

BRIDGETON TOWNSHIP SUPERVISORS
Minutes of January 4, 2021 Organization and Regular Meeting

Due to the COVID-19 Pandemic, the organization and regular meeting of the Bridgeton Township Board of Supervisors, was held remotely via zoom on January 4, 2021, as advertised, at the Township Building, 1370 Bridgeton Hill Road, Upper Black Eddy, Pennsylvania. Present were Supervisors Gard Holby, Roger Keller and Michael Lynch. Also present was Secretary / Treasurer Colleen Pursell. David Shafkowitz, the Township Solicitor was absent.

Supervisor Holby called the organization meeting to order at 7:05 p.m.

The organization of Bridgeton Township for 2021 will be as follows:

After nomination, upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Gard Holby will be Chairman of the Board of Supervisors.

After nomination, upon a motion by Supervisor Holby, seconded by Supervisor Lynch, and carried 3-0, Roger Keller will be Vice-Chairman of the Board of Supervisors.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the hourly rate for the part-time Secretary / Treasurer will be as follows: (Level 1): \$15.00, (Level 2): \$18.00, (Level 3): \$20.00.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Colleen Pursell will be part-time Secretary / Treasurer (Level 3) of the Board of Supervisors.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0 Richard Pursell, Jr., will be part-time Roadmaster.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Gregory Gerhardt, Kyle King, Scott Lehr, Richard Pursell Sr, James Stahley, Shawn Talkach and Gregory Weinrich will be part-time Equipment Operators (Level 3).

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the hourly rates for the part-time Road Department will be as follows: Roadmaster: \$24.58/hr.; Equipment Operator (Level 1): \$15.74/hr.; Equipment Operator (Level 2): \$17.34/hr.; and Equipment Operator (Level 3): \$18.74/hr.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Keystone Municipal Services is appointed as Zoning and Code Enforcement Officer in accordance with the fees outlined in their 2021 rate schedule, with the option to terminate with 30 days' written notice.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Keystone Municipal Services is appointed building inspector in accordance with the fees outlined in their 2021 rate schedule, with the option to terminate with 30 days' written notice.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, David Shafkowitz is appointed Township Solicitor at the rate of \$135/hr. for general matters and \$160/hr. for land development/real estate matters.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Wynn Associates, is appointed Township Engineer in accordance with the rate of the 2021 schedule of per diem fees.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Bridgeton Township Tax Collector reimbursement allowance for expenses will be \$425.00 plus half the cost of postage, the other half is paid for by the County.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Sean Hutchinson is appointed to a one-year term as Emergency Management Coordinator.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Lawrence Reinfeld is appointed to a one-year term as Deputy Emergency Management Coordinator.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Terrence Brown will be Chairman of the Vacancy Board.

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Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Gregory Gerhardt is appointed to a 4-year term on the Planning Commission.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Michael Doyle will be Recording Secretary of the Planning Commission, at a rate of \$40 per meeting.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Thomas Koellhoffer is reappointed to a 3-year term on the Zoning Hearing Board.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Barbara Crossette is appointed as the Alternate Zoning Hearing Board Member.

Upon a motion by Supervisor Holby, seconded by Supervisor Lynch, and carried 2-1, Nancy Small is appointed to a one-year term as Auditor.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, CC Hopf is reappointed as a voting member to a 1-year term on the Lower Delaware River Wildlife and Scenic Committee and Gard Holby is appointed to a 1-year term as the Alternate.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Bridgeton Township member of the Bridgeton / Nockamixon / Tinicum Groundwater Management Committee will remain vacant until it can be filled. The alternate member will also remain vacant until it can be filled.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Township Zoning Officer is reappointed as the Floodplain Administrator to a one-year term and the Township Engineer (per resolution 2016-1) to a one-year term as an Alternate.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Bridgeton Township Treasurer is appointed Collector of the Admissions Tax for Bridgeton Township.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the monthly meetings of the Board of Supervisors will be held on the second Wednesday of the month at 7 p.m. at the Township Building, unless otherwise advertised and/or posted.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, pay periods will run from the first of the month to the end of each month.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, any Supervisor may, in an emergency, authorize the expenditure of up to \$9,999.99 without the prior approval of the other Supervisors, after concluding in good faith that the remaining Supervisors were unavailable.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Treasurer's Bond will be set at \$550,000.00.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, reimbursable mileage shall be 56 cents per mile.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Township Delegates to the Annual Convention of Township Supervisors to be held in Hershey, PA in May shall be all three Supervisors, and the voting delegate shall be whichever Supervisor attends, and if more than one attends, it shall be the highest official in attendance.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the Treasurer is directed to pay all bills, not to exceed \$7,000.00, which would incur either a penalty or a discount, utility bills, and payroll, without prior approval of the Board, and to transfer monies from one fund to another township fund, subject to confirmation at a subsequent meeting.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Penn Community Bank and the Pennsylvania Treasurer's INVEST Program for Local Governments will be the depository of Township funds.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, two signatures shall be required on all Township checks (Treasurer and Supervisor) and the Treasurer is authorized to make transfers within each Township Fund and from one Township Fund to another as necessary.

