

Organizational Meeting Minutes

January 3, 2017

On January 3, 2017 the Eldred Township Board of Supervisors met for their annual organizational meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

In Attendance: In attendance were Mary Anne Clausen, JoAnn Bush, Gary Hoffman (Supervisors), Michael Gaul, Esq.

Call to Order: The meeting was called to order by Mary Anne Clausen at 7:30 P.M. 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 as Temporary Chairman. Motion carried (3-0).

Announcement of Executive Sessions: Mary Anne Clausen announced that there had been executive sessions on December 26 to discuss personnel, on December 28 by phone conference to discuss legal matters and immediately prior to this meeting to discuss pending legal matters.

Public Comment on Agenda: There was no Public Comment on the agenda.

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

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

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

Treasurer/Financial Coordinator: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Sylvia Gethen as Treasurer/Financial Coordinator. Motion carried (3-0).

Township Solicitor: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint King Spry, Herman, Freund and Faul LLC, Michael Gaul representing, at the rate of \$125.00/hour. Motion carried (3-0).

Engineer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering, Brien Kocher representing, as the Township Engineers. Motion carried (3-0).

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

Sewage Enforcement Officer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering, Jacob Schray and others representing, as the Sewage Enforcement Officer. Motion carried (3-0).

Zoning and Codes Officer: There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint SFM Consulting, Shawn McGlynn representing, as the Zoning and Codes Officer. Motion carried (3-0).

Building Code Official: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint SFM, Shawn McGlynn representing, as Building Code Official. Motion carried (3-0).

UCC Inspector: There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint SFM, Shawn McGlynn representing, as UCC Inspector Motion carried (3-0).

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

Earned Income Tax Collector: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Berkheimer Associates as Earned Income Tax Collector. Motion carried (3-0).

Earned Income Tax Liaison: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Gary Hoffman as Earned Income Tax Liaison. Motion carried (3-0).

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

Emergency Management Coordinator: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Gary Hoffman as Emergency Management Coordinator. Motion Carried (2-0) Gary Hoffman abstaining.

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

Planning Commission Member: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Charles Phillips as a Planning Commission Member for a term of 4 years. Motion carried (3-0).

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

Treasurer’s Bond: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Travelers Insurance as the bonding company for the Treasurer’s Bond in the amount of \$700,000.00. Motion carried. (3-0).

Employee’s Bond: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Traveler’s Insurance as the bonding company for the Employees in the amount of \$700,000.00. Motion carried. (3-0).

Zoning Hearing Board Member: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Frank O’ Donnell as a Zoning Hearing Board Member for a term of 3 years. Motion carried. (3-0).

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

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

Employees- Full-time/ Part-time/ Benefits: Mary Anne Clausen announced that the Supervisors have received notice that members of the Road Crew have contacted a union to apply for Union representation.

There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to increase the salaries of the Road Master, Secretary and Treasurer by 2% as follows:

Treasurer/Financial Coordinator	\$15.00	to	\$15.30
Secretary/Administrative Assistant	\$14.48	to	\$14.71

Motion carried. (3-0).

There was a motion by Gary Hoffman and seconded by JoAnn Bush to increase the salary of Roadmaster Keith Kuehner by 2% as follows:

Roadmaster \$19.67 to \$20.06
Motion carried (3-0).

There was a motion by Mary Anne Clausen to increase the salary of Deborah George 2%. JoAnn Bush asked that the decision be deferred. Ms. Clausen withdrew her motion.

All other pay increases to be deferred pending the outcome of the Union Negotiations.

All Other Benefits: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to keep all the other remaining benefits as stated in the Employees Handbook. Motion carried. (3-0).

Gary Hoffman stated that the handbook is in the process of being updated and revised.

Mileage: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adopt the Federal government standard of .535/ mi. Motion carried. (3-0).

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

Kunkletown Volunteer Fire Company: Board of Directors, President Approval: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the election of Ray Miller as the President of the Board of Directors of the Kunkletown Volunteer Fire Company. Motion carried. (3-0).

Emergency Ambulance Covering Eldred Township: There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint the West End Ambulance Association and the official ambulance provider for Eldred Township. Motion carried. (3-0).

Monthly Meeting Dates and Times: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to set the meeting time and date of the Board of Supervisors at 7:30 on the first Wednesday of each month except for January when the meeting will be immediately following this Organizational meeting. (3-0).

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to authorize the Secretary to advertise the meeting times and dates of the Board of Supervisors (as above) and to approve and advertise meetings of the Planning Commission, on the third Thursday of each month at 7:00 P.M. at the Municipal Building. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded Mary Anne Clausen to approve and advertise the meeting time and dates of the Eldred Township Community Center Committee on the 2nd and 4th Wednesdays of each month at 6:00 P.M. at the Community Center. Motion carried. (3-0).

Ms. Clausen announced that the Parks and Recreation Commission has not yet finalized the dates and times of their meetings.

Depositories for Township Funds: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint the First Northern Bank and Trust and PLIGIT as the depositories of the Townships funds. Motion carried. (3-0).

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

Security Officers: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Constable Richard Salter III and Deputy Virginia Salter to serve as the Townships Security Officers. Motion carried. (3-0).

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

There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Keith Kuehner as the alternate representative to the Pocono Mountain Council of Governments. Motion carried. (3-0).

CJERP Regional Comprehensive Plan Committee Member: There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Robert Boileau as the and Mary Anne Clausen to the CJERP Regional Comprehensive Plan Committee. Robert Boileau to be the voting member. Motion carried (3-0).

Parks and Recreation Commission: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint the following for the terms stated below:

Ilene Eckhart	5 Years
Robert Boileau	4 Years
Annette Heist	3 Years
Michael Orth	2 Years
Shirley Krum	1 Year

Motion carried (3-0).

Eldred Township Community Center Policy Amendment: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the revised Eldred Township Community Center Committee Policy (as attached to the minutes). Motion carried (3-0).

Eldred Township Community Center Members: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the following for 1-year terms to the positions as stated:

- Coordinator: Linda Kile
- Financial Secretary: Linda Kile; E. Ann Velopolcek
- Director of Plant,
Grounds and Maintenance Carey Krum: John Kile (assistant)
- Secretary: Dora Tartar ; Ann Velopolcek (alt)
- Marketing, Public Relations
and Grant Research Sue Pekala, Cindy Smith, Darcy Gannon
- Thrift Shop Coordinator Darcy Gannon, Shirley Krum (assistant)
- Volunteer Coordinator Donna Deihl, Cindy Smith
- Fundraising Donna Deihl, Cindy Smith

Motion carried (3-0).

Supervisors Liaisons to the