

BARRETT TOWNSHIP SUPERVISORS  
REGULAR MEETING AND  
REORGANIZATION MEETING  
JANUARY 4, 2016

The Regular Meeting from December 22, 2015 was reconvened at 8:50 a.m. The Supervisors went into Executive Session. Ralph Megliola made a motion to reconvene the meeting at 9:35 a.m. The motion was seconded by John Seese and carried. All Supervisors voted aye. Ralph Megliola made a motion to adjourn the December 22, 2015 meeting. The motion was seconded by John Seese and carried. All Supervisors voted aye.

The Reorganization Meeting of the Barrett Township Board of Supervisors was held on Monday, January 4, 2016 at the Barrett Township Municipal Building on Rte. 390 in Mountainhome, PA. The meeting was called to order at 9:40 a.m. by Chairman, Ralph Megliola.

Present: Ralph Megliola, Loree Guthrie, Benjie Labar, William Pipolo, Jr., John Seese, Solicitor Deborah Huffman, Pam Gardsy, Jeryl Rinehart and the public.

It was noted that there was no public comment on the agenda items.

Ralph Megliola made a motion to approve the meeting minutes of December 22, 2015. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion to approve the payment of bills:

- December 22, 2015: General Fund - \$ 5,152.97, Library Fund - \$ 630.13, Ambulance Fund - \$ 210.03, Park and Recreation Fund - \$ 500.00
- December 30, 2015: General Fund - \$ 10,394.35, Fire Fund - \$ 1,343.08

The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

The Reorganization Meeting was opened. Solicitor Deborah Huffman 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.

John Seese made a motion to appoint Ralph Megliola as Chairman of the Board of Supervisors. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

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

Solicitor Deborah Huffman 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.

John Seese made a motion to appoint Loree Guthrie as Vice-Chairman of the Board of Supervisors. The motion was seconded by Ralph Megliola and carried. All the Supervisors voted aye.

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

Solicitor Deborah Huffman opened the floor to nominations for Secretary. Ralph Megliola nominated William Pipolo, Jr. as Secretary of the Board of Supervisors. As there were no other nominations for the office of Secretary, the nominations were closed.

John Seese made a motion to appoint William Pipolo, Jr. for Secretary. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

William Pipolo, Jr. became Secretary of the Board of Supervisors until such time as a successor is named.

Ralph Megliola made a motion to appoint Pam Gardsy as the Executive Secretary/Treasurer at a rate of \$ 19.77 per hour. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint John Seese as Road Superintendent. The motion was seconded by Benjie Labar and carried. John Seese abstained. All 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 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. All other Supervisors voted aye.

Ralph Megliola made a motion to change the Supervisors meeting to the 2<sup>nd</sup> Wednesday of each month at 5:30 p.m. and the 4<sup>th</sup> Wednesday of each month at 8:00 a.m. The motion was seconded by John Seese and carried. Ralph Megliola made a motion to change the workshop meeting to the 3<sup>rd</sup> Wednesday of each month at 8:00 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 Loree Guthrie 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 2016. The motion was seconded by Loree Guthrie 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 \$ 195.00 per hour for 2016. The motion was seconded by John Seese 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 Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion that NBT Bank be made the depositor for the General, State, Library, Ambulance, Road Machinery and LST Funds. The motion was seconded by John Seese 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 Fire Fund and 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.

Ralph Megliola made a motion that the Executive Secretary/Treasurer and one other Supervisor sign all checks. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion that Loree Guthrie 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 Benjie Labar 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 2016. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Ralph Megliola made a motion that the recommended wages of the Roadmaster/Foreman be set at \$ 22.70 per hour for hours actually worked for the year 2016. The motion was seconded by Benjie Labar and carried. John Seese abstained. All other Supervisors voted aye.

John Seese made a motion that the recommended wages of the Alternate Roadmaster Foreman be set at \$ 22.70 per hour for hours actually worked, for the year 2016. The motion was seconded by Loree Guthrie and carried. Ralph Megliola abstained. All other Supervisors voted aye.

