



Upper Mount Bethel Township

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UPPER MOUNT BETHEL TOWNSHIP
BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
TUESDAY, JANUARY 2, 2024 - 7:00 PM

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

I.

Supervisor Bermingham called the meeting to order at 7:00 pm.

The Pledge of Allegiance was recited.

Present were Supervisor Bermingham, Supervisor Friedman, Supervisor Eckman, Supervisor Albert, and Township Manager Graziano.

Appoint Recording Secretary-2024-**MOTION** by Supervisor Friedman to appoint Cindy Beck as Recording Secretary for the Board of Supervisors and Planning Commission for 2024, seconded by Supervisor Eckman. Vote: 4-0.

At this time, Newly Elected Supervisor Cori Eckman took her Oath of Office:

I, Cori Eckman, residing at 1108 Potomac St. Mt. Bethel, Pennsylvania, being duly elected or appointed Supervisor of Upper Mount Bethel Township, in Northampton County, Pennsylvania, do solemnly swear that I support, obey, and defend the Constitution of the United States of America and the Constitution and Laws of the Commonwealth. That I will perform the duties of my appointment with fidelity, that I will not knowingly receive, directly or indirectly, any money or other valuable thing things for the performance of or non-performance of any act or duty pertaining to my appointment, other than the compensation allowed by law.

Cori signed the Oath of Office and Secretary Cindy Beck notarized it.

At this time, Newly Elected Supervisor Jason Alberty took his Oath of Office:

I, Jason Albert, residing at 371 Mt. Bethel Hwy, Bangor, Pennsylvania, being duly elected or appointed Supervisor of Upper Mount Bethel Township, in Northampton

County, Pennsylvania, do solemnly swear that I support, obey, and defend the Constitution of the United States of America and the Constitution and Laws of the Commonwealth. That I will perform the duties of my appointment with fidelity, that I will not knowingly receive, directly or indirectly, any money or other valuable thing things for the performance of or non-performance of any act or duty pertaining to my appointment, other than the compensation allowed by law.

Jason signed his Oath of Office and Secretary Cindy Beck notarized it.

Supervisor Bermingham asked to go back and appoint Recording Secretary now that Supervisor Eckman and Supervisor Albert are officially Supervisors.

MOTION by Supervisor Friedman to appoint Cindy Beck as the Recording Secretary for the Board of Supervisor and Planning Commission for 2024, seconded by Supervisor Eckman. Vote:4-0.

II.

BOARD OF SUPERVISORS

1. APPOINT TEMPORARY CHAIRMAN-**MOTION** by Supervisor Friedman to appoint Nick Graziano as Temporary Chairman, seconded by Supervisor Bermingham. Vote: 4-0.
2. APPOINT CHAIRMAN-Temporary Chairman Nick Graziano asked for a nomination for Chairman. **MOTION** by Supervisor Friedman to nominate John Bermingham as Chairman to the Board of Supervisors, seconded by Supervisor Albert. Vote: 4-0.
3. APPOINT VICE CHAIRMAN-**MOTION** by Supervisor Eckman to nominate David Friedman as Vice Chairman to the Board of Supervisors, seconded by Supervisor Bermingham. Vote: 4-0.
4. APPOINT SECRETARY-**MOTION** by Supervisor Friedman to appoint Cori Eckman as Secretary to the Board of Supervisors, seconded by Supervisor Albert. Vote: 4-0.
5. APPOINT TREASURER/SET BOND-**MOTION** by Supervisor Friedman to appoint Jason Albert as Township Treasurer, and set bond at two (2) million, seconded by Supervisor Eckman. Vote: 4-0.

PUBLIC COMMENT-Supervisor Bermingham stated that moving forward, there will be two public comment periods. The first public comment period is for commenting on anything on the agenda and the second public comment period will be for anything you'd like to comment about. Public comment will be 4 minutes and the Board will also answer questions.

Judith Henckel, Robin Hood Road, thanked the new Board and good to see a change. Mark Mezger, Scenic Court., thanked the new Board and good to see a change.

Richard Wilford-Hunt, Shady Lane, thanked Supervisor Eckman and Supervisor Albert for taking the new seats and Supervisor Bermingham and Supervisor Friedman for continuing to listen to the residents. Richard stated that he hopes the developer will start to work with us.

