

Minutes  
June 5, 2019

On June 5, 2019 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Kunkletown Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Announcement of Executive Sessions:** Ms. Clausen announced that the Supervisors had met in executive sessions on June 4, 2019 for personnel and administrative matters, and immediately preceding this meeting for an Interview and personnel matters.

**Public Comment:** Mary Anne Clausen announced that public comment will be available throughout the meeting prior to any action by the Board and at the end of the meeting.

**Approval of the Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of May 15, 2019. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer's Report the balance in the Pligit, First Northern and Petty Cash accounts being \$684,438.43. Motion carried (3-0).

**Bills For Approval:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve or ratify the bills for approval from the General Fund in the amount of \$50,743.23. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Bills for approval from the State fund in the amount of \$3,673.83. Motion carried (3-0).

**Approval of Payroll:**

➤ There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending May 11, 2019 in the amount of \$14,012.32 including all withholding and fees. Motion carried (3-0).

**P.W. Supervisors Report:** Frank Fehlinger reported that the new tractor and mower have been delivered.

**Planning Commission Report:** Robert Boileau reported that the Planners are looking at Short Term Rentals and at the August 15<sup>th</sup> meeting of the Commission there will be public discussion of this topic invited. Mary Anne Clausen added that Dr. Leiding suggested the Commission identify specific issues relating to this topic.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the appointment of Scott Clark to replace Charles Phillips as a member of the Planning Commission. Motion carried (3-0).

**Zoning Report:** A written zoning report was available for public view.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the cost of \$75.00 for a seminar for Zoning Hearing Board member Megan Leblond. Motion carried (3-0).

**ETCC Report:** JoAnn Bush reported that a final project for the ETCC with the LSA grant is in process. This involves painting and flooring.

**CJERP Report:** Mary Anne Clausen announced that there was a presentation at the CJERP meeting regarding the Spotted Lanternfly, an invasive and destructive pest which has been seen in Eldred Township. The County is under a quarantine and is asking for the cooperation of the township and our residents in helping to contain this infestation. Ms. Clausen asked if the Secretary could send out another update and put a link on the website.

There was a discussion about Zoning regarding Medical Marijuana and to which Zoning district this use should be assigned. Ms. Clausen related that the consensus is that this should be in the Industrial zone since the law requires all growing and processing be indoors.

**Mock Park:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a contract for landscaping to Little Gap Landscaping in accordance with its proposal for the work in the amount of \$8,218.00. Ms. Clausen added that a date of September 18, 2019 for completion and acceptance should be included in the Contract. Motion carried (3-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve to purchase of 3 picnic tables and one bench from Reading Precast in the amount of \$3,660.00 including delivery and set-up. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Joann Bush to approve the purchase of two message boards at a cost of not to exceed \$1500.00 for the Fiddletown and Wes-Flo sites. Motion carried (3-0). These are a donation from Jacqueline Mock, who will reimburse the Township for the purchase price.

**Resolution 2019-05:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2019-05, a Resolution for a Price Adjustment of Small Quantities of Bituminous Materials in conjunction with the 2019 roads bid. Motion carried (3-0).

**Ordinance 2019-01: Speed Limit Reduction on Schaffer Rd.:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the advertising and possible enactment of Ordinance 2019-01 an Ordinance to reduce the speed limit on Shaffer Rd. based on the recommendation of P.W. Supervisor Frank Fehlinger. Motion carried (3-0).

**Road and Materials Awards:**

Road and Materials bids were opened at noon by P.W. Supervisor] Frank Fehlinger and Secretary Ann Velopolcek. A tabulation was prepared.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the awarding of Materials, Rentals and Paving as follows:

	FOB	DEL.
Hanson Aggregates:		
400T# 2a	\$7.75/\$3,100.00	\$12.45/\$4,980.00
100T R-7	\$18.30/\$1,830.00	\$28.30/\$2,830.00
350T Gabion	\$15.90/\$5,565.00	\$20.60/\$7,210.00
Lehigh Asphalt:		
100T #57	\$12.50/\$1,250.00	\$18.75/\$1875.00
300T #4 (pick-up only)	\$12.50/3750.00	
300T Superpave 9.5mm	\$59.36/\$11,872.00	\$70.36/\$14,072.00

100 T Superpave 19mm	\$54.15/\$5,415.00	\$65.15/\$6,515.00
100T Superpave 25mm	\$48.95/\$4,895.00	\$59.95/\$5,995.00

Asphalt Maintenance Solutions: Rental of Truck -Mounted Road Sealer with Operator at a cost of \$7,700 plus \$350.00 Delivery Fee.

Lehigh Asphalt and Construction: Paving (Gower Rd. leveling course) at a cost of \$92,522.45.

Motion carried (3-0).

**Other:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the placing of various ads for Summer Help. Motion carried (3-0).

Mary Anne Clausen announced again that the Township will be hosting a seminar about beginning and operating a Town Watch with a representative of the State Police on June 12,2019 at the Municipal Building at 7:00 P.M.

MS. Bush asked about the status of the idea to pave an area at the ETCC for additional parking. Mr. Fehlinger will meet with Karena Thek to discuss his plan.

Mr. Hoffman announced that he went to a meeting today at the Assessment Board and the Smale property will be tax exempt from today forward.

**Public Comment:** Marianne Nichols asked if the Township has installed the Trail Cameras and where they will be. Ms. Clausen said a camera will be installed at the entrance to the trail. Mr. Fehlinger responded that he has not installed the camera yet but has received the camera. Ms. Nichols stated that she believes this will be helpful in mediating crime in that area. She also stated that the neighbors have no way of knowing, when people park at the end of the road, who is there to visit the park and who might be there for other purposes. The Supervisors will look into a way to make it possible for the residents to make that determination.

**Adjournment:**

There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 7:45 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
May 15, 2019

On Wednesday May 15, 2019 the Eldred Township Supervisors met in a regular session 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; Gary Hoffman, Vice-Chairman; JoAnn Bush, Supervisor and Michael Gaul, Solicitor.

**Executive Sessions:** Ms. Clausen announced executive sessions twice on May 14, 2019, first for information and later, a phone session for administrative matters and personnel and immediately prior to this meeting with the solicitor for pending legal matters.

**Tribute:** Ms. Clausen read into the minutes the following:

“Before going farther, we want to express our condolences to the family and friends of Vern Barlieb, who passed away recently.

Vern served our Township in many ways over a long period of time. He was a Planner for 17 years, during four of which he was the Planning Commission’s Chair. He also served as Supervisor beginning in 1990. Among other things, he was Chairman of the Board when this building was dedicated, his name is on the plaque at the back of this room. Probably his greatest contribution, however, was simply as a dedicated private citizen extraordinaire. Committed to protecting Eldred’s natural resources, he played a leading, determined and most effective role in opposing Nestle, something of which I am sure no one here needs to be reminded. Most recently, as auditor, he went far beyond what was required of the position to keep a close eye on township expenditures and to let everyone know when he thought we were going astray. He didn’t hold back when he was concerned about something, he wasn’t afraid to ruffle feathers – and the Township is the better for it.

I have a personal reason to be grateful to Vern. The day I was elected Supervisor I was approached at the polls by this feisty, elderly gentleman who peppered me with questions. I’d been attending Township meetings for a year, reading and doing whatever else I thought I could do to prepare for the position, but for the most part I couldn’t answer. So, I asked his name and said that if I were elected, I would call him to pick his brain. I did call Vern and the first time I left a message he didn’t respond. The second time he did and said he would be glad to talk with me but if I let anyone know I was talking to him, I would quickly find I was persona non grata in the community. He shared his knowledge and experience in Township matters and I

benefitted from it greatly. But, as for him staying behind the scenes, that certainly changed over the next year or so, and it became obvious to everyone what a champion for the Township he was.

We all owe him a debt of gratitude.”

**Public Comment:** Mary Anne Clausen announced that public comment will be available throughout the meeting prior to any action by the Board and at the end of the meeting.

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of April 17, 2019. 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, the balance in the PLIGIT, 1<sup>st</sup> Northern and petty cash accounts being \$615,249.78. Motion carried (3-0).

**Approval and Ratification of Bills:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the bills to be ratified and paid from the General Fund in the amount of \$23,881.92. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the adjustment of the State Fund in the amount of \$1,674.60 due to a bill paid from this fund which should have been paid from the General Fund and a payment from the State Fund in the amount of \$387.51. 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 4/13/2019 in the amount of \$13,002.68 and the week ending 4/27/2019 in the amount of \$12,410.70 including all fees and withholding. Motion carried (3-0).

**Clean-up Day:** Ann Velopolcek reported that Clean-up Day (May 5, 2019) went well. sixty tires were collected, two 20 yd. dumpsters filled and approximately sixty bags of litter were picked up from Church, Turkey Hill, Princess Run and Getz Dawl Rds.

Dr. and Mrs Leiding commented that there is a continual littering problem on Church Rd.



- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the amendments to the State Fund budget as proposed. Motion carried (3-0).

**Letter of Support:**

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify a letter of Support for Chestnuthill Township's Greenways Grant application to construct improvements at the Historic Merwinsburg Hotel. Motion carried (3-0).