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

Equipment Operator with CDL – \$ 19.95 per hour  
Truck Driver with CDL – \$ 17.38

Truck Driver – \$ 16.87 per hour  
Laborer – \$ 14.00 per hour  
Temporary Laborer - \$ 14.00 per hour

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

Ralph Megliola made a motion that 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 William Pipolo, Jr. and carried. All Supervisors voted aye.

It shall be noted that Ralph Megliola, 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 \$ 22.39 per hour. Meeting pay will be \$35.00 per meeting for the year 2016. The motion was seconded by Benjie Labar 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 \$ 22.39 per hour and 54 cents per mile for vehicle use which is set as the Internal Revenue mileage rate. The motion was seconded by Benjie Labar and carried. John Seese abstained. All other Supervisors voted aye.

Ralph Megliola` made a motion to appoint Shawn McGlynn as 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 Loree Guthrie 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 \$ 22.39 per hour with 50% of the inspection fees and 54 cents per mile for vehicle use which is set as the Internal Revenue mileage rate. The motion was seconded by Benjie Labar and carried. John Seese abstained. All 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 \$ 22.39 per hour for office time, \$35.00 for inspections performed and 54 cents per mile for vehicle use. The motion was seconded by Benjie Labar 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 5, 2016 with each pay ending 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 that the Supervisors pay all group hospitalization insurance for all full time employees. The Supervisors will pay for the individual employees' dental coverage and for any family members, the Township will pay a cap of \$ 60.00 for the United Concordia Dental Plan, the balance will be paid by the employee and deducted from the employees' 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 William Pipolo, Jr. 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 ten 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 each 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 2016. 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 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.

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.

Ralph Megliola made a motion to appoint Grover Cleveland as the Township's Emergency Management Coordinator and Rudy Haab as the Assistant Coordinator. The motion was seconded 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  
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 – William Pipolo, Jr.  
In charge of Police Dept. – Loree Guthrie  
In charge of Park Committee – John Seese  
Pocono Mts. Council of Governments representative – John Seese  
Library Board – Loree Guthrie  
Open Space Committee/Regional Open Space – William Pipolo, Jr.  
EAC – William Pipolo, Jr.  
PMR Ambulance Board – Benjie Labar  
ARC – Ralph Megliola  
PARC- Benjie Labar

The Barrett Township Planning Commission members are as follows:  
Charles Fullington      term expires    December 31, 2019  
Jeff Siglin                term expires    December 31, 2018  
Brick Linder              term expires    December 31, 2017  
Patti O'Keefe             term expires    December 31, 2016  
Jim Siglin                 term expires    December 31, 2015

Ralph Megliola made a motion to appoint Benjie Labar to a term on the Barrett Township Planning Commission, which will expire December 31, 2020. The motion was seconded by John Seese and carried. All Supervisors voted aye. It was noted that Benjie Labar will replace Jim Siglin.

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 Benjie Labar and carried. John Seese abstained. All 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 Benjie Labar 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 \$ 195.00 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:

Jill Shoosmith	term expires	December 31, 2015
Richard L. Price Jr.	term expires	December 31, 2017
Ralph E. Fish, Jr.	term expires	December 31, 2016

Ralph Megliola made a motion to appoint Jill Shoosmith to a term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2018. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint William Pipolo, Jr. 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 Alan Price Young as Solicitor to the Zoning Hearing Board at a rate of \$ 205.00 per hour for the year of 2016. 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, 2017
Dale Price	term expires	January 1, 2017
Paul Tetor	term expires	January 1, 2017
Sally Duffy	term expires	January 1, 2016
Patti O'Keefe	term expires	January 1, 2016

Ralph Megliola made a motion to re-appoint Patti O'Keefe and to appoint William Pipolo, Jr. to the Environmental Advisory Council, their terms to expire January 1, 2018. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye. It was noted that William Pipolo, Jr. will replace Sally Duffy.

It was noted that the 2016 Fire Police list was presented by Fire Chief.

It should be noted that the High Acres Park committee members are as follows:

Dale Price	Priscilla Kice	Susan Seese	Cheri Jones
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It should be noted that the U.C.C. Appeals Board are as follows:

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

David Price	Samuel Prynda	Vincent Piacente	Chadd Gray	Benjie Labar
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It should be noted that the Architectural Review Committee Members are as follows:

William Hopkins	Karl Weiler	Brick Linder	Annie Grill	Fran Durst	Karen Tetor
Ralph Megliola					

It should be noted that the Halloween Parade Committee Members are as follows:  
Betty Oppelt (Chairman) Martin Price (Treasurer) Mary Price (Secretary) Clifford Oppelt  
Dale Price Michael Mignat Cheri Jones

It should be noted that the Open Space Committee Members are as follows:  
Frank May Patti O'Keefe Dale Price Bill Barry William Pipolo, Jr.

Old Business:

a. Discussion was held on paying off one of the equipment leases. Ralph Megliola made a motion to pay off the lease for the Ford F-550 with the 5.5 % interest rate. The payoff is approximately \$ 60,000.00. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

b. Discussion was held on the proposed Sign Ordinance. A work shop meeting will be scheduled with Township Engineer Judy Goldstein Stern to discuss the Sign Ordinance.

c. Discussion was held on the Zoning Map changes and Zoning Ordinance Amendments. The Planning Commission will review the changes and amendments at their next meeting in February. The Supervisors will discuss the changes and amendments at a future workshop.

d. Discussion was held on the Vietnam Veterans Memorial plaque. The list of Veterans will be advertised in the Village View one more time for additions or changes. The Supervisors confirmed that the dates for the Wartime Service Periods are from August 5, 1964 through May 7, 1975, set by the Veterans Administration.

New Business:

a. Ralph Megliola made a motion to approve payroll for December 23, 2015 in the amount of \$ 14,396.54 for gross wages, \$ 441.21 for state tax liability, \$ 3,743.29 for federal tax liability and \$ 11,152.80 for net wages. The motion was seconded by William Pipolo, Jr. and carried. All Supervisors voted aye.

b. Two letters was received from the Monroe County Conservation District concerning the Aqua PA Oak Lane Water Main Replacement. The first letter confirmed that they reviewed the Erosion and Sediment Control Plan and found it to be adequate. The second letter acknowledged their receipt of notification to use and register the use of a General Permit.

c. A letter was received from the Monroe County Control Center advising the Supervisors that due to the most recent changes in primary dispatch area designation and because of the unknown of some other municipalities who have not made any decisions at this point, these decisions or those pending could affect everyone's backup dispatch assignments at some juncture. A copy of the letter will be forwarded to the Fire Chief.

d. Martin Price submitted a letter asking the Supervisors to accept his resignation from the High Acres Park Committee. Ralph Megliola made a motion to accept his letter of resignation. The motion was seconded by John Seese and carried. All Supervisors voted aye.

e. The Quarterly Report of Contributions was received from the PA Municipal Retirement System for the Police. The report will be forwarded to the Pocono Mountain Regional Police Department.

f. Ralph Megliola made a motion to send a Thank You letter to the Weiler Family Foundation for their donation of \$ 10,000 to assist the Township in the cleanup of the Pocono Playhouse. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Miscellaneous:

a. It was noted that certificates of insurance were received from Rapp Signs, Inc., 209 Enterprises, Division of H & K Group, Inc. and Waste Management Holdings.



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Benjie Labar asked if the 2016 Budget could be opened for further discussion. Solicitor Deborah Huffman will look into it and let the Supervisors know the answer by the next meeting.

Ralph Megliola welcomed the new Supervisors, Benjie Labar and William Pipolo, Jr.

As there were no further business or public comment, Ralph Megliola made a motion to adjourn the meeting at 10:25 a.m. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Respectfully Submitted,