

Supervisors Minutes  
April 18, 2018

On April 18, 2018 the Eldred Township, Monroe County, Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen, at 7:03 P.M. followed by the Pledge of Allegiance.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice-Chairman and Gary Hoffman, Supervisor.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board met in executive sessions on April 10, 2018 to discuss personnel issues and on April 17, 2018 to discuss administrative and personnel issues.

**Special Recognition:** Mary Anne Clausen made a special presentation of a Certificate of Recognition to resident Kyle Van Note who along with another person rescued a man from a burning car in August of 2016. For his bravery, he was awarded the Carnegie Heroism Award. Detective Van Note is a member of the Pocono Mountain Regional Police Investigation Unit and was accompanied by his supervisor, Lt. Steve Williams.

**Public Comment On Non-Agenda Items:** Dale Weidman brought information to the Supervisors about staffing the Road Crew for the spring/summer road maintenance program. He has concerns about safety if the road crew is understaffed. The Supervisors thanked him for his information and will take such under advisement.

Mr. Hoffman updated the assembly on the ongoing Union negotiations. He said the Township is currently awaiting a response from the Union. He also stated that once the negotiations are completed, the contract will be available for public review.

Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Minutes of April 4, 2018 Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurers Report as presented. The total balance for all accounts is \$494,884.95. Motion carried (3-0).

There is a questionable debit from Quickbooks. The Treasurer will look into the charge.

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush approve the payment of the unpaid bills in the amount of \$21,497.98. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment from the State Fund in the amount of \$683.43. Motion carried (3-0).

There was a question about a \$17.00 quarterly tax liability draft on the report. The supervisors agreed to approve the tax payments and ask the Treasurer to explain that charge. With that proviso:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the period ending 4/12/2018 in the amount of \$7,742.07, the withholding in the amount of \$2975.69 (which includes the \$17.00 draft in question) and the payment to JetPay in the amount of \$101.04 for a total of \$10,818.80. Motion carried (3-0).

**PW Supervisor Report:** Ann Velopolcek (for Keith Kuehner) reported that the Road crew has been restocking anti-skid, cleaning and repairing equipment, cleaning pipe inlet, cleaning up storm damage. They will begin road sweeping next week.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily rental of Sue Pekala at the regular rate on April 25, 2018. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Doris Zellers to the ETCC Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve a craft class at the ETCC (date to be determined) for Mother's Day. Amanda Zellers will be the craft leader. Motion carried (3-0).

The Thrift store has requested some purchases. After some discussion:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve:
  - the purchase of 8- 6ft. tables for a cost not to exceed \$300.00
  - the purchase of 5 shelving units for a cost not to exceed \$200.00
  - the purchase of an outdoor sign for a cost not to exceed \$400.00. Motion carried (3-0).

Ann Velopolcek gave an update on the following:

The Children's Story Hour: Volunteers have responded so the proposed program can move forward.

Roof Damage: The roofer and the insurance adjuster met today to assess the damage and come up with a plan for the repairs.

**Parks and Recreation Report:** Mary Anne Clausen reported that that there had been no response to the Committee's latest correspondence and got the Board's agreement that there should be a response saying that we were looking forward to the info the committee proposed to gather, and mentioning that the loop trail should be a priority.

**Planning Commission Report:** Mary Anne Clausen announced that the loss of Helen Mackes leaves a vacancy on the Planning Commission.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the appointment of Donna Mikol to fill the vacancy, following her resignation as a Township Auditor. Motion carried (3-0).

Robert Boileau updated the Supervisors regarding the items coming before the Planning Commission at the next meeting on April 19, 2018.

**Agricultural Security Area:** As there are pending applications for additions to the Agricultural Security Area, and one of the previous committee is now serving on the Zoning Hearing Board there is a vacancy on the committee.

The committee will now consist of:

Gary Hoffman, Supervisor, Committee Chair  
Cathy Martinelli  
F. Scott Smith

Jody Borger  
James Leiding

**Royal Security:** Due to some recent vandalism at the Post Office, the Township researched installing security cameras as an addition to our existing system to cover the areas of the building not covered. Without the cameras, USPS management may direct our postmaster to reduce the lobby hours to 12 hours from 24, something not afforded customers in other local post offices.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the installation of 2 cameras by Royal Security and connection to our system in the amount of \$770.00. Motion carried (3-0).

**Rail Trail:** Mary Anne Clausen explained that there are some questions regarding title issues for the parcels that comprise the Rail Trail that need to be resolved.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to instruct the Solicitor to investigate the title issues and if he sees the need for clarification, to do what he needs to advise on solutions to any discrepancies. Motion carried (3-0).

**First Northern Banking Resolution:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve Resolution 2018-08 to change the signatories for the accounts. Motion carried (3-0).

**Other:** Mary Anne Clausen announced that the West End Food Pantry is seeking a grant and has asked for a letter of support from the Township.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a Letter of Support for the West End Food Pantry's grant application.

Gary Hoffman is requesting that the Township hold recycling events twice a year, in spring and fall.

Mary Anne Clausen added that we are seeking a mobile shredder company. Ann has found one but they have no gotten back to us.

Mr. Hoffman would like to use a Township truck to assist in the Church Rd. clean-up next weekend if it is needed. There was no objection.

