

BARRETT TOWNSHIP SUPERVISORS
MINUTES OF THE REORGANIZATION MEETING OF JANUARY 6, 2020

The Reorganization Meeting of the Barrett Township Board of Supervisors was held Monday, January 6, 2020 at the Barrett Township Municipal Building on Rte. 390 in Mountainhome, PA. The meeting was called to order at 9:00 a.m. by Chairman William Pipolo, Jr.

William Pipolo, Jr. made a motion to recess the meetings from Wednesday, December 11, 2019 and Wednesday, December 18, 2019 and go into Executive Session at 9:00 a.m. to discuss personnel matters. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reconvene the meeting at 9:31 a.m. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to close the regular meetings. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to open the Reorganization Meeting. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

There were no public comments on the agenda items.

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

Solicitor Todd Weitzmann opened the floor to nominations for Chairman of the Board of Supervisors. John Seese made a motion to nominate William Pipolo, Jr. the motion was seconded by Benjie LaBar. As there were no other nominations for Chairman, the motion was carried and all Supervisors voted aye.

William Pipolo, Jr. opened the floor to nominations for Vice-Chairman of the Board of Supervisors. Benjie LaBar nominated Patti O'Keefe as Vice-Chairman of the Board of Supervisors. The motion was seconded by John Seese. As there were no other nominations for the office of Vice-Chairman, the motion carried and all Supervisors voted aye.

William Pipolo, Jr. opened the floor to nominations for Secretary. William Pipolo, Jr. nominated May LaBar as Secretary of the Board of Supervisors. The motion was seconded by Benjie LaBar. As there were no other nominations for the office of Secretary, the motion carried and all Supervisors voted aye.

William Pipolo, Jr. opened the floor to nominations for Assistant Secretary. May LaBar nominated William Pipolo, Jr. as Assistant Secretary of the Board of Supervisors. The motion was seconded by Benjie LaBar. As there were no other nominations for the office of Assistant Secretary, the motion carried and all Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Pam Gardsy as the Executive Secretary/Treasurer at a rate of \$ 23.31 per hour. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint May LaBar to take over as Assistant Treasurer in the event that injury, serious illness, or death; prevent the Treasurer from performing his/her duties. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint John Seese as Road Superintendent. The motion was seconded by May LaBar and carried. John Seese abstained. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint John Seese as Roadmaster Foreman. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

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

William Pipolo, Jr. made a motion to reappoint John Seese Chief Administrative Officer of the Non-Uniform Pension Plan which is administered by Linsco Private Ledger and Retirement Advantage. The motion was seconded by May LaBar and carried. All Supervisors voted aye.

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

William Pipolo, Jr. made a motion to appoint Salvatore Caiazzo as Alternate Township Engineer. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Jeryl Rinehart Township Sewage Enforcement Officer at the rate of \$ 24.25 per hour and mileage for vehicle use that is set at the Internal Revenue Service mileage rate. The Board of Supervisors deferred setting a septic permit inspection fee. The motion was seconded by Benjie LaBar and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint 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 \$ 24.25 per hour for office time and \$ 35.00 for inspections performed and mileage for vehicle use that is set at the Internal Revenue Service mileage rate. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Jeryl Rinehart Township Zoning Officer at the rate of \$ 24.25 per hour and mileage for vehicle use that is set at the Internal Revenue Service mileage rate. The motion was seconded by Benjie LaBar and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Shawn McGlynn 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 May LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint S.F.M. Consulting LLC, the Building Code Enforcement Officer. The motion was seconded by May LaBar and carried. All Supervisors vote aye.

William Pipolo, Jr. made a motion to reappoint Jeryl Rinehart the Recording Secretary to the Barrett Township Supervisors and Planning Commission at the rate of \$ 24.25 per hour. The motion was seconded by Benjie LaBar and carried. John Seese abstained due to a conflict of interest. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint Pam Gardsy the Right to Know Officer. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Rudy Haab the Township Emergency Management Coordinator. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Kyle Planer the Township Assistant Emergency Management Coordinator. The motion was seconded by John Seese and carried. All Supervisors voted aye.

