

UPPER MOUNT BETHEL TOWNSHIP

Township Phone
(570) 897-6127

387 Ye Olde Highway
Mount Bethel, PA 18343-9604

Fax Number
(570) 897-0108

THE MINUTES FOR THE ANNUAL REORGANIZATION MEETING OF THE UPPER MOUNT BETHEL TOWNSHIP BOARD OF SUPERVISORS JANUARY 3, 2017 @ 7:00 p.m.

110208

AGENDA – PART I

- 1. **CALL TO ORDER** –Present were Chairman John Bermingham, Supervisor Anthony De Franco Supervisor Jerry Geake, Supervisor Larry Hallett & Supervisor David Due and Township Manager Rick Fisher. Township Solicitor Ronold Karasek was absent. The Pledge of Allegiance was recited.
- 2. **PUBLIC COMMENT** – None.
- 3. **APPROVE AGENDA – MOTION** by Chairman Bermingham, seconded by Supervisor De Franco to approve the agenda. Vote: 5-0.

AGENDA – PART II - Appointments:

- a. **TEMPORARY CHAIRMAN:** Ron Angle volunteered to be Temporary Chairman. **MOTION** by Supervisor Geake, seconded by Supervisor De Franco appointing Ron Angle as Temporary Chairman. Vote 5-0.
- b. **RECORDING SECRETARY BOARD OF SUPERVISORS / PLANNING COMMISSION:** **MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Melissa Mastrogiovanni as Recording Secretary to the Board of Supervisors / Planning Commission for 2016. No comments. Vote: 5-0.
- d. **ELECTION OF CHAIRMAN:** **MOTION** by Supervisor Due, seconded by Supervisor Hallett appointing John Bermingham as Chairman. No other nomination. Vote: 4-0-1 Chairman Bermingham abstained.
- e. **ELECTION OF VICE-CHAIRMAN:** **MOTION** by Supervisor Due, seconded by Supervisor Hallett appointing Anthony De Franco as Vice Chairman. No other nomination. Vote: 4-0-1 Supervisor De Franco abstained.
- f. **SECRETARY:** **MOTION** by Supervisor De Franco, seconded by Supervisor Larry Hallett appointing David Due as Secretary. Vote: 4-0-1. Supervisor Due abstained.
- g. **TREASURER:** **MOTION** by Supervisor De Franco, seconded by Supervisor Due appointing Larry Hallett as Township Treasurer. No Comments. Vote: 3-1-1. Supervisor Geake voted “no” and Supervisor Hallett abstained.

AGENDA – PART III – Appointments

- a. **TOWNSHIP MANAGER/ASST. TREASURER– MOTION** by Supervisor De Franco, seconded by Supervisor Due appointing Rick Fisher as Township manager and Assistant Treasurer and set pay at \$66,950.00 (3% increase) Vote: 5-0

b. SET BOND FOR TOWNSHIP MANAGER/ASST. TREASURE AT \$250,000.00. MOTION by Supervisor Due, seconded by Supervisor Hallet setting the Township Manager/Asst. Treasurer bond at \$250,000.00. Vote: 5-0. Ron Angle commented the Manager/Asst. Treasurer is also covered under the Treasurer's bond.

c. APPOINT AUDITOR for 2017 and 2016 audit. We received 2 submittals; our current Auditor France, Anderson, Basile & Co. P.C. for the amount of \$7,950.00 and Vondercrone & Behrens for the amount of \$2,995.00. **MOTION** by Supervisor Hallet, seconded by Supervisor De Franco appointing Vondercrone & Behrens for the amount of \$2,995.00 as the township auditor for 2017 and 2016 audit. Vote: 4-1. Supervisor Geake voted "no".

d. ADMINISTRATION/OFFICE LIASION: MOTION by Supervisor Due, seconded by Supervisor Hallet appointing Anthony De Franco as the Administration/Office Liaison. Vote: 4-0-1. Supervisor Defranco abstained.

e. ROADMASTER/ROAD DEPARTMENT LIASION: MOTION by Supervisor Due, seconded by Supervisor De Franco seconds appointing Larry Hallett as Road master/Road Department Liaison. Vote: 3-1-1 with Supervisor Geake voting "no" and Supervisor Hallett abstained.

f. HOMES PROGRAM LIASION: MOTION by Supervisor Due, seconded by Supervisor Hallett appointing Anthony De Franco as HOMES Program Liaison. Vote: 4-0-1 Supervisor De Franco abstained.

g. TOWNSHIP SOLICITOR (SET PAY) MOTION by Supervisor Due, seconded by Supervisor Geake appointing Ronold Karasek, Esq. as Township Solicitor at the rate of \$125.00 per hour for office and court time and \$275.00 per meeting. Vote: 5-0.

h. PLANNING COMMISSION SOLICITOR (SET PAY) MOTION by Supervisor Due, seconded by Supervisor Geake appointing Ronold Karasek, Esq. as Township Planning Commission Solicitor at the rate of \$125.00 per hour for office and court time and \$275.00 per meeting. Vote: 5-0.

i. MEMBER TO THE PLANNING COMMISSION: MOTION by Supervisor Geake, seconded by Supervisor Due appointing Scott Minnich as a member of the Planning Commission for a (5) five year term, expiring January 2022. Vote: 3-2. Supervisor Hallet and De Franco said "no". **3 letters of interest submitted:** 1.) Virgil Kasieber, 2.) Scott Minnich, & 3.) Fred Farleigh

j. TOWNSHIP ENGINEER (SET PAY): We received 4 Letters of interest. 1). Jeffrey Ott (current) at \$93.00 per hour, 2). Robert Collura at \$90.00 per hour, 3). Carroll Engineering at \$108.00 per hour and RKR Hesse at \$109.00 per hour. There was discussion about our current Engineer. Manager Fisher noted the Engineer pay is not the only thing to be determined, you have to consider billable hours. **MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Robert Collura Engineering as the Township Engineer at the rate of \$90.00 per hour. Vote: 2-3 with Supervisor Geake & Due voting "yes" and Chairman Bermingham, Supervisor De Franco and Hallett voting "no". Motion died. **MOTION** by Supervisor De Franco, seconded by Supervisor Hallett appointing Jeffrey Ott Engineering as Township Engineer. Vote: 2-3 with Supervisor De Franco and Hallett voting "yes" and Chairman Bermingham, Supervisor Due and Geake voting "no". Motion died. Supervisor Geake said he would consider other engineers/candidates and suggested negotiating a flat fee for the meetings as well. Ron Angle suggested the Board sit down with the next Engineer and negotiate prices, the Board needs to get this under control. Rick Fisher mentioned Jeffrey Ott was within the budget excluding the subdivision, that's where the cost was very high, a lot of billable

hours and review fees. Public Comment by Judy Henckel – our SALDO is hard to comprehend, that might be a factor. Manager Fisher said it's not acceptable for a Township Engineer to charge excessive review fees to review the SALDO. Supervisor Geake mentioned we had to re-do our fee schedule and increase fees suggested by Jeffrey Ott. Manager Fisher gave some background on Carroll Engineering and mentioned Lower Mount Bethel Township uses Justin Coyle from Carrol Engineering, they stayed within budget. Public Comment by Scot Policelli – it's not necessarily the hourly rate, it is how many hours they bill. Manager Fisher mentioned he spoke to Carroll Engineering and even thought their hourly rate is more, they do not charge extra for phone calls or emails. Manager Fisher said he can sit down with the next engineer and negotiate the meeting fees and work out the numbers. **MOTION** by Supervisor Hallett, seconded by Supervisor Due appointing Carroll Engineering as the Township Engineer at \$110.00 per hour with the condition that Manager Fisher contact Carrol Engineering to see if they will negotiate the fees to include a flat fee for meetings and report back to the Board at their next meeting. Vote: 3-2 with Supervisor Due, Hallett and Chairman Bermingham voting "yes" and Supervisor Geake and De Franco voting "no".

110208 k. **APPOINT FLOOD PLAIN ADMINISTRATOR: MOTION** by Supervisor Geake, seconded by Supervisor De Franco appointing of Ryan Engler as the Flood Plain Administrator. Vote: 5-0

110208 l. **APPOINT ALTERNATE ENGINEER (SET PAY): MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Robert Collura as the Alternate Engineer at the rate of \$90.00 per hour. Vote: 3-2 with Chairman Bermingham, Supervisor Geake and Due voting "yes" and Supervisor De Franco and Hallett voting "no" Motion passed.

M. ZONING, BUILDING CODES AND SEO LIASION: MOTION by Supervisor De Franco, seconded by Supervisor Hallett appointing David Due as the Zoning and SEO Liaison. No comments. Vote: 4-0-1. Supervisor David Due "abstained"

n. ZONING OFFICIAL/CODE OFFICER: MOTION by Supervisor Due, seconded by Supervisor Geake appointing Ryan Engler as Township Zoning Official/Code Officer at the rate of \$60.00 per hour. There was discussion about increase in hours. Supervisor Geake moves and Supervisor Due seconds appointing Ryan Engler as Township Zoning Official / Code Officer at the rate of \$60.00 per hour for a maximum of 15 hours per week. Vote: 5-0.

o. ALTERNATE ZONING AND BUILDING CODES OFFICIAL: MOTION by Supervisor Due, seconded by Supervisor Geake appointing of Tina Serfass as the Alternate Zoning Official /Building Codes Official at the rate of \$51.50 per hour. Vote: 5-0.

p. APPOINT ALTERNATE BUILDING CODES OFFICIAL: MOTION by Supervisor Due, seconded by Supervisor De Franco appointing Rick Fisher as the Alternate Building Codes Official. There was a question brought up whether or not the Manger can be the Alternate Building Codes Official and might want to consider appointing somebody else. Supervisor Due and De Franco rescinded their motion. **MOTION** by Supervisor Geake, seconded by Supervisor Due to table the Alternate Building Codes Official to the BOS meeting on 1/9/17 and ask Manger Fisher to contact Key Codes and Lehigh Valley Inspection Agency to see if they would be interested in serving as our Alternate Building Codes Official and get a price. Vote: 5-0.

q. SET PAY OF ZONING HEARING BOARD SOLICITOR: MOTION by Supervisor Jerry Geake, seconded by Supervisor Due setting the ZHB Solicitor pay at **\$125.00 per hour** for office and court time and **\$275.00 per meeting**. Vote: 5-0

- 4r. APPOINT MEMBER TO THE ZONING HEARING BOARD: We received 2 letters of interest.**
1.) Scott Duddy (current) & 2.) Any Mahan. **MOTION** by Supervisor Due, seconded by Supervisor Geake appointing Scott Duddy to the Zoning Hearing Board for a term of five (5) years – to expire 2022. Public Comment by Ron Angle said “his absentee rate is bad”. Vote 3-2. Chairman Bermingham, Supervisor Due, & Geake voted “yes”. Supervisors De Franco, & Hallet voted “no”. Motion passed.
- s. APPOINT 3RD PARTY INSPECTION AGENCIES: MOTION** by Supervisor Geake, seconded by Supervisor De Franco the appointing Keller Zoning & Inspection Service, Lehigh Valley Inspection Service and Key Codes as our 3rd Party Inspection Agencies. Vote: 5-0
- t. APPOINT SEWAGE ENFORCEMENT OFFICER/SET PAY: MOTION** by Supervisor Geake, seconded by Supervisor De Franco appointing Scott Policelli as the Sewage Enforcement Officer and set pay \$70.00 per hour. Vote: 5-0
- u. APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER/SET PAY: MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Robert Collura Engineering / Ryan Engler as the alternate Sewage Enforcement Officer and set pay is at \$70.00 per hour. Vote: 5-0
- v. APPOINT CHAIRMAN TO THE VACANCY BOARD: MOTION** by Supervisor Hallet, seconded by Supervisor Due appointing Andy Mahan to the Vacancy Board for a one year term, expiring 2018. Vote: 4-1. Supervisor Geake said “no”
- w. APPOINT EAC LIAISON: MOTION** by Supervisor Due, seconded by Supervisor Hallet appointing Anthony De Franco as the EAC liaison. Vote: 4-0-1. Supervisor De Franco “abstained”
- x. APPOINT MEMBER TO THE EAC: MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Lori Poliskiewicz as a member of the Environmental Advisory Council for a three (3) year term expiring 2020. Vote: 5-0
- y. APPOINT MEMBER TO THE EAC: MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Virgil Kasieber as a member of the Environmental Advisory Council for a three (3) year term expiring 2020. Vote: 5-0
- z. APPOINT MEMBER TO THE OPEN SPACE ADVISORY BOARD: MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Judy Henckel and Jason Albert as a member(s) to the Open Space Advisory Board for a three (3) year term – expiring January 2020. Vote: 5-0
- aa. APPOINT RECREATION BOARD LIAISON: MOTION** by Supervisor De Franco, seconded by Supervisor Due appointing John Bermingham as the Recreation Board Liaison. Vote: 4-0-1. Chairman Bermingham “abstained”
- bb. APPOINT MEMBER TO THE RECREATION BOARD: MOTION** by Supervisor Geake, seconded by Supervisor Due appointing Eric Shaw as a member to the Recreation Board for a five (5) year term – expiring January 2022. Vote: 5-0
- cc. APPOINT SAFETY COMMITTEE MEMBER(S): MOTION** by Supervisor Due, seconded by Supervisor De Franco appointing the Safety Committee members: Road Department: Bill Godshalk, Kevin Williams, Dave Constable, and Virgil Kasieber, Office Staff: Diann Eden & Melissa Mastrogiovanni. Vote: 5-0

dd. APPOINTMENT EMERGENCY MANAGEMENT POSITIONS AND NOTIFICATION LIST: MOTION by Supervisor De Franco, seconded by Supervisor Due the appointment of: 5

1. Lindsey Manzi, Emergency Management Coordinator
2. Bill Williams, Deputy Emergency Management Coordinator Vote: 5-0

ee. EMERGENCY NOTIFICATION LIST: EMERGENCY NOTIFICATION LIST: MOTION by Supervisor De Franco, seconded by Supervisor Due to approve the Emergency Notification List.

1. All Supervisors
2. Township Manager
3. Township Office Staff

ff. EMERGENCY MANAGEMENT STAFF: MOTION by Supervisor De Franco, seconded by Supervisor Hallett appointing the Emergency Management Staff as follows:

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Public Information Officer	Lindsey Manzi
Communication & Warning Officer	Lindsey Manzi
Deputy Communication & Warning Officer	Bill Williams
Logistics Liaison	Lindsey Manzi
Fire & Rescue Officer	Bill Williams
Police Services Officer	Joseph Battillo

Vote: 5-0.

gg. EMERGENCY SERVICES LIASION: MOTION by Supervisor Due, seconded by Supervisor Hallett appointing Anthony De Franco as Emergency Service Liaison. Vote: 4-0-1. Supervisor De Franco abstained.

hh. APPROVE ATTENDANCE AT PSATS CONVENTION: MOTION by Supervisor Due, seconded by Supervisor Hallett approving Rick Fisher attendance at the PSATS convention. **MOTION** rescinded by Supervisor Due and Hallett. **MOTION** by Supervisor Due, seconded by Supervisor Hallett seconds approving the office employees, road crew (if interested & according to seniority) and any Supervisors. Vote: 5-0.

ii. VOTING DELEGATE PSATS CONVENTION: There was discussion whether or not the Manager would be the voting delegate, or if a Supervisor will be going, then they might want to be the voting delegate. **MOTION** by Supervisor Geake, seconded by Supervisor De Franco to table the Voting Delegate for the PSATS Convention. Vote: 5-0.

jj. APPOINT MEMBER TO SLATEBELT COUNCIL OF GOVERNMENTS: MOTION by Supervisor De Franco, seconded by Supervisor Hallett appointing David Due as member of the Slate belt Council of Governments. Vote: 4-0-1. Supervisor Due abstained.

kk. APPOINT ALTERNATE MEMBER TO SLATEBELT COUNCIL OF GOVERNMENTS: MOTION by Due, seconded by Supervisor Hallett appointing Anthony De Franco as alternate member to the Slate Belt Council of Government. Vote: 4-0-1. Supervisor De Franco abstained.

ll. DESIGNATION OF DEPOSITORIES: MOTION by Supervisor Due, seconded by Supervisor De Franco approving Merchants National Bank, Penn Star Bank, Smith Barney, Landmark Community Bank, Franklin Security Bank and Bank of NY Melon as designation of depositories. Vote: 5-0.

mm. ESTABLISH REGULAR MONTHLY MEETING LOCATION, DATE & TIME: MOTION by Supervisor Geake, seconded by Supervisor Due establishing the 2nd Monday of each month at 7:00PM in the Municipal Building as the regular meeting date, time and location. Vote: 5-0.

nn. ESTABLISH MONTHLY WORK SESSION MEETING LOCATION, DATE & TIME:

MOTION by Supervisor Geake, seconded by Supervisor Due establishing the 4th Monday of each month at 7:00PM at the Upper Mount Bethel Township Municipal Building as the monthly work session date, time and location. No Comments. Vote: 4-1 with Supervisor Hallett voting "no".

oo. SET EMPLOYEE HOLIDAYS: MOTION by Supervisor Due, seconded by Supervisor Hallett setting the Employees Holidays as per union contract. **MOTION WITHDRAWN.** **MOTION** by Supervisor Due seconded by Supervisor Hallett setting the Employees Holidays as per union contract and approve the Township Manager the same holidays. Vote: 5-0.

pp. SET ROAD DEPARTMENT FULL – TIME EMPLOYEES PAY INCREASE PER CONTRACT: MOTION by Supervisor Geake, seconded by Supervisor Hallett approving the Road Department Full-time pay increase per union contract. Vote: 5-0

qq. PART – TIME/SEASONAL EMPLOYEE (non-union) SET PAY: Supervisor De Franco moves and Supervisor Hallett seconds setting the part – time employees pay at \$14.41 per hour for laborers and \$19.63 per hour for CDL Operators (no change) Vote: 5-0.

rr. SET OFFICE EMPLOYEES PAY INCREASE PER CONTRACT: MOTION by Supervisor Geake seconded by Supervisor De Franco setting the office employee pay increase per union contract. Vote: 5-0

ss. SET THE PENSION CONTRIBUTION FOR FULL TIME EMPLOYEES: MOTION by Supervisor Geake, seconded by Supervisor De Franco setting the Pension Contribution for Full-time Employees per union contract. Vote: 5-0. **MOTION** by Supervisor Geake, seconded by Supervisor De Franco setting the Township Managers pension the same as the Full-time Employees per union contract. Vote: 5-0.

tt. SET MILEAGE REIMBURSEMENT RATE: MOTION Supervisor Geake moves and Supervisor De Franco seconds the 2017 mileage reimbursement IRS rate of 53.5 cents. Vote: 5-0

AGENDA PART IV

a. POLICE PENSION RESOLUTION #2017-01: Chairman Bermingham read Resolution #2017-01. **MOTION** by Supervisor Geake, seconded by Supervisor De Franco adopting Resolution 2017-01. Public Comment by Ron Angle –asked about anyone drawing off the pension. Vote: 5-0

b. POLICE PENSION FUND ADMINISTRATOR: MOTION by Supervisor Due, seconded by Supervisor De Franco appointing Larry Hallett (same as treasurer) as the Police Pension Administrator. Vote: 5-0.

AGENDA PART V – OTHER:

AGENDA PART VI – PUBLIC COMMENT – Public Comment by Ron Angle – The Board should set the Supervisor Pay for the year. **MOTION** by Supervisor Geake, seconded by Supervisor De Franco setting the Board of Supervisors pay at \$2,500.00 per year, paid 1 time per month for 12 months. Vote: 5-0.

AGENDA PART VII – ADJOURNMENT: MOTION by Supervisor De Franco, seconded by Supervisor Hallett adjourning the Re-organization meeting at 8:30 p.m. No Comments. Vote: 5-0.

Melissa Mastrogiovanni, Recording Secretary
Upper Mount Bethel Township