



Upper Mount Bethel Township

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UPPER MOUNT BETHEL TOWNSHIP BOARD OF SUPERVISORS MEETING MINUTES FRIDAY, MAY 22, 2020 @ 7:00 PM

*Due to COVID-19 and the Stay-At-Home Order issued by Governor Wolf of Pennsylvania, this Board of Supervisors' Meeting was a Virtual Meeting held online.

PART I

1. Call to Order-Chairman Bermingham Jr. called the meeting to order at 7:05 pm.
2. The Pledge of Allegiance was recited.
3. Roll Call-Virtually present in addition to Chairman Bermingham Jr. were Supervisor Due, Supervisor Teel, Supervisor DeFranco, Supervisor Pinter, Township Manager Nelson, Township Solicitor Karasek, and Township Engineer Coyle.
4. Approve the Agenda-Supervisor Pinter amended the agenda, adding EFT-General Fund to PART V item #1 and adding Executive Session for personnel. MOTION by Supervisor Teel to approve the amended agenda, seconded by Supervisor Due. Vote: 5-0.

At this time, Chairman Bermingham Jr. asked for a Moment of Silence in honor of those that made the Ultimate Sacrifice serving our Country.

PART II (Public Comment-emails received prior to this Meeting) Chairman Bermingham Jr. read the submitted public comment, which will become part of the record.

- 1) Judith Henckel commented on the amendments under consideration for the I-2 and I-3 Zones.

PART III (Announcements)

1. Robert Schneider-Resolution Presentation-Chairman Bermingham Jr, along with Supervisor Teel, presented "Bob" with the Robert Schneider Resolution for volunteering his time assisting the Township with the budget for numerous years. Chairman Bermingham Jr. stated that Bob was very appreciative and honored to receive the Resolution.
2. Meal Distribution-Manager Nelson stated that the meal distribution has been cut back to one day a week, Thursday nights. Chairman Bermingham Jr. stated that more than 3,000 meals have been distributed since April 2 and would like to keep it going as long as possible, so if anyone would like to make a donation, please contact Manager Nelson. Chairman Bermingham Jr. stated he received a call from Senator Scavello, who stated that Northampton County will be moving to the yellow phase on June 5, as long as there are no spikes in the number of COVID-19 cases.
3. Bangor High School Students (Seniors) Graduation-Chairman Bermingham Jr. stated that graduation will be on Thursday, May 28th and will be a virtual graduation. Seniors will be able to drive to the Community Park where there will be a fireworks display for the graduates. Chairman Bermingham Jr. asks the public to not attend, to allow the graduates to enjoy this during this difficult time. Supervisor Pinter wants to make certain that we have the proper insurance coverage. Manager Nelson will confirm that.

4. Memorial Day Services at the UMBT Building-Manager Nelson discussed the Virtual Memorial Day Parade celebration to be held at the UMBT Building. This will be held Monday, May 25 from 12-2 pm. Bagged meals will be handed to those driving through the parade.

PART IV (Action Agenda)

1. Meeting Policy-Chairman Bermingham Jr. discussed the recordings from the Zoom Meetings and what should be done with them after the minutes have been prepared and approved. Solicitor Karasek stated that once the meeting minutes have been approved, the recordings should be destroyed because under PA Open Meeting Law, the official record are the meeting minutes, not the recordings. Solicitor Karasek stated his recommendation is that once the meeting minutes have been by the Board of Supervisors, the FaceBook/Zoom meeting recordings should be destroyed. Chairman Bermingham Jr. asked Manager Nelson to update the meeting policy based on Solicitor Karasek's recommendation in regards to FaceBook/Zoom meeting recordings.
2. Virtual Board of Supervisors Meetings-Chairman Bermingham Jr. discussed Stavros' recommendations for the BOS Virtual Meeting:

- a. Keep the live stream function on Facebook's platform for the Township BOS Meetings even after the Stay-At-Home Order is lifted.

Chairman Bermingham Jr. stated that it is recommended to continue live-streaming meetings even after the Stay-At-Home Order is lifted. Supervisor Pinter agreed. Manager Nelson stated that some upgrades will need to be performed to make sure the quality of the live-stream is good. Supervisor Teel asked what the cost will be. Manager Nelson stated between \$1,000-\$2,000. Supervisor Teel stated he would like see the quote prior to the work being performed. Manager Nelson stated he will get a quote from Stavros. Chairman Bermingham Jr. asked for this to be on the June 22nd meeting agenda.

- b. Have the live stream function for Committee Meeting via the Facebook platform.

