

UPPER MOUNT BETHEL TOWNSHIP  
BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING MINUTES  
MONDAY, JANUARY 6, 2020 @ 7:00 PM

*PART I*

1. Call to Order-Chairman Bermingham Jr. called the meeting to order at 7:00 pm.
2. The Pledge of Allegiance was recited.
3. Roll Call-Present in addition to Chairman Bermingham Jr. were Supervisor Due, Supervisor Teel, Supervisor DeFranco, Supervisor Pinter, and Township Manager Nelson.
4. Public Comment

Charles Cole commented on the meeting that DEP is hosting the Gravel Hill permit applications at the Lower Mount Bethel Township Centerfield Building on January 16, 2020. Chairman Bermingham Jr. stated that he is planning on attending as well as Manager Nelson.

Ron Angle stated that the DEP meeting is informative only.

Judy Henckel asked if there has been anymore discussion on Live Streaming Meetings.

5. Appoint Recording Secretary-2020- **MOTION** by Supervisor Due, seconded by Supervisor Teel, appointing **Cindy Beck** Recording Secretary for 2020.

*PART II (Appointments)*

**TEMPORARY CHAIRMAN: MOTION** by Supervisor Teel, seconded by Supervisor Due appointing **Jeff Manzi** as temporary Chairman. Vote: 5-0.

**CHAIRMAN: MOTION** by Supervisor Teel, seconded by Supervisor Due appointing **John Bermingham Jr.** as Chairman to the Board. Vote: 3-2. Supervisor DeFranco and Supervisor Pinter voting no.

**VICE-CHAIRMAN: MOTION** by Supervisor Due, seconded by Chairman Bermingham Jr. appointing **Robert Teel** as Vice Chairman to the Board. Vote: 5-0.

**SECRETARY: MOTION** by Chairman Bermingham Jr., seconded by Vice-Chairman Teel, appointing **David Due** as Secretary to the Board. Vote: 5-0.

**TREASURER: MOTION** by Vice-Chairman Teel, seconded by Supervisor Due, appointing **Martin Pinter** as Township Treasurer. Vote: 4-0-1. Supervisor Pinter abstained.

**SET BOND FOR TOWNSHIP TREASURER: MOTION** by Supervisor Due, seconded by Vice-Chairman Teel, to **set bond at \$2,000,000.00**. Vote: 4-0-1. Supervisor Pinter abstained.

*PART III (Reports)*

1. Financial Report-Bill List (Tabled from 12-30-19)-Supervisor Pinter read the bill list and stated there was no change in the bill list from 12-30-19. **MOTION** by Supervisor Due, seconded by Vice-Chairman Teel, to pay the bills in the amount of \$217,509.38. Vote: 5-0.

*PART IV (Appointments)*

**APPOINT AUDITOR-2019 Audit and 2020 Year: MOTION** by Supervisor Pinter, seconded by Supervisor Due, the appointment of **Christopher S. Basile, CPA, of France, Anderson, Basile and Company** for the 2019 Audit and 2020 Year. Vote: 5-0.

**APPOINT ADMINISTRATION/OFFICE LIAISON: MOTION** by Vice-Chairman Teel, seconded by Supervisor Due, appointing **Martin Pinter** as the Administration/Office Liaison. Vote: 4-0-1. Supervisor Pinter abstained.

**APPOINT ROADMASTER/ROAD DEPT. LIAISON: MOTION** by Vice-Chairman Teel, seconded by Chairman Birmingham Jr. appointing **Supervisor Due**, as Road Master/Road Dept. Liaison. Vote: 5-0.

**APPOINT TOWNSHIP SOLICITOR (SET PAY): MOTION** by Vice-Chairman Teel, seconded by Supervisor Due, appointing **Ronold J. Karasek, Esquire** as Township Solicitor at a rate of \$125.00 per hour for office and court time and \$375.00 per meeting. Vote: 5-0.

**APPOINT ALTERNATE TOWNSHIP SOLICITOR (SET PAY): MOTION** by Vice-Chairman Teel, seconded by Supervisor Pinter to advertise. Tabled. Vote: 5-0.

**APPOINT PLANNING COMMISSION SOLICITOR (SET PAY): MOTION** by Supervisor Due, seconded by Vice-Chairman Teel, appointing **Ronold J. Karasek, Esquire**, as the Planning Commission Solicitor at the rate of \$125.00 per hour for office and court time and \$375.00 per meeting. Vote: 5-0.