**Other:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept \$17,500.00 to satisfy a judgement against property owned by Paul Wingert provided payment is made within 60 days and by cash or certified check. Motion carried (3-0).

Ms. Clausen explained that the Township has had a long-standing lien against the property of Mr. Wingert, which exceeds the actual value of the property. The settlement amount exceeds the costs the Township has expended in pursuing the liens and the Supervisors feel it is a fair amount in relation to the value of the property. In addition, Solicitor Gaul explained that there are tax issues that could have left the Township with no recovery of our costs.

Schaffer Rd.: Responding to a complaint from a resident, the Township sent letters to all the residents of Schaffer Rd. asking for feedback regarding lowering the speed limit. Of the 14 responses, 13 responses were in favor, one opposed due to lack of enforcement ability.

Public Works Supervisor Frank Fehlinger reported that the signage to make the change would cost approximately \$1,600.00 (including posts). He has recommended a speed limit of 30 MPH.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the creation and advertisement of an Ordinance to lower the speed limit on Schaffer Rd. Motion carried (3-0).

**ACM Proposal:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the proposal of ACM to remove asbestos at the former Smale house at a cost of \$2,900.00. Motion carried (3-0).

There was a brief explanation that the monies for the removal exist in the budget and that costs for removal of hazardous materials may rise so this was a good time to move forward with the project.

Gary Hoffman announced that Polk Township Fire Company is having a 50<sup>th</sup> anniversary celebration and Polk is requesting a letter of support for its application to PennDot to close a section 209 and Carney Rd. in Eldred Township for a parade.



- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to send a letter of support for this application. Motion carried (3-0).

Mr. Hoffman also commended the Public Works Department for all its work on the garage and the lighting and on clean-up day.

Ms. Bush requested public input on a proposal to increase parking at the Community Center by decreasing the little league ballfield. The Little League has not used the field for the past 2 years. Ms. Clausen stated her opposition to the proposed plan. She thinks this is not in the best interest of the Township.

Ms. Bush would also like to improve the playground area to make the it more attractive to broader range of age groups, increase accessibility and have a track around the perimeter of the property for walking.

Lorie Zilmer commented that she likes the idea of a track that could be used by Seniors.

**Public Comment:** James Leiding asked about a letter he received about Town Watch. Ms. Clausen announced that the Township is planning to host a seminar about organizing a Town Watch with the State Police. When she receives verification of a date and time that announcement will go out. The proposed date is June 12.

Lorie Zilmer asked the Public Works Supervisor about the accumulation of dirt and stones on her driveway, which she does not know how to dispose of. Mr. Fehlinger will look into the matter.

Archie Craig said he was happy to see Representative Rader to the meeting.

Mr. Hoffman asked Representative Rader about a proposed fee to each resident of Pennsylvania for State Police coverage. Mr. Rader stated he did not think the proposal would go through this year, but he could not guarantee that.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:00 P.M.

Respectfully submitted,

E. Ann Velopolcek

Minutes  
May 2, 2018

On Wednesday, May 2, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

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

**Call to Order:** The meeting was called to order at 7:05 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in Executive Session just prior to tonight's meeting with the Solicitor for pending legal matters.

**Public Comment on Non-Agenda Items:** Archie Craig made a request from the Veteran's Commission to remove some landscaping from the Veterans Memorial. He explained that the shrubbery is overgrown and needs to be removed. They will be replaced with stone that will require little maintenance. The Veterans Commission will pay for the work. Solicitor Gaul asked that the landscaper provide a Certificate of Liability which includes the Township as an additional insured.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the request by the Veteran's Commission to change the landscaping at the Memorial. Motion carried (3-0).

Renee Giordano reported on the Earth Day Church Rd. clean-up. She indicated that the day was a success, many people joined in and collected bags of trash and tires. She commended Penn Dot for their help in removing the trash that was collected. Ms. Giordano thanked the Supervisors for their cooperation in publicizing the event, offering the Township truck and helping collect trash. Ms. Giordano presented the Supervisors a plaque in appreciation of their efforts.

Desiree Jaeckle commented about the litter collecting along Township roads and asked if the Supervisors could look into posting signs, enforcement and generally making a greater effort to curb the littering in the Township. The Supervisors said they would look into the statutes and see what could be done.

Mr. Chuck Hayes of Cub Scout Pack 118 in Kunkletown appeared before the Board to ask if the Cub Scouts could use the ballfield on May 18 for a kickball tournament. He said the Cub Scouts insurance will cover them for the event. The Board of Supervisors asked for them to sign a Hold Harmless and get a certificate of Insurance naming the Township as an additional insured.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the use of the Ballfield by the cub Scouts on May 18, 2018, with the conditions as stated above. Motion carried (3-0).

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

**Gower Rd. Bridge Bid Results, Award of Project Contract:**

Mary Anne Clausen

read the bid results as follows:

Gower Road South Bridge Project Bid Tabulation	
Company	Base Bid
E.F. Possinger and Sons, Inc.	\$238,150.00
Leeward Construction	\$301,480.00
DESCCO Design	\$333,417.00
Professional Construction Contractors Inc.	\$337,985.00
Lehigh Asphalt Paving construction, Inc	\$353,914.00
JPS Construction Co.	\$399,000.00
Kobalt Construction	\$430,650.00
NorthEast Site Contractors	\$472,258.20

Solicitor Gaul announced that there was a discrepancy on the Penn Bid site between the bids and the summary tabulation, which could not be revised because of the program. Paper bids were also uploaded and Possinger was the low bidder. Possinger confirmed the bid in an email.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to waive the irregularity in the on-line bid. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to tentatively award the contract to E.F. Possinger and sons, Inc in the amount of \$238,150.00 with the following conditions:
  - The bid is compliant with the bid specifications (Review by Hanover Engineering)

- The required bonds for performance and payment are forthcoming and the contract signed.
- The Township obtains the necessary Easements from the adjacent property owners.

Motion carried (3-0).

**Hearing Ordinance 2018-03; Amending the Eldred Township Zoning Ordinance, Schedule of Uses:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to open the **Public Hearing** on proposed Ordinance 2018-03. Motion carried (3-0).

Solicitor Gaul presented the following exhibits:

T-1 – A copy of the Proposed Ordinance

T-2 – A Copy of the Public Notice

T-3 - A copy of the Required Advertisement

T-4 - A letter of review by the Monroe County Planning Commission

t-5 – A letter of review from the Eldred Township Planning Commission

T-6 – A copy of the proof of Publication from the Times News

T-7 – A copies of letters sent to CJERP, Monroe County Planning Commission and the Monroe County Law Library.

Solicitor Gaul explained the Ordinance and why it was being proposed.

Public Comment: There was no public comment.

Supervisors' Comment: There was no Supervisors' comment.

**Enactment of Ordinance 2018-03:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the enactment of Ordinance 2018-03

**Approval of Minutes:**

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of April 18, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Treasurers Report as presented.

The balance of funds in all accounts is \$567,743.85. Motion carried (2-0). JoAnn Bush abstaining because she did not have a chance to review the report.

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the bills for approval from the general fund in the amount of \$12,812.14. Motion carried (2-0). Joann Bush abstaining.
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending 4/26/2018 in the amount of \$8,359.37 as follows:
  - Net employee Payroll \$6,168.91
  - Tax withholding \$2,102.82
  - Jet Pay Fee \$87.64.

Motion carried (3-0).

- There was a motion by Gary Hoffman seconded by Mary Anne Clausen to ratify the payroll that had been deferred for the week ending 3/29/2018 in the amount of \$8,295.56 (including a payment to Jet pay in the amount of \$85.96). Motion carried (3-0).

**PW Supervisor's Report:** Ann Velopolcek read a statement from the PW Supervisor, Keith Kuehner: The road crew has been putting the winter equipment away, sweeping roads and getting patching equipment ready and getting the ETCC parking lot ready for the seal coat project.

Mary Anne Clausen spoke about the hiring of extra Road Crew personnel. Gary Hoffman suggested deferring the issue to the labor counsel. Solicitor Gaul suggested creating a complete program for any new employees including number of employees needed, salary, hours etc. before advertising for help.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission discussed with a potential applicant for a minor subdivision, the need for separate septic testing for a remaining tract that will be used exclusively for agricultural purposes. They determined that with the proper disclaimer, such testing is not necessary.

**ETCC Report:** Ann Velopolcek reported that there has not been any communication from the insurance adjuster regarding the roof damage. The adjuster met with the contractor to begin the process.

**Parks and Recreation Report:** Tony Giordano reported that the focus of the Committee is getting a plan for the loop trail at Mock Park. He emphasized that the

goal was preservation and creating a walking park for the residents of the Township, not to over-develop the park as a tourist destination. Mr. Giordano also praised Mrs. Mock for her generosity and contribution to preserving the land with which she was endowed.

The Parks Committee would also like to have an event at the Fiddletown site on June 2, 2018, open to the public, to introduce the park to the residents. Mrs. Clausen thanked the Giordano's for their contribution to preserving the Frantz Schoolhouse and their service on the Committee. She pointed out that the issue with having an event at the Fiddletown site is parking. There is currently no parking lot at the site. The Supervisors asked that the Parks Committee work on finding a solution and then come back to the Board.

**Kuehner Fields; Lot Joinder:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to defer the discussion of the lot joinder. Motion carried (3-0).

