

BARRETT TOWNSHIP SUPERVISORS
REORGANIZATION MEETING
JANUARY 5, 2015

The Reorganization Meeting of the Barrett Township Board of Supervisors was held on Monday, January 5, 2015 at the Barrett Township Municipal Building on Rte. 390 in Mountainhome, PA. The meeting was called to order at 9:30 a.m. by Chairman, Ralph Megliola.

Present: Ralph Megliola, Loree Guthrie, Paul Stotsenburg, Patti O'Keefe, John Seese, Rick Scrudato, Chief Steve Williams, Jeryl Rinehart and the public.
There were no comments on the agenda items.

Ralph Megliola made a motion to approve the meeting minutes of December 23, 2014. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion to approve the payment of bills for December 23, 2014 from the General Fund in the amount of \$ 26,212.57, from the State Fund in the amount of \$ 3,075.31 and Park Recreation Fund in the amount of \$ 273.12 and for December 31, 2014 from the General Fund in the amount of \$ 9,200.21, from the Fire Fund in the amount of \$ 2,208.20, from the Library Fund in the amount of \$ 378.80, from the Ambulance Fund in the amount of \$ 252.48 and from the State Fund in the amount of \$ 13,645.51. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to go into Executive Session at 9:33 a.m. to discuss personnel matters. The motion was seconded by John Seese and carried. All Supervisors voted aye. Ralph Megliola made a motion to reconvene the meeting at 9:52 a.m. The motion was seconded by Loree Guthrie. All Supervisors voted aye.

The Reorganization Meeting was opened. Solicitor Todd Weitzmann opened the floor to nominations for Chairman of the Board of Supervisors. John Seese nominated Ralph Megliola. As there were no other nominations for the office of Chairman, the nominations were closed.

Ralph Megliola became Chairman of the Board of Supervisors until such time as a successor is named.

Solicitor Todd Weitzmann opened the floor to nominations for Vice-Chairman of the Board of Supervisors. Ralph Megliola nominated Loree Guthrie as Vice-Chairman of the Board of Supervisors. As there were no other nominations for the office of Vice-Chairman, the nominations were closed.

Loree Guthrie became Vice-Chairman of the Board of Supervisors until such time as a successor is named.

Solicitor Todd Weitzmann opened the floor to nominations for Secretary. Ralph Megliola nominated Paul Stotsenburg as Secretary of the Board of Supervisors. As there were no other nominations for the office of Secretary, the nominations were closed.

Paul Stotsenburg became Secretary of the Board of Supervisors until such time as a successor is named.

Ralph Megliola made a motion to close the nominations. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Ralph Megliola asked if there was a motion to appoint Rick Scrudato as Treasurer. John Seese made a motion to hire Pam Ferro as the Executive Secretary/Treasurer at a rate of \$ 19.38 per hour. The motion was seconded by Loree Guthrie and carried. Ralph Megliola, John Seese, Patti O'Keefe and Loree Guthrie voted aye. Paul Stotsenburg voted nay. The vote was 4 – 1 and the motion carried.

At this time, Paul Stotsenburg stated that he needed to be excused.

Ralph Megliola made a motion to appoint John Seese as Road Superintendent. The motion was seconded by Loree Guthrie and carried. John Seese abstained. Paul Stotsenburg was not present to vote. All the other Supervisors voted aye.

Ralph Megliola made a motion to appoint John Seese as Roadmaster Foreman. The motion was seconded by Loree Guthrie and carried. John Seese abstained. All the other Supervisors voted aye.

John Seese made a motion to appoint Ralph Megliola as alternate Roadmaster Foreman. The motion was seconded Loree Guthrie and carried. Ralph Megliola abstained. Paul Stotsenburg was not present for the vote. All the other Supervisors voted aye.

