



## *Upper Mount Bethel Township*

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UPPER MOUNT BETHEL TOWNSHIP  
BOARD OF SUPERVISORS  
ANNUAL REORGANIZATION MEETING MINUTES  
MONDAY, JANUARY 4, 2021 @ 7:00 PM

\*This meeting was held virtually and live streamed through the Upper Mount Bethel Township Facebook page.

### 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-Virtually present were Chairman Bermingham Jr., Supervisor Teel, Supervisor Due, Supervisor Pinter, Supervisor DeFranco and Township Manager Nelson.
4. Public Comment-None
5. Appoint Recording Secretary-2021-**MOTION** by Chairman Bermingham Jr. to appoint Cindy Beck as Recording Secretary for the Board of Supervisors and Planning Commission for 2021, seconded by Supervisor Teel. Vote: 5-0.

### PART II (Board of Supervisors Appointments)

1. APPOINT TEMPORARY CHAIRMAN-**MOTION** by Supervisor DeFranco to appoint **Stavros Barbounis** as temporary Chairman, seconded by Supervisor Due. Vote: 5-0.
2. APPOINT CHAIRMAN-**MOTION** by Supervisor Teel to appoint **Martin Pinter** as Chairman to the Board of Supervisors, seconded by Supervisor Due. Vote: 4-0-1. Chairman Pinter abstained.
3. APPOINT VICE CHAIRMAN-**MOTION** by Supervisor Due to appoint **Robert Teel** as Vice Chairman to the Board of Supervisors, seconded by Supervisor DeFranco. Vote: 4-0-1. Vice Chairman Teel abstained.
4. APPOINT SECRETARY-**MOTION** by Supervisor Teel to appoint **David Due** as Secretary to the Board of Supervisors, seconded by Supervisor Bermingham Jr. Vote: 4-0-1. Secretary Due abstained.
5. APPOINT TREASURER-**MOTION** by Supervisor Teel to appoint Martin Pinter as Township Treasurer, seconded by Supervisor Due. Vote: 4-0-1. Chairman Pinter abstained. Chairman Pinter stated the bond should be increased to 7 million since

everything will be running through the General Fund account, not multiple accounts.  
**MOTION** by Supervisor DeFranco to set bond at 7 million, seconded by Supervisor Due. Vote: 5-0.

### PART III (Appointments)

1. APPOINT TOWNSHIP MANAGER/ASSISTANT TREASURER-**MOTION** by Supervisor Due to retain Ed Nelson as Township Manager/Assistant Treasurer, salary of \$85,000, \$17,000 for health benefits, \$7,000 for pension contributions, Manager Nelson stated his vacation and personal was never established, it was what Rick Fisher had, 3 weeks' vacation, 5 personal days, Supervisor Teel seconded the motion. Vote: 3-2. Chairman Pinter and Supervisor DeFranco voting no.
2. SET BOND FOR TOWNSHIP MANAGER/ASSISTANT TREASURER-**MOTION** by Supervisor Teel to set bond at 7 million, seconded by Supervisor Due. Vote: 5-0.
3. APPOINT AUDITOR-2021 and 2020 AUDIT-**MOTION** by Supervisor Birmingham Jr., to appoint Christopher S. Basile, CPA, of France, Anderson, Basile and Company, for the 2020 Audit and 2021, seconded by Supervisor Teel. Vote: 5-0.
4. APPOINT ADMINISTRATION/OFFICE LIAISON-**MOTION** by Supervisor Teel to appoint Martin Pinter as the Administration/Office Liaison, seconded by Supervisor DeFranco. Vote: 4-0-1. Chairman Pinter abstained.
5. APPOINT ROADMASTER/ROAD DEPT. LIAISON-**MOTION** by Supervisor Teel to appoint David Due as Roadmaster/Road Dept. Liaison, seconded by Supervisor Birmingham Jr. Vote: 4-0-1. Supervisor Due abstained.
6. APPOINT TOWNSHIP SOLICITOR (SET RATE)-**MOTION** by Supervisor Teel to appoint Ronold J. Karasek, Esquire as Township Solicitor at a rate of \$125 per hour for office/court time and \$375 per meeting, seconded by Supervisor Birmingham Jr. Vote: 5-0.
7. APPOINT ALTERNATE TOWNSHIP SOLICITOR (SET RATE)-Chairman Pinter stated to tabled and readvertised.
8. APPOINT PLANNING COMMISSION SOLICITOR (SET RATE)-**MOTION** by Supervisor Teel to appoint Ronold J. Karasek, Esquire, as the Planning Commission Solicitor at \$125 per hour for office/court time and \$375 per meeting, seconded by Supervisor Birmingham Jr. Vote: 5-0.
9. APPOINT ALTERNATE PLANNING COMMISSION SOLICITOR-Chairman Pinter stated to table and readvertise.
10. APPOINT ONE (1) PLANNING COMMISSION MEMBER-**MOTION** by Supervisor Teel to appoint Faith Sarisky as a member of the Planning Commission for a five (5) year term, expiring 12/31/25, seconded by Supervisor DeFranco. Vote: 5-0.
11. APPOINT TOWNSHIP ENGINEER (SET RATE)-**MOTION** by Supervisor Birmingham Jr. to appoint Justin Coyle of Carroll Engineering as the Township Engineer at the current rates (no change from 2020), seconded by Supervisor Due. Vote: 5-0.