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The Organization Meeting completed; Chairman Holby called the regular monthly meeting to order at 7:34 p.m.

APPROVAL OF MINUTES:

Upon motion by Supervisor Lynch and seconded by Supervisor Keller, which carried 3-0, the minutes from the December 9, 2020 regular meeting of the Board of Supervisors was approved.

APPROVAL OF BILLS/PAYROLL:

TREASURER'S REPORT:

REPORTS:

1. Fire Company – No report.
2. Open Space – Supervisor Holby recommended that the Township establish a list of open space land. Additionally, he suggested the Township confirm the parcels that have Township easements on them.
3. Solicitor – None.
4. Planning Commission – No report.
5. Secretary / Treasurer – Colleen Pursell advised that Liquid Fuels Tax Fund Audit for the 2019 calendar year has been completed.
6. B/N/T Groundwater Committee – Supervisor Holby stated that Nockamixon Township will consider taking over the finances for the Committee, since Tincum Township has stepped down.
7. Roadmaster – No report.
8. Zoning – Report was received and is on file with the Township.

OLD BUSINESS:

None

NEW BUSINESS:

1. Upon motion by Supervisor Keller, seconded by Supervisor Lynch, which carried 3-0, the Board adopted Resolution 2021-1, Authorizing the Destruction of Records According to the Municipal Records Manual Approved December 16, 2008.
2. Upon motion by Supervisor Keller, seconded by Supervisor Lynch, which carried 3-0, the Board adopted Resolution 2021-2, Setting the Compensation Structure for the Bridgeton Township Tax Collector Effective January 1, 2022.
3. Upon motion by Supervisor Lynch, seconded by Supervisor Keller, which carried 3-0, the Board appoint CPA Howard Levin of Impact Group PC to perform the 2020 Municipal Audit.
4. Upon motion by Supervisor Keller, seconded by Supervisor Lynch, which carried 3-0, the Board approved advertisement for the 2021 Regular Meetings and the 2022 Organization Meetings.

The **Bridgeton Township Supervisors** will hold their regular monthly meetings in 2021, beginning with February's meeting, on the 2nd Wednesday of the month, 7:00 p.m., at the Township Building, 1370 Bridgeton Hill Road, Upper Black Eddy, PA, unless otherwise advertised and/or posted.

The **Bridgeton Township Planning Commission's** meeting schedule in 2021 will be on the 4th Tuesday of the month, with the exception of November and December, due to the Thanksgiving and Christmas holidays, when there will be a combined meeting held on the 1st Tuesday in December (Dec. 7, 2021), 7:30 p.m., at the Township Building, 1370 Bridgeton Hill Road, Upper Black Eddy, PA, unless otherwise advertised and/or posted.

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The **Bridgeton Township Open Space Committee** will hold their meetings in 2021 on the 1st Wednesday of the month, 7:30 p.m., at the Township Building, 1370 Bridgeton Hill Road, Upper Black Eddy, PA, unless otherwise advertised and/or posted.

The **Bridgeton Township Supervisors** will hold their 2022 organization and regular meeting on January 3, 2022 at 7:00 p.m. The **Bridgeton Township Auditors** will hold their 2022 Organization meeting on January 4, 2022 at 7:00 p.m. Both meetings will be held at the Township Building, 1370 Bridgeton Hill Road, Upper Black Eddy, PA, unless otherwise advertised and/or posted.

PUBLIC COMMENTS:

None

Being no further business, upon a motion by Supervisor Holby, seconded by Supervisor Lynch, which carried 3-0, the meeting was adjourned at 7:44 p.m., with the next meeting scheduled to be held on February 10, 2021, at 7:00 p.m. at the Township Building, unless otherwise posted.

Respectfully submitted,

Colleen M. Pursell
Secretary / Treasurer