**Resolution 2018-09; Price Adjustment of Bituminous Materials for Small Quantities:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2018-09, a Resolution for The Price Adjustment of Bituminous Materials for Small Quantities. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to break for an executive Session. Motion carried (3-0). Meeting adjourned at 8:22 P.M.
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to reconvene. Motion carried (3-0). Meeting reconvened 8:40 P.M.

Mary Anne Clausen announced that the reason for the executive session was for advice on legal matters.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to amend the previous motion regarding the awarding of the contract for the Gower Rd. Bridge to add the approval of the Monroe County Industrial Development Authority. Motion carried (3-0).

**IT Services:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the advertising of a bid for IT Services. Motion carried (3-0).

**Other:** Gary Hoffman reported that the Zoning Officer has received 2 reports of littering. Dieter Metzger suggested that the Township should do what they can to raise awareness.

Gary Hoffman also reported on the regional emergency operation center being built in Chestnuthill Twp. He reported that the volunteer Fire Companies are very low on volunteers due to training requirements.

Mr. Hoffman explained the EMS billing from the County and announced that costs have been reduced due to increased efficiency in that office.

There was a brief discussion about the possible (property) tax incentive for volunteer firefighters. The Township does not have in place the resolution required to provide this benefit.

**Public Comment:** There was no further Public Comment

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 9:05 P.M.

Respectfully submitted,

E. Ann Velopolcek

BOS Minutes  
April 17, 2019

On April 17, 2019 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; Gary Hoffman, Vice-Chairman, JoAnn Bush, Supervisor and Michael Gaul, Solicitor.

**Call to Order:** The meeting was called to order at 7:07 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board met in executive session on April 11 for personnel and administrative matters, on April 17 for personnel and administrative matters and immediately preceding this meeting with the Solicitor for pending legal matters.

**Public Comment:** Ms. Clausen announced that public comment on agenda items would be taken throughout the meeting, prior to any official action by the Board, and at the end of the meeting on any subject.

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of April 3, 2019. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and petty cash accounts being \$448,630.18. Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment/ratification of bills from the General Fund, as presented, in the amount of \$8,428.77. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment/ratification of bills from the State Fund in the amount of \$1,674.60. Motion carried (3-0).



**Approval of Payroll:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the week ending 3/30/2019 in the amount of \$13,704.54 including all withholding and JetPay fees. Motion carried (3-0).

**Community Center:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve up to \$1000.00 for grounds and playground spring maintenance for the ETCC. Motion carried (3-0).
- There was a motion by Mary Anne Clausen JoAnn Bush to approve revisions to the Eldred Township Community Center Purchase Policy originally adopted in September 2016. Motion carried (3-0).

**Potential Zoning and SALDO Amendments:** After reviewing the current Zoning and SALDO Ordinances, Ms. Clausen proposed a list of potential reviews and/or amendments.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to forward the list of potential amendments to the Eldred Township Zoning and SALDO Ordinances of 2015 to the Planning Commission for review. Motion carried 3-0.

**Biosolids:** The Supervisors considered a response to the Planning Commission's letter of recommendations regarding the use of BioSolids in the Township and the possible adoption of an Ordinance related to this topic.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to forward the correspondence to the Planning Commission. Motion carried (3-0).

**Credit Card Policy:** Deferred

**Parks Surveillance Camera:** Based upon a recommendation from PW Supervisor, Frank Fehlinger:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the purchase of a trail camera in an amount up to \$200.00 to be used to monitor activities at the Mock Park Wes Flo Site and other areas. Motion carried (3-0).

**Resolution 2019-04:** A Resolution to modify the Eldred Township Agricultural Security Area by the addition of the property of Brian Beidleman (Parcel 06/6/1/21-4, 80.24 acres) to the Township ASA based upon a deemed approval of his application dated 12/16/2000.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the adoption of Resolution 2019-04. Motion carried (3-0).

**Other:** Ms. Clausen announces that she has received a tentative commitment from Trooper Maglulio to present an informational session regarding the formation of a Town Watch for May 28, 2019 (no time set yet), provided we get enough residents interested in attending the meeting.

The Township has received an offer to donate a message board for use at Mock Park instead of the sign the Supervisors had been considering. The board would allow additional notices to be placed at the park and will be more in keeping with the aesthetics of the park. The Secretary will look into available products.

The Historical Society, which normally holds its Tricky Tray fundraiser at the Carnival which will not be held this year, has asked if it may use the Community Center for that purpose.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Historical Society's use of the Community Room at the Community Center for the week of June 17- June 22 to hold its tricky tray fundraiser. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve waiving the normal fee for the use of the Community Center for the above event. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to amend the Eldred Township Community Center Rental Guidelines to waive the normal rental fee for any Eldred Township group (Fire Company, Historical Society, Veteran's Committee, Senior Group etc.) for the use of the Community Center for events including fundraisers. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to amend the Eldred Township Community Center Rental Guidelines to waive the normal rental fee for any fundraising event for the benefit of a Township resident at the discretion of the Township Supervisors. Motion carried (3-0).

JoAnn Bush presented to the Board a proposal to pave the area that is currently a ballfield, which has not been in use for the past two years, for use as additional parking at the Community Center. Karena Thek of the West End Food Pantry believes she could acquire a grant for that purpose. No action was taken at this time.

Ann Velopolcek reminded the audience that May 4 will be the Eldred Township Clean-up Day and an Open House at the Township Garage. She encouraged people to sign up to do litter collection on several township roads.

There was a brief discussion about the issue of blighted buildings in the Township. Ms. Bush reported on a seminar she attended at the PSATS Conference in Hershey Pa. last week on this subject. Solicitor Gaul added some information about the pitfalls of the Township acquiring blighted buildings, such as the cost of demolition, the possibility of any liens being discharged in a tax sale etc.

Gary Hoffman announced that the four local Volunteer Fire Departments are hosting a Carnival at the West End Fairgrounds on June 27, 28 and 29 to bring attention to the plight of the Fire Companies having difficulties recruiting volunteers.

**Public Comment:** Resident Dave Tanzosh asked if the Supervisors would look into having the speed limit on Shaffer Dr. reduced for the current default of 55 MPH. He said he had a close call coming out of his driveway and he feels that the speed limit is too high. Ms. Clausen replied that the Supervisors have reduced speed on several Township roads, she explained the procedure and agreed to have the Secretary send out a letter polling the residents, which begins the process.

Archie Craig asked about a new U.S flag for the Community Center. Gary Hoffman said he would investigate it.

Mary Anne Clausen announced that Judith Delagos Kramer, who has been reporting Eldred Township news and events for the Times News, will be leaving the area and this was the last time she would be in attendance at an Eldred meeting. The Supervisors thanked her for her dedication to reporting for our community.

Resident Brian Rogers was in attendance to complete the requirement for a class.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 7:50 P.M.

Respectfully submitted,

E. Ann Velopolcek

BOS Minutes  
April 3, 2019

On April 3, 2019 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Kunkletown Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board met in Executive Session on Tuesday, April 2 for personnel and administrative matters.

**Presentation:** Ms. Clausen made a special presentation to resident Charles William Smith II, who recently obtained the rank of Eagle Scout. Mr. Smith received a letter of commendation and an award Certificate.

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of March 20, 2019. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurers Report as presented, the balance in the First Northern, Pligit and petty cash accounts being \$441,840.44. Motion carried (3-0).

**Approval/Ratification of Unpaid Bills:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment and ratification of the bills from the General Fund in the amount of \$24,595.10. Motion carried (3-0).
- There was a motion by Mary Anne Clausen Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$2,015.11. 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 March 16,2019 in the amount of \$10,484.45 including all withholding and Jet Pay fees. Motion carried (3-0).

**Public Works Report:** PW Supervisor Frank Fehlinger reported that the crew has been continuing to work on building maintenance and installing the apron (pavement) at the Mock Park Fiddletown site.

**Planning Commission Report:** Donna Mikol reported that the Planning Commission has been working on a proposal for a Well Ordinance. She also reported that it presented a letter and proposed Ordinance to the Board regarding Biosolids.

**Zoning Report:** A written report was submitted by the Zoning Office and was available for public review.

**Community Center Report:** Ann Velopolcek reported that there were several leases to be approved. The Art Exhibition will be on Friday the 12<sup>th</sup> and Saturday the 13<sup>th</sup>. Ms. Velopolcek asked the Supervisors to release funds in the amount of \$100.00 for food and miscellaneous expenses related to the event.

- There was a motion by JoAnn Bush and seconded by Ms. Clausen to approve \$100.00 for expenses related to the Art Exhibition. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the daily leases of Buchiane, 4/27/2019, Zito 4/7/2019 and Schaffer, 4/20/2019 all at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the appointment of Eugene Borger as an additional part-time housekeeper at the ETCC at a rate of \$14.00/hr. Mr. Borger has been assisting his wife, Sandi Borger. Engaging him reflects the current situation. No increase of hours is involved. Motion carried (3-0).

**Mock Park Rules:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adopt the rules for Mock Park, based on the rules imposed by the Zoning Hearing Board. They are:
  - Hours: ½ hour after dawn to ½ hour before dusk
  - Prohibited: Alcoholic Beverages
  - Bicycles
  - Fires
  - Horses
  - Hunting
  - Littering
  - Motorized Vehicles
  - Smoking
  - All Pets Must Remain Leashed
  - Carry Out What You Carry InMotion carried (3-0).