Gary Hoffman reported on the 2 bridges that are slated for replacement at Rt. 209 in Kresgeville and on Silver Spring Blvd. over Chapple Creek. The Kresgeville bridge will be one lane and alternating traffic beginning in May and on Silver Spring Blvd. the project will begin after school closes.

**Adjournment:**

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:02 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Minutes  
April 4, 2018

On April 4, 2018, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice-Chairman, Gary Hoffman, Supervisor and Solicitor Michael Gaul

**Call to Order:** The meeting was called to order by Chairman, Mary Anne Clausen at 7:10 P.M.

**Announcement of Executive Session:** Mary Anne Clausen announced executive sessions on April 3, 2018 with special counsel to discuss ongoing negotiations and immediately prior to this meeting with the solicitor to discuss pending legal matters.

**Public Comment on Non-Agenda Items:** There was no public comment on non-agenda items. Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

**Historical Society:** Jaylene Kaiser appeared before the Board to request that the Historical Society be able to continue to meet at the Township building on the 3<sup>rd</sup> Tuesdays at 6:30 P.M. The Board agreed. The secretary will get a key and an alarm code for Ms. Kaiser. Ms. Kaiser gave a brief update on the Society's activities.

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of March 26, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurers Report as presented. The balance of all funds is \$513,231.60. Motion carried (3-0).

**Approval/ Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of bills from the General Fund in the amount of \$7,311.63 and from the State Fund in the amount of \$4,436.74. Motion carried (3-0).

Approval of the payroll and withholding was deferred.

**PW Supervisors Report:** There was a brief discussion about the P.W. crew painting the Caboose. JoAnn Bush has the paint colors and has been in touch with the P.W. Supervisor regarding the project.

**Parks and Recreation Committee Report:** Mary Anne Clausen reported that the Committee had met and discussed putting boundary markers around the perimeter of the park so people using the park did not wander onto private property. She also reported that Cindy Smith, who owns a metal detector, will attempt to find the property markers at the Wes Flo access. They also discussed installing the loop trail, perhaps with the help of some Boy Scout troops. The issue of exempting the Township owned properties from zoning restrictions was sent to Planning and will be discussed at an upcoming meeting.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Superheat for a maintenance contract on the HVAC system at the ETCC for an amount of \$2,750.00. Motion carried (3-0).

**Sealcoating Bids:** The Township received 4 bids for the Sealcoating project for the ETCC parking lot

| Seal Coating Bids              | Unit Price | Total       |
|--------------------------------|------------|-------------|
| Shiffer Bituminous Service Co. | 7.05       | \$35,814.00 |
| Pocono Spray Patching          | 4.58       | \$23,276.80 |
| Midland Asphalt Materials Inc. | 5.96       | \$30,276.80 |
| AMS                            | 5.36       | \$27,228.80 |

The award of the contract was deferred until the end of the meeting when the Solicitor had the opportunity to review the bids.

**Health Insurance:** Because the Township is involved in ongoing negotiations with the Union, the present plan will be continued.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the continuation of the current plan, Highmark Bluecare Custom Platinum 2 at a cost of \$2,612.96/ month an increase of \$203.61/month. Motion carried (3-0).

**Lot Joinder Resolution:** Deferred

**Gower Rd. Bridge:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the Gower Rd. Bridge, Invitation to Bidders. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to authorize the Township to enter into and to authorize Chairman MaryAnne Clausen to sign easements with Patty Hawk and Steven Kresge as provided for in the engineering plans provided by Hanover Engineering and as approved by the Solicitor. Motion carried (3-0).

Mary Anne Clausen asked the secretary to contact Hanover to schedule a pre-bid meeting.

**Other:** Gary Hoffman reported that a portion of the roof of the Community Center blew off during the high winds (today), that emergency repairs were taking place and our insurance company notified.

JoAnn Bush announced that there has been some minor vandalism at the ETCC, she feels that it is necessary to have a monitor during parties and increase the rent in the ETCC to cover the expense. She will bring this to the ETCC Committee for discussion.

The Solicitor indicated that such a person could be a 1099 independent contractor (if the total is over \$600.00/yr.) and be paid out of the general fund.

Mary Anne Clausen asked Tony Giordano to explain his idea for Earth Day 2018 (April 22). Mr. Giordano would like to have a clean-up of Church Rd., and would like the Township to co-sponsor the event with the Schoolhouse. The Schoolhouse will provide trash bags and gloves and the Township will provide vests. The secretary was asked to contact the insurance company to make sure we would be covered.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Solicitor to send a letter to the Rod and Gun Club to have them remove the “No Trespassing” sign for the gate on the Old Rail Trail. The trail is required by deed to be open to the public except for the posted closures due to hunting seasons. Motion carried (2-1). Gary Hoffman opposing.

Mary Anne Clausen asked about the stanchion that was approved. JoAnn Bush responded that it was not ordered because we instituted a sign in policy and signage in the lobby that appears to be working well and we may not need it.

There was a discussion about the recent vandalism at the Post Office. Gary Hoffman reported that the Federal authorities are investigating since that P.O. is a federal entity. Also, the Post Office has requested security cameras. The Supervisors briefly discussed whose responsibility that would be and who would pay for the equipment. Mr. Hoffman suggested that any security cameras installed at the P.O. be linked into our current system. Ms. Clausen asked for comment from the public.