Michael Onufrak, Summerfield Drive, congratulated Supervisor Eckman and Supervisor Albert and wishes them the best.

Charles Cole, Riverton Road, commented on the open Supervisor seat. Supervisor Friedman discussed the process of appointing a Supervisor. There is timeframe for a resignation to be effective, if accepted, the Board has 30 days to appoint a new Supervisor. If the resignation is not accepted, the timeframe begins when the letter was submitted, then after 45 days, the Board has 30 days to appoint a new Supervisor.

John Kalena, Ridge Road, asked if David Due was still a Supervisor. Supervisor Friedman stated that yes, technically he is still a Supervisor.

Supervisor Bermingham thanked Lee McDonald for live-streaming tonight's meeting.

Frances Visicaro, N. Delaware Drive, thanked the Board and stated that there will be times where their votes will be difficult to make because of the law. Supervisor Bermingham stated that communication is the key, whether through social media or office hours.

III.

APPOINTMENTS

1. APPOINT TOWNSHIP MANAGER/ASSISTANT TREASURER/SET BOND-
MOTION by Supervisor Friedman to appoint Nick Graziano as Township Manager, Assistant Treasurer, and set bond at two (2) million, no pension or health benefit plans, 5-sick days, 2-weeks' vacation, paid holidays, and 5 personal days. Supervisor Bermingham stated that there should be a Benefits Agreement between Manager Graziano and the Township. Supervisor Friedman stated his motion remains with the stipulation that a written Benefits Agreements is prepared, seconded by Supervisor Eckman. Vote: 4-0.
2. APPOINT TAX COLLECTOR-**MOTION** by Supervisor Friedman to appoint Cindy Beck as Tax Collector, seconded by Supervisor Albert. Vote: 4-0.
3. APPOINT 2023 AUDITOR-**MOTION** by Supervisor Friedman to appoint Kirk, Summa & Co. LLP for the 2023 Audit, seconded by Supervisor Eckman. Vote: 4-0
4. APPOINT ADMINISTRATION/OFFICE LIAISON-**MOTION** by Supervisor Bermingham to appoint Dave Friedman as the Administration/Office Liaison, seconded by Supervisor Albert. Vote: 4-0.

5. APPOINT ROADMASTER/ROAD DEPT. LIAISON-**MOTION** by Supervisor Eckman to appoint Dave Friedman as Roadmaster/Road Dept. Liaison, seconded by Supervisor Birmingham. Vote: 4-0.
6. APPOINT BOARD OF SUPERVISOR SOLICITOR (SET RATE)-**MOTION** by Supervisor Friedman 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 Albert. Vote: 4-0.
7. APPOINT ALTERNATE BOARD OF SUPERVISORS SOLICITOR (SET RATE)-**MOTION** by Supervisor Friedman to appoint Chris Spadoni as Alternate Township Solicitor for the Board of Supervisors at a rate of \$135 per hour for office/court time and \$375 per meeting, seconded by Supervisor Birmingham. Vote:4-0.
8. APPOINT PLANNING COMMISSION SOLICITOR (SET RATE)-**MOTION** by Supervisor Friedman to appoint as Township Planning Commission Solicitor at a rate of \$135 per hour for office/court time and \$375 per meeting, seconded by Supervisor Eckman. Vote:4-0.
9. APPOINT ALTERNATE PLANNING COMMISSION SOLICITOR (SET RATE)-**MOTION** by Supervisor Friedman to table, seconded by Supervisor Birmingham. Vote:4-0.
10. APPOINT TOWNSHIP ENGINEER-**MOTION** by Supervisor Birmingham to appoint Carroll Engineering-Justin Coyle as Township Engineer, as per rate schedule noted in his letter of interest, seconded by Supervisor Friedman. Vote:4-0.
11. FLOOD PLAIN ADMINISTRATOR (SET RATE)-**MOTION** by Supervisor Birmingham, to appoint Carroll Engineering-Justin Coyle as the Township Flood Plain Administrator, as per rate schedule noted in his letter of interest, seconded by Supervisor Friedman. Vote:4-0.
12. APPOINT ALTERNATE TOWNSHIP ENGINEER (SET RATE)-**MOTION** by Supervisor Albert to appoint Robert Collura as the Alternate Township Engineer, at the rate of \$100 per hour seconded by Supervisor Supervisor Eckman. Vote: 4-0.
13. APPOINT ZONING, BUILDING CODES AND SEO LIAISON-**MOTION** by Supervisor Eckman to appoint Jason Albert as the Zoning, Building Codes and SEO Liaison, seconded by Supervisor Friedman. Vote: 4-0.
14. APPOINT ZONING/CODES OFFICER/SET RATE-**MOTION** by Supervisor Friedman to appoint Tina Serfass as the Zoning/Codes Officer, at the rate of \$65 per hour, seconded by Supervisor Birmingham. Vote: 4-0.
15. APPOINT ALTERNATE ZONING OFFICIAL/CODES OFFICER-**MOTION** by Supervisor Friedman to table, seconded Supervisor Eckman. Vote:4-0.
16. APPOINT BUILDING CODES OFFICIAL/CODES OFFICER-**MOTION** by Supervisor Eckman to appoint Tina Serfass as the Building Codes Official/Codes Officer at the rate of \$65 per hour, seconded by Supervisor Albert. Vote: 4-0.