Lorie Zilmer asked if these rules could be revisited once they are in place for a time, if there are any issues that arise. Ms. Clausen responded that, yes, the Township is willing to revisit these rules should there be any problems.

Ms. Clausen then announced that the Supervisors wish to post the rules at the park.

- There was a motion by Ms. Clausen and seconded by Gary Hoffman to authorize the purchase of a sign stating the Park Rules at a cost not to exceed \$100.00 and to also authorize a second sign which will be a warning sign for the Fiddletown site at a cost of not to exceed \$100.00. Motion carried (3-0).

Ms. Zilmer asked if the sign would be recognized by a small child. Ms. Clausen stated that the area where the path ends is very shallow and that to get to the area where the sign would be, where the water may sometimes be turbulent, is quite a distance downstream, where children are not likely to be, and certainly not unattended.

Ms. Bush said she would like the Board to consider “no swimming” signs.

Dieter Metzger said he believes that would be an unpopular decision because people have used that area for swimming for many years.

The Supervisors will take this under advisement.

James Leiding suggested some signage stating that children should be supervised. Again, the Supervisors will take this under consideration.

Archie Craig again stated his concerns about the water being dangerous.

Ms. Zilmer brought up the issue of liability. Ms. Clausen stated that the Township has discussed that with its insurance provider and has received assurance that the Township is covered under our current policy. Ms. Clausen also said all these are good points and they will be looked into.

Frank Fehlinger would like to move the Mock Park sign to a different area where it would be more visible. He suggested creating a planting around the base of the sign. the Supervisors gave approval for him to move forward with that plan.

**CJERP Report:** Mary Anne Clausen reported that CJERP has been looking into amending our current Ordinance on agri-tourism. Some townships have been seeing the definition being stretched to include uses that are questionable under that category. Some model ordinances were discussed, and she expects this to continue to be a subject of interest in the future. Ms. Clausen stated that another use that was discussed at the meeting was medical marijuana, which our Planning Commission has reviewed. She feels that this will become a shared use. She reported that where local municipalities have adopted Ordinances pertaining to its zoning most have located it in the industrial zone.

- There was a motion by Ms. Clausen and seconded by JoAnn Bush to ratify a Letter of Support for Chestnuthill Township for a grant for a bridge replacement.
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Township's participation in the CJERP ad to be placed in the West End Happenings related to winter notices about plowing etc., at a cost not to exceed \$150.00. Motion carried (3-0).

**Employee Health Insurance:** Ms. Bush explained that the premium for the current plan the Township provides is increasing by almost 20%. Our insurance company has found another plan from Geisinger that would be comparable and more cost effective. After Ms. Bush researched the plan and finding it acceptable:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Geisinger Platinum PPO 10-20-0 insurance plan for the Township's employees to be in effect May 1, 2019. Motion carried (3-0).

**Other:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the ratification of the extension of the contract with Sensible Solution Technologies for IT services for 1 year. Motion carried (3-0).

Ms. Clausen announced that due to some recent reports of crime in the Township, she has spoken to a State Police Trooper who will come to the Township to give a seminar about Crime Watch programs. The Supervisors agreed that this is a good idea. Ms. Clausen will reach out to find what dates would be available.

Richard Salter said the County Sheriff's office would also be willing to do a similar program upon the Supervisors request.

**Clean-up Day:** Clean-Up Day is Saturday, May 4, 2019. Ann has been in touch with J. Lambert at the Waste Authority. Eldred is signed up with the Great American Clean-up, so we are eligible for free gloves etc. Ann will continue to look for a dumpster.

Ms. Bush reports that the Pocono Vacation Bureau has yard signs that say "No Littering" which are free.

Ms. Clausen announced that there is a shredding event on May 11 at the Pocono Raceway sponsored by Jack Rader.

Ms. Zilmer asked about using the recycling center in Polk Township. There was some confusion about whether non-residents could use the recycling center. Ms. Clausen suggested calling to find out.

Judith Leiding asked if the Parks and Recreation Committee would be reappointed. Ms. Clausen said not at this time. The Supervisors are just beginning to discuss this.

Charles Smith suggested Eldred come up with a list of projects that could be assigned to Eagle Scout candidates for the future.

Doug Borger asked about the reporting of Thrift Store income. Ms. Clausen announced the totals from 2018.

Mr. Borger then asked about the Smale house. Mr. Hoffman replied that the house was purchased. Mr. Borger asked what the Township would be doing with the house. Mr. Hoffman answered that the wells on the house could provide water in an emergency and Ms. Clausen announced that the property could also be used to enhance the town center. She would like to see plans for a beautification project that includes the Old Mill property, the Smale house property and working with the Historical Society, the Old Post Office. She sees great value in creating and preserving an Historic Town Square as a quality of life improvement for all the residents of Eldred.

There was some discussion about blighted properties in the Township. There are some buildings that burned partially, have junk in their yards, and other buildings that are in serious disrepair. Dieter Metzger explained that those properties have adverse impacts on neighboring properties. Ms. Clausen said she will have a discussion with our Solicitor to see what if anything can be done.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the purchase of a conference phone at a cost of \$129.00. Motion carried (3-0).

**Adjournment:** There was a motion by JoAnn Bush and seconded by Gary Hoffman To adjourn. Motion carried (3-0). Meeting adjourned at 8:12 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Minutes  
March 20, 2019

On Wednesday, March 20, 2019, 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; Gary Hoffman, Vice-Chairman; Michael Gaul, Solicitor and (by telephone) JoAnn Bush, Supervisor.

**Call to Order:** The meeting was called to order at 7:05 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Supervisors had met in executive session on March 11, for interviews and personnel matters, on March 13 by telephone for personnel matters, on March 16 for personnel and administrative matters and immediately preceding this meeting with the Solicitor for pending legal matters.

**Public Comment on Agenda Items:** Ms. Clausen announced that there would be public comment throughout the meeting prior to any official action and at the end of the meeting on any subject.

**Approval of the Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of March 6, 2019 with a change in language (pg.7 pp.2) to read “she realized that there was already an opening in the cul-de-sac, which has been used in the past, for entry into the woods beyond it. Mr. Moore researched boundaries and elevations etc., to determine the best possible route through the woods, but the route that has been cleared and marked as a result of that does not create any new opening onto Wes Flo Court, it merely connects to the opening that already exists. She added...” Motion carried. (3-0).

**Treasurer’s Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer’s Report as presented, the balance in the Pligit and First Northern accounts being \$243,144.66. Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payment/ratification of bills from the General Fund in the amount of \$17,048.41. Motion carried (3-0).

There were no bills from the State fund.

**Approval of Payroll:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the week ending 3/2/2019 in the amount of \$10,310.14 including all withholding and fees. Motion carried (3-0).

**Mock Park: Wes Flo Access:** Ms. Clausen made a lengthy statement about the use of Township funds for Parks as follows:

The Township acquired Mock Park in 2006 with grant funds at about half its appraised value, the remainder being a gift from Jacqueline Mock to the Township.

The Park has special features which make it unique including fields with a view to the Delaware Water Gap, native woodlands, a beautiful segment of the Princess Run including a 2+ story rock formation, and in the future it will include a pathway traversing 4 waterfalls and additional rock formations.

Some Township monies have been used for engineering expenses, mainly for a Master Site Plan which has been approved and is available to anyone to review, some legal fees and settling a lawsuit by a neighbor. All these expenses were paid many years ago.

Responding to the concerns she heard after the last Township meeting that expenditures on parks might be interfering with the Township's ability to make other necessary expenditures, Ms. Clausen stated:

In the past 3 years a total of \$12,503.08 has been invested in park development which amounts to .037% of the Townships revenues over that time, mainly for required engineering and legal fees related to the Fiddletown Site project and the Town Square project. Most of that was spent in 2018, but even if you look at that year alone, expenditures for park development was only about 1% of the total budget.

She reviewed some of the investments that have been made in plant over the past few years. a list of recent improvements in those areas as follows:

New Garage Doors Replacement  
Replacement of Exterior doors  
Labor and Industry required improvements

Security Cameras  
Painting the building interior  
Refurbishing the downstairs  
Exterior lighting  
New Computers  
Replacement Interior lighting  
Wi-fi installation

In addition, the Township has purchased two new trucks and is entering into a 5-year lease purchase for a new boom mower.

Ms. Clausen also pointed out that about \$140,000.00 has been spent on the Community Center for grant related improvements, about \$45,000.00 of which were Township funds, and an additional \$70,000.00 was spent on a roof repair, all but \$5000.00 of which came from insurance.

She ended by summing up her findings, stating that in the 2019 budget, \$10,000.00 is reserved for Park improvements, about half of which will be for engineering and legal expenses and half to develop the Fiddletown Rd. site and the Town Square. She stated that the Township has not been ignoring vital improvements in plant and security in favor of Park development and will continue on this path in the future.

Ms. Clausen added that the essential services of roads, administration and public safety remain the priority of the Supervisors and that will not change but that the Township has the resources to have open a park that we already own.