**APPOINT ALTERNATE PLANNING COMMISSION SOLICITOR (SET PAY): MOTION** by Vice-Chairman Teel, seconded by Supervisor Pinter to advertise. Tabled. Vote: 5-0.

**APPOINT ONE (1) PLANNING COMMISSION MEMBER: MOTION** by Supervisor DeFranco, seconded by Supervisor Pinter appointing **Stavros Barbounis** for a five (5) year term, expiring 12/31/2024. Vote: 5-0.

**APPOINT TOWNSHIP ENGINEER (SET PAY): MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, appointing **Justin Coyle of Carroll Engineering** as the Township Engineer at the current rates (no change from 2019). Vote: 5-0.

**APPOINT FLOOD PLAIN ADMINISTRATOR: MOTION** by Supervisor DeFranco, seconded by Supervisor Due, appointing **Justin Coyle of Carroll Engineering** as the Flood Plain Administrator. Vote: 5-0.

**APPOINT ALTERNATE TOWNSHIP ENGINEER (SET PAY): MOTION** by Supervisor Due, seconded by Vice-Chairman Teel, appointing **Robert Collura** as the Alternate Township Engineer at the rate of \$55.00 per hour. Vote: 5-0.

**APPOINT ZONING, BUILDING CODES AND SEO LIAISON: MOTION** by Vice-Chairman Teel, seconded by Chairman Birmingham Jr., appointing **Supervisor Due**, as the Zoning, Building Codes and SEO Liaison. Vote: 5-0.

**APPOINT ZONING OFFICIAL/CODES OFFICER: MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, appointing Tina Serfass of Keller Zoning and Inspection Services as the Zoning Official/Codes Officer at a rate of \$61.50 per hour. Vote: 5-0. There was a discussion on the advertising for the position. Supervisor Pinter would like to Board to approve of the job description and requirements before the advertisement is posted. Manager Nelson will provide the Board with a job description for the

January 13, 2020 meeting. Supervisor DeFranco rescinded his motion. Vice-Chairman Teel rescinded his second. Vote: 5-0.

**APPOINT ALTERNATE ZONING OFFICIAL/CODES OFFICER: MOTION** by Supervisor DeFranco, seconded by Supervisor Due, appointing Tina Serfass of Keller Zoning and Inspection Services as the Alternate Zoning Official/Codes Officer at the rate of \$61.50 per hour. Vote: 5-0.

**APPOINT BUILDING CODES OFFICIAL/CODES OFFICER: MOTION** by Supervisor Due, seconded by Supervisor Pinter appointing Keller Zoning and Inspection Services as the Building Official/Codes Officer at the rate of \$61.50 per hour. Vote: 5-0.

**APPOINT ALTERNATE BUILDING CODES OFFICIAL/CODES OFFICER:** Tabled.

**SET PAY OF ZONING HEARING BOARD SOLICITOR: MOTION** by Supervisor DeFranco, seconded by Supervisor Pinter setting the Zoning Hearing Board Solicitor Pay Rate at \$125.00 per hour for office and court time and \$275.00 per hour per meeting. Vote: 5-0.

**APPOINT 3<sup>RD</sup> PARTY INSPECTION AGENCIES: MOTION** by Supervisor DeFranco, seconded by Supervisor Due appointing 1) Keller Zoning Inspection Services 2) Barry Isett & Associates 3) Key Codes Inspection Services as our 3<sup>rd</sup> Party Inspection Agencies. Vote: 5-0.

**APPOINT SEWAGE ENFORCEMENT OFFICER/SET PAY: MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, appointing Scott Policelli the Sewage Enforcement Officer at a rate of \$75.00 per hour. Vote: 5-0.

**APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER/SET PAY: MOTION** by Chairman Bermingham Jr., seconded by Supervisor Due, appointing Robert Collura the Alternate Sewage Enforcement Officer at a pay rate of \$55.00 per hour. Vote: 5-0.

**APPOINT CHAIRMAN TO THE VACANCY BOARD: MOTION** by Supervisor DeFranco, seconded by Supervisor Pinter appointing Randy Crane to the Vacancy Board for a one year term, expiring 12/31/20. Vote: 5-0.

**APPOINT ENVIRONMENTAL ADVISORY COUNCIL LIAISON: MOTION** by Supervisor DeFranco, seconded by Supervisor Due, appointing Chairman Bermingham Jr., as the Environmental Advisory Council Liaison. Vote: 5-0.

