

BARRETT TOWNSHIP SUPERVISORS
REORGANIZATION MEETING
JANUARY 6, 2014

The Reorganization Meeting of the Barrett Township Board of Supervisors was held on Monday, January 6, 2013 at the Barrett Township Municipal Building on Rte. 390 in Mountainhome, Penna. 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, Solicitor Deborah Hoffman, Chief Steve Williams, Jeryl Rinehart and the public.

The Reorganization Meeting was opened. By tradition, the floor was turned over to the Solicitor for elections of Board Officers.

Solicitor Deborah Hoffman opened the floor to nominations for Chairman of the Board of Supervisors. John Seese made a motion to nominate Ralph Megliola. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye. As there were no other nominations for the office of Chairman, John Seese made a motion to close the nominations. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye. 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 Hoffman opened the floor to nominations for Vice-Chairman of the Board of Supervisors. Ralph Megliola made a motion to nominate Loree Guthrie as Vice-Chairman of the Board of Supervisors. The motion was seconded by John Seese and carried. All Supervisors voted aye. As there were no other nominations for the office of Vice-Chairman, Ralph Megliola made a motion to close the nominations. The motion was seconded by John Seese and carried. All Supervisors voted aye. John Seese made a motion to appoint Loree Guthrie as Vice-Chairman. The motion was seconded by Ralph Megliola and carried. All Supervisors voted aye.

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

Solicitor Deborah Hoffman opened the floor to nominations for Secretary. Ralph Megliola made a motion to nominate Paul Stotsenburg as Secretary of the Board of Supervisors. The motion was seconded by John Seese and carried. All Supervisors voted aye. As there were no other nominations for the office of Secretary, John Seese made a motion to close the nominations. The motion was seconded by Ralph Megliola and carried. All Supervisors voted aye. Ralph Megliola made a motion to appoint Paul Stotsenburg as Secretary of the Board of Supervisors. The motion was seconded by John Seese and carried. All Supervisors voted aye.

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

Solicitor Deborah Hoffman opened the floor to nominations for Treasurer for the Board of Supervisors. Ralph Megliola made a motion to nominate Rick Scudato as Treasurer. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye. As there were no other nominations for the office of Treasurer, John Seese made a motion to close the nominations. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye. Ralph Megliola made a motion to appoint Rick Scudato as Treasurer at a rate of \$ 19.00 per hour at 30 hours per week. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

Rick Scudato became Treasurer for the Board of Supervisors until such time as a successor is named.

At this time, Solicitor Deborah Hoffman turned the meeting over to Chairman Ralph Megliola.

Ralph Megliola made a motion to appoint John Seese as Road Superintendent. 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 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 Paul Stotsenburg and carried. Ralph Megliola abstained. All the other Supervisors voted aye.

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

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

Ralph Megliola made a motion to appoint Todd Weitzmann of Weitzmann and Weitzmann as the Township Solicitor on a retainer of \$ 1000.00 monthly as per the fee agreement of 2014. 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, P.C., as the Alternate and the Zoning Solicitor at a rate of \$ 190.00 per hour for 2014. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Ralph Megliola made a motion to set the Tax Collector's salary at 4% of all taxes collected. The motion was seconded by Loree Guthrie 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, Park and Recreation and LST Funds. The motion was seconded by Paul Stotsenburg 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 Paul Stotsenburg 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 John Seese 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 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 John Seese 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 Paul Stotsenburg and carried. All Supervisors voted aye.