Several people expressed their opinions and ideas. No action was taken at this time.



- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to break for a brief executive discussion. Motion carried (3-0). Meeting adjourned at 8:00.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting. Motion carried (3-0). Meeting reconvened at 8:15.

**Award of Contract; Seal Coating:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the awarding of the contract for the Seal Coating Project at the ETCC, based on the bids received, upon proof of the payment of performance bonds, insurance and the Solicitor's review. Motion carried (3-0).

**Public Comment:** Dale Weidman asked if the Township was getting close to an end of negotiations with the Union. Solicitor Gaul advised that this is not a subject for discussion, that negotiations have a set of rules attached and that the special counsel would need to be consulted before any information is disclosed. Ms. Clausen told Mr. Weidman that the Supervisors will discuss this with the special counsel and have an update ready for the next meeting.

Mr. Weidman also expressed his opinion that the Township should have more help with snow plowing. He believes a shortage of staff can lead to a safety problem.

Jim Stone of RGM Hardwoods spoke about his application for timber harvesting of 2/7/2018, which was denied. He feels that the Township regulation regarding timber harvesting is not legal and exceeds the Pennsylvania State law. The solicitor advised that the Township has received his correspondence and will be responsive to his concerns, but that they have not had time to review all the issues. Mr. Stone asked to be included on the next agenda. Solicitor Gaul said this does not need to be addressed at a public meeting. Ms. Clausen advised that our solicitor does not attend our newly scheduled third Wednesday meetings, and that as the matter is now before the solicitor, the Board would not be able to respond to anything he presented on April 18 other than to refer it to the solicitor.

**Adjournment:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:33 P.M.

Respectfully submitted,

E. Ann Velopolcek



Minutes  
March 26, 2018

On March 26, 2018 the Eldred Township Board of Supervisors held a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building at 490 Kunkletown Rd. Kunkletown, PA. 18058.

**In Attendance:** In attendance were Mary Anne Clausen, Chair; Gary Hoffman, Supervisor; JoAnn Bush, (by phone) Vice-Chair and Solicitor, Michael Gaul.

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen at 7:35 P.M. followed by the pledge of allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisors had met in executive session on February 26 and March 6 by phone with Special Counsel for negotiations, March 7 by telephone for personnel, negotiations and administrative matters and prior to tonight's meeting with the Solicitor for pending legal matters.

**Special Announcement:** Ms. Clausen read the following statement, which at the request of all the supervisors, will be included in the minutes:

"It is difficult to put words to the loss we have suffered at the passing of Helen Mackes, a vital pillar of our community for many, many years. She served it in ways almost too numerous to mention, as Planner and long-time Chair-person of the Planning Commission, as Tax Collector, as an officer of the Historical Society, as a realtor, as Secretary of the West End Dems, a member of the veterans group which created our local veterans Memorial and also, informally as story teller and local historian in chief. She was a regular at Township meetings and had been for many years – on occasion she would tell me how things had been done when her father was a Supervisor. We have marked her empty chair tonight with daffodils.

On a personal level, I am grateful to Helen for many things. She introduced me to local politics and also to bingo at the firehouse. Without her, I still wouldn't know what a dauber is. I will miss seeing her outside the polls on Election Day. But what won her my greatest respect, and also that of so many other people, was the wisdom and strength of her convictions. Her take on things was always the product of intelligence, a strong sense of fairness and a large dose of practicality; and once she formed an opinion, she wasn't afraid to hold to it, and act on it, regardless of whether or not it was popular.

I speak for the Board in extending our condolence to her family, and our appreciation for all she has done for her Township.”

Ms. Clausen also offered the Board’s condolences to the Anthony family on the death of Zachery Anthony a former resident who died fighting a fire in York very recently.

**Public Comment:** There was no Public Comment at this time. Public comment will be taken on agenda items during the course of the meeting

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of February 21, 2018 Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer’s Report as presented. The balance of all funds as of March 26, 2018 was \$519,133.72. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the unpaid bills from the General Fund in the amount of \$44,098.66. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending 3/2/2018 in the amount of \$7,192.38. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush the State Fund in the amount of \$19,356.22. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Federal 941 and State 501 withholding tax in the amount of \$1,326.40. Motion carried (3-0).

**Labor and Industry:** Gary Hoffman explained that the Township and Community Center have both been recently inspected by the Department of Labor and Industry and several violations were found that have been taken care of.

**Community Center Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the daily leases of Ganz on March 25, 2018 and Frantz on April 22, 2018 at the regular rate. Motion carried (3-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the cost of the repair of the Well pump at a cost of \$3,420.79. Motion carried (3-0).

There was discussion about the estimates for roof repairs necessary at the Community Center. The secretary was asked to get revised estimates from two of the companies to include the cost of the replacement.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to authorize the cost of accessing and repairing the roof for an amount not to exceed \$9,500.00 for the removal of the stones and replacement of the roofing up to 1500 sq. Motion carried (3-0).

There was a discussion about the closing of the Carola Sauers Children's Library at the Community Center. Mr. Sauers no longer has the time to devote to the project. Ms. Clausen asked of the Township could solicit a volunteer to do a children's reading program. Ms. Bush expressed disappointment that Mr. Sauers did not leave any books for the Center since he made use of the room for 3 years at no cost.

