Weitzman, the Board of Supervisors, Barrett staff, and contractors to prepare for and attend the August 5 PILOT review. The motion was seconded by Patti O'Keefe. All supervisors voted aye and the motion carried.

n. Five Villages Live – Memorandum of Understanding (MOU)

The board reviewed a formal MOU with the Pettis Family Foundation for a two-day outdoor music festival at the exterior of the Barrett Area Recreation Center (BARC). Grant Hilfiger made a motion to approve the Five Villages MOU. The motion was seconded by Sean Anlauf. All supervisors voted aye and the motion carried.

- Event: **Five Villages Live**, July 25–26, 2026 (4:00 PM–10:00 PM each day); setup access from July 24; cleanup by end of day July 27.
- Fee: $600 to Barrett Township ($50/hour × 12 hours).
- Foundation responsibilities: General liability insurance (naming Barrett Township as additional insured), on-site security, portable restrooms, waste management, full post-event cleanup, all artist/production costs.
- Alcohol: Two licensed PLCB vendors; age verification and responsible service required.

o. Civil Lawsuit – Countermen vs. Barrett Township (Docket 3567-CV-2026)

The board addressed a pending civil lawsuit filed against Barrett Township and certain supervisors.

- Don Haviland - attorney, Haviland Hughes, PA Bar No. 66615(*public comment*): Appeared on behalf of one of the defendants. Described the lawsuit as frivolous. Noted that Township Solicitor Weitzmann is also named as a defendant, creating a potential conflict. Advised the board to notify insurance carrier Brown and Brown first. Stated intent to file a Dragonetti letter giving the plaintiff 10 days to dismiss or face substantial attorney's fees; plans to seek consolidation and expedited preliminary objections.
- Grant Hilfiger acknowledged the conflict concern but proceeded with authorizing Weitzman to defend the township, noting the arrangement can be revisited if circumstances change.
- Grant Hilfiger made a motion to authorize Township Solicitor Weitzman to enter an appearance and defend Barrett Township in docket 3567-CV-2026. The motion was seconded by Patti O'Keefe. All supervisors voted aye and the motion carried.

p. Brown and Brown notification of Civil Action

- Grant Hilfiger made a motion to notify the Township insurance company, Brown and Brown to acknowledge the civil action. The motion was seconded by Darryl Speicher. All supervisors voted aye and the motion carried.

10. Correspondence and FYI Items

- 137 Oak Lane: Monroe County Conservation District inspection report follow-up; property moving toward compliance with fill site requirements.
- Spruce Lake Retreat: Notice of Termination Letter (NPDES permit final)
- Manhart Lane: Monroe County Conservation District compliance notice and inspection report.
- Barrett Township Shooting and Sports Center: NPDES permit application and stormwater discharge notification submitted.

11. Miscellaneous/Non-Agenda Business

a. Certificates of insurance

- Classic Enterprise LLC,
- Cypher Contracting LLC, and
- FrankCrum 1 d/b/a Team Sunshine Contracting LLC.

b. Community Events Announcement

• June 26 – Stella Cole – "It's magic Live!" Pocono Mountain Jr. High School 7:30pm

• June 27 – Relay for Life at BARC: 11:00am – 6:00pm

• June 28 – Steamtown Excursion at Cresco Station Museum 12:00pm – 4:00pm

• June 30 – Concert in the Park at BARC 4:30pm-8:30pm

• July 4 – America 250 Celebration Parade Stroudsburg – 10:00am

• July 11 – SOS Pet Rescue vaccination event at BARC 9:00am – 3:00pm

• July 12 – Patriot Recognition Day (Barrett Historical Society): 1:00pm-4:00pm

• July 13 – BEDCo. Community Clean-up day (sign up at betterbarrett.org/community)

• July 17 – Cabaret Night – BARC – 7:30 pm (Pocono Mountain Music Festival)

• July 18 – The Very Hungry Caterpillar – BARC – 11:00am (Pocono Mountain Music Festival)

• July 19 – Tea & Symphony – Skytop Lodge – 4:00pm (Pocono Mountain Music Festival)

• July 24 – The Room Where it Happens – BARC – 6:00pm (Pocono Mountain Music Festival)

• July 25 & 26 – Five Villages Live: 4:00pm-10:00pm

• August 7 – Mad Dogs & Englishmen – BARC – 7:30pm (Pocono Mountain Music Festival)

• August 8 – Estate and Treasures Sale at FCC: 10:00am – 4:00pm

• August 9 – Estate and Treasures Sale at FCC: 9:00am – 2:00pm

Executive Session

- Grant Hilfiger made a motion to enter executive session to discuss Litigation (Countermen vs. Barrett Township) and Personnel at 8:18pm. The motion was seconded by Bill Pipolo. All supervisors voted aye and the motion carried.
- Grant Hilfiger made a motion to reconvene at 8:38 PM and adjourned immediately thereafter. All supervisors agreed unanimously.

Respectfully submitted,

Nichole Irvin
Recording Secretary