

**LOWER MOUNT BETHEL TOWNSHIP
BOARD OF SUPERVISORS MINUTES – APRIL 18, 2022 @ 7:00 P.M.**

CALL TO ORDER - The April 18, 2022 workshop meeting of the Lower Mount Bethel Township Board of Supervisors was held at 6984 S. Delaware Drive, Martins Creek, Pennsylvania, 18063 (formerly known as Centerfield School), Martins Creek, PA, 18063. The meeting was called to order by Chairperson DeBerardinis at 7:00 p.m. In attendance were M. DeBerardinis, S. Disidore, S. Newman, J. Mauser, S. Burns, J. Smethers, M. Mastrogiovanni. There were no attendees in the audience. The Pledge of Allegiance was recited.

APPROVAL OF MINUTES – April 4, 2022. MOTION by S. Newman, second by M. DeBerardinis to approve the minutes as submitted. Vote: 5-0.

COURTESY OF THE FLOOR – None.

SUBDIVISIONS / ZONING – None

NEW BUSINESS

1. Presentation J. Mauser. John presented a slideshow to the Board regarding water approaching J. Koshinski's house on Upper Mud Run Rd. The water is washing across the road, there is a bank deterioration problem, drainage stream erosion and cracks in the road. M. DeBerardinis indicated there are many roads that are cracked like that. John mentioned 611 / Portland at River Rd. is closed because of a steep terrain. John indicated the bridge replacement at Martins Creek – Belvidere Hwy. is delayed until May 9th; Ott Road is still on the detour list.

Park Signage John showed slides of the Kiefer ball park sign that needs to be replaced, and also other road signs are faded in the Township. He also showed slides of the new park benches to be installed and reviewed the Park Bench Sponsor form.

S. Newman will get the new sign ordered for Kiefer Park, similar to the other signs we have in the Township. M. DeBerardinis will ask Fred to make a list of the road signs that are faded and order new ones. We will also ask R. Grucela if he can replace the Martins Creek stream signs.

John showed slides from the EIT presentation he did at S. Whitehall and asked if the Board would like to include this information in the newsletter. The Board suggested not including all the EIT details such as dollar amounts, but asked J. Smethers to write an article on farmland preservation if she has time.

2. **Personnel Policy Review.** J. Smethers reviewed the draft policy with the Board. S. Newman asked the Board about he/she/they and being politically correct. The Board said to leave it the way it is written. Some suggested revisions in bold as follows: Pg. 7 #5; 3rd sentence - add the word **the** after is; Add the word **Chairman or Vice-Chairperson**. Also add: **if reporting complaint is the subject of the problem; add Chairman or Vice Chairperson and make that change throughout the policy.** Also change throughout the policy to be in the 3rd person. Pg. 8 #6 – 3rd sentence – **employees that observe.** #7 2nd sentence – take out **you**, add: **Employees must report any work-related accident or injury to their immediate Supervisor or Township Manager.**

Personnel policy cont'd.

Recommended changes in bold: Pg. 16 #13. Employee Performance Evaluation #1. **Office Liaison will do the evaluations and share with the Board. J. Mauser suggested J. Smethers also check with PSATS.** Pg. 18 D. Vehicle **and or equipment** Accident Reporting. 1st sentence: **The Township employee should immediately report to the Township Manager and / or the Road Master all accidents involving motor vehicles and equipment. Incident report be filled out by the Road Foreman. Last sentence: Photos should be taken of the scene and vehicles / equipment by the Road Master or Township Manager.** Pg. 21 #1 Exempt Employees – J. Smethers discussed the topic of time off for salaried employees. S. Disidore explained her policy at work is based on 4-hour increments, and anything less than that you don't need to use accrued time off. M. DeBerardinis asked this be definitive in the policy for employees in the future. (d) 2nd sentence: In an amount determined by **the Board of Supervisors.**

Pg. 25 (d) Vacation policy recommended revisions: **1-3 years of services 10 vacation days, 3-5 years of service – 15 vacation days. J. Smethers will also check with the PSAT'S.**

Pg. 30 (f) Pension Policy – J. Smethers asked the Board is she should start looking for a new pension. The Board said Jen can move forward with putting out to bid if she is looking to switch. Jen stated she will check with the road crew to see if they would like to switch or not.

Pg. 31 (g) Cell phone use: **add appropriate personal use. To be added: An employee shall not be called in when sick (one day before / after). Note: that is if that language is not included in the Collective Bargaining Agreement (CBA); the CBA contract supersedes if that clause is already addressed in the contract. J. Smethers will also check FMLA standards to make sure this policy meets legal requirements.**

The Board was furnished the draft Resolution from 2019 establishing a Code of Ethics and Conduct applicable to all elected and appointed officials of the Township. The Board suggested a separate ethics manual for the board.

APPROVAL OF THE BILLS - MOTION by J. Mauser, second by S. Newman to approve the bill list in the amount of \$44,684.83. Vote: 5-0.

CORRESPONDENCE - All Correspondence is located in the Township office.

REPORTS – There were no reports.

PUBLIC COMMENT – None.

ADJOURNMENT. The meeting was adjourned at 8:57 p.m.

Respectfully Submitted,

Melissa Mastrogiovanni, Township Secretary / Planning Administrator
Lower Mount Bethel Township