**Parks and Recreation Committee:** Ms. Clausen will report to the Parks and Recreation Committee about funds available.

**Treasurer Resignation:**

- There was a motion by Mary Anne Clausen and seconded by to accept the resignation of Brent Green as Treasurer. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Brent Green as a consultant on an as needed basis at his previous rate of \$14.00/ hr. Motion carried (3-0).

**Treasurer; Hiring:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the hiring of James Phillips as Treasurer for a minimum of 14 hours/week at a rate of \$20.00/ hr. Motion carried (2-0) Gary Hoffman abstaining due to a previous professional relationship with Mr. Phillips.

**Job Descriptions:** Public Works Supervisor

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a new Job Description for the position of Public Works Supervisor. Motion carried (3-0).

Public Works Roads

- There was a motion by JoAnn Bush and seconded by to remove the words " Department of Public Works" for the heading and include "crew to the job description so it will read Roads, Building and Grounds Crew". Motion carried (3-0).

**Public Works Resignation:**

There was a motion by and seconded by Gary Hoffman to accept the resignation of Archie Craig from the Public Works Crew. Motion carried (3-0).

**Parks and Recreation Committee:**

Resignation:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept the resignation of Michael Orth from the Parks and Recreation Committee. Motion carried (3-0).

Appointments:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Renee Giordano to the Eldred Township Parks and Recreation Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to re-appoint Jacqueline Mock as a non-voting member of the Parks and Recreation Committee. Motion carried (3-0).

**Resolution 2018-06:** A Resolution to appoint a Chief Administrative Officer to the Pennsylvania Municipal Retirement System non-uniformed Pension Plan.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2018-06, appointing James Phillips as the Chief Administrative Officer to the Pennsylvania Municipal Retirement System non-uniformed Pension Plan. Motion carried (3-0).

**Resolution 2018-07:** A Resolution to modify the bank accounts with First Northern Bank and Trust.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve Resolution 2018-07. Motion carried (3-0).

**Ordinance 2018-03:** A proposal to amend the Eldred Township Zoning Ordinance 2014-04, Establishing A New Definition for Township Facilities; Amending the Schedule of Uses to Permit by Right Township Facilities in Each Township Zoning District; and Providing for Other Miscellaneous Matters.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to send the proposed Ordinance to the Planning Commission and other agencies for review. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to schedule a hearing for the proposed Ordinance and intent to enact, for May 2, 2018 at 7:00 P.M. and to send the Notice for publication. Motion carried (3-0).

**Mock Park:** Ms. Clausen will contact Hanover to begin the process of obtaining a Highway Occupancy Permit for the Mock Park, Fiddletown site.

**Old Mill:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to authorize the Chairman to sign the new deed and for the Solicitor to record the deed with the Monroe County Recorder of Deeds. Motion carried (3-0).

**CJERP Letter of Support:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to ratify the signing of a letter of support for a DCNR grant application for the West End Regional Park. Motion carried (3-0).

**ASA: Request for Modification/Additions**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to acknowledge the receipt of three applications for addition into the Eldred Township Agricultural Security Area. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for a brief executive session. Motion carried (3-0). Meeting adjourned at 8:30 P.M.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting after a brief Executive session regarding pending legal matters. Motion carried (3-0). Meeting reconvened at 8:40 P.M.

**Other:** Gary Hoffman reported that he attended the Monroe County Tax Collection Committee meeting.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the cost of the Planning Commission members to attend a PATH Seminar in planning at a cost of \$50.00/person. Motion carried (3-0).

**ISO:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve a meeting with Virginia Fields of ISO to prepare a report that analyzes our zoning and codes Ordinances and enforcement. Motion carried (3-0).

Ms. Clausen asked the Secretary to look into the cost of the Township providing a shredding company to come to the Township for a day for the benefit of the residents.

**Lanternfly Signs:** There was a discussion about where to place the lanternfly signs that we received from the Conservation District and who should choose the locations of those signs. It was decided that the Public Works Supervisor had the most knowledge of the roads and was the correct person to find good locations and to install the signs.

**Kuehner Fields:** The Township has received a letter from Steve Hartz, attorney for Kuehner Fields requesting an extension of the Land Development Plan.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the extension of the approval of the Kuehner Fields Development Plan contingent upon the Developers signing an extension agreement satisfactory to the Solicitor including financial security for the cost estimate of any improvement not completed based on engineer review. Motion carried (3-0).

**Public Comment:** Dale Weidman asked about the “at will” status on the job descriptions. Solicitor Gaul explained that in Pennsylvania, all employees are “at will” unless they have a contract or are part of a bargaining unit.

Mr. Weidman then commended the roads crew for the snow removal they did during the previous week.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried. (3-0).

Respectfully submitted,

E. Ann Velopolcek





Minutes  
February 21, 2018

On February 21, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice-Chairman; Gary Hoffman, Supervisor and Michael Gaul, Solicitor.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisor had met in executive session on February 12, 2018 with special counsel for negotiations and immediately prior to this meeting with the Solicitor for pending legal matters.

