

BARRETT TOWNSHIP SUPERVISORS  
MINUTES OF THE REORGANIZATION MEETING OF JANUARY 4, 2021

The Reorganization Meeting of the Barrett Township Board of Supervisors was held Monday, January 4, 2021 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.

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, Township Engineer Deanna Schmoyer 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 May 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. William Pipolo, Jr. made a motion to nominate Patti O'Keefe as Vice-Chairman of the Board of Supervisors. The motion was seconded by May LaBar. 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. John Seese made a motion to nominate May LaBar as Secretary of the Board of Supervisors. The motion was seconded by William Pipolo, Jr. 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. John Seese made a motion to nominate William Pipolo, Jr. as Assistant Secretary of the Board of Supervisors. The motion was seconded by Patti O'Keefe. 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 \$ 24.01 per hour. The motion was seconded by May 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 due to a conflict of interest. All other 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. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

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

William Pipolo, Jr. 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 May 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 \$ 24.98 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 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 \$ 24.98 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 May LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Jeryl Rinehart as Township Zoning Officer at the rate of \$ 24.98 per hour and mileage for vehicle use that is set at the Internal Revenue Service mileage rate. The motion was seconded by May 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 David Manter 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 John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to appoint David Manter as the Building Code Enforcement Officer. The motion was seconded by Benjie LaBar and carried. All Supervisors vote aye.

William Pipolo, Jr. made a motion to reappoint Jeryl Rinehart as the Recording Secretary to the Barrett Township Supervisors and Planning Commission. 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 as 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 as the Township Emergency Management Coordinator. The motion was seconded by Patti O'Keefe and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to reappoint Kyle Planer as 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 John Seese 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 Ralph Megliola to a 4-year term on the Barrett Township Planning Commission, which will expire December 31, 2025. The motion was seconded by John Seese and carried. All Supervisors voted aye.

The Barrett Township Planning Commission members are as follows:

Patti O'Keefe	term expires	December 31, 2021
Brick Linder	term expires	December 31, 2022
William Pipolo, Jr.	term expires	December 31, 2023
Charles Fullington	term expires	December 31, 2024

William Pipolo, Jr. made a motion reappoint Richard L. Price Jr. to a 3-year term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2023. The motion was seconded by John Seese and carried. All Supervisors voted aye.

The Barrett Township Zoning members are as follows:

Jill Shoesmith	term expires	December 31, 2021
Ralph Fish, Jr.	term expires	December 31, 2022

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

William Pipolo, Jr. made a motion to reappoint Charlene Barry as the P.A.R.C. Representative for Barrett Township. The motion was seconded by Benjie LaBar 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, 2024: Jennifer Mittereder and Patti O'Keefe. The motion was seconded by Benjie LaBar and carried. All Supervisors voted aye.

The other continuing Environmental Advisory Council is as follows:

Darryl Speicher	term expires	January 1, 2023
Kathleen Sandt	term expires	January 1, 2023
Sally Duffy	term expires	January 1, 2023

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
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The motion was seconded by John Seese 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
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The motion was seconded by May LaBar 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, 2021 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.

William Pipolo, Jr. made a motion to reappoint the following Members to a 1-year term ending December 31, 2021 to the High Acres Park Committee:

Susan Seese	Gloria Smith	Sonia White
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The motion was seconded by Patti O'Keefe and carried. All Supervisors voted aye.

May LaBar made a motion to approve the following Committee and Board appointment:

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

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

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

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

The motion was seconded by Patti O'Keefe and carried. All Supervisors voted aye.

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

Pocono Mts. Council of Governments representative – May LaBar

The motion was seconded by William Pipolo, Jr. and carried. All Supervisors voted aye.

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

Library Board – Benjie Labar

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

EAC – Patti O'Keefe

The motion was seconded by May LaBar 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 May LaBar and carried. All Supervisors voted aye.  
William Pipolo, Jr. made a motion to approve the following Committee and Board appointments:

PARC – Benjie LaBar

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

William Pipolo, Jr. made a motion to appoint the following Solicitors for 2021.

Board of Supervisors:

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

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

Zoning Officer:

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

The motion was seconded by John Seese 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. and the Supervisors workshop meeting to the 3rd Wednesday of each month at 8:00 a.m. The motion was seconded by Patti O’Keefe 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 John Seese and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to approve all mileage reimbursements for 2021 be paid at the current IRS rate. The motion was seconded by John Seese 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 John Seese 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 Benjie LaBar and carried. All Supervisors voted aye.

William Pipolo, Jr. made a motion to authorize the Executive Secretary/Treasurer and John Seese or William Pipolo, Jr. 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 John Seese 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 \$ 30.00 per hour for hours actually worked for the year 2021. The motion was seconded by May LaBar and carried. John Seese abstained due to a conflict of interest. All other Supervisors voted aye.

John Seese made a motion to recommend the wages of the Alternate Roadmaster Foreman be set at \$ 30.00 per hour for hours actually worked, for the year 2021. The motion was seconded by May 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 set the following wages for the Maintenance Department be approved based up to 2080 hours:

Road Foreman - \$ 30.00

Equipment Operator with CDL – \$ 22.46 per hour (Hired before 6/2017)

Equipment Operator with CDL – \$ 22.02 per hour (Hired after 6/2017)

Truck Driver with CDL – \$ 19.56 per hour

Part time Truck Driver with CDL - \$ 19.56 per hour

Truck Driver Non CDL – \$ 18.99 per hour

Laborer - \$ 15.61 per hour

Temporary Laborer – \$ 15.61 per hour

Part time office - \$ 13.94

The motion was seconded by Benjie LaBar and carried. All 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 12, 2021. The motion was seconded by John Seese 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 May 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 Patti O'Keefe 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 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 (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 May LaBar and carried. All Supervisors voted aye.

Barrett Township Supervisors  
Reorganization Meeting of January 4, 2021  
Page 8.

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 Kirk, Summa & Co. to do the 2020 Annual Audit. The motion was seconded by John Seese and carried. All Supervisors voted aye.

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 2013. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Respectfully Submitted,