

BRIDGETON TOWNSHIP SUPERVISORS
Minutes of January 6, 2025 Organization and Regular Meeting

The organization and regular meeting of the Bridgeton Township Board of Supervisors was held in-person and remotely via Zoom on January 6, 2025, as advertised, at the Township Building, 1370 Bridgeton Hill Road, Upper Black Eddy, Pennsylvania. Present were Supervisors Gard Holby, Michael Lynch, and Roger Keller. Also present was Secretary / Treasurer Sheryl Patterson. David Shafkowitz, the Township Solicitor was absent. The meeting was opened on Zoom the entire time. No executive session was held.

Supervisor Holby called the organization meeting to order at 7:21 p.m.

The organization of Bridgeton Township for 2025 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 Keller, 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 rates for the part-time Secretary / Treasurer will be as follows: (Level 1): \$18.00/hr., (Level 2): \$20.00/hr., (Level 3): \$24.00/hr.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Sheryl Patterson 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 Greg Gerhardt, will be part-time Roadmaster.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Donald Gerhardt, Hayes Hissim, Timothy Keebler, Kyle King, Scott Lehr, James Stahley, Richard Voigt, Gregory Weinrich and Barbara Wagenmann 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: \$28.00/hr.; Equipment Operator (Level 1): \$16.44/hr.; Equipment Operator (Level 2): \$18.21/hr.; and Equipment Operator (Level 3): \$20.00/hr.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, James Stahley will be part-time Equipment Mechanic (Level 3).

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the hourly rates for the part-time Equipment Mechanic will be as follows: (Level 1): \$24.00/hr., (Level 2): \$26.00/hr., (Level 3): \$30.00/hr.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, the hourly rate for snow plowing and/or other emergency work shall remain at \$ 25.00/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 2025 rate schedule, unless a new rate is received, 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 2025 rate schedule, unless a new rate is received, 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 2025 schedule of per diem fees, unless a new rate is received, with the option to terminate with 30 days' written notice.

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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 per annum, 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 Co-Coordinator.

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

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

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Greg Gerhardt is reappointed 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 \$40.00 per meeting.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Paul Warchol 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, Agatha Szwarc is reappointed as the Alternate Zoning Hearing Board Member.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, CC Hopf is reappointed as a voting member to a one-year term on the Lower Delaware River Wildlife and Scenic Committee and the one-year Alternate position will remain vacant until it can be filled.

Upon a motion by Supervisor Keller, seconded by Supervisor Lynch, and carried 3-0, Eric Wallace is appointed as the Chair and David Leinenbach is appointed as the Vice-Chair of the Traffic Ad Hoc Committee with a term expiring December 31, 2025.

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 or on Zoom, 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 2025 mileage shall be 70.0 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

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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 \$8,000.00, 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 electronic transfers within each Township Fund and from one Township Fund to another as necessary.

Upon a motion by Supervisor Lynch, seconded by Supervisor Keller, and carried 3-0, the Organization Meeting completed; Vice-Chair Keller called the regular monthly meeting to order.

APPROVAL OF MINUTES:

Upon motion by Supervisor Keller and seconded by Supervisor Lynch, which carried 3-0, the minutes from the December 11, 2024 regular meeting of the Board of Supervisors was approved.

APPROVAL OF BILLS/PAYROLL: None – to be approved at the February 12, 2025 regular meeting of the Board of Supervisors.

TREASURER’S REPORT: Upon motion by Supervisor Keller and seconded by Supervisor Lynch, which carried 3-0, the Treasurer’s Report from December, 2024 was approved.

REPORTS:

1. Fire Company – No report.
2. Open Space – No report.
3. Solicitor – No report.
4. Planning Commission – at their meeting on December 3, 2024, CC Hopf was appointed Chairman; Roger Keller was appointed Vice-Chairman; Michael Doyle was appoint the Recording Secretary.
5. Secretary / Treasurer – No report.
6. B/N/T Groundwater Committee – No report.
7. Roadmaster – No report.
8. Zoning – Report was received and is on file with the Township.
9. Emergency Management – No report.
10. Traffic Committee – No report.
11. High Falls Creek – the first phase of work has begun with installation of fencing and warning signs, erosion and sediment control, and staging material. Ground-breaking work will begin after the new year.

OLD BUSINESS:

1. Short Term Rental Ordinance – currently working with the Township Solicitor, Dave Shafkowitz .

NEW BUSINESS:

1. Upon motion by Supervisor Keller, seconded by Supervisor Lynch, which carried 3-0, the Board adopted Resolution 2025-1, 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 of Supervisors approved the advertisement for the 2025 Regular Meetings and the 2026 Organization Meetings.

The **Bridgeton Township Supervisors** will hold their regular monthly meetings in 2025, 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 2025 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. 2, 2025), 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 Open Space Committee** will hold their meetings in 2025 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 2026 organization and regular meeting on January 5, 2026 at 7:00 p.m. The **Bridgeton Township Auditors** will hold their 2025 Organization meeting on January 6, 2026 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 Keller, seconded by Supervisor Lynch, which carried 3-0, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Sheryl L. Patterson
Secretary / Treasurer