**Announcement:** Mary Anne Clausen read the following statement of condolence into the record.

“It is with great sadness that we acknowledge the passing of Frank O’Donnell, a great friend to this Township and to this Board. He was passionate about and dedicated to preserving our beautiful environment here in Eldred, founding the Blue Mountain Preservation Society and participating in the Aquashicola/Pohopoco Watershed Conservancy. He also served on our Zoning Hearing Board from its inception until last Fall, when he was forced to resign for reasons of health. He and his wife Marion have long been regulars at both Township meetings and Planning Commission meetings, and both have provided great support to me during my tenure as supervisor. I know Gary and JoAnn feel the same way. We will all miss Frank greatly.”

Mary Anne Clausen then announced that our IT person, Mike Kolba, has been presented with an award from Accelerate Pennsylvania, a collaborative designed and intended to increase the Pennsylvania’s high-speed Internet. The award was for his work for promoting the goals of the group and making a presentation for them.

**Public Comment on Non-Agenda Items:** Carl Rush appeared to gather

information about Short Term Rentals. He has one and is concerned about regulation. Ms. Clausen deferred to Robert Boileau (Chair, Planning Commission). Mr Boileau explained what the Planners had discussed and why they were reviewing the issue. Solicitor

Gaul advised that there are many newspaper articles available for public review that describe the problems that some Townships have experienced. Mary Anne Clausen suggested Mr. Rush be notified if any further action by the Supervisors was anticipated. The Secretary will make a notation in the file.

Dale Weidman reported that he tried to notify the Township and County of a controlled burn on his property in Smith Gap. He was unable to connect with an appropriate agency. Gary Hoffman announced that because the County cannot have eyes on a burn, the Control Center does not have a way to determine a "Safe" burn. He also told Mr. Weidman that the County Burn Ordinance does not permit open burning.

Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of January 17, 2018. Motion carried (3-0).

**Hearing for Ordinance 2018-01:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the opening of a hearing for Ordinance 2018-01, an Ordinance to repeal Ordinance 99-2 creating the Recreation and Parks Commission.

Solicitor Gaul (presiding) summarized the ordinance, and entered exhibits as follows:

- T-1- a copy of the Ordinance
- T-2- Proof of Publication
- T-3- a copy of the posted Notice
- T-4- a affidavit of the Secretary (notice of posting)

Public Comment: There was no public comment

Supervisors Comment: There was no Supervisors comment

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to close the hearing. Motion carried (3-0). Hearing closed.

**Consideration of Ordinance 2018-01 for Enactment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt Ordinance 2018-01. Motion carried (3-0).

**Resolution 2018-03:** A Resolution That Establishes a Parks and Recreation Committee.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adopt Resolution 2018-03. Motion carried (3-0).

**Appointment of Committee Members:**

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Robert Boileau, Michael Orth and Annette Heist, former members of the Parks and Recreation Commission, and Cindy Smith and Tony Giordano as members of the Parks and Recreation Committee. Motion carried (3-0).

The secretary was asked to send appointment letters.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to direct the Secretary to advertise the meeting dates and time. Motion carried (3-0).

**Acceptance of Donation:** The Board accepted the donation of a Frank Lovewell painting depicting Eldred Township from the Stone Bridge from Mr. and Mrs. John Kile. Mr. Kile presented the painting. The Secretary was directed to order a tag for the painting that says, “Gift of John and Linda Kile.”

**Hearing for Ordinance 2018-02:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to open the Hearing. Motion carried (3-0).

Solicitor Gaul (presiding) briefly explained that the original commission was formed prior to the Pennsylvania Municipalities Planning Code and this new Ordinance will update our previous ordinance.

Solicitor Gaul entered exhibits as follows:

- T-1- A copy of the Ordinance 2018-02
- T-2- Proof of Publication
- T-3- Copy of the posted notice
- T-4- Affidavit of the Secretary (proof of posting)

Solicitor Gaul stated that the current members will continue to serve their current terms.

Public Comment: There was no public comment.

Supervisors’ Comment: There was no Supervisors’ comment.

- was a motion by Gary Hoffman and seconded by Mary Anne Clausen to close of There the Hearing. Motion carried (3-0).

**Consideration of Ordinance 2018-02 for Enactment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adopt Ordinance 2018-02. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as presented. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve payment of the unpaid bills in the amount of \$52,025.36. deferring the Serv-Pro bill which has been in dispute in the amount of \$5,580.00. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the modified Serv-Pro Bill in the amount of \$4,580.00. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Gary Hoffman JoAnn Bush to approve the payment of the State Fund Bills in the amount of \$13,332.17. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by to approve the Pa State withholding for 1/18/2018 and 2/5/2018 in the amounts of \$319.79 and \$319.79 respectively. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the 941 Tax for the periods 1/04/2018, 1/05,2018, 1/18/2018 and 2/21/2018 and a Berkheimer EIT tax payment for a total of \$5797.10. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the weeks ending 2/2/2018 and 2/15/2018 in the amounts of \$7,192.38 and \$7,319.41 respectively. Motion carried (2-0).