**APPOINT OPEN SPACE ADVISORY BOARD LIAISON: MOTION** by Supervisor Pinter, seconded by Supervisor DeFranco, appointing Supervisor Due as the Open Space Advisory Board Liaison. Vote: 5-0.

**APPOINT RECREATION BOARD LIAISON: MOTION** by Supervisor Pinter, seconded by Supervisor Due, appointing Chairman Bermingham Jr., as the Recreation Board Liaison. Vote: 5-0.

**APPOINT COMMUNITY PARK COMMITTEE LIAISON: MOTION** by Chairman Bermingham Jr., seconded by Supervisor Due, appointing Vice-Chairman Teel as the Community Park Committee Liaison. Vote: 5-0.

**POTENTIAL MERGER OF THE PARK AND RECREATION COMMITTEES: MOTION** by Vice-Chairman Teel, seconded by Chairman Bermingham Jr., to merge the Park and Recreation Committees. Vote: 5-0.

**APPOINT ECONOMIC DEVELOPMENT COMMITTEE LIAISON: MOTION** by Supervisor Pinter, seconded by Supervisor Due, appointing **Supervisor DeFranco** as the Economic Development Committee Liaison. Vote: 4-0-1. Supervisor DeFranco abstained.

**APPOINT SAFETY COMMITTEE MEMBERS: MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, appointing **Office: Diann Eden, Cindy Beck, and Road Department: Dave Constable, Kevin Williams, Troy Bartron** and **Township Manager Ed Nelson** as Safety Committee Members.  
Vote: 5-0.

**APPOINT EMERGENCY MANAGEMENT POSITIONS: MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, appointing: 1) **Lindsey Manzi**, Emergency Management Coordinator, 2) **Bill Williams**, Deputy Emergency Management Coordinator. Vote: 5-0.

**APPOINT EMERGENCY NOTIFICATION LIST: MOTION** by Vice-Chairman Teel, seconded by Supervisor Due appointing Emergency Notification List as follows:

1. Township Manager
  2. All Supervisors
  3. Road Foreman
  4. Township Office Staff
- Vote: 5-0.

**APPOINT EMERGENCY MANAGEMENT STAFF: MOTION** by Supervisor Due, seconded by Vice-Chairman Teel, appointing the Emergency Management Staff as follows:

1. Public Information Officer-Lindsey Manzi
  2. Communication & Warning Officer-Lindsey Manzi
  3. Deputy Communication & Warning Officer-Bill Williams
  4. Logistics Liaison-Lindsey Manzi
  5. Fire & Rescue Officer-Bill Williams
  6. Police Services Officer-Joe Battillo
- Vote: 5-0.

**APPOINT EMERGENCY SERVICES LIAISON: MOTION** by Chairman Bermingham Jr., seconded by Supervisor Due, appointing **Vice-Chairman Teel**, as the Emergency Services Liaison. Vote: 5-0.

**APPROVE ATTENDANCE AT PSATS CONVENTION: MOTION** by Chairman Bermingham Jr., seconded by Vice-Chairman Teel, the approval of 6 attendees at the PSATS Convention. Vote: 5-0.

**APPOINT VOTING DELEGATE PSATS CONVENTION: MOTION** by Vice-Chairman Teel, seconded by Supervisor Pinter, appointing **Chairman Bermingham Jr.** as the Voting Delegate at the PSATS Convention. Vote: 5-0.

**APPROVE THE CONTINUATION OF MEMBERSHIP TO THE SLATE BELT COUNCIL OF GOVERNMENT: MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, to withdraw from the Slate Belt Council of Government. Vote: 5-0.

**APPOINT MEMBER TO FRIENDS OF LAKE MINSI: MOTION** by Vice-Chairman Teel, seconded by Supervisor Pinter, appointing **Supervisor Due** as member of Friends of Lake Minsi. Vote: 5-0.

**APPOINT ALTERNATE MEMBER TO FRIENDS OF LAKE MINSI: MOTION** by Vice-Chairman Teel, seconded by Supervisor Due, appointing **Manager Nelson** as the Alternate Member of Friends of Lake Minsi. Vote: 5-0.

**APPOINT UPPER MT. BETHEL TOWNSHIP ANIMAL CONTROL OFFICER: MOTION** by Supervisor DeFranco, seconded by Supervisor Due, appointing **Christine Cahill** as the Upper Mt. Bethel Township Animal Control Officer. Vote: 5-0.