17. APPOINT ALTERNATE BUILDING CODES OFFICIAL/CODES OFFICER-**MOTION** by Supervisor Eckman to appoint Barry Isett and Associates as Alternate Building Codes Official/Codes Officer, seconded by Supervisor Friedman. Vote:4-0.
18. SET RATE FOR ZONING HEARING BOARD SOLICITOR-**MOTION** by Supervisor Friedman to table, seconded by Supervisor Eckman. Vote:4-0.
19. APPOINT ONE (1) MEMBER TO THE ZONING HEARING BOARD-**MOTION** by Supervisor Eckman to appoint Tony Rago as a member of the ZHB for a five (5) year term, expiring 12/31/2028, seconded by Supervisor Friedman. Vote: 3-1. Supervisor Albert voted no.
20. APPOINT ONE (1) ALTERNATE ZONING HEARING BOARD MEMBER- Supervisor Friedman stated that this can be eliminated due to there are already two (2) alternates. **MOTION** by Supervisor Friedman to eliminate this seat, seconded by Supervisor Eckman. Vote: 4-0.
21. APPOINT 3RD PARTY INSPECTION AGENCIES-**MOTION** by Supervisor Albert 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 Friedman. Vote:4-0.
22. APPOINT SEWAGE ENFORCEMENT OFFICER (SET RATE)-**MOTION** by Supervisor Eckman to appoint Scott Policelli as the Sewage Enforcement Officer at the rate of \$75.00 per hour, seconded by Supervisor Albert. Vote: 4-0.
23. APPOINT ALTERNATE SEWAGE ENFORCEMENT OFFICER-**MOTION** by Supervisor Albert to appoint Robert Collura as the Alternate Sewage Enforcement Officer at the rate of \$100.00 per hour, seconded by Supervisor Birmingham. Vote: 4-0.
24. APPOINT CHAIRMAN TO THE VACANCY BOARD-**MOTION** by Supervisor Eckman to appoint Mark Mezger as Chairman to the Vacancy Board for a one (1)-year term, expiring 12/31/2024, seconded by Supervisor Friedman. Vote: 4-0.
25. APPOINT OPEN SPACE ADVISORY BOARD LIAISON-**MOTION** by Supervisor Birmingham to appoint Jason Albert as the OSAB Liaison, seconded by Supervisor Friedman. Vote: 4-0.
26. APPOINT THREE (3) OPEN SPACE ADVISORY BOARD MEMBERS-**MOTION** by Supervisor Friedman to appoint Janet Pearson, Jason Albert, and Nick Graziano as members of the Open Space Advisory Board, for a three (3) year term, expiring 12/31/2026, seconded by Supervisor Eckman. Vote: 4-0.
27. APPOINT PARKS/RECREATION BOARD LIAISON-**MOTION** by Supervisor Albert to appoint Cori Eckman, as the Parks/Recreation Board Liaison, seconded by Supervisor Friedman. Vote: 4-0.
28. APPOINT ONE (1) PARKS/RECREATION MEMBER-**MOTION** by Supervisor Birmingham to appoint Sharon Cerny, as a member of the Parks/Rec Board for a term of five (5) years, expiring 12/31/2028, seconded by Supervisor Eckman. Vote: 4-0.