**Public Works Report:** Gary Hoffman commended the Public Works crew on the snow removal during the recent snow event. The Township declared a snow emergency. Dale Weidman complained that Point Phillip Rd. was not plowed quickly enough. Mr. Hoffman explained that there was an accident and some of the plows were diverted to that area. Ms. Clausen told Mr. Weidman that the Supervisors will review road priorities with the Public Works Supervisor.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission would like to see a notice posted on the Website to the effect that there may be additional Ordinances or changes to the posted Zoning and Saldo Ordinances and he thinks the Public Notices should also be posted. Mr. Boileau also noted that the Planning Secretary is required (MPC) to sign approved plans.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the posting of a notice on the website concerning amendments to the Zoning and SALDO Ordinances and to post legal notices. Motion carried (3-0).

**Community Center Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily leases of Shafer, Ellis and Rudelitch at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the hiring of Sandy Borger as custodian at a salary of \$14.00/hr. for 8-12 hours/week. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve advertising the Seal Coat project bid for the ETCC parking lot as soon as the Township receives a determination about whether it must be bid at prevailing wage. Motion carried (3-0).

**Emergency Management:** Gary Hoffman reported that he will be meeting with several townships to discuss consolidating Emergency Management functions, in order to have a more cohesive and effective response.

**Resolution 2018-04:** First Northern Banking Resolution.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve Resolution 2018-04 to change the signatories for the bank accounts and adding an additional signature requirement. Motion carried (3-0).

**Security:** Gary Hoffman stated that he feels the Township Building needs improved security. After a brief discussion the Supervisors agreed to have an evaluation of the building.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve having the Secretary call the State Police to schedule a security evaluation. Motion carried (3-0).

**Path Seminar:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer and Secretary to attend an accounting Seminar at a cost of \$80.00 each. Motion carried (3-0).

**Other:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a proposal from Superheat for repairs to the boiler at the township building on the HVAC System in the amount of \$2900.00. Motion carried (3-0).

Lot Joinders: There was a discussion about creating a Resolution to address lot joiners in Eldred Township. The Solicitor has provided some model Resolutions and the Secretary will work on a document for Eldred.

Ms. Clausen announced that Helen Mackes is still at Gracedale and receiving visitors.

Gary Hoffman spoke about enhanced radio communications for large commercial buildings. He indicated there may be changes in the building codes to incorporate this.

**Public Comment:** There was no further public comment.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:45.

Respectfully submitted,

E. Ann Velopolcek  
Secretary







Minutes  
January 2, 2018

On January 2, 2018, the Eldred Township Board of Supervisors met in a regular meeting at 8:10 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

**In Attendance:** In attendance were Mary Anne Clausen, Chair; JoAnn Bush, Vice-Chair; Gary Hoffman, Supervisor.

**Call to Order:** The meeting was called to order at 8:10 P.M. by Chair, Mary Anne Clausen

**Public Comment:** There was no public comment.

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of December 6, 2017. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of December 20, 2017. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurers report as presented. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve payment of the unpaid bills as listed in the unpaid bills detail submitted. Motion carried (3-0).

**Executive Session:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to break for executive session. Motion carried (3-0). Meeting adjourned at 8:20.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting, Ms. Clausen announced that the break had been to discuss a legal issue. Motion carried (3-0). Meeting reconvened at 8:22.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to ratify the purchase of two Knox (key safes) Boxes (1 each) for the Community Center and Municipal Building. In the amount of \$261.00 each, a total of \$522.00. The boxes allow access for emergency services. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to ratify the paid bills as stated in the Treasurer's report. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$5,926.64. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment of Form 941 tax bills in the amounts of \$1,462.10 (12/7/2017) and 1,845.34 (12/21/2017). Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment of the State Withholding Tax in the amounts of \$180.41 (12/1-12/15/2017) and \$199.47 (11/15-11/30/2017). Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payroll for the weeks ending 12/7/2017 in the amount of \$5,450.53 and 12/21/2017 in the amount of \$7,303.59. Motion carried (3-0).

**Public Works Report:** Keith Kuehner reported that the road crew has been inspecting and cleaning out pipes and removing snow and ice. The speed limit signs are in, but the weather is not favorable for installing them.

**Planning Commission Report:** Robert Boileau announced that the Planners sent three letters of recommendation to the Supervisors after the last planning meeting on December 21, 2017.

- The subjects were
- a. the opposition to H.B 1620- involving wireless communications, the planners are in favor of adopting Resolution 2018-01.
  - b. Short Term Rentals- the Planners recommend regulating Short Term Rentals in the township
  - c. A Well Ordinance- the Planners recommend the regulating and permitting well drilling in the township.

**Resolution 2018-01:**

- There was a motion Gary Hoffman and seconded by JoAnn Bush to approve Resolution 2018-01- A resolution in opposition of House Bill 1620 which would

limit the township's control over the rights-of-way in the township and other things related to wireless service companies. Motion carried (3-0).

Mary Anne Clausen spoke about the various other recommendations from the Planning Commission that involve Zoning and or SALDO revisions and suggested that the Supervisors would have time to look at those this spring and schedule workshops to go over the recommendations and facts the Planning Commission has studied. She would like to address multiple changes at one time.

**Community Center:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Daily Lease of T. Bush at the regular rate. Motion carried (3-0).
- There was a motion JoAnn Bush and seconded by Mary Anne Clausen to ratify the Recurring Daily Lease of E. Pekurny for 7 days for softball practice in the Gym at the regular rate. Motion carried (3-0).