Ralph Megliola made a motion to keep the meeting days and times the same, the following dates and times for Supervisors' meetings are the 2nd Wednesday of each month at 7:00 p.m. and the 4th Tuesday at 9:30 a.m. and the workshop meetings on the 1st and 3rd Tuesday of each month at 7:30 – 9:30 a.m. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Boucher & James, Inc., as Township Engineer. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola 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 2015. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Timothy McManus of Cramer, Swetz, McManus & Jordan, P.C. as Alternate and Zoning Solicitor at a rate of \$ 190.00 per hour for 2015. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion to set the Tax Collector's salary at 4.5 % of all taxes collected. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion that PennStar Bank be made the depositor for the General, Fire, State, Library, Ambulance, Road Machinery and LST Funds. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion that First Keystone Bank be made depositor for the Open Space Fund. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion that ESSA Bank be made depositor for the Park and Recreation Fund. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

It should be noted that the Township will continue to invest monies with the Penna. Local Government Investment Trust (PLGIT) in accordance with Ordinance #97.

John Seese made a motion that the Treasurer and Chairman of the Board sign all checks. In the event of illness or absence of the Chairman, the Vice-Chairman will also be authorized to sign checks. The motion was seconded by Ralph Megliola and carried. All Supervisors voted aye.

Ralph Megliola made a motion that Paul Stotsenburg 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 John Seese 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. Ralph Megliola made a motion to recommend the Treasurer's Bond be set at \$750,000.00. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion that the recommended wages of the Supervisors be set at \$ 19.38 per hour for hours actually worked for the year 2015. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion that the recommended wages of the Roadmaster/Foreman be set at \$ 22.25 per hour for hours actually worked for the year 2015. The motion was seconded by Patti O'Keefe and carried. John Seese abstained. All the other Supervisors voted aye.

John Seese made a motion that the recommended wages of the Alternate Roadmaster Foreman be set at \$ 22.25 per hour for hours actually worked, for the year 2015. The motion was seconded by Loree Guthrie and carried. Ralph Megliola abstained. All the other Supervisors voted aye.

Ralph Megliola made a motion that the following wages for the Maintenance Department be approved based on 2080 hours:

Road Foreman – \$ 22.25 per hour
Equipment Operator with CDL – \$ 19.56 per hour
Equipment Operator – \$ 18.96 per hour
Truck Driver with CDL – \$ 17.04 per hour
Truck Driver – \$ 16.54 per hour
Laborer – \$ 14.85 per hour
Temporary Laborer – \$ 12.31 per hour

Overtime for the Maintenance Department 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 Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola 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 Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion that the following wages for the Police Department be approved based on 2080 hours:

Chief - \$ 40.35 per hour

Detective – 30.92 per hour

Patrolmen - \$ 30.31 per hour

Probationary - \$ 21.22 per hour

Part time - \$ 17.73 per hour

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

It should be noted that the Chairman of the Supervisors, be the Chief Administrative of the Police Pension Plan which is administered by the Pennsylvania Municipal Retirement System.

It shall be noted that the Chairman of the Supervisors, be the Chief Administrative Officer of the Non-Uniform Pension Plan which is administered by the AXA Equitable and R.J. Hall.

Ralph Megliola made a motion to appoint Jeryl Rinehart as the Corresponding Secretary at the rate of \$ 21.74 per hour. Meeting pay will be \$35.00 per meeting for the year 2015. The motion was seconded by Paul Stotsenburg and carried. John Seese abstained. All other Supervisors voted aye.

Ralph Megliola made a motion to appoint Jeryl Rinehart as the Township's Zoning Officer at the rate of \$ 21.74 per hour and 57 ½ cents per mile for vehicle use which is set as the Internal Revenue mileage rate. The motion was seconded by Paul Stotsenburg and carried. John Seese abstained. All the other Supervisors voted aye.

Loree Guthrie made a motion to appoint Pam Ferro as the Assistant Zoning Officer at the rate of \$ 19.38 per hour when the Zoning Officer has a conflict of interest or is absent. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Jeryl Rinehart as the Township's Sewage Enforcement Officer at the rate of \$ 21.74 per hour with 50% of the inspection fees and 57 ½ cents per mile for vehicle use which is set as the Internal Revenue mileage rate. The motion was seconded by Loree Guthrie and carried. John Seese abstained. All the other Supervisors voted aye.

