



Upper Mount Bethel Township

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UPPER MOUNT BETHEL TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING MINUTES TUESDAY, JANUARY 3, 2023 - 7:00 PM

*This meeting was held in-person and live streamed through the Upper Mount Bethel Township Facebook page.

I.

Chairman Pinter called the meeting to order at 7:00 pm.

The Pledge of Allegiance was recited.

Present were Chairman Pinter, Supervisor Due, Supervisor Friedman, Supervisor Bermingham, Supervisor Teel, and Township Manager Nelson.

Appoint Recording Secretary-2023-**MOTION** by Supervisor Teel to appoint Cindy Beck as Recording Secretary for the Board of Supervisors and Planning Commission for 2023, seconded by Supervisor Due. Vote: 5-0.

II.

BOARD OF SUPERVISORS

1. APPOINT TEMPORARY CHAIRMAN-**MOTION** by Supervisor Teel to appoint **Stavros Barbounis** as Temporary Chairman, seconded by Supervisor Due. Vote: 5-0.
2. APPOINT CHAIRMAN-Temporary Chairman Stavros Barbounis asked for a nomination for Chairman. **MOTION** by Supervisor Friedman to nominate **John Bermingham**, seconded by Supervisor Bermingham. Vote: 2-3. **MOTION** by Supervisor Teel to nominate **Martin Pinter as Chairman of the Board of Supervisors**, seconded by Supervisor Due. Vote: 3-2.
3. APPOINT VICE CHAIRMAN-**MOTION** by Supervisor Due to nominate **Robert Teel as Vice Chairman to the Board of Supervisors**, seconded by Supervisor Teel. Vote: 3-2.
4. APPOINT SECRETARY-**MOTION** by Chairman Pinter to appoint **David Due as Secretary to the Board of Supervisors**, seconded by Supervisor Teel. Vote: 5-0.

5. APPOINT TREASURER-**MOTION** by Supervisor Teel to appoint Martin Pinter as Township Treasurer, seconded by Supervisor Due. Vote: 5-0.
6. SET BOND FOR TREASURER-**MOTION** by Chairman Pinter to set bond at three (3) million, seconded by Supervisor Teel. Vote: 5-0.

III.

APPOINTMENTS

1. APPOINT TOWNSHIP MANAGER-**MOTION** by Supervisor Due to appoint Ed Nelson as Township Manager, seconded by Supervisor Teel. Vote: 3-2.
2. SET MANAGER BENEFIT PACKAGE-There was a discussion on the Manager's Benefit package. Salary of \$85,000 a year, \$17,000 for health benefits, \$7,000 for pension contributions, three (3) weeks' vacation, and five (5) sick days. All in favor of Manager's Benefit Package. Vote: 5-0.
3. APPOINT ASSISTANT TREASURER-**MOTION** by Supervisor Teel to appoint Ed Nelson as the Assistant Treasurer, seconded by Supervisor Due. Vote: 3-2
4. SET BOND FOR ASSISTANT TREASURER-**MOTION** by Chairman Pinter to set bond at two (2) million, seconded by Supervisor Friedman. Vote: 5-0.
5. APPOINT AUDITOR 2022 AUDIT-**MOTION** by Supervisor Friedman to appoint Kirk, Summa & Co. LLP for the 2022 Audit, seconded by Supervisor Due. Vote: 5-0.
6. APPOINT ELECTED AUDITOR-To fill William Groeneveld's seat-Term expires 12/31/2023. **MOTION** Supervisor Birmingham to appoint Gordon Pensyl as the Elected Auditor, seconded by Supervisor Friedman. Vote: 5-0.
7. APPOINT ADMINISTRATION/OFFICE LIAISON-**MOTION** by Supervisor Teel to appoint David Due as the Administration/Office Liaison, seconded by Chairman Pinter. Vote: 5-0.
8. APPOINT ROADMASTER/ROAD DEPT. LIAISON-**MOTION** by Supervisor Teel to appoint David Due as Roadmaster/Road Dept. Liaison, seconded by Supervisor Friedman. Vote: 5-0.
9. APPOINT TOWNSHIP SOLICITOR FOR THE BOARD OF SUPERVISORS AND THE PLANNING COMMISSION (SET RATE)-**MOTION** by Supervisor Teel to appoint Ronold J. Karasek, Esquire as Township Solicitor at a rate of \$135 per hour for office/court time and \$375 per meeting, seconded by Supervisor Due. Vote: 5-0.
10. APPOINT ALTERNATE TOWNSHIP SOLICITOR (SET RATE)-**MOTION** by Supervisor Friedman to table for 30 days, seconded by Supervisor Teel. Vote: 5-0.
11. APPOINT ONE (1) PLANNING COMMISSION MEMBER- **MOTION** by Supervisor Due to appoint Robert Teel as a member of the Planning Commission, for a five (5) year term, expiring 12/31/2027, seconded by Chairman Pinter. Discussion: Supervisor Birmingham commented that a Supervisor should not hold the position of Supervisor and Planning Commission member, it could be a potential conflict of interest. Vote: 3-2.