**Job Description:**

- There was a motion Gary Hoffman and seconded by Mary Anne Clausen to approve revising the job description for the (former) Road Crew and to change the job title from Driver/Laborer to Roads, Buildings and Grounds. Motion carried (3-0).

**Resolution 2018-02:** deferred

**Kunkletown Volunteer Fire Company:**

- There was a motion by Gary Hoffman Mary Anne Clausen to approve the designation of the Kunkletown Volunteer Fire Company as the authorized Volunteer Fire Company for Eldred Township. Motion carried (3-0).

**Other:** Mary Anne Clausen announced that an Eldred Township resident, Kyle Van Note, is being awarded the Carnegie Hero Fund Award for rescuing a woman from a burning car.

Gary Hoffman gave an update on the Chapple Creek bridge replacement. Penn Dot will not be starting the project until June. Silver Spring Blvd. will be closed during the entire project.

**Adjournment:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:58 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



## Organizational Meeting Minutes

January 2, 2018

On January 2, 2018, the Eldred Township Board of Supervisors met for its annual Organizational meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Mary Anne Clausen, JoAnn Bush and Gary Hoffman, Supervisors

**Call to Order:** The meeting was called to order at 7:30 P.M. by Mary Anne Clausen.

**Temporary Chairman:** There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint Mary Anne Clausen as Temporary Chairman. Motion carried (3-0).

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive session by telephone with special counsel on December 7, 2017 to discuss ongoing negotiations and personnel; on December 19 and 20, 2017 to discuss personnel; on December 27, 2017 for personnel and to conduct interviews; on the evening on December 27 for interviews and personnel; and immediately before tonight's meeting to discuss personnel and legal issues.

**Public Comment on Agenda Items:** There was no public comment on the Agenda Items.

**Chairman:** There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Mary Anne Clausen as Chairman. Motion carried (3-0).

**Vice-Chairman:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint JoAnn Bush as Vice-Chairman. Motion carried (3-0).

**Secretary/Administrative Assistant:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint E. Ann Velopolcek as Secretary. Motion carried (3-0).

**Treasurer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Brent Green as Treasurer. Motion carried (3-0).

**Employee's Bond:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Traveler's Insurance as the bonding company for employees in the amount of \$500,000.00. Motion carried (3-0).

**Township Solicitor:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint King Spry, Herman, Freund and Faul LLC, Michael Gaul, Esq. representing at a rate of \$155.00/hr. Motion carried (3-0).

**Engineer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc., Brien Kocher P.E. representing, at the rate set pursuant to the fee schedule submitted (attached). Senior Engineer Rate \$110.00/Hr. Motion carried (3-0).

**Road Master Position Name Change:** There was a motion by JoAnn Bush and seconded by Gary Hoffman to change the name of the Roadmaster position to "Public Works Supervisor. Motion carried (3-0).

**Public Works Supervisor:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Keith Kuehner as Public Works Supervisor. Motion carried (3-0).

**Sewage Enforcement Officer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc, Jacob Schray Representing at a rate of 69.90/hr. Motion carried (3-0).

**Zoning and Codes Officer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint SFM Consulting, Shawn Mc Glynn representing, at a rate of \$65.00/hr., pursuant to the contract dated August 9, 2016. Motion carried (3-0).

**Building Code Official:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint SFM Consulting, Shawn McGlynn representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10 pursuant to the contract of 8/9/2016. Motion carried (3-0).

**UCC Inspector:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint SFM Consulting Shawn McGlynn Representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10, pursuant to the contract of 8/9/2016. Motion carried (3-0).

**Flood Plain Manager:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint SFM Consulting, Shawn McGlynn representing, at a rate of \$65.00/hr., which is the same rate paid for his services as Code Enforcement Officer, pursuant with the contract dates August 9. 2016 Motion carried (3-0).

**UCC Joint Board of Appeals Member:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Bruce Gower as UCC Joint Board of Appeals Member. Motion carried (3-0).

**Delegate to the Monroe County Tax Committee:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Gary Hoffman as delegate to the Monroe County Tax Committee. Motion carried (3-0).

**Earned Income Tax Appeals Officer:** There was a motion by Mary Anne Clausen JoAnn Bush to appoint the Monroe County Earned Income Tax Collection Committee as the Earned Income Tax Appeals Officer. Motion carried (3-0).

**Emergency Management Coordinator:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Gary Hoffman as Emergency Management Coordinator. Motion carried (3-0).

**Deputy Emergency Management Coordinator:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Kevin Silliman as Deputy Emergency Management Coordinator. Motion carried (3-0).

**Vacancy Board Chairman:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Michael Kaspszyk as Vacancy Board Chairman. Motion carried (3-0).

**Planning Commission Members:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Robert Boileau and Carey Krum as Planning Commissioners. Motion carried (3-0).

**Planning Commission Solicitor:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint King Spry, Herman, Freund and Faul, LLC, Michael Gaul, Esq. representing at a rate of \$125.00/hr. Motion carried (3-0).

**Zoning Hearing Board Members:** There was a motion by and seconded by Mary Anne Clausen to appoint Megan LeBlond as a Zoning Hearing Board member for a term of 3 years. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Jack Yarashas as a Zoning Hearing Board member for a term of 2 years. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Dieter Metzger as a Zoning Hearing Board Alternate. Motion carried (3-0).