Ralph Megliola 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 \$ 21.74 per hour for office time, \$35.00 for inspections performed and 57 ½ cents per mile for vehicle use. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

It should be noted that Resolution No. 010509A references the fee schedule for all residential and commercial building permits, zoning permits and sewage permits.

It should be noted that Resolution No. 031412 references all fees related to engineering reviews and site inspections shall be paid by the Applicant for any land development or subdivision approval. Such fees shall be paid in full before the issuance of an occupancy permit.

It should be noted that Resolution No. 102312 references at the time of the filing of a preliminary or preliminary/final application for land development or subdivision approval, the Applicant shall deposit into escrow an escrow fee that shall cover the expenses of the Township for advisory expenses in connection with the application.

Paydays will be on a biweekly schedule. The first pay period ending will be on Tuesday, January 6, 2015 with each pay ending being every other Tuesday thereafter. 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. Ralph Megliola made a motion to change the pay schedule to hours actually worked. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Ralph Megliola 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 as well but, any family members will be paid for by the employee and deducted from the employee's pay. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola 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 John Seese and carried. All Supervisors voted aye.

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 nine 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.

Ralph Megliola 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 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 2013. 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 500 hours upon termination of employment, appointment or retirement. The motion was seconded by Loree Guthrie 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.

Ralph Megliola made a motion to appoint Andrew D. Price to the Vacancy Board. The motion was seconded by John Seese and carried. All Supervisors voted aye.

It should be noted in the minutes that Brick Linder is the Township's Emergency Management Coordinator and Jim Siglin is the Assistant Coordinator.

The Barrett Township Board of Auditors is listed as follows:

Christine Macaluso – term expires the first Monday of 2016

Nathan Sauers - term expires the first Monday of 2018

Michelle Sisak – term expires the first Monday of 2020

Committee and Board appointments are as follows:

In charge of Planning & Zoning – Ralph Megliola

In charge of Police Dept. – Loree Guthrie

In charge of Park Committee – Paul Stotsenburg

Pocono Mts. Council of Governments representative – John Seese

Library Board – John Seese

Open Space Committee/Regional Open Space – Patti O'Keefe

EAC – Patti O'Keefe

PMR Ambulance Board – Ralph Megliola

ARC – Ralph Megliola

PARC- Paul Stotsenburg

The Barrett Township Planning Commission members are as follows:

Charles Fullington term expires December 31, 2014

Jeff Siglin term expires December 31, 2018

Brick Linder term expires December 31, 2017

Loree Guthrie term expires December 31, 2016

Jim Siglin term expires December 31, 2015

Ralph Megliola made a motion to re-appoint Charles Fullington to a term on the Barrett Township Planning Commission, which will expire December 31, 2019. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion to remove Loree Guthrie from the Planning Commission and replace her with Patti O'Keefe for the term that expires on December 31, 2016. The motion was seconded by John Seese and carried. All Supervisors voted aye,

Ralph Megliola 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 Paul Stotsenburg and carried. John Seese abstained. All the other Supervisors voted aye.

Ralph Megliola made a motion to appoint Todd Weitzmann of Weitzmann, Weitzmann & Huffman as Solicitor to the Barrett Township Planning Commission at a retainer of \$ 190.00 per hour for the year 2015. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Timothy McManus as Alternate Solicitor to the Barrett Township Planning Commission at a rate of \$ 190.00 per hour (in the event of a conflict of interest for the Township solicitor). The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

The following persons are members of the Barrett Township Zoning Hearing Board:

Dennis Bender	term expires	December 31, 2015
Richard L. Price Jr.	term expires	December 31, 2014
Ralph E. Fish, Jr.	term expires	December 31, 2016

Ralph Megliola made a motion to appoint Richard L. Price, Jr. to a term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2017. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Jill Shoemsmith 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 John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Thomas Foley III, Esquire as Solicitor to the Zoning Hearing Board at a rate of \$ 150.00 per hour for the year of 2015. The motion was seconded by John Seese and carried. All Supervisors voted aye.

It was noted that an Environmental Advisory Council was formed and the following persons were appointed:

Darryl Speicher	term expires	January 1, 2015
Dale Price	term expires	January 1, 2015
John Styk	term expires	January 1, 2015
Sally Duffy	term expires	January 1, 2016
Patti O'Keefe	term expires	January 1, 2016

Ralph Megliola made a motion to re-appoint Darryl Speicher and Dale Price and John Styk to the Environmental Advisory Council, their terms to expire January 1, 2017. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye. Ralph Megliola made a motion to appoint Paul Tetor to replace John Styk with a term that will expire on January 1, 2017. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

It was noted that the 2015 Fire Police list was presented by Fire Chief. Ralph Megliola made a motion to accept the new list as presented. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

It was noted that Solicitor Todd Weitzmann has prepare a resolution to waive the member contributions for the Police Pension for the calendar year of 2015 only, in accordance with Ordinance #131. Ralph Megliola made a motion to adopt a Resolution # 010615 to waive the member contributions to the Police pension plan for the year 2013. 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:
Dale Price Bill Riker Martin Price Susan Seese Cheri Jones

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

Old Business:

a. It was noted that a letter was received from D.C.N.R. confirming that the Bureau has been in receipt of the November 5, 2014 joint letter which indicates that all three municipalities have reached a consensus regarding the future disposition of the Skywood, Ice Lake and Seven Pines Parks. The Mount Pocono Borough has agreed to withdraw from P.A.R.C. and pay \$ 9,300.00 to assist with the transfer of the properties. Ralph Megliola made a motion to approve the letter. The motion was seconded by John Seese and carried. All Supervisors voted aye.

New Business:

a. Ralph Megliola made a motion to approve payroll for December 23, 2014 in the amount of \$ 28,355.35 for gross wages, \$ 870.52 for state tax liability, \$ 7,442.38 for federal tax liability and \$ 21,823.68 for net wages. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

b. It was noted that a letter and a copy of their Comprehensive Plan was received from the Paradise Township Board of Supervisors. The Paradise Township Board of Supervisors is giving the Supervisors the opportunity to provide comments at least forty-five (45) days prior to the Public Hearing.

c. Ralph Megliola made a motion to approve Jeryl Rinehart attending the training classes and the PA Decentralized Wastewater and Trade Show in Harrisburg on January 18 – 21, 2015 . The motion was seconded by Paul Stotsenburg and carried. John Seese abstained. All the other Supervisors voted aye.

d. A letter of resignation was received from Police Officer Austin R. Anglemeyer. Ralph Megliola made a motion to accept the letter of resignation. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye. Chief Steve Williams asked the Supervisors if they would sell Austin's protected vest to him at a prorated price for his continued use at his next position at Pocono Township. Ralph Megliola made a motion to have Steve determine the cost of the vest and allow Austin to keep his protective vest. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

e. It was noted that the 2014 Routine Bridge Inspection Reports were received from McMahan Transportation Engineers and Planners on the bridges located on Old Canadensis Road over the Brodhead Creek, Glenmere Road over Brodhead Creek and Monomonock Road over Mill Creek.

f. A letter was received from the Redevelop Authority of the County of Monroe informing the Township that their programs assisted two (2) low-income households in the Township. Also, any low-income homeowners who may need assistance can contact the Redevelop Authority and be placed on their waiting list

Miscellaneous:

a. It was noted that certificates of insurance were received from M & E Builders, Liberty Custom Homes and Pioneer Construction Co, Inc.

Ralph Megliola made a motion to accept the revised meeting minutes for the Open Space Advisory Committee and Environmental Advisory Committee. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Chief Steve Williams asked the Supervisors to go into Executive Session for possible litigation. Ralph Megliola made a motion to go into Executive Session at 10:50 a.m. The motion was seconded by John Seese and carried. All Supervisors voted aye. Ralph Megliola made a motion to reconvene the meeting at 11:00 a.m. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

As there were no further business or public comment, Ralph Megliola made a motion to adjourn the meeting at 11:00 a.m. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Respectfully Submitted,