Ralph Megliola made a motion that the recommended wages of the Supervisors be set at \$ 19.00 per hour for hours actually worked for the year 2014. 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 \$ 21.81 per hour for hours actually worked for the year 2014. The motion was seconded by Paul Stotsenburg 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 \$ 21.81 per hour for hours actually worked, for the year 2014. 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 – \$ 21.81 per hour
Equipment Operator with CDL – \$ 19.18 per hour
Equipment Operator – \$ 18.59 per hour
Truck Driver with CDL – \$ 16.71 per hour
Truck Driver – \$ 16.22 per hour
Laborer – \$ 14.56 per hour
Temporary Laborer – \$ 12.07 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 Paul Stotsenburg 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 - \$ 39.56 per hour

Detective - \$ 30.02 per hour

Patrolmen - \$ 29.43 per hour

Probationary - \$ 20.60 per hour

Part time - \$ 17.62 per hour

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

It shall be noted that the Chairman of the Supervisors, be the Chief Administrator of the Police Pension Plan which is administered by the Penna. 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 \$ 21.31 per hour. Meeting pay will be \$35.00 per meeting for the year 2014. 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 \$ 21.31 per hour and 56 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.

Ralph Megliola made a motion to appoint Rick Scrudato as the Assistant Zoning Officer at the rate of \$ 19.00 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 \$ 21.31 per hour with 50% of the septic fees and 56 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.

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 \$ 21.31 per hour for office time, \$35.00 for inspections performed and 56 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 ending will be on Thursday, January 9, 2014 with each pay ending being every other Thursday thereafter. Paychecks will be issued on the day of the pay ending. 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 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 Paul Stotsenburg 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 Loree Guthrie 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 2014. 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.

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 – John Seese

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, 2013

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 Jeff Siglin to a term on the Barrett Township Planning Commission, which will expire December 31, 2018. The motion was seconded by Loree Guthrie 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 and Weitzmann as Solicitor to the Barrett Township Planning Commission at a rate of \$ 185.00 per hour for the year 2014. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Timothy McManus as alternate Solicitor to the Barrett Township Planning Commission (in the event of a conflict of interest for the Township solicitor) at a rate of \$ 190.00 per hour for 2014. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Discussion was held on appointing John Seese as the alternate member to the Planning Commission in the event that there are not enough Planning Commission Members for a quorum. Ralph Megliola made a motion to appoint John Seese as an alternate member to the Planning Commission. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

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

Dennis Bender	term expires	December 31, 2012
Richard L. Price Jr.	term expires	December 31, 2014
Ralph E. Fish, Jr.	term expires	December 31, 2013

Ralph Megliola made a motion to appoint Ralph E. Fish, Jr. to a term on the Barrett Township Zoning Hearing Board, which will expire December 31, 2016. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to appoint Jill Shoesmith 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 and the U.C.C. Appeal Board at a rate of \$ 150.00 per hour for the year of 2014. The motion was seconded by Paul Stotsenburg 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, 2014
Patti O'Keefe	term expires	January 1, 2014

Ralph Megliola made a motion to re-appoint Sally Duffy to the Environmental Advisory Council, their terms to expire January 1, 2016. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye. Patti O'Keefe could not be reappointed to the Environmental Advisory Council due to her conflict with being a Supervisor. Discussion was held on speaking with Paul Tetor about submitting a letter of interest for the vacancy.

Discussion was held on appointing the Special Fire Police. Ralph Megliola made a motion to table the decision until the new list could be submitted by the Fire Company. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

It was noted that Solicitor Todd Weitzmann has prepared a resolution to waive the member contributions for the Police Pension for the calendar year of 2014 only, in accordance with Ordinance #131. Ralph Megliola made a motion to adopt a Resolution # 010614 to waive the member contributions to the Police pension plan for the year 2014. The motion was seconded by John Seese and carried. All Supervisors voted aye.

It should be noted that the 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

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

Ralph Megliola made a motion to approve to approve the meeting minutes from December 20, 2014. The motion was seconded by John Seese and carried. All Supervisors voted aye.