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

The Barrett Township Board of Auditors is listed as follows:
Christine Macaluso – term expires the first Monday of 2022
Karen Herring - term expires the first Monday of 2024
Nathan Covington – term expires the first Monday of 2026

William Pipolo, Jr. made a motion to reappoint Charles Fullington to a term on the Barrett Township Planning Commission, which will expire December 31, 2024. The motion was seconded by John Seese and carried. All Supervisors voted aye.

The Barrett Township Planning Commission members are as follows:

William Pipolo, Jr.	term expires	December 31, 2023
Brick Linder	term expires	December 31, 2022
Patti O'Keefe	term expires	December 31, 2021
Ralph Megliola	term expires	December 31, 2020

William Pipolo, Jr. made a motion reappoint Ralph Fish, Jr. to a term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2022. The motion was seconded by John Seese and carried. May LaBar abstained due to a conflict of interest. All other Supervisors voted aye.

The Barrett Township Zoning members are as follows:

Richard L. Price Jr.	term expires	December 31, 2020
Jill Shoesmith	term expires	December 31, 2021

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 May LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Charlene Barry 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 reappoint the following EAC Members for a 3 – year term ending January 1, 2023: Darryl Speicher, Kathleen Sandt and Sally Duffy. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

The other continuing Environmental Advisory Council is as follows:

Jennifer Mittereder term expires January 1, 2021

Patti O’Keefe term expires January 1, 2021

William Pipolo, Jr. made a motion that the U.C.C. Appeals Board are as follows:

David Price Samuel Prynda Vincent Piacente Chadd Gray Vacancy

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

William Pipolo, Jr. made a motion that the Property Maintenance Appeals Board are as follows:

David Price Samuel Prynda Vincent Piacente Chadd Gray Vacancy

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

William Pipolo, Jr. made a motion to reappoint the following Members to a 1 Year Term ending December 31, 2020 to the Architectural Review Committee:

William Hopkins Brick Linder Jeff Rudder

Karl Weiler Annie Grill

Ralph Megliola Fran Durst

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

May LaBar made a motion reappoint the following Members to a 1 Year Term ending December 31, 2020 to the Halloween Parade Committee:

Peter Pipolo (Co-Chairman) Betty Oppelt

Kelly Slinger (Treasurer) Michael Mignat

Amanda Kuhn (Secretary) Cheri Jones

The motion was seconded by Benjie LaBar and carried. William Pipolo, Jr. abstained due to a conflict of interest. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint the following Members to a 1 Year Term ending December 31, 2020 to the High Acres Park Committee:

Susan Seese Cheri Jones Gloria Smith Sonia White

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

John Seese made a motion to approve the following Committee and Board appointment:

In charge of Planning & Zoning – Patti O’Keefe and William Pipolo, Jr.

The motion was seconded May LaBar and carried. All Supervisors voted aye.

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

In charge of Police Dept. – John Seese

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

In charge of High Acres Park Committee – The Board of Supervisors

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

Pocono Mts. Council of Governments representative – John Seese

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

Library Board – Benjie Labar

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

EAC – Patti O’Keefe

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

PMR Ambulance Board – Patti O’Keefe

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

John Seese made a motion to approve the following Committee and Board appointments:

ARC – William Pipolo, Jr.

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

PARC – Benjie LaBar

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint the following Solicitors for 2020 for the Board of Supervisors:

Todd Weitzmann, Esq. – Primary – Rate, \$ 1000.00 monthly retainer, \$ 195.00/hour

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

Timothy McManus, Esq. – Alternate – Rate, \$ 195.00/hour

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

William Pipolo, Jr. made a motion to appoint the following Solicitor for 2020 for the Zoning Hearing Board:

James Fareri, Esq. – Primary, Rate - \$ 195.00/hour

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint the following Solicitors for 2020 for the Planning Commission:

Deborah Huffman, Esq. – Primary, Rate - \$ 195.00/hour

Todd Weitzmann, Esq. – Primary - \$ 195.00/hour

Timothy McManus, Esq. – Alternate - \$ 195.00/hour

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

William Pipolo, Jr. made a motion to appoint the following Solicitor for 2020:

Zoning Officer: Timothy McManus, Esq. – Primary - \$ 195.00/hour

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

William Pipolo, Jr. made a motion to set the Supervisors regular meetings 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 set the Supervisors workshop meeting to the 3rd Wednesday of each month at 8:00 a.m. 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 to approve all mileage reimbursements for 2020 be paid at the current IRS rate. 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 May LaBar 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 to authorize the Executive Secretary/Treasurer and one other Supervisor to sign all checks. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to set policy that all bills shall be paid at a public meeting except for certain recurring payments such as: contracts, payroll, discount bills, insurance and interest payments. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to authorize the Treasurer to issue a check in case of an item of immediate need to be secured by cash. The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to authorize the Treasurer to spend up to \$ 1,500.00 per month with the approval of one other Supervisor. The motion was seconded by John Seese and carried. All Supervisors voted aye.

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 to authorize the Roadmaster/Superintendent 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 May LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to recommend the wages of the Roadmaster/Foreman be set at \$ 29.13 per hour for hours actually worked for the year 2020. The motion was seconded by Benjie LaBar and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

William Pipolo, Jr. made a motion to recommend the wages of the Alternate Roadmaster Foreman be set at \$ 29.13 per hour for hours actually worked, for the year 2019. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

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

Road Foreman - \$ 29.13

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

Equipment Operator with CDL – \$ 21.81 per hour (Hired before 6/2017)

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

Equipment Operator with CDL – \$ 21.38 per hour (Hired after 6/2017)

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

Truck Driver with CDL – \$ 18.99 per hour

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

Part time Truck Driver with CDL - \$ 18.99 per hour

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

Truck Driver Non CDL – \$ 18.44 per hour

The motion was seconded by May LaBar and carried. All Supervisors voted aye.

Laborer/Temporary Laborer – \$ 15.16 per hour

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

Part time office - \$ 13.53

The motion was seconded by John Seese and carried. May LaBar abstained due to a conflict of interest. All other Supervisors voted aye.

William Pipolo, Jr. made a motion that 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 Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to establish that paydays shall be on a biweekly schedule, with each pay period ending on Tuesday and paychecks being distributed the next day. The first pay period ending will be on Tuesday, January 14, 2020. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that any advances in pay may be made in the event of an emergency. 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 eleven holidays per year: New Year's Day, Martin Luther King, Jr. Day, Presidents' day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, 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 the Township will pay all group hospitalization insurance for full time employees hired prior to October, 2017 and their families. Employees hired after October 2017, can add a spouse or family member but must cover 40 % of the additional premium through payroll deduction; The Township will cover 60 % of the difference in premium. The Supervisors will pay for the individual employees' dental coverage. If the employee wishes to add a spouse or family member, the Township will pay a cap of \$ 60.00 toward the cost of the premium. The motion was seconded by Benjie LaBar 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 consecutive service, all full time employees and full time appointed positions will receive ten (10) days paid vacation. After completing five (5) years of consecutive service, all full time employees and full time appointed positions will receive fifteen (15) days of paid vacation.

After completing fifteen (15) years of consecutive service, all full time employees and full time appointed positions will receive twenty (20) days of paid vacation. (terminated employees receive payment for unused vacation time on a pro-rata basis) The motion was seconded by John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion that each full time employee and full time appointed position, after one (1) year of service will receive four (4) personal days and one additional personal day after ten (10) years of consecutive service. Each full time employee and full time appointed position will receive three (3) hours of sick time per month for a total of thirty – six (36) hours for the year 2020. There will be reimbursement of unused sick time up to a maximum of one hundred (100) hours upon termination of employment, appointment or retirement. The motion was seconded by Benjie LaBar 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 authorize the Administrative Offices, in accordance with the Municipal Records Manual, to dispose of the following public records: Bank Statements and Vouchers from 2012. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

Respectfully Submitted,

May LaBar, Secy.