29. APPOINT ECONOMIC DEVELOPMENT COMMITTEE LIAISON-**MOTION** by Supervisor Friedman to table, seconded by Supervisor Eckman. Vote: 4-0.
30. APPOINT TWO (2) ECONOMIC DEVELOPMENT COMMITTEE MEMBERS-One letter of interest was received, Bill Hall. **MOTION** by Supervisor Friedman to appoint **Bill Hall** as a member of the Economic Development Committee for a term of five (5) years, expiring 12/31/2028, and to table the open seat, seconded by Supervisor Bermingham. Vote: 4-0.
31. APPOINT EMERGENCY SERVICES LIAISON-**MOTION** by Supervisor Eckman to appoint **John Bermingham and Jason Albert** as Emergency Services Liaisons, seconded by Supervisor Friedman. Vote: 4-0.
32. APPROVE ATTENDANCE AT PSATS CONVENTION-**MOTION** by Supervisor Bermingham to approve **Dave Friedman and Nick Graziano** to attend the PSATS Convention, seconded by Supervisor Albert. Vote: 4-0.
33. APPOINT PSATS VOTING DELEGATE-**MOTION** by Supervisor Bermingham to appoint **Dave Friedman** as the PSATS Voting Delegate, seconded by Supervisor Albert. Vote: 4-0.
34. APPOINT MEMBER TO FRIENDS OF LAKE MINSI-**MOTION** by Supervisor Eckman to table, seconded by Supervisor Friedman. Vote: 4-0.
35. APPOINT ALTERNATE MEMBER TO FRIENDS OF LAKE MINSI-**MOTION** by Supervisor Bermingham to table, seconded by Supervisor Friedman. Vote: 4-0.
36. APPOINT MEMBER TO PLAN SLATE BELT-**MOTION** by Supervisor Eckman to appoint **Dave Friedman** as a member to Plan Slate Belt, seconded by Supervisor Albert. Vote: 4-0.
37. APPOINT ALTERNATE MEMBER TO PLAN SLATE BELT-**MOTION** by Supervisor Friedman to appoint **Judy Henckel** as the alternate member to Plan Slate Belt, seconded by Supervisor Bermingham. Vote: 4-0.
38. APPOINT RECYCLING COORDINATOR-**MOTION** by Supervisor Eckman to appoint **Nick Graziano** as the Recycling Coordinator, seconded by Supervisor Albert. Vote: 4-0.
39. APPOINT OPEN RECORDS OFFICER-**MOTION** by Supervisor Friedman to appoint **Cindy Beck** as the Open Records Officer, seconded by Supervisor Bermingham. Vote: 4-0.
40. APPOINT ALTERNATE OPEN RECORDS OFFICER-**MOTION** by Supervisor Eckman to appoint **Nick Graziano** as the Alt. Open Records Officer, seconded by Supervisor Albert. Vote: 4-0.
41. DESIGNATION OF DEPOSITORIES-**MOTION** by Supervisor Albert to designate **1) Fidelity Bank 2) Morgan Stanley 3) Embassy Bank** as Designation of Depositories, seconded by Supervisor Bermingham. Vote: 4-0.
42. ESTABLISH REGULAR MONTHLY MEETING LOCATION, DAY & TIME-**MOTION** by Supervisor Friedman 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 Eckman. Discussion-Supervisor Bermingham

- stated that meetings in which a large attendance is expected, the meetings will be held at the Mt. Bethel FH and possibly all meetings. Vote: 4-0.
43. ESTABLISH MONTHLY WORK SESSION MEETING LOCATION, DAY & TIME-**MOTION** by Supervisor Friedman 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**, or the Mt. Bethel FH, seconded by Supervisor Bermingham. Vote: 4-0.
 44. SET PAY PART-TIME/SEASONAL EMPLOYEE (non-union)-**MOTION** by Supervisor Albert to set the pay, **\$20.35 per hour for laborers** and **\$23.77 per hour for CDL operators**, seconded by Supervisor Friedman. Vote: 4-0.
 45. SET PAY FOR BUILDING JANITORIAL MAINTENANCE-**MOTION** by Supervisor Eckman to set the pay for building/janitorial maintenance at, **\$18.90 per hour**, seconded by Supervisor Friedman. Vote: 4-0.
 46. SET IRS MILEAGE REIMBURSEMENT RATE-**MOTION** by Supervisor Friedman to set 2024 IRS Mileage reimbursement rate of **67 cents** per mile, seconded by Supervisor Albert. Vote: 4-0.
 47. APPOINT EMERGENCY MANAGEMENT POSITIONS-**MOTION** by Supervisor Friedman to appoint **1) Lindsey Manzi, Emergency Management Coordinator** **2) Bill Williams, Deputy Emergency Management Coordinator**, seconded by Supervisor Albert. Vote: 4-0.
 48. APPOINT EMERGENCY NOTIFICATION LIST-**MOTION** by Supervisor Friedman to appoint the Emergency Notification List as follows: **1) All Supervisors** **2) Township Manager** **3) Township Office Staff** **4) Road Foreman**, seconded by Supervisor Eckman. Vote: 4-0.
 49. APPOINT EMERGENCY MANAGEMENT STAFF-**MOTION** by Supervisor Friedman 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 Albert. Vote: 4-0.

IV.

ACTION AGENDA

1. RESOLUTION NO. 2024-01 POLICE PENSION-**MOTION** by Supervisor Friedman to adopt Resolution No. 2024-01, seconded by Supervisor Eckman. Vote: 4-0.
2. POLICE PENSION FUND ADMINISTRATOR-**MOTION** by Supervisor Friedman to appoint Board of Supervisor Treasurer **Jason Albert** as the Police Pension Fund Administrator, seconded by Supervisor Eckman. Vote: 4-0.

3. ALL VOTING MEETINGS FOR THE 2024 YEAR-**MOTION** by Supervisor Friedman for all Board of Supervisors meetings be voting meetings for 2024, seconded by Supervisors Eckman. Vote: 4-0.

V.

PUBLIC COMMENT

Supervisor Friedman stated that he would like to use Roberts Rule Order for the meetings, proper rules were never discussed how to run meetings. **MOTION** by Supervisor Friedman to use Roberts Rule Order as a standard to run meetings, seconded by Supervisor Bermingham. Vote: 4-0.

John Kalena, Ridge Road, asked how Roberts Rule Order run. Supervisor Friedman stated that it is just like a regular meeting, there are just certain rules to the voting process.

Tom Gilmour, Morningside Drive, stated he was interested in the open seat for the Friends of Lake Minsi and asked how one submits their letter of interest. Supervisor Friedman stated that he should submit his letter of interest to Secretary Cindy Beck.

Judy Henckel, Robin Hood Road, commented on reinstating the EAC Committee. Judy commented on different ways of reaching out to those that do not have a computer.

Richard Wilford-Hunt, Shady Lane, commented on open and transparency and would the Board consider having some time between a public hearing and a vote.

Mark Mezger, Scenic Court, commented on Roberts Rules, after a motion and a second, it would be a good opportunity to hear from the public. Supervisor Bermingham stated that it is a good idea and he is willing to try it.

Fred Clark, Crystal Terrace, commented on agenda items having more detail included.

Supervisor Bermingham stated the agenda will be done and posted the Friday prior to the meeting on Monday.

Frances Visicaro, N. Delaware Drive, commented on having the opportunity to comment on an agenda item before the Board votes.

Michael Onufrak, Summerfield Drive, commented on a Board member stating why they voted the way they did.

Supervisor Bermingham stated that everyone made some good points tonight and would like to see more attendance at the meetings.

Ron Angle, Million Dollar Hwy, first congratulated Nick on getting appointed Manager. Ron stated that he has been serving his community for many years and stated to Supervisor Bermingham that he has a Township to run.

There was a discussion on publishing the live stream meeting on Facebook. Supervisor Bermingham asked for this to be on the January 8th meeting for further discussion.

VI.
ADJOURNMENT

MOTION by Supervisor Friedman to adjourn the meeting at 8:45pm, seconded by Supervisor Albert. Vote: 4-0.

Respectfully Submitted by Cindy Beck, Recording Secretary