Ralph Megliola made a motion to approve the payment of bills for January 2, 2014:

- General Fund - \$ 43,958.10
- Library Fund - \$ 493.24
- State Fund - \$ 12,544.44
- Ambulance Fund - \$ 328.70
- Park and Recreation Fund - \$ 565.99

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

Old Business:

a. Discussion was held on appointing the Emergency Management Coordinator. It was noted that two letters were received and read from Brick Linder and Rudy Haab showing interest in the position. John Seese made a motion to appoint Brick Linder as the Emergency Management Coordinator and Rudy Haab as the Assistant Emergency Management Coordinator. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

b. Discussion was held on the annual appointment of Auditor. It was noted that the position was advertised in the Pocono Record. Ralph Megliola made a motion to appoint Kirk, Summa & Company for 2014 to audit the books for 2013, at a rate not to exceed \$ 4,800.00. The motion was seconded by John Seese and carried. All Supervisors voted aye.

c. Discussion was held on the Tax Anticipation Note, the loan amount is \$ 100,000.00 at a 2.2% fixed rate with the Penn Star Bank. It was noted that the T.A.N. will only be used, if necessary. Ralph Megliola made a motion to approve the T.A.N. and to authorize the appropriate officers to sign the necessary documents. The motion was seconded by Loree Guthrie and carried. All Supervisors voted aye.

New Business:

a. Ralph Megliola made a motion to approve payroll for December 26, 2013 in the amount of \$ 35,089.60 for gross wages, \$ 1,077.26 for state tax liability, \$ 9,516.23 for federal tax liability and \$ 26,716.78 for net wages. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

b. Discussion was held on a complaint about a bill that Aqua PA received from Boucher and James, Inc. concerning engineering onsite inspection fees for the Monomonock Road project. The amount of the bill was approximately \$ 4,000.00. Aqua PA did not follow the proper procedure in scheduling a preconstruction meeting and the Supervisors authorized Jon Tresslar from Boucher and James, Inc. to have an engineer on site during the construction of the water main replacement. Aqua PA is disputing the amount of the bill. Ralph Megliola made a motion to recommend paying 50 % of the bill with Aqua PA. The motion was seconded by John Seese and carried. All Supervisors voted aye. John Seese made a motion to have our Township Engineer onsite at all times for any future road projects with any utility companies and the companies will be required to do the proper work sequence and preconstruction meeting before any project is started. The cost for the Township Engineer will be paid by the utility companies or applicant. The motion was seconded by Ralph Megliola and carried. All Supervisors voted aye. It was noted that Solicitor Todd Weitzmann and Township Engineer Jon Tresslar will prepare the Township's procedure requirements for future road projects.

c. Discussion was held on Jeryl Rinehart attending the P.S.M.A. Wastewater Conference in Valley Forge, PA, this month. Ralph Megliola made a motion to grant permission for Jeryl to attend the conference. The motion was seconded by Loree Guthrie and carried. John Seese abstained. All the other Supervisors voted aye.

d. A letter of resignation was received from Police Officer David M. O'Brien. Ralph Megliola made a motion to accept the letter of resignation. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Miscellaneous:

a. It was noted that a certificate of insurance was received from Pioneer Construction Company, Inc.

The Auditor's Reorganization Meeting will be on Thursday, January 09, 2014 at 7:00 p.m.

Discussion was held on meeting with the representatives from C.A.M.E. and T.O.P.S to resolve the issue at the C.A.M.E. Building. The meeting will be at the next workshop on Tuesday, January 21, 2014 at 7:30 a.m.

A letter was received from the Redevelopment Authority of the County of Monroe informing the residents of Barrett Township that they provide financial assistance to low income families for housing rehabilitation.

A letter was received from the Monroe County Control Center informing the Supervisors that new equipment is being installed at the Control Center and in mid-January the new replacement systems will no longer have the ability to send alphanumeric paging through their paging network.

It was noted that there will be a work shop on Tuesday, January 21, 2014 at 7:30 a.m. and the Supervisors meeting will be on Tuesday, January 28, 2014 at 9:30 a.m. It was also noted that there will not be a Supervisors meeting on Wednesday, January 8, 2014.

As there were no further business or public comment, Ralph Megliola made a motion to adjourn the meeting at 10:30 a.m. The motion was seconded by Paul Stotsenburg and carried. All Supervisors voted aye.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Terry Pinehart".