Stavros stated he provides the service to the Board of Supervisors and the Planning Commission but for the committees he is not a part of, he will have to get a quote for that. Supervisor Pinter asked for Stavros to provide a blanket quote for all live-stream meetings. Stavros stated he will have that for the Board for the June 22nd meeting.

- c. Recommendation that all domain registration be consolidated to GoDaddy and standardized and Recommendation for that the new mail server obtain a proper SSL certificate.

Stavros stated it a matter of streamlining how domains are registered. Stavros will provide a cost to these as well.

- d. Recommendation for an updated Privacy Policy that can be published on both the Township Website, the Township Facebook Page and the League Apps portal. Recommendation for a Social Media policy and discussion of other Social Media platforms.

Stavros stated this is mainly about taking control over any social media account that the Township has already acquired. Stavros stated he does not have access to the Township Twitter account.

- e. Recommendation for IT Connectivity to switch to a Static IP, but more specifically a /29 IP block.

Stavros stated he has already spoken with Service Electric, they do not provide 29 IP block but does provide a Static IP. The Township already has a static IP but there appears to be something wrong with the configuration, which has been addressed.

- f. Recommendation to purchase a VMware Foundation License.

Chairman Bermingham Jr. stated a quote will be needed.

- g. Recommendation of two more desktop computers and monitors.

Chairman Bermingham Jr. stated a quote will be needed.

- 3. Part-Time Road Crew-Robert Ackerman, Frank Mauro, Arthur James Desario- Manager Nelson stated that, at the request of the BOS, received quotes for the grass cutting. One quote was for \$27,000 and another for \$30,000. Manager Nelson stated that if we were to do the grass cutting in house the cost would be between \$17,000 and \$18,000. Manager Nelson stated he also did some comparisons on scratch paving, contracting the project out was approximately \$70,000. Manager Nelson feels we could do the project in house for around \$53,000-\$54,000. Manager Nelson also looked into traffic control, which could run \$45.79 an hour, where we pay our part-timers \$22.78 an hour. Supervisor Pinter would like to see the numbers that Manager Nelson came up with on a spreadsheet. There was a discussion on the scratch paving costs and flaggers being certified. **MOTION** by Supervisor Teel to table for 30 days, seconded by Supervisor Pinter. Vote: 5-0.
- 4. William Smith Case-Chairman Bermingham Jr. stated he has received several complaints from residents in the Saddlecreek area about the ongoing shooting. Supervisor Pinter commented on the complaints he has received, as well as what he witnesses. Supervisor Pinter stated there should be Ordinance on shooting ranges in major subdivisions. Solicitor Karasek discussed the complaint against the Smiths he prepared in the fall of 2019, which did not get filed because a current inspection of the property was not completed. Engineer Coyle stated that he reached out to the Smiths to schedule an inspection, but the Smiths never gave him permission to do the inspection **MOTION** by Supervisor Teel for Solicitor Karasek to file the complaint after a current inspection is completed and the citizens of Saddlecreek support the complaint. Supervisor Teel amended his **MOTION** for Solicitor Karasek to send the Smiths a letter first and if no response is received within 10 days, then Solicitor Karasek is to proceed with filing the complaint after a current inspection of the property is completed, seconded by Supervisor Due. Vote: 5-0.

PART V (Old Business)

- 1. EFT-General Fund-Supervisor Pinter discussed EFT and how he would like to see the elimination of checks being written. Supervisor Pinter stated a \$31,500.00 fraudulent check was processed and may have avoided if the Township was using EFT. Supervisor Pinter's concern is the time it took for this to be noticed and if the account was reconciled on a daily basis, this may have been caught before the check was processed. Supervisor Pinter discussed his conversation

with Merchants Bank and the process of the funds being returned to the Township. Manager Nelson stated he was told by Merchants bank, they would make good on it. Solicitor Karasek stated he would need more information on how this check was processed before he could provide a legal recommendation. Supervisor Pinter would like to make an immediate **MOTION** to move \$1.5 million from the General Fund to the Operational Reserves, seconded by Supervisor DeFranco. Vote: 5-0.

PART VI (Public Comment)

PART V (Executive Session)-Recess to Executive Session at 8:30 pm. The Meeting reconvened at 8:45 pm.

1. Chairman Bermingham Jr. stated a personnel matter was discussed in Executive Session. **MOTION** by Supervisor Pinter to put a letter of reprimand in the bookkeepers' personal file, due to not checking the accounts on line on a daily basis, seconded by Supervisor DeFranco. Chairman Bermingham Jr. commented on the motion and stated that it is not listed in the bookkeepers' job description to check the accounts on a daily basis. Supervisor Pinter stated that the Township needs to start holding employees accountable. Vote: 2-3. Motion fails. **MOTION** by Supervisor Teel to set the policy for the bookkeeper to audit/check the checks electronically on a daily basis so moving forward we know what the policy is for her or others that may be involved and for the Township Manager and Office Liaison check on it periodically, seconded by Supervisor Due. Vote: 5-0. **MOTION** by Supervisor Teel to set policy for all other personnel in the office so they know what is expected of them, seconded by Supervisor Pinter. Vote: 5-0.

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

Respectfully Submitted by Cindy Beck-Recording Secretary

APPENDIX

FACEBOOK COMMENTS:

- Diane Thompson · 1:59:35 Came into the meeting late. Was there a discussion regarding the gun shots. I'm on Gallery Lane, there are several residents here that aren't too happy about it either, especially when the gun shots rat 10 to 11 pm on Sunday nites.
 - o Susan LaBar Stofflet · 0:00 Diane Thompson I believe they decided to send a letter to the property owner.
 - o Scott Mousley · 0:00 Diane Thompson gun ranges have been closed due to the China Virus. People who Concealed Carry need to practice. It is a responsibility ,however; I don't know if this is what is going on in that area.
- Richard B Klinge Jr · 2:06:32 No one is ever held to accountable and we are out 31 thousand and 3 supervisors think it's ok
 - o Tiffany Hayward · 2:07:31 Supervisors are not ok with it. They just voted on changes.
- Lori McDonald · 2:07:19 Lori McDonald is watching
- Renee Marie · 2:05:16 What does our bookkeeper look at if he/she is not checking the books?! This is pitiful
- Susan LaBar Stofflet · 2:03:34 Yes there was a discussion about the gun shots.
- Jim Potter · 2:02:51 what was the motion
- Renee Marie · 2:02:00 It shouldn't be a requirement! This is financials 101
- Jim Potter · 1:56:09 only in UMBT
- Cyndi Parsons Karner · 1:46:55 Unbelievable
- Renee Marie · 1:29:59 Why are we not checking the bank accounts ONLINE every day
- Tiffany Hayward · 1:27:21 Who actually cashed the check and or forged it?
- Renee Marie · 1:27:07 We should not be on the hook for this.
- Jim Potter · 1:16:37 do we have that money in the budget???
- Richard B Klinge Jr · 59:27 Seems like Anthony is the only one with the answers
- Richard B Klinge Jr · 57:39 We're going to hire 3 people and can't use come on
- Tom Farrell · 54:42 Please adjust the camera.
- Richard B Klinge Jr · 54:21 When they are not cutting grass they can help hold up a shovel
- Richard B Klinge Jr · 50:47 Ed you no better than that come on
- Tiffany Hayward · 49:45 Thank you Stavros for your tech tale'i1ts! Much needed for our township.
- Faith Sarisky · 41:03 I like the Zoom meeting idea!
- Jim Potter · 40:50 every meeting should be live streamed wake up
- Richard B Klinge Jr · 40:31 Have it at the park everyone bring a lawn chair
- Jim Potter · 39:23 move on keep zooming the meetings
- Jim Potter · 38:33 they piss more money away than anyone could think of
- Richard B Klinge Jr · 38:28 It
- Anita Marie Fiore · 38:00 Watching
- Faith Sarisky · 37:58 Hi
- Richard B Klinge Jr · 37:50 Sounds like Bobs not for
- Jim Potter · 37:09 we got it spend it
- Jim Potter · 35:58 great idea, let them be seen and heard
- Tiffany Hayward · 27:19 Is it for just the graduates or their families as well?
- Jill Ann Hill · 24:54 AMEN!

- Jim Potter · 15:15 yoooo
- Richard B Klinge Jr · 14:41Ha
- Tiffany Hayward · 13:26 Present
- Cyndi Parsons Karner · 12:53 Stephen karner present
- David Harte · 12:02 Present
- Gary Harman · 6:04 Present

EMAIL COMMENTS:

Please accept the following comment for the meeting
tonight. Judy Henckel
1752 Robin Hood Road

The amendments under consideration for the 1-2 and 1-3 zones are to some extent public after twenty some participants tuned in to the Planning Commission meeting Wednesday night. Our township engineer's report ended with an assessment that this is a significant change to our ordinances and the township as a whole. I appreciate his time and unbiased factual review. Now it is up to our Supervisors to take the incoming advice and make hard decisions They can be cursed for leading us down an outdated antiqued view of economic development or be praised for enlisting community visualization with strategies for a newer emerging future for jobs and tax base that sustainably uses our local assets as our community identity. Please be thinking long term as the giveaway of our local control over our zoning seems counterproductive. I understand there is much discussion to come, but getting as much input as possible up front would seem more advantageous.