**DESIGNATION OF DEPOSITORIES: MOTION** by Supervisor Pinter, seconded by Supervisor DeFranco, appointing **1) Merchants National Bank 2) Morgan Stanley 3) ESSA**, as Designated Depositories. Vote: 4-0-1. Supervisor Due abstained.

**ESTABLISH REGULAR MONTHLY MEETING LOCATION, DATE/TIME: MOTION** by Supervisor DeFranco, seconded by Vice-Chairman Teel, establishing the **Regular Monthly Meetings** to be held the **2<sup>nd</sup> Monday** of the month at **7:00 (pm)** at the **Township Municipal Building**. Vote: 5-0.

**ESTABLISH MONTHLY WORK SESSION MEETING LOCATION, DATE/TIME: MOTION** by Supervisor Due, seconded by Vice-Chairman Teel, establishing the **Monthly Work Session Meetings** to be held the **4<sup>th</sup> Monday** of the month at **7:00 (pm)** at the **Township Municipal Building**. Vote: 5-0.

**SET EMPLOYEE HOLIDAYS: MOTION** by Supervisor Due, seconded by Supervisor Pinter, setting the **Employee Holidays per union contract**. Vote: 5-0.

**SET ROAD DEPARTMENT FULL-TIME EMPLOYEES PAY INCREASE PER CONTRACT: MOTION** by Vice-Chairman Teel, seconded by Supervisor Due, setting **Road Department Full-time pay increase as per union contract**. Vote: 5-0.

**SET PAY PART-TIME/SEASONAL EMPLOYEE (non-union): MOTION** by Supervisor DeFranco, seconded by Supervisor Due, setting **Part-time/Seasonal Employee** pay at **\$15.00 per hour** for Laborers and **\$22.00 per hour** for CDL Operators. Vote: 5-0.

**SET OFFICE EMPLOYEES PAY INCREASE PER CONTRACT: MOTION** by Vice-Chairman Teel, seconded by Supervisor Due, setting **Office Employees Pay Increase per union contract**. Vote: 5-0.

**SET THE PENSION CONTRIBUTION FOR FULL-TIME EMPLOYEES: MOTION** by Supervisor Due, seconded by Supervisor Pinter, setting **Pension Contribution for Full-time Employees per union contract**. Vote: 5-0.

**SET 2020 IRS MILEAGE REIMBURSEMENT RATE: MOTION** by Supervisor DeFranco, seconded by Supervisor Pinter, setting **2020 IRS Mileage Reimbursement Rate** of **57.5** cents per mile. Vote: 5-0.

#### *PART V*

**RESOLUTION #2020-01: APPOINTMENT OF DEPUTY TAX COLLECTOR: MOTION** by Supervisor Pinter, seconded by Supervisor Due, adopting Resolution #2020-01. Vote: 4-0-1. Supervisor DeFranco abstained.

**POLICE PENSION RESOLUTION #2020-02: MOTION** by Supervisor Pinter, seconded by Vice-Chairman Teel, adopting Resolution # 2020-02. Vote: 5-0.

**APPOINT POLICE PENSION FUND ADMINISTRATOR: MOTION** by Vice-Chairman Teel, seconded by Chairman Bermingham Jr., appointing **Supervisor Pinter** (same as treasurer) as the Police Pension Fund Administrator. Vote: 5-0.

#### *PART VI (Other)-None*

*PART VII (Public Comment)*

Stavros Barbounis commented on the merging of the Park and Recreation Committees and if there will be one Liaison. Vice-Chairman Teel stated just one.

Jeff Manzi commented on his previous comment regarding the dilapidated home on Decker Ferry Road. Manager Nelson stated the home is in bad condition but is holding off on this property until other properties that need to be addressed.

There was a brief conversation on the contract for the Jewel property.

Manager Nelson stated he would like any communication that is needed to/from the Solicitor, to please go through the office. Manager Nelson stated he will also speak with the committee leaders on this as well.

Ron Angle commented the status of a Zoning Hearing member that may be up for re-appointment. Ron commented on when the next 537 Plan Meeting is and what are we waiting for. Chairman Bermingham Jr. stated we are waiting for Carroll Engineering to respond to all the public comments/questions. Ron commented on the Met-ED property and the concerns with the signs that are going up. Ron stated that property has been zoned Industrial for quite some time.

*PART VIII (Adjournment)*-**MOTION** by Vice-Chairman Teel, seconded by Supervisor Pinter, to adjourn the meeting at 8:30 pm. Vote: 5-0.

Respectfully Submitted by Cindy Beck-Recording Secretary