Jo Ann Bush added that she believes that the Township must continue moving forward, look to create conditions that will encourage growth and development and enhance the quality of life in the Township for future families that will reside here, while continuing to keep pace with the necessary infrastructure of the administration of Township duties.

Mr. Hoffman then spoke about the timeline of the due process of the Mock Park approval and development.

In 2010, the Zoning Hearing Board held a hearing to determine the use and purpose of Mock Park. He indicated that all required notifications and postings were made. The hearing was attended by several residents including some residents of Wes Flo Court, as the transcript indicates.

The conclusions of the Zoning Hearing Board (ZHB), including the opening and parking at Wes Flo Ct. and Fiddletown Rd. (included in the deliberations and decision) were that no evidence was presented that indicated any negative impact on those neighborhoods.

He read the ZHB's requirements for the rules of the park.

In March of 2013 a Land Development Plan for the Park was submitted for review to the Planning Commission, which at its April 2013 meeting, unanimously approved the plan. The Supervisors conditionally approved the plan on June 5, 2013.

He added that of the 11 homes on Wes Flo Court, 7 were owned by the present owners prior to the acquisition of the Park. He stated the process of notifications required by law that were carried out by the Township. He concluded that the complaint that due process notification was not adhered to was incorrect. The Township gave proper notice to the residents.

He added that there is no decision to be made about whether there will be a Mock Park, that decision was made long ago. The decision before the Board currently is what direction the Board will take with the Park.

Mr. Hoffman added that there are many potential improvements already approved that this Board is not pursuing. Currently the improvements are limited to creating a small parking area off Fiddletown Rd. and a few parking spaces at the end of Wes Flo Court, with proper signage and rules in place.

Mr. Hoffman added that the Township must follow the rules that apply to make these improvements, just as any resident would have to follow.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to declare the access off Wes Flo Court to Mock Park (that has been used by the public for many years) “open” for use by the public with parking on the Cul-de-Sac.

Public Comments: Marianne Nichols (Wes Flo Court) stated that she thinks there have been some misunderstandings about comments that were made regarding the surveying of residents in 2006. She stated that the residents at that time were aware of the proposed park but not surveyed. She also feels that there is an erroneous idea that the residents do not want a park. Her concern is that the access from Wes Flo Court is not desirable. She still has concerns about safety.

Danielle Serfass (Wes Flo Court) reported what she believes was criminal activity and that the State Police, when called, took 1 hour and 45 minutes to respond. She has safety and security concerns as well. She indicated that the neighbors have created a neighborhood watch, which they have not, in the past, felt the need for.

Denise Hyde (Wes Flo Court) asked if there would be any assurance from the Board of a response to complaints should there be issues.

Guy Hyde (Wes Flo Court) complained that cars of persons that do not live on the street do not drive safely on Wes Flo. He is concerned that this may increase

James Dickens (Wes Flo Court) agreed with the other speakers.

Joyce Blaskow spoke in favor of opening the access. She indicated that she has seen traffic increase on her road (Borger) since the homes on Wes Flo Court were built. Development and increased traffic are not unique to Wes Flo. She added that in response, she installed a fence to provide additional safety/security for her children.

Lydia Boileau stated that the problems that exist now are not related to the Park and these are separate issues. She pointed out that having more people using the access may discourage any illegal activity.

Diana Pucci reported that illegal activity is not limited to Wes Flo Court, that she has seen similar activity on Borger Rd. by the antenna.

Joe Pucci broke down the issues to three items, the Park, the parking and the crime issue. He stated that he has witnessed illegal activities and he confronted the culprits. He added that this may not be a wise course of action, but he feels inaction is also unwise.

Doug Borger related that, as it pertains to the drug activity, there are several areas in the Township that are being used in this way and he doesn't see a solution to the problem. He hopes the Park will not be another spot that attracts this type of activity.

Gary Hoffman spoke about the State Police, Leighton Barracks that cover Eldred Township. He said reporting is vital and that often, time elapses before any action (by the police) can take place, requiring due diligence on their part.

Dieter Metzger stated that there are 3 access points to Mock Park, Fiddletown (unusable due to steep terrain), Church Rd. (requires additional funds to develop), and Wes Flo Ct. which is the easiest to access and requires little or no cost. He stated his support for the park and a viable access.

Diana Pucci asked if the problem could be helped by having security cameras at the site.

Mary Anne Clausen responded to the public comment. She stated that she recognizes the concerns of the residents. She reminded the audience that the Township does not have policing authority. She added that this action is the least obtrusive way of having the park open. No new opening is being created, no parking lot installed. The only thing happening now is that the Township is allowing the public to use a trail, the opening to which has been there, and used, for many years. No advertisement will be made. If there are any issues, the Supervisors will respond to those as they occur.

Archie Craig suggested that a sign be placed that says "security cameras in use".

- Ms. Clausen called for a vote on the motion. Motion carried (3-0).

**Letter of Support:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify a letter to Chestnuthill Township in support of a grant application to replace a roof on its Park building. Motion carried (3-0).

**Caboose:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the proposals of Warnick Welding and Fabrication and JJJ Martin to sand blast and paint the Caboose at a cost not to exceed \$9,400.00. Acceptance is conditioned on the two coordinating so that painting occurs on the same day as the sandblasting. Motion carried (3-0).

**Clean-Up Day:** The Supervisors decided that Clean-Up Day will be Saturday, May 4, 2019 from 9-12. Volunteers will arrive at 8:30. Refreshments will be provided. Residents can nominate the roads.

Some roads that were suggested are Kunkletown Rd., Princess Run (in Eldred) and Cedar Hollow.

Ann will call the County to see if Waste Management will be providing containers.

Ms. Serfass asked about electronics. The Secretary responded that the Township's electronics recycling program begins on May 1, 2019 and continues until September 30, 2019. A list of acceptable and unacceptable items is on our website, [www.eldredtwp.org](http://www.eldredtwp.org).

Gary Hoffman announced that on the same day (5.4.2019) the Township's updated garage will be open for public view.

**Public Works Hire:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to hire John Myers for the Public Works Department, part-time, with hours as needed, at a rate of \$16.81 during his 180-day probationary period and \$17.70 afterward. Motion carried (2-0). Gary Hoffman abstaining as Mr. Myers is personally known to him.

**Custodian Hire:** Deferred

**Other:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve \$500.00 for additional paint for the garage. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve up to \$4000.00 for the paving of the apron leading to the parking lot area being constructed at the Mock Park, Fiddletown Rd. site as required by PennDot. Motion carried (3-0).

Mary Anne Clausen asked Mr. Boileau if the Township should consider participating in an ad that CJERP places in the West End Happenings. The Supervisors decided not to participate.

Paul Shook asked about the zoning complaint for the property on S. Joshua Lane. Solicitor Gaul told Mr. Shook that the Board approved the filing of a civil suit at last month's meeting. Mr. Gaul explained the process of filing a complaint and explained that the law requires certain procedures to be followed.

Marianne Nichols remarked about some comments that were made at last months meeting that she felt were inappropriate.

Mr. Boileau announced that the Planning Commission was meeting the following evening and would be reviewing biosolids and well ordinances.

Gary Hoffman reported that there would be a meeting on March 24, 2019 of the Monroe Tax Collection Committee which he intends to attend.

**Adjournment:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:40 P.M.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

BOS Minutes  
March 6, 2019

On March 6, 2019 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Kunkletown Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Announcement of Executive Sessions:** Ms. Clausen announced that the Supervisors had met in executive sessions on January 30 for personnel and administrative matters, on February 8 for security and administrative matters, on February 25 for personnel and immediately prior to this meeting with the Solicitor for pending legal matters.

**Cancellations:** The meetings scheduled for February 6, February 20 and February 25, 2019 were cancelled (due to inclement weather).

**Public Comment:** Mary Anne Clausen announced that public comment will be available throughout the meeting prior to any action by the Board and at the end of the meeting.

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of January 16, 2019. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Treasurer's Report as presented, the total in the Pligit and First Northern accounts of the General Fund and State Fund being \$350,609.23. Motion carried (3-0).

**Bills for Approval:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the bills for approval and ratification from the General Fund in the amount of \$84,360.57. Motion carried (2-0). Gary Hoffman abstaining from the vote for the bills from the Control Center and two reimbursement checks to him. Motion carried (2-0).



- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the bills for approval and ratification from the State Fund in the amount of \$62,770.34. Motion carried (3-0).

**Approval of Payroll:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payroll as follows:
  - Week ending January 19, 2019 in the amount of \$10,889.96
  - Week ending February 2, 2019 in the amount of \$10,424.16
  - Week ending February 16, 2019 in the amount of \$9,622.33

Including all withholding and JetPay expenses. Motion carried (3-0).

**Public Works Report:** PW supervisor Frank Fehlinger submitted a written report that the PW has been plowing snow, storing salt, prepping vehicles and doing upgrades to the garage lighting.

**Zoning Report:** The Zoning Officer submitted a written report of recent permits and activities.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission has been reviewing Biosolids. The Commission has been in touch with other states and the Attorney General's office and that the Planners received a letter from the Supervisors requesting they draft a Well Ordinance.

**CJERP Report:** Robert Boileau reported that CJERP has been discussing Governor Wolf's proposed plan which would assess a per capita fee for police services to all municipalities that do not have police departments. Eldred Township residents would be charged approximately \$25.00/person. CJERP wrote a letter to our legislators in opposition to this bill.

**ETCC Report:** Ann Velopolcek reported that there are 2 regular daily leases at the normal rate. There was a proposal by DoTerra representatives regarding teaching about healing oils, wellness workshops and educational seminars. This would fall into the fee waiver category as a public benefit program.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the recurring daily lease with fee waiver for DoTerra. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the daily leases of Smith, March 3, 2019 and Zimmerman, June 8, 2019 at the regular rate. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the extension of the LSA grant, provided it is needed, pending more information. Motion carried (3-0).

**Historical Society Update:** Jalene Kaiser reported that she spoke to Eric Costenbader (Little Gap Landscaping) and he will be shoring up the porch and repairing the porch roof (of the Historic Post Office) as soon as weather permits. Bruce Gower and Harry Kohler are getting estimates from various contractors for other work that needs to be done with a focus on applying for an LSA grant. Ms. Keiser has spoken to Michelle Bisbing (MCIDA) regarding the grant application. Mary Anne Clausen offered to help if she could and advised Ms. Keiser to discuss the project with Ms. Bush for information about the grant administration.

Solicitor Gaul advised that the Historical Society would have to comply with the State's bidding requirements.

**Personnel:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a rate increase for the Municipal Building custodian Debra George from \$15.25 to \$15.40/hr. retroactive to January 1, 2019. Motion carried (3-0).

**Procurement Cards:** There was some discussion about the Township obtaining procurement cards. Since the administrative issues with the current credit cards have been resolved, it was decided to defer any decision at this time.

**Security Upgrades:** Mr. Fehlinger received quotes for materials to upgrade security at the municipal building. Based on those quotes:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve an expense up to \$12,500.00 to purchase bulletproof glass, security doors and reinforcement for certain walls. Motion carried (3-0).

**Well Ordinance:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve ratification of a letter to the Planning Commission requesting they draft a proposed Ordinance for well drilling regulations. Motion carried (3-0).

**Clean-Up Day:** There was a discussion about the Township participating in a spring Clean-up Day. The Pocono Vacation Bureau is again pairing with PennDot to do a road cleaning project. The date has not yet been chosen. Through the West End Pantry, the Pleasant Valley High School has inquired whether this could be a volunteer opportunity for its students, who are required to complete a number of hours of service for graduation. The Secretary will stay in touch with the School District representative to discuss the details and arrangements.

**Shredding Event:** Due to the expense, the Township has decided not to have a shredder, however, Representative Jack Rader is organizing a shredding event May 11 at the Pocono Raceway, the Township will advertise that event.

Mr. Hoffman suggested having an open house event on the same day as the clean-up day to highlight the improvements made by the PW department.

**Kuehner Fields Extension:** Solicitor Steven Hartz representing S&D Land Development has sent a letter requesting an extension through September 1, 2019.

There are some conditions that need to be imposed.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to grant the extension for Kuehner Fields Estates contingent upon:
  - a. an extension of its line of credit through at least December 31, 2019
  - b. any outstanding engineering or professional fees being paid
  - c. the execution of a second addendum, reflecting the terms of the extension satisfactory to the Township Solicitor

Motion carried (3-0).

**Letters of Support:**

- There was a motion by and seconded by Gary Hoffman to ratify the letters of support to Chestnuthill Township and the West End Regional Park for its park and for Polk Township for its park. Motion carried (3-0).

**Mock Park:**

- There was a motion by Gary Hoffman and seconded by MaryAnne Clausen to ratify a commitment letter from the Township for its grant application, committing \$8,444.00 of in-kind services and cash to complete our 50% of the project costs. Motion carried (3-0).

Archie Craig asked if the whirlpool area is on the Township property. Ms. Clausen replied that it is. She also said that the Township has consulted with our insurance company and they do not have an issue with the proposed trail.

Don Moore announced that the Parks Committee has discussed rules for the park. He then reviewed the Site's Master plan approved in 2010 including the access from Wes Flo Court. He explained that there is a 200 foot elevation change from Fiddletown Rd. to the plateau above the Mock House making it inaccessible for most people, while the elevation change to the same area from Wes Flo Court is approximately 20 feet, making it more accessible. He also reported on his meeting with Robert Beers (surveyor) who surveyed the property in the past and they were able to find the remaining pin and the filches on the trees that were made during that survey. This resolves the property line issues.

Ms. Clausen thanked Mr. Moore for all his work and asked the assembly to remember that Mr. Moore's comments are not those of the Board.

**Other:** Ms. Clausen announced that the Zoning and Codes Officer (Shawn McGlynn) is seeking authorization to file a civil complaint against the owner of 210 S. Joshua Lane for Zoning violations.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to authorize the Codes Officer to proceed with the filing of a civil action in regard to the above zoning violation. Motion carried (3-0).

Gary Hoffman requested a thank you letter go to the following:

The Kunkletown, Polk, Towamensing, Blue Ridge, West End and Lower Towamensing Fire Companies and the West End Ambulance Association for their assistance at a recent local fire. The house was a loss, but no adjacent structures were damaged.

Mary Anne Clausen announced that the Community Center has been assessed at a market value of 1.8 million dollars. She asked the secretary to set an appointment with the assessment company (Tyler Technologies) to see if that could be reduced.

**Public Comment:** Ms. Clausen announced that public comment will be limited to three minutes per person.

Doug Borger asked the status of the Smale house. Gary Hoffman replied that the sale has closed, and the property has been posted with no trespassing signs. Mr. Borger asked what the plans are for the house. Mr. Hoffman replied that nothing is planned for now, that eventually the house would probably be demolished. He also stated that the reasons for the purchase were to add to the public park area adjacent and to provide an emergency source of water should the need arise since there are 2 wells on the property.

James Dickens commented about the proposed Highway Patrol Bill and he agreed that the Township should oppose the bill. Mr. Dickens also stated that he would like to apply for a place on the Parks and Recreation Committee to act as representative for the residents of Wes Flo Court.

Don Moore showed the Board a diagram of Mock Park that compared the original Master Site Plan with the current proposed uses of the Park. He reviewed the previous decision of the Zoning Hearing Board regarding the use of the property as a park, the conditional approval of the Master Plan and the Conditional Use approval for the access from Church Rd.

He explained that all of the current proposals for accesses and uses have already been approved at duly convened hearings which were attended by various residents who were heard at that time. He also stated that over \$700,000.00 has been expended and that at this time no access is available.

Solicitor Gaul asked if Mr. Moore located a signed land development plan. Mr. Moore has not. The approved Plan has conditions and it is not known at this time if those conditions have been met. Mr. Moore believes they have.

Mr. Moore also stated that the property was purchased for the purpose of being a park with passive recreation as its use, with public monies and that it is time for that to happen.

Marianne Nichols spoke again in opposition to an access and parking area from Wes Flo Court. She asked what recommendations the Committee has made.

Solicitor Gaul advised that this Board is open to receive public comment before making any proposals, but its obligation is to receive public comment on proposals. He stated that as of now, there is no proposal from the board. Mr. Gaul also stated that he does not want the residents to believe that in the future, there will be no impact on nearby residents. He said that any time a new use such as a park is put in place, there are impacts on those residents.

Cindy Smith spoke in favor of developing the park. She made the point that the park has been here for over 10 years and she is disappointed that there is not viable access to the areas in question. She stated that Wes Flo Court is a public (not private) street and that all public streets are open to all public traffic. She added that the park is intended to be a resource for all the 3000 residents of Eldred, not a private reserve for 10 homes. She further stated her opinion that the parking area should be installed so this area of the park can be opened.

Dr. Leiding asked if the Committee was still in recess. He again stated that there is an access to the park from Fiddletown Rd. and that only Mrs. Mock need be disturbed by this solution.

Joyce Blaskow spoke in favor of developing the park. She stated that a large investment of money and time has been made. She would like to see both the Wes Flo and Church Rd. accesses be developed.

Ms. Clausen then responded to several points. She stated that the Committee is currently suspended in order that there be less confusion about the information coming from the Committee versus information coming from the Board. She reminded the assembly that it is the Supervisors, by majority vote, that are the decision makers and that those decisions are discussed and approved at public meetings.

She then stated that she is concerned that some people have said they were not informed about park related issues. She reiterated that the park has been in existence since 2006 and that there have been several public hearings. The Committee, in 2016, sent letters to the residents, held a special public meeting and joint workshop with the Parks Committee and made every effort to inform the residents including those on Wes Flo Court. Also, the Master Site plan, hearing transcripts and all other related

documents have been available, at the Township building, for anyone to review, that all the meetings are advertised and public and anyone can attend and participate.

Ms. Clausen then clarified what has been done so far. She indicated that when the Supervisors and Committee visited the site she realized there was already a path there. Mr. Moore then researched the boundaries and elevations etc. to determine that the existing path does not encroach on any other properties, which he determined it does not. She added that there has been no earth disturbed, no fill brought in, no trees removed, just a clean-up of fallen branches and brush from the existing path.

Ms. Clausen then stated clearly that the duty of the Board is to balance the interests of all the residents of the Township. She stated that the Board is always interested of any concerns of any residents, but that the Board must look at the overall interests of the residents of the Township. She then read a letter from Annette Heist in favor of the development of the park. In the letter Ms. Heist reiterated the opinions of Mr. Moore, Ms. Blaskow and Ms. Smith. She emphasized the fact of Wes Flo Court being public road. She asked that the accesses to the park be developed in 2019.

Ms. Clausen stated that the park was acquired in 2006 to be a public park. She added that enough time has passed, and further delay is not in the Township's best interest. She stated that she does not see a compelling reason for any additional delay. She does not believe that the local community on Wes Flo Court will be greatly disturbed by an access there.

She then stated that there have not been funds set aside in this year's budget for a parking lot, and that the Supervisors are working to stay within the budget.

Shirley Krum spoke and asked if Ms. Mock's opinions have been considered. She believes that Ms. Mock is upset by the contentious nature of the debate.

Ms. Clausen thanked Ms. Krum for her remarks but added that the Township cannot always gain the approval for every neighboring property owner before making decisions about the uses of Township owned properties.

Gary Hoffman made a statement about public services. He explained that the Fire Company is in distress, needing volunteers, and that the Township building has no generator and that there are other such expenses related to public safety that need to be addressed. He feels that these are the most pressing issues facing the Township that require the attention of the Supervisors.

JoAnn Bush commented that she agrees that the Supervisors need to balance and prioritize financial, safety and other Township business and all these things will be completed over time, that there will be changes and not everyone will be happy with

the decisions, but that the changes will be positive overall, and the Supervisors are looking to the future.

**Adjournment:**

There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 9:10 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township Board of Supervisors

Minutes  
January 16, 2019

On January 16, 2019 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; Gary Hoffman, Vice-Chairman; JoAnn Bush, Supervisor and Michael Gaul, Solicitor.

**Call to Order:** The meeting was called to order at 7:00 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive sessions on January 11<sup>th</sup> for personnel, security and a possible legal issue, January 13<sup>th</sup> for administrative matters, security and personnel. Ms. Clausen announced that the January 13<sup>th</sup> meeting was interrupted by two residents requesting information about the Old Mill property. She asked that residents please not interrupt executive sessions. She stated that that is not an appropriate place for public comment. There was a third executive session prior to this meeting with the Solicitor for pending legal issues.

**Public Comment:** Ms. Clausen announced that public comment would be available throughout the meeting as items come up.

**Approval of the Minutes:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the minutes of the regular meeting on January 7, 2019. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Organizational Minutes of January 7, 2019. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to rescind the approval of the NEPA bill inadvertently approved at the January 7, 2019 meeting. Motion carried (3-0).



- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer's Report, the total in the Pligit and First Northern accounts being \$382,840.86. Motion carried (3-0).

**Unpaid Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the unpaid bills in the amount of \$6115.61 from the General Fund. Motion carried (3-0).

There were no bills from the State Fund.

**Approval of Payroll:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll for the week ending January 5, 2019 in the amount of \$9,607.51 including all fees and withholding. Motion carried (3-0).

**ETCC Report:** Eldred Township Community Center Committee: Ms. Bush explained that the passage of time has resulted in some changes necessary to the ETCCC policy. The title of financial director is no longer required and some job duties have been revised.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the revised ETCCC Policy. Motion carried (3-0).

**Leases:**

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily leases of Leininger 2/17/2019, Ulrich, 1/26/2019, and Feen, 2/3/2019, all at the regular rate. Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the recurring lease of Penn State Extension for a Strong Women's program beginning 3/25/2019 and ending 5/1/2019 at a rate of \$60.00 for the series. Motion carried (3-0).

**Employee Handbook/ Benefits:** Gary Hoffman explained that the Supervisors wish to bring the non-bargaining Unit Employees benefits in line with the Union Employees as regards Holidays, Vacation Time and Personal Days for better continuity of services.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the new paid time-off days for the Non- Bargaining Unit Employees to make those days consistent with the Bargaining Unit contract of 2018. Motion carried (3-0)

**New Hire/Advertising:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve an advertisement for a Part-Time Public Works employee at a rate of \$17.70/ hour. Motion carried (3-0).

It was agreed that the advertising would be in the Times News, West End Happenings, Eldred Township Update and a notice posted on the door.

**Other:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Frank Fehlinger (PW Supervisors) as a Deputy Emergency Management Coordinator. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Sensible Solutions LLC to install a booster for the Township's WiFi at a cost not to exceed \$535.00 to improve the WiFi access to the garage. Motion carried (3-0).

**In preparation for a grant application:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the use of boulders at the Fiddletown Road site of Mock Park, based on the estimate from Little Gap landscaping. (\$8,100.00, the contract is not being approved, just the use of this material.) Motion carried (3-0).

The Secretary was also advised to acquire estimates for picnic tables and signage for various purposes in order to prepare a grant application.

**Security:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve moving forward to get estimates for enhanced security in the Township Building as suggested by the Pennsylvania State Police during a walk-thru with the supervisors. Motion carried (3-0).

The secretary read a note from Mrs. Jacqueline Mock in which she clarified her position on the Parks and Recreation Committee as an ex-officio member and the fact that she was approached by the then Supervisors to accept such a position.

**Public Comment:**

Paul Shook brought a complaint about a neighbor to the Supervisors. He stated that this has been an ongoing issue and that he believes a permit was issued incorrectly. The Supervisors said they would ask the Zoning Officer to investigate the matter and report back to them.

Dr. Leiding thanked the Supervisors for permitting him to deliver a mattress that had been left on the side of the road to the Township Building for disposal.

There was a brief discussion about having a clean-up day in the spring as well as in the fall.

**Broglia Subdivision:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve a letter requested by Keystone Engineering (excess land waiver) explaining the reasoning for excess of 2 acres being removed from Act 319. Motion carried (3-0).

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 7:50 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township Board of Supervisors

Minutes  
January 7, 2019

On Monday, January 7, 2019 the Eldred Township Board of Supervisors met in a regular 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, Chairman; Gary Hoffman, Vice-Chairman and JoAnn Bush, Supervisor.

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

**Approval of Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of December 28, 2018. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurers Report as presented. The total balance in the General fund accounts being \$296,178.05. Motion carried (3-0).

**Unpaid Bills:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment and ratification of the bills from the General Fund in the amount of \$20,925.00 and in the State Fund \$44.66. Motion carried (3-0).

**Payroll:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll for the period ending 12/22/2018 in the amount of \$8,773.48 including all withholding and fees. Motion carried (3-0).

**Public Works Supervisors Report:** There was no P.W. Supervisors report, however Gary Hoffman commended the P.W. workers for the outstanding job they have been doing painting, cleaning and organizing the garage. Mr. Hoffman suggested an open house tour of the garage when the work is complete.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily Lease of Stockman at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the salary of the ETCC Monitors at \$8.00/hr. Motion carried (3-0).

**Garage Lighting:** Gary Hoffman explained that the Township has received several estimates to replace the lighting in the garage with LED fixtures and lights. Our P.W. Supervisor, Frank Fehlinger, being a licensed electrician, looked into what was proposed and determined that he could order the fixtures and the P.W. crew could do the work themselves at a much lower cost.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of materials to replace and upgrade the garage lighting at a cost not to exceed \$5000.00. Motion carried (3-0).

**Resolution 2019-01: A MOTION TO APPOINT KIRK SUMMA, ACCOUNTANTS TO AUDIT THE TOWNSHIP ACCOUNTS FOR THE YEAR ENDING 2018.**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2019-01, appointing the accounting firm of Kirk Summa to audit the Township's accounts for the year 2018 at a cost not to exceed \$5000.00. Motion carried (3-0).

The Supervisors broke for an executive session at 7:41 and resumed at 7:46

**Resolution 2019-02: A RESOLUTION AUTHORIZING THE TOWNSHIP'S ACQUISITION REAL PROPERTY COMMONLY KNOWN AS 594 KUNKLETOWN ROAD, APPROXIMATELY .4018 ACRE IN AREA, MORE OR LESS, AND OTHER RELATED MISCELLANEOUS MATTERS.**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2019-02, entering into a agreement of sale in the amount of \$46,000.00. Motion carried (3-0).

Lorie Zilmer asked what the Supervisors plan was for the house. Ms. Clausen stated Although no decision has been made, that at some future date, she expects that the house may be razed.

Robert Boileau asked if this was the proper procedure for the Township to acquire a property. Ms. Clausen announced that it is.

Ms. Zilmer asked the cost of the removal of the house. Ms. Clausen said that the Township has received a few estimates but since no final decision has been made, it is too early to provide an actual amount.

Mr. Leiding asked if the purchase should be delayed until there could be more public input. Ms. Clausen stated that there are reasons that Real Estate purchases are one of the few things in the Sunshine Law that can be discussed privately in executive session and that all proper procedures were followed.

**Resolution 2019-03: A RESOLUTION TO APPROVE THE INDEBTEDNESS OF THE TOWNSHIP BY ACCEPTING A LOAN IN THE AMOUNT OF \$41,937.50, WITH AN INTEREST RATE OF 2%/ YEAR FROM DCED, TO BE REPAID WITHIN 5 YEARS, FOR ONE HALF OF THE PRICE FOR THE PURCHASE OF A BUCKET TRUCK.**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Resolution 2019-03. Motion carried (3-0).

**Other:** Due to a necessary repair to the Township's front-end loader:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the cost of repairing the front-end loader and renting a temporary replacement at a cost not to exceed \$8,000.00 from the Plasterer Company. Motion carried (3-0).

Ms. Bush stated that she is noticing a large amount of litter on the Township's roads recently. She does not know what accounts for the increase but finds it disturbing and encouraged anyone witnessing anyone littering to report them to the State Police. She also said that the Township would be participating again in the fall in the county wide clean-up day.

**Public Comment:** Diane Pucci stated that she has witnessed trash blowing off the trash pick-up trucks and thinks that may be responsible for some of the trash recently.

James Leiding commended the Supervisors on the purchase of the property on Kunkletown Rd. He thinks that is a wise move. He asked about how the Parks and Rec committee members are working independently. Ms. Clausen answered that the members who were currently working on projects are continuing to work on those projects and when the Committee reconvenes, will bring the results back to the Committee.

Judith Leiding asked what the grant that Don Moore is working on is for. Ms. Clausen replied that the grant currently being worked on is for the Mock Park Fiddletown site for creating a path, signage and a picnic area.

Janet Dickens thanked the Supervisors for delaying the committee appointments. She asked if the Supervisors were able to answer any of her questions from her e-mail. Ms. Clausen replied that she feels a meeting might be in order. She suggested that Ms.

Dickens schedule a meeting or a phone call with one of the Supervisors. Mr. Hoffman stated that currently, the Supervisors have no plans in place to do any projects at the Wes Flo

site. He stated that he feels any proposed projects should come from the Committee and that it needs to be more cohesive about its proposals.

Ms. Nichols stated that she believed Mr. Moore said he would be applying for a grant for the Wes Flo Parking Lot. She asked if she would be notified if such a grant was being applied for. Ms. Clausen said no, and any discussion about grant applications or projects would occur at public meetings.

Randy Serfass asked if there would be any income from the Park. Ms. Clausen answered that there would not be. She indicated strongly that the benefit of a public park is a quality of life issue and that going forward in time, it is not reasonable to expect the Township to remain the same, but it will become developed. Future generations will benefit by having this natural resource preserved in Eldred Township.

Lorie Zilmer agreed that the area that comprising Mock Park is a beautiful site and a great resource.

Joe Pucci agreed that the Park is a wonderful asset to the Community as did Ms. Nichols who stated her reservations are only about an access off Wes Flo.

Ms. Pucci asked if there could be an alternate access.

Earl Smale again brought up the hazard at the creek.

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). There being no further business, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Organization Minutes  
January 7, 2019

On January 7, 2019 the Eldred Township Board of Supervisors met for its annual organizational meeting at 7:00 P.M. at the Eldred Township Municipal Building 491 Kunkletown Rd. Kunkletown, Pa.

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

**Call to Order:** The meeting was called to order at 7:10 P.M. by Mary Anne Clausen followed by the Pledge of Allegiance.

**Temporary Chairman:**

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

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive session immediately after the Supervisors meeting on December 28, 2018 with the Solicitor for pending legal and real estate matters, on January 2, 2019 for personnel matters and immediately before this meeting for personnel and real estate matters.

**Public Comment:** Ms. Clausen announced that public comment would be taken throughout the meeting prior to any official action and at the end of the meeting.

**Chairman:**

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

**Vice-Chairman:**

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



**Appointments:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint E. Ann Velopolcek, Secretary and Administrative Assistant: James Phillips, Treasurer and Frank Fehlinger, Public Works Supervisor. Motion carried (3-0).

**Salaries:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the following hourly rates:

Secretary \$17.00/ hr.  
Treasurer: \$20.00/ hr.  
PW Supervisors \$25.00/hr.

Also:

Full time Collective Bargaining Unit employees \$18.77/ hr.  
Part Time Collective Bargaining Unit Employees \$17.70/ hr.  
(Both Pursuant to the Collective Bargaining Agreement)

Municipal Building Custodian \$15.25/hr.  
ETCC Custodian \$14.00/hr.

Motion carried (3-0).

**Other Benefits:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the benefits pursuant to the Collective Bargaining agreement for the Union employees and pursuant to the Employee handbook for the non-union employees. Motion carried (3-0).

**Other Appointments:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint as follows:

Township Solicitor: King Spry, Herman, Freund and Faul LLC, Michael Gaul representing at a rate of \$155.00/ hr.

Engineer: Hanover Engineering Associates Inc., Brien Kocher P.E. representing, at the rate set pursuant to the fee schedule submitted. Senior Engineer Rate \$114.00/Hr.

**Sewage Enforcement Officer:** Hanover Engineering Associates Inc, Jacob Schray Representing, at a rate of 72.00/hr. In addition, the following certified SEO's from Hanover Engineering, at the same rates:

Christopher Taylor

Gregory Gray

Scott Brown

**Zoning and Codes Officer:** SFM Consulting, Shawn Mc Glynn representing, at a rate of \$65.00/hr., pursuant to the contract dated August 9, 2016.

**Building Code Official:** SFM Consulting, Shawn McGlynn Representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10.

**UCC Inspector:** SFM Consulting Shawn McGlynn Representing, at a rate of \$65.00/hr.

**Flood Plain Manager:** SFM Consulting, Shawn McGlynn representing, at a rate of \$65.00/hr.

**Planning Commission Members:** James Leiding, Term 4 years

Donna Mikol, Term 4 years

**Planning Commission Solicitor:** King Spry, Herman, Freund and Faul, LLC, Michael Gaul representing at a rate of \$125.00/hr.

**Zoning Hearing Board Members:** Charles Ogle, term 3 years, Dieter Metzger and Scott Clark, Alternates, terms 3 years each.

**Zoning Hearing Board Solicitor:** Chad Martinez as Zoning Hearing Board Solicitor at a rate of \$150.00/ hr.

**Eldred Township Community Center Members:** 1 year terms

Coordinator: Ann Velopolcek

Director of Plant, Grounds and Maintenance: Carey Krum

Secretary: Dora Tarter, Alternate Itsy Sweeney

Thrift Shop Coordinator: Donna Deihl

Assistant Thrift Shop Coordinators- Shirley Krum

Volunteer Coordinator: Dora Tarter, Ann Velopolcek Alternate

Committee Member: Pauline Roseo

**UCC Joint Board of Appeals Member:** Bruce Gower

**Vacancy Board Chairman:** Mike Kaspszyk

**Supervisor Liaison to the Eldred Township Community Center:** JoAnn Bush

**Pocono Mountains Council of Governments Representatives:** JoAnn Bush

Non-voting member Frank Fehlinger

**Voting Delegate to the State Convention:** JoAnn Bush

**Delegate to the Monroe County Tax Committee:** Gary Hoffman

**Emergency Management Coordinator:** Gary Hoffman

**Deputy Emergency Management Coordinator:** Kevin Silliman

**Open Records Officer:** Ann Velopolcek

**Security Officers:** Richard and Virginia Salter

**CJERP Regional Planning Committee Voting Member:** Robert Boileau

**CJERP Regional Planning Committee, Second Member:** Mary Anne Clausen

**Earned Income Tax Liaison:** Gary Hoffman

**Kunkletown Volunteer Fire Company, Fire Chief Approval:** Kevin Silliman

**Kunkletown Volunteer Fire Company, President Approval:** Ray Miller

**Kunkletown Volunteer Fire Company, Primary Designation:** Kunkletown Volunteer Fire Company

**Emergency Ambulance Covering Eldred Township:** West End Ambulance Association

Motion carried (3-0).

Ms. Clausen announced that appointments to the Parks and Recreation Committee is deferred.

**Monthly Meeting Dates and Times:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to set the following meeting dates and times:

Board of Supervisors: First and Third Wednesdays of each month at 7:00 P.M. excepting January, at the Municipal Building

Planning Commission: Third Thursday of each month at 7:00 P.M., at the Municipal Building

Eldred Township Community Center Committee: Third Thursday of each month at 3:00 P.M. at the Community Center.

Parks and Recreation Committee: When the Committee is appointed will meet on the fourth Wednesday of each month at 7:00 P.M. excepting December when they will meet on the 27<sup>th</sup> instead of the 25<sup>th</sup> at the Municipal Building.

Also, that the secretary will advertise those meeting dates and times.

Motion carried (3-0).

**Depositories for Township Funds:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve First Northern Bank and Pligit as depositories for Township Funds. Motion carried (3-0).

**Mileage:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve mileage reimbursement at the rate set by the IRS. Motion carried (3-0).

**Public Comment:**

Judy Leiding asked why the Parks and Recreation Committee appointments were deferred. Ms. Clausen responded that there has been some confusion about information coming from the committee with regard to Mock Park. The Supervisors want to make sure the information residents are receiving is accurate. Also, certain issues have been raised and the Board has not had time to take a position on those issues. This break will allow time for that to happen.

Robert Boileau indicated that discussion will continue with Mrs. Mock during the hiatus. Ms. Clausen added that in addition to the Boileaus working with Mrs. Mock on an inventory, Annette Heist and Joyce Blaskow are working on a website and Don Moore is working on a grant application.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 7:30 P.M.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