12. APPOINT TOWNSHIP ENGINEER/FLOOD PLAIN ADMINISTRATOR (SET RATE)-**MOTION** by Chairman Pinter, to appoint Carroll Engineering-Justin Coyle as the Township Engineer/Flood Plain Administrator, with a 5% increase in rates for 2023, seconded by Supervisor Friedman. Vote: 5-0.
13. APPOINT ALTERNATE TOWNSHIP ENGINEER (SET RATE)-**MOTION** by Supervisor Birmingham to appoint Robert Collura as the Alternate Township Engineer, at the rate of \$100 per hour seconded by Supervisor Teel. Vote: 5-0.
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: 5-0.
15. APPOINT ZONING/CODES OFFICER/SET RATE-**MOTION** by Supervisor Due to appoint Tina Serfass as the Zoning/Codes Officer, at the rate of \$65 per hour, seconded by Supervisor Friedman. Vote: 5-0.
16. APPOINT ALTERNATE ZONING OFFICIAL/CODES OFFICER-There was a letter of interest received from Jonathan Erler for the Zoning Officer position, Chairman Pinter suggested that Manager Nelson reach out to him to see if would be interested in filling the Alternate Zoning Official seat. **MOTION** by Supervisor Birmingham to appoint Jonathan Erler, rate TBD. Manager Nelson stated it would be better to have a conversation with Jonathan before appointing him. Supervisor Birmingham rescinded his motion. **MOTION** by Chairman Pinter to table, seconded by Supervisor Teel. 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 \$65 per hour, seconded by Supervisor Birmingham. Vote: 5-0.
18. APPOINT PROPERTY MAINTENANCE OFFICER-**MOTION** by Supervisor Teel to appoint Nick Graziano as the Property Maintenance Officer, at the rate of \$32 per hour, seconded by Supervisor Due. Discussion: Supervisor Friedman commented on Nick holding the elected position as Constable vs the Township Property Maintenance Officer. Vote: 5-0.
19. SET RATE FOR ZONING HEARING BOARD SOLICITOR-**MOTION** by Supervisor Birmingham to set Rate for the Zoning Hearing Board Solicitor at \$125.00 per hour for office and court time and \$375.00 per meeting, seconded by Supervisor Friedman. Vote: 5-0.
20. APPOINT TWO (2) MEMBERS TO THE ZONING HEARING BOARD-Three letters of interest were received. Lee McDonald, Russell Horn, and Michael Kulicke. **MOTION** by Supervisor Teel to appoint Lee McDonald and Russell Horn as members of the ZHB, for a term of five (5) years, expiring 12/31/2027, seconded by Supervisor Birmingham. Discussion: Supervisor Friedman asked if a Statement of Financial Interest was submitted by Michael Kulicke. Any nominee must submit a SFI 10 days prior before consideration of any member. Manager Nelson stated that both Lee McDonald's and Russell Horn's SFI is already on file. For future reference, any letter of interests submitted, a SFI

should be submitted as well. There was a discussion on the open seat for an Alternate ZHB member. Manager Nelson will reach out to Michael Kulicke for him to submit his SFI to be considered for the Alternate ZHB member seat. Chairman Pinter called for a vote for Lee McDonald and Russell Horn to be appointed on the ZHB. Vote: 5-0.

21. APPOINT 3RD PARTY INSPECTION AGENCIES-**MOTION** by Supervisor Due to appoint **1) Keller Zoning and Inspection Services 2) Barry Isett & Associates 3) Key Codes Inspection Services** as 3rd Party Inspection Agencies, seconded by Supervisor Bermingham. Vote: 5-0.
22. APPOINT SEWAGE ENFORCEMENT OFFICER (SET RATE)-**MOTION** by Supervisor Teel to appoint **Scott Policelli** as the Sewage Enforcement Officer at the rate of **\$75.00** per hour, seconded by Supervisor Due. Vote: 5-0.
23. APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER-**MOTION** by Supervisor Due to appoint **Robert Collura** as the Alternate Sewage Enforcement Officer at the rate of **\$100.00** per hour, seconded by Supervisor Bermingham. Vote: 5-0.
24. APPOINT CHAIRMAN TO THE VACANCY BOARD-**MOTION** by Supervisor Due to appoint **Nick Graziano** as Chairman to the Vacancy Board for a one-year term, expiring 12/31/2023, seconded by Supervisor Friedman. Vote: 5-0.
25. APPOINT OPEN SPACE ADVISORY BOARD LIAISON-**MOTION** by Supervisor Bermingham to appoint **David Friedman** as the OSAB Liaison, seconded by Supervisor Due. Vote: 5-0.
26. APPOINT PARKS/RECREATION BOARD LIAISON-**MOTION** by Supervisor Teel to appoint **Martin Pinter**, as the Parks/Recreation Board Liaison, seconded by Supervisor Due. Vote: 5-0.
27. APPOINT ONE (1) PARKS/RECREATION MEMBER-**MOTION** by Supervisor Friedman to **table**, until Parks/Rec comes to the Board with a recommendation, seconded by Chairman Pinter. Vote: 5-0.
28. APPOINT ECONOMIC DEVELOPMENT COMMITTEE LIAISON-**MOTION** by Supervisor Friedman to appoint **John Bermingham** as the Economic Development Committee Liaison, seconded by Supervisor Due. Vote: 5-0.
29. APPOINT THREE (3) ECONOMIC DEVELOPMENT COMMITTEE MEMBERS- Three letters of interest were submitted, Scott Cole, Augie Percoco, Ray Higgins, and Ron Angle Jr. A letter from Scott Cole states the EDC recommends the appointment of Augie Percoco and Ray Higgins. **MOTION** by Supervisor Bermingham to appoint Scott Cole, Augie Percoco, and Ray Higgins as members of the EDC for a term of four (4) years, expiring 12/31/2026, seconded by Supervisor Friedman. Vote: 4-1..
30. APPOINT EMERGENCY SERVICES LIAISON-**MOTION** by Supervisor Friedman to appoint **John Bermingham** as Emergency Services Liaison, seconded by Supervisor Bermingham. Vote: 4-1.

31. APPROVE ATTENDANCE AT PSATS CONVENTION-**MOTION** by Chairman Pinter for **Five (5)** to attend the PSATS Convention, seconded by Supervisor Friedman. Vote: 5-0.
32. APPOINT PSATS VOTING DELEGATE-**MOTION** by Supervisor Teel to appoint **Martin Pinter** as the PSATS Voting Delegate, seconded by Supervisor Due. Vote: 5-0. **MOTION** by Supervisor Birmingham to appoint an Alternate Voting Delegate in the future, TBD, seconded by Supervisor Friedman. Vote: 5-0.
33. APPOINT MEMBER TO FRIENDS OF LAKE MINSI-**MOTION** by Supervisor Teel to appoint **David Due** as member of Friends of Lake Minsi, seconded by Supervisor Birmingham. Vote: 5-0.
34. APPOINT ALTERNATE MEMBER TO FRIENDS OF LAKE MINSI-**MOTION** by Supervisor Due to appoint **Ed Nelson** as alternate member of Friends of Lake Minsi, seconded by Supervisor Teel. Vote: 5-0.
35. APPOINT RECYCLING COORDINATOR-**MOTION** by Supervisor Teel to appoint **Ed Nelson** as the Recycling Coordinator, seconded by Supervisor Due. Vote: 5-0.
36. APPOINT OPEN RECORDS OFFICER-**MOTION** by Supervisor Due to appoint **Ed Nelson** as the Open Records Officer, seconded by Supervisor Teel. Discussion: Supervisor Birmingham stated that for the record, he feels the Manager should not serve as the ORO, which could create a conflict of interest. It should be a neutral third party to be the ORO. Chairman Pinter stated that in the past, this position has been held by the Manager. Chairman Pinter called for the vote. Vote: 3-2.
37. APPOINT ALTERNATE OPEN RECORDS OFFICER-**MOTION** by Supervisor Teel to appoint **Cindy Beck** as the Alt. Open Records Officer, seconded by Supervisor Due. Vote: 5-0.
38. DESIGNATION OF DEPOSITORIES-**MOTION** by Chairman Pinter to designate **1) Fidelity Bank 2) Morgan Stanley 3) Embassy Bank** as the Depositories, seconded by Supervisor Teel. Vote: 5-0.
39. ESTABLISH REGULAR MONTHLY MEETING LOCATION, DAY & TIME-**MOTION** by Chairman Pinter to establish the **Regular Monthly Meetings** to be held the **2nd Monday** of each month at **7:00 pm at the Township Municipal Building**, seconded by Supervisor Friedman. Vote: 5-0.
40. ESTABLISH MONTHLY WORK SESSION MEETING LOCATION, DAY & TIME-**MOTION** by Chairman Pinter to establish the **Monthly Work Session Meetings** to be held on the **4th Monday** of each month at **7:00 pm at the Township Municipal Building**, seconded by Supervisor Teel. Vote: 5-0.
41. SET PAY PART-TIME/SEASONAL EMPLOYEE (non-union)-**MOTION** by Chairman Pinter to set the pay, **\$22.50 per hour for laborers** and **\$25.75 per hour for CDL operators**, seconded by Supervisor Due. Vote: 5-0.
42. SET PAY FOR BUILDING JANITORIAL MAINTENANCE-**MOTION** by Chairman Pinter to set the pay, **\$18.00 per hour**, seconded by Supervisor Friedman. Vote: 5-0.

43. SET IRS MILEAGE REIMBURSEMENT RATE-**MOTION** by Chairman Pinter to set 2023 IRS Mileage reimbursement rate of 65.5 cents per mile, seconded by Supervisor Friedman. Vote: 5-0.
44. APPOINT SAFETY COMMITTEE MEMBERS-**MOTION** by Supervisor Friedman to appoint Safety Committee Members: Office: Diann Eden, Cindy Beck, Road Department: Dave Constable, James Potter, Troy Bartron, and Township Manager Ed Nelson, seconded by Supervisor Birmingham. Vote: 5-0.
45. APPOINT EMERGENCY MANAGEMENT POSITIONS-**MOTION** by Supervisor Birmingham to appoint 1) Lindsey Manzi, Emergency Management Coordinator 2) Bill Williams, Deputy Emergency Management Coordinator, seconded by Supervisor Due. Vote: 5-0.
46. APPOINT EMERGENCY NOTIFICATION LIST-**MOTION** by Supervisor Birmingham to appoint: 1) All Supervisors 2) Township Manager 3) Township Office Staff 4) Road Foreman, seconded by Supervisor Teel. Vote: 5-0.
47. APPOINT EMERGENCY MANAGEMENT STAFF-**MOTION** by Supervisor Birmingham to appoint the Emergency Management Staff as follows:
 - 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 Battilloseconded by Supervisor Friedman. There was a discussion on updating the list to include the Fire Companies/Chiefs. Vote: 5-0.

IV.

ACTION AGENDA

1. RESOLUTION #2023-01 POLICE PENSION-**MOTION** by Supervisor Friedman to adopt Resolution #2023-01, seconded by Supervisor Due. 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. ALL VOTING MEETINGS FOR THE 2023 YEAR-**MOTION** by Supervisor Teel for all Board of Supervisors meetings be voting meetings for 2023, seconded by Chairman Pinter. Vote: 5-0.

V.

PUBLIC COMMENT

Judith Henckel, Robin Hood Lane, commented on how the new toters will work and the size of the toters. Supervisor Teel this will be an adjustment for all the residents.

**VI.
ADJOURNMENT**

MOTION by Supervisor Teel to adjourn the meeting at 8: pm, seconded by Supervisor Due. Vote: 5-0.

Respectfully Submitted by Cindy Beck, Recording Secretary