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to send thank-you letters to Frank O'Donnell and Albert Aumack for their many years of service as Zoning Hearing Board members. Motion carried (3-0).



**Eldred Township Community Center Members:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the following as Eldred Township Community Center Committee members:

Donna Deihl

Heidi George

Shirley Krum

Carey Krum

John Kile

Linda Kile

Susan Pekala

Dora Tarter

E. Ann Velopolcek

Motion carried (3-0).

**ETCCC Positions:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the Committee to the following positions:

Coordinator: Linda Kile

Financial Secretary: Linda Kile and Brent Green (as treasurer)

Director, Plant and Grounds: Keith Kuehner (as Public Works Supervisor); assistants, Carey Krum and John Kile

Secretary: Dora Tarter, Alternate, Susan Pekala

Public Relations: Susan Pekala

Thrift Shop Coordinator: Donna Deihl

Thrift Coordinator Assistants: Heidi George and Shirley Krum

Fundraising: All Members

Motion carried (3-0).

**Recreation and Parks:** The appointment for the Recreation and Parks Commission were deferred.

**Zoning Hearing Board Solicitor:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Chad Martinez, Esq. as Zoning Hearing Board Solicitor at a rate of \$150.00/ hr. Motion carried (3-0).

**Voting Delegate to the State Convention:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint JoAnn Bush as the voting delegate to the State convention. Motion carried (3-0).

**Employees' Salaries:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the following salaries for Township employees:

Secretary: \$16.00/hr.

Treasurer: \$14.50/hr. (to be reviewed in 60 Days)

Public Works Supervisor: \$20.46/hr.

Other Public Works/ Laborer Driver, F/T, P/T

All salaries for Public Works are frozen until the outcome of the Union Negotiations.

Custodian, Municipal Building: \$15.25/hr.

Custodian, ETCC: \$14.00/hr.

Motion carried (3-0).

**All Other Benefits:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to continue existing benefits as stated in the Employees Handbook dated 2012. Motion carried (3-0).

**Mileage:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to set the Mileage Reimbursement at the federally allowed rate of .545/mi. (54.5 cents/mile). Motion carried (3-0).

**Kunkletown Volunteer Fire Company Fire Chief Approval:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve Kevin Silliman as the Kunkletown Volunteer Fire Company Fire Chief. Motion carried (3-0).

**Kunkletown Volunteer Fire Company President Approval:** There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Ray Miller as the Kunkletown Volunteer Fire Company President. Motion carried (3-0).

**Emergency Ambulance Covering Eldred Township:** There was a motion by Gary Hoffman and seconded by JoAnn Bush to designate the West End Ambulance Association as the Eldred Township and if they are unavailable to permit 911 to dispatch the closest available provider. Motion carried (3-0).

**Monthly Meeting Dates and Times:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the meeting dates and time of the meetings for 2018 of the Board of Supervisors to be the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 7:00 P.M (except January). Motion carried (3-0).

There was a motion by Mary Anne Clausen JoAnn Bush to approve the meeting dates and time of the Planning Commission meetings for 2018 to be the third Thursday of each month at 7:00 P.M. Motion carried (3-0).

There was a motion by Gary Hoffman Mary Anne Clausen to approve the meeting dates and time of the Eldred Township Community Center Committee for 2018 to be the second Thursday of each month at 3:00 P.M. Motion carried (3-0).

**Advertisement of Meeting Dates and Times:** There was a motion by Gary Hoffman Mary Anne Clausen to approve the Secretary to advertise meeting dates and times as stated above. Motion carried (3-0).

**Depositories for Township Funds:** There was a motion by Gary Hoffman Mary Anne Clausen to appoint Pligit and First Northern Bank and Trust as Depositories for Township Funds. Motion carried (3-0).

**Open Records Officer:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint E. Ann Velopolcek as Open Records Officer for 2018. Motion carried (3-0).

**Alternate Open Records Officer:** deferred

**Security Officers:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Richard and Virginia Salter as Security Officers for 2018. Motion carried (3-0).

**Pocono Mountains Council of Governments Representatives:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint JoAnn Bush and Keith Kuehner as representatives to the Pocono Mountains Council of Governments. Motion carried (3-0).

**CJERP Regional Planning Committee Voting Member:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Robert Boileau as CJERP Regional Planning Committee Voting Member. Motion carried (3-0).

**CJERP Regional Planning Committee, Second Member:** There was a motion by JoAnn Bush and seconded by Gary Hoffman Mary Anne Clausen as CJERP Regional Planning Committee, Second Member. Motion carried (3-0).

**Supervisor Liaison to the Eldred Township Community Center:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint JoAnn Bush supervisor liaison to the Eldred Township Community Center. Motion carried (3-0).

**Auditors:** There was a motion by Mary Anne Clausen and seconded by to appoint Donna Mikol as Auditor for a term of 2 years. Motion carried (3-0).

There was a motion by and seconded by Gary Hoffman to appoint Karena Thek as auditor for a term of 2 years. Motion carried (3-0).

**Special Counsel:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Flamm, Walton and Heimbach, Thomas Heimbach, Esq. representing, at a rate of \$245.00/hr. Motion carried (3-0).

**Public Comment:** There was no public comment.

**Adjournment:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:05 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary