

BARRETT TOWNSHIP SUPERVISORS
MINUTES OF THE REORGANIZATION MEETING OF JANUARY 3, 2023

The Reorganization Meeting of the Barrett Township Board of Supervisors was held Tuesday, January 3, 2023, 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 Pamela Gardsy.

Present: Pam Gardsy, Kelly Slinger, Patti O'Keefe, John Seese, Darryl Speicher, Solicitor Todd Weitzmann, Jeryl Rinehart and the public.

Solicitor Todd Weitzmann opened the floor to nominations for Chairman of the Board of Supervisors. Kelly Slinger made a motion to nominate Pam Gardsy, the motion was seconded by John Seese. As there were no other nominations for Chairman, the motion was carried, and all Supervisors voted aye.

Pam Gardsy opened the floor to nominations for Vice-Chairman of the Board of Supervisors. Pam Gardsy made a motion to nominate Patti O'Keefe as Vice-Chairman of the Board of Supervisors. The motion was seconded by Kelly Slinger. As there were no other nominations for the office of Vice-Chairman, the motion carried, and all Supervisors voted aye.

Pam Gardsy opened the floor to nominations for Secretary. Pam Gardsy made a motion to nominate Kelly Slinger as Secretary of the Board of Supervisors. The motion was seconded by John Seese as there were no other nominations for the office of Secretary, the motion carried, and all Supervisors voted aye.

Pam Gardsy opened the floor to nominations for Assistant Secretary. Pam Gardsy made a motion to nominate Darryl Speicher as Assistant Secretary of the Board of Supervisors. The motion was seconded by Kelly Slinger. As there were no other nominations for the office of Assistant Secretary, the motion carried, and all Supervisors voted aye.

Kelly Slinger made a motion to reappoint Pam Gardsy as the Executive Secretary/Treasurer at a recommended rate of \$ 25.97 per hour. The motion was seconded by John Seese and carried. Pam Gardsy abstained due to a conflict of interest. All other Supervisors voted aye.

Pam Gardsy made a motion to appoint Kelly Slinger to take over as Assistant Treasurer in the event that injury, serious illness, or death; prevents the Treasurer from performing his/her duties. The motion was seconded by Patti O'Keefe and carried. All Supervisors voted aye.

Pam made a motion to reappoint John Seese as Road Superintendent at a recommended rate of \$ 32.45 per hour for hours actually worked for the year 2023. The motion was seconded by Kelly Slinger and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

Pam Gardsy made a motion to reappoint John Seese as Roadmaster Foreman at a recommended rate of \$ 32.45 per hour for hours actually worked for the year 2023. The motion was seconded by Kelly Slinger and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

John Seese made a motion to appoint Pam Gardsy as Alternate Roadmaster /Foreman at a recommended rate of \$ 32.45 per hour for hours actually worked for the year 2023. The motion was seconded by Kelly Slinger and carried. Pam Gardsy abstained due to a conflict of interest. All other Supervisors voted aye.

Pam Gardsy made a motion to reappoint John Seese as Chief Administrative Officer of the Non-Uniform Pension Plan, which is administered by Linsco Private Ledger and Conrad Siegel. The motion was seconded by Kelly Slinger and carried. John Seese abstained due to a conflict of interest All other Supervisors voted aye.

Pam Gardsy made a motion to reappoint Deanna Schmoyer as Township Engineer at a rate of \$ 90.00 per hour. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to appoint Salvatore Caiazzo as Alternate Township Engineer at a rate per the fee schedule. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to appoint Judy Linder as Bookkeeper at a rate of \$ 925.00/month, with additional work billed at \$ 60.00/hr. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Jeryl Rinehart Township Sewage Enforcement Officer at the rate of \$ 27.02 per hour with 50% of the septic permit inspection fees and mileage for vehicle use that is set at the Internal Revenue Service mileage rate. The motion was seconded by Kelly Slinger and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

Pam Gardsy made a motion to reappoint David Manter as Alternate Sewage Enforcement Officer when the S.E.O., has a conflict of interest or is absent at the part-time rate of \$ 27.02 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 Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Jeryl Rinehart as Township Zoning Officer at the rate of \$ 27.02 per hour and mileage for vehicle use that is set at the Internal Revenue Service mileage rate. The motion was seconded by Kelly Slinger and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

Pam Gardsy made a motion to reappoint Manter Inspection Company as the Assistant Zoning Officer at the rate of \$ 45.00 per hour when the Zoning Officer has a conflict of interest or is absent. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Manter Inspection Company as the Building Code Enforcement Officer. The motion was seconded by Kelly Slinger and carried. All Supervisors vote aye.

Pam Gardsy made a motion to reappoint Jeryl Rinehart as the Recording Secretary to the Barrett Township Supervisors and Planning Commission at the normal hourly rate. The motion was seconded by Kelly Slinger and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

John Seese made a motion to reappoint Pam Gardsy as the Right to Know Officer. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

John Seese made a motion to reappoint Pam Gardsy as the Grant Writer. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Rudy Haab as the Township Emergency Management Coordinator. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to appoint Ralph Megliola as the Township Assistant Emergency Management Coordinator. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Andrew D. Price to the Vacancy Board. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

The Barrett Township Board of Auditors is listed as follows:
Karen Herring - term expires the first Monday of 2024
Nathan Covington – term expires the first Monday of 2026
Christine Macaluso – term expires the first Monday of 2028

Pam Gardsy made a motion to reappoint Brick Linder to a 4-year term on the Barrett Township Planning Commission, which will expire December 31, 2027. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

The Barrett Township Planning Commission members are as follows:

William Pipolo, Jr.	term expires	December 31, 2023
Charles Fullington	term expires	December 31, 2024
Ralph Megliola	term expires	December 31, 2023
Patti O’Keefe	term expires	December 31, 2026

Pam Gardsy made a motion a motion to reappoint Peter Pipolo as an alternate member to the Barrett Township Planning Commission. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Ralph Fish, Jr. to a 3-year term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2025. The motion was seconded by John Seese and carried. All Supervisors voted aye.

The Barrett Township Zoning members are as follows:

Richard L. Price	term expires	December 31, 2023
Loree Guthrie	term expires	December 31, 2024

Pam Gardsy made a motion to reappoint Rick Scudato 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 Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint Charlene Barry as the P.A.R.C. Representative for Barrett Township. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint the following Environmental Advisory Committee Members for a 3-year term ending January 1, 2026: Darryl Speicher, Kathleen Sandt, and Sally Duffy. The motion was seconded by John Seese and carried. All Supervisors voted aye.

The Environmental Advisory Council is as follows:

Jennifer Mittereder	term expires	January 1, 2024
Patti O'Keefe	term expires	January 1, 2024

Pam Gardsy made a motion to reappoint the following Members to a 1-Year term ending December 31, 2023, to the U.C.C. Appeals Board:

David Price	Samuel Prynda	Vincent Piacente	Chadd Gray	Vacancy
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The motion was seconded by John Seese and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint the following Members to a 1-Year term ending December 31, 2023, to the Property Maintenance Appeals Board:

David Price	Samuel Prynda	Vincent Piacente	Chadd Gray	Vacancy
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The motion was seconded by John Seese and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint the following Members to a 1-year term ending December 31, 2023, to the Architectural Review Committee:

William Hopkins	Karl Weiler	Brick Linder
Annie Grill	Fran Durst	Jeff Rudder
Ralph Megliola		

The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to reappoint and appoint the following Members to a 1-year term ending December 31, 2024, to the High Acres Park Committee:

Angela Jones - Price	Gloria Smith	Sonia White	Dina Rinehart	Jeryl Rinehart
Kelsie Bartholomew	Cindy Morgan	Blake Rinehart		

The motion was seconded by Darryl Speicher and carried. All Supervisors voted aye.

Pam Gardsy made a motion to appoint or reappoint the following Supervisors to be in charge of the following departments:

Administrative Offices – Kelly Slinger
Police Department – John Seese
High Acres Park Committee – Pam Gardsy
Council of Governments representative – Patti O'Keefe
Library Board – Darryl Speicher
PMR Ambulance Board – Darryl Speicher
ARC – Kelly Slinger
PARC – Patti O'Keefe
Fire Company – Kelly Slinger

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

Pam Gardsy made a motion to appoint the following Solicitors for 2023:

Board of Supervisors:

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

Timothy McManus, Esq. – Alternate – Rate, \$ 205.00/hour

Zoning Hearing Board:

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

Planning Commission:

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

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

Timothy McManus, Esq. – Alternate - \$ 205.00/hour

Zoning Officer:

Timothy McManus, Esq. – Primary - \$ 205.00/hour

UCC Appeal and Property Maintenance:

Geoffrey S. Worthington, Esq. - \$ 200.00/hour

The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy 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. and the Supervisors workshop meeting to the 3rd Wednesday of each month at 8:00 a.m. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to set the Tax Collector's salary at 4.5 % of all taxes collected. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to approve all mileage reimbursements for 2023 shall be paid at the current IRS rate. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion that First Keystone Bank be made depositor for the General Fund, Open Space Fund, Fire Fund, Park and Recreation Fund, Road Machinery Fund, Admin Rec Complex Fund, and the State Fund. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion that ESSA Bank be made depositor for the Library Fund and Ambulance Fund. The motion was seconded by John Seese and carried. All Supervisors voted aye.

John Seese made a motion to authorize the Executive Secretary/Treasurer and one other Supervisor to sign all checks. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy 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 Kelly Slinger and carried. All Supervisors voted aye.

John Seese 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 Kelly Slinger and carried. All Supervisors voted aye.

John Seese 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 Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to recommend that the Treasurer's Bond be set at \$1,000,000.00. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy 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 Kelly Slinger and carried. All Supervisors voted aye.

John Seese made a motion to set the following wages for the Maintenance Department be approved based up to 2080 hours:

Equipment Operator with CDL – \$ 24.29 per hour (Hired before 6/2017)

Equipment Operator with CDL – \$ 23.81 per hour (Hired after 6/2017)

Truck Driver, Non CDL – \$ 20.54 per hour

Laborer - \$ 16.88 per hour

Temporary Laborer – \$ 16.88 per hour

Part time office - \$ 15.08

Administrative Assistant - \$ 17.00 per hour

The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to establish 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 John Seese and carried. All Supervisors voted aye.

Pam Gardsy 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 shall end on Tuesday, January 10, 2023. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion that any advances in pay may be made by motion of the Board of Supervisors in the event of an emergency. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion that all full-time employees and full-time appointed positions will be paid for the following holidays:

New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, and ½ day New Year's Eve.

The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye. It was noted that if the holiday falls on a Saturday, the holiday will be observed on Friday, and if the holiday falls on a Sunday, the holiday will be observed on Monday.

Pam Gardsy made a motion that the Township will pay all group health 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 Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion that all full-time employees and full-time appointed positions after completing one (1) year of service receive five (5) days paid vacation. After two (2) 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) Any remaining vacation days will be paid in the last pay period of the year. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Pam Gardsy 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 each 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 2022. 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 John Seese and carried. All Supervisors voted aye.

It should be noted that 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.

Pam Gardsy made a motion to appoint Kirk, Summa & Co. to do the 2022 Annual Audit. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Pam Gardsy 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 2014. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Pam Gardsy made a motion to adopt Resolution No. 010323 for covering the Barrett Township Fire Company under the workmen compensation insurance coverage for all Township activities that they participate in. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

The Minutes of the December 14, 2022 Meeting and the December 21, 2022 Workshop Meeting were approved on a motion made by Pam Gardsy and seconded by Kelly Slinger and carried. All Supervisors voted aye.

Pam Gardsy made a motion to approve the payment of the following bills:

- December 14, 2022 - General Fund - \$ 14,547.23, Fire Fund - \$ 6,383.22, Park and Recreation Fund - \$ 338.62, Open Space Fund - \$ 133.87, Administrative Recreation Complex Fund - \$ 186.01, State Fund - \$ 438.35, LST Fund - \$ 672.15

- December 21, 2022 – General Fund - \$ 11,433.21, Open Space Fund - \$ 250.00, Administrative Recreation Complex Fund - \$ 326.32, Park and Recreation Fund – \$ 29.98, Library Fund - \$ 607.53, Ambulance Fund - \$ 202.28, Fire Fund - \$ 518.60
- The motion was seconded by John Seese and carried. All Supervisors voted aye.

Reports:

- a. The S.E.O. (1), Zoning (2) and Building (2) Reports for December were read. On a motion made by Pam Gardsy and seconded by Kelly Slinger and carried, the reports were accepted as read. All Supervisors voted aye.

Subdivision/Land Development/Lot Consolidation:

- a. The Applicant, Adam Campbell, is proposing to consolidate two lots (Lots 33 and 34, Section D of Lake in the Clouds) into one lot (new Lot 33A). The combined parcel area will be 1.062 acres. The existing lots have no development (currently vacant). A final review letter dated January 2, 2023, was received from Township Engineer Deanna Schmoyer, recommending approval of the lot combination plan. Darryl Speicher made a motion to approve the lot combination plan. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Old Business:

- a. It was noted that there was no Old Business.

New Business:

- a. Pam Gardsy made a motion to approve the payroll for December 27, 2022, in the amount of \$ 18,665.39 for gross wages, \$ 573.03 for state liability, \$ 4,604.77 for federal tax liability and \$ 14,616.70 for net wages. The motion was seconded by John Seese and carried. All Supervisors voted aye
- b. It was noted that the Zoning Board Hearing has been scheduled for Thursday, January 5, 2023, at 7:00 p.m. for the Application for a Variance for the Bestway of Pennsylvania, Inc.
- c. It was noted that the Auditors' Reorganization Meeting has been scheduled for Wednesday, January 4, 2023, at 7:00 p.m.

Correspondence:

- a. A letter was received from the Greater Lehigh Valley Chamber of Commerce inviting the Supervisors to their Annual Mayors' and Municipal Officials' reception on Thursday, March 30, 2023, at the Homewood Suites by Hilton Allentown-Bethlehem-Center Valley.
- b. A letter was received from PA DEP informing the Supervisors that an application has been made to renew an NPDES Permit for Bill Barry Excavating, Inc., Cresco Quarry Operation.

Miscellaneous:

- a. It was noted that a certificate of insurance was received from M.S.G. Associates. As there was no further business, Pam Gardsy made a motion to adjourn the meeting at 9:41 a.m. The motion was seconded by Kelly Slinger and carried. All Supervisors voted aye.

Respectfully Submitted,

Teryl Rinehart