12. APPOINT FLOOD PLAIN ADMINISTRATOR-**MOTION** by Supervisor DeFranco to appoint **Justin Coyle of Carroll Engineering** as the Flood Plain Administrator, seconded by Supervisor Due. Vote: 5-0.
13. APPOINT ALTERNATE TOWNSHIP ENGINEER (SET RATE)-**MOTION** by Supervisor Due to appoint **Robert Collura** as the Alternate Township Engineer, at the rate of **\$55** per hour seconded by Supervisor Teel. Vote: 3-2. Supervisor DeFranco and Chairman Pinter voting no.
14. APPOINT ZONING, BUILDING CODES AND SEO LIAISON-**MOTION** by Supervisor Teel to appoint **David Due** as the Zoning, Building Codes and SEO Liaison, seconded by Chairman Pinter. Vote: 4-0-1. Supervisor Due abstained.
15. APPOINT ZONING OFFICIAL/CODES OFFICER-Chairman Pinter stated to table and readvertise.
16. APPOINT ALTERNATE ZONING OFFICIAL/CODES OFFICER-**MOTION** by Supervisor Due to appoint **Tina Serfass** as the Alternate Zoning Official/Codes Officer, at the rate of **\$61.50** per hour, seconded by Supervisor Birmingham Jr. Vote: 5-0.
17. APPOINT BUILDING CODES OFFICIAL/CODES OFFICER-**MOTION** by Supervisor Due to appoint **Tina Serfass** as the Building Codes Official/Codes Officer at the rate of **\$61.50** per hour, seconded by Supervisor Birmingham Jr. Vote: 5-0.
18. APPOINT ALTERNATE BUILDING CODES OFFICIAL/CODES OFFICER-Chairman Pinter stated to table and readvertise.
19. SET RATE FOR ZONING HEARING BOARD SOLICITOR-**MOTION** by Supervisor Due to set Rate for the Zoning Hearing Board Solicitor at **\$125.00** per hour for office and court time and **\$375.00** per meeting (an increase of \$100), seconded by Chairman Pinter. Vote: 5-0.
20. APPOINT 3<sup>RD</sup> PARTY INSPECTION AGENCIES-**MOTION** by Supervisor DeFranco to appoint **1) Keller Zoning and Inspection Services 2) Barry Isett & Associates 3) Key Codes Inspection Services** as 3<sup>rd</sup> Party Inspection Agencies, seconded by Supervisor Teel. Vote: 5-0.
21. APPOINT SEWAGE ENFORCEMENT OFFICER (SET RATE)-**MOTION** by Supervisor Due to appoint **Scott Policelli** as the Sewage Enforcement Officer at the rate of **\$75.00** per hour, seconded by Supervisor Teel. Vote: 5-0.
22. APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER-**MOTION** by Supervisor Due to appoint **Robert Collura** as the Alternate Sewage Enforcement Officer at the rate of **\$55.00** per hour, seconded by Supervisor Birmingham Jr. Vote: 5-0.
23. APPOINT CHAIRMAN TO THE VACANCY BOARD-**MOTION** by Supervisor Teel to appoint **Randy Crane** as Chairman to the Vacancy Board for a one-year term, expiring 12/31/2021, seconded by Supervisor DeFranco. Vote: 5-0.
24. APPOINT OPEN SPACE ADVISORY BOARD LIAISON-**MOTION** by Supervisor Due to appoint **John Birmingham Jr.**, the Open Space Advisory Board Liaison, seconded by Supervisor Teel, John Birmingham Jr. accepted. Vote: 5-0.
25. APPOINT OPEN SPACE ADVISORY BOARD MEMBERS (3 open seats)-**MOTION** by Supervisor Due to appoint **1) Janet Pearson 2) Jason Albert 3) Nick Graziano** as

- members of the Open Space Advisory Board, each, for a three (3) year term, expiring 12/31/2022, seconded by Supervisor Birmingham Jr. Vote: 5-0.
26. APPOINT PARK/RECREATION BOARD LIAISON-MOTION by Supervisor Teel to appoint **John Birmingham Jr.**, as the Park/Recreation Board Liaison, seconded by Supervisor Due. Vote: 5-0.
  27. APPOINT ECONOMIC DEVELOPMENT COMMITTEE LIAISON-MOTION by Supervisor Teel to appoint **Anthony DeFranco**, the Economic Development Committee Liaison, seconded by Supervisor Due. Vote: 5-0.
  28. APPOINT BASD REGIONAL ECONOMIC DEVELOPMENT AUTHORITY LIAISON-MOTION by Supervisor Teel to appoint **Jeff Manzi**, BASD Regional Economic Development Authority Liaison for a five (5) year term-expiring 12/31/25, seconded by Supervisor DeFranco. Vote: 5-0.
  29. APPOINT SAFETY COMMITTEE MEMBERS-MOTION by Supervisor Due to appoint Safety Committee Members: **Office: Diann Eden, Cindy Beck, Road Department: Dave Constable, Kevin Williams, Troy Bartron, and Township Manager Ed Nelson**, seconded by Supervisor Teel. Vote: 5-0.
  30. APPOINT EMERGENCY MANAGEMENT POSITIONS-MOTION by Supervisor Due to appoint: **1) Lindsey Manzi, Emergency Management Coordinator 2) Bill Williams, Deputy Emergency Management Coordinator**, seconded by Supervisor Teel. Vote: 5-0.
  31. APPOINT EMERGENCY NOTIFICATION LIST-MOTION by Supervisor DeFranco to appoint: **1) All Supervisors 2) Township Manager 3) Township Office Staff 4) Road Foreman**, Chairman Pinter would like to include the Township Solicitor, Supervisor DeFranco amended his motion to include **5) Township Solicitor**, seconded by Supervisor Teel. Vote: 5-0.
  32. APPOINT EMERGENCY MANAGEMENT-MOTION by Supervisor DeFranco to appoint the Emergency Management Staff as follows, seconded by Supervisor Teel. Vote: 5-0.
    - 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-Joe Battillo
  33. APPOINT EMERGENCY SERVICES LIAISON-MOTION by Supervisor Birmingham Jr. to nominate and appoint **John Birmingham Jr.** as Emergency Services Liaison, seconded by Supervisor Due. Vote: 5-0.
  34. APPROVE ATTENDANCE AT PSATS CONVENTION-MOTION by Supervisor DeFranco to approve of **5** attendees (the 5 carried over from last year, due to the cancellation of convention) at the PSATS Convention, seconded by Supervisor Birmingham Jr. Vote: 5-0.

35. APPOINT VOTING DELEGATE PSATS CONVENTION-**MOTION** by Supervisor Bermingham Jr. to appoint **Robert Teel** as the PSATS Convention voting delegate, seconded by Supervisor Due. Vote: 5-0.
36. APPOINT MEMBER TO FRIENDS OF LAKE MINSI-**MOTION** by Supervisor Teel to appoint **David Due** as member of Friends of Lake Minnsi, seconded by Chairman Pinter. Vote: 5-0.
37. APPOINT ALTERNATE MEMBER TO FRIENDS OF LAKE MINSI-**MOTION** by Supervisor Due to appoint **Ed Nelson** as alternate member of Friends of Lake Minnsi, seconded by Supervisor Teel. Vote: 5-0.
38. DESIGNATION OF DEPOSITORIES-**MOTION** by Supervisor Due for the designation of depositories, fidelity Bank, Morgan Stanley, ESSA Bank and Embassy Bank. There was a discussion on the addition of Embassy bank, which Manager Nelson would like to include as a designation. Chairman Pinter stated he would like further discussion with Manager Nelson before including. Supervisor Due rescinded his motion. Chairman Pinter stated to table.
39. ESTABLISH REGULAR MONTHLY MEETING LOCATION, DAY & TIME-**MOTION** by Supervisor Due to establish the **Regular Monthly Meetings** to be held the **2<sup>nd</sup> Monday** of each month at **7:00 pm at the Township Municipal Building or Virtual**, depending on circumstances, seconded by Supervisor Teel. Vote: 5-0.
40. ESTABLISH MONTHLY WORK SESSION MEETING LOCATION, DAY & TIME-**MOTION** by Supervisor DeFranco to establish the **Monthly Work Session Meetings** to be held on the **4<sup>th</sup> Monday** of each month at **7:00 pm at the Township Municipal Building or Virtual**, depending on circumstances, seconded by Supervisor Due. Vote: 5-0.
41. SET EMPLOYEE HOLIDAYS-**MOTION** by Supervisor Due setting Employee Holidays as per union contract, seconded by Supervisor Bermingham Jr. Vote: 4-1. Supervisor DeFranco voting no.
42. SET ROAD DEPARTMENT FULL-TIME EMPLOYEES PAY INCREASE PER UNION CONTRACT-**MOTION** by Supervisor Teel to **table**, seconded by Supervisor DeFranco. Vote: 5-0.
43. PART-TIME/SEASONAL EMPLOYEE (non-union) SET PAY-There was a discussion on pay rates. **MOTION** by Supervisor Due to **table**, seconded by Chairman Pinter. Vote: 5-0.
44. SET OFFICE EMPLOYEES PAY INCREASE-**MOTION** by Supervisor DeFranco setting the **Office Employees pay increase as per union contract**, seconded by Supervisor Due. Vote: 5-0.
45. SET PENSION CONTRIBUTION FOR FULL-TIME EMPLOYEES-**MOTION** by Supervisor Due to set the **Pension Contribution for Full-Time Employees per union contract**, seconded by Supervisor Teel. Vote: 5-0.
46. SET IRS MILEAGE REIMBURSEMENT RATE-**MOTION** by Supervisor DeFranco to set 2021 IRS Mileage reimbursement rate of **56 cents** per mile, seconded by Supervisor Bermingham Jr. Vote: 5-0.

PART IV (Action Agenda-matters to be voted on)

1. POLICE PENSION RESOLUTION #2021-01-**MOTION** by Supervisor DeFranco to adopt Resolution #2021-01, seconded by Supervisor Teel. Vote: 5-0.
2. POLICE PENSION FUND ADMINISTRATOR-**MOTION** by Supervisor Teel to appoint **Martin Pinter** as the Police Pension Fund Administrator, seconded by Supervisor Due. Vote: 5-0.
3. RIVER POINTE LOGISTICS LLC REQUEST-Supervisor Teel discussed the request by River Pointe Logistics LLC for the Board to appoint one Board member as an Industrial Park Liaison. Chairman Pinter stated that the Board should first vote on the position of an Industrial Park Liaison. **MOTION** by Supervisor DeFranco to establish an Industrial Park Liaison position for a Board member, seconded by Supervisor Due. Vote: 4-1. Supervisor Bermingham Jr. voting no. Chairman Pinter suggested to Supervisor Bermingham Jr. to establish a resident committee. Chairman Pinter stated that the committee should be outlined with the number of members, goals of the committee and reporting structure. Chairman Pinter asked this to be on the January 25, 2021 meeting. **MOTION** by Supervisor Due to appoint **Robert Teel** as the Industrial Park Liaison, seconded by Supervisor DeFranco. Vote: 4-1. Supervisor Bermingham Jr. voting no. Chairman Pinter asked Supervisor Teel to report to RPL that the Board requests them to pay for a third-party traffic impact study, utilizing an engineering firm at the Township's choosing and to also have the traffic study that was done by RPL audited. Supervisor Teel stated he will report back to the Board at the next meeting.
4. ALL VOTING MEETINGS FOR THE 2021 YEAR-**MOTION** by Supervisor Bermingham Jr. to make all Board of Supervisors meetings voting meetings for 2021, seconded by Supervisor Teel. Vote:5-0.

PART VI (Public Comment)

Scott Minnich commented on the independent traffic impact stating it is great idea Scott is also interested in being part of the Industrial Park Committee.

Charles Cole is happy to hear of the third-party traffic study and encourages the Board to consider a community impact and environmental study as well.

Loren Rabbat asked if residents have questions how and when do they get answered. Chairman Pinter stated to email them to Manager Nelson. Ms. Rabbat commented on the process of advertising for open positions. Ms. Rabbat commented that there might be a conflict of interest if the Building Codes Liaison is a builder.

Mark Metzgar stated the idea of an Industrial Park Committee is a great idea and is interested in being a part of the committee.

Supervisor Bermingham Jr. announced that on January 12<sup>th</sup>, 7-8 pm (via ZOOM) he will be giving a presentation on how local government works and he will also have virtual office hours on January 14<sup>th</sup>, 5-7 pm.

PART VII (Adjournment) **MOTION** by Supervisor Teel to adjourn the meeting at 8:55 pm, seconded by Supervisor DeFranco. Vote: 5-0.

Respectfully Submitted by Cindy Beck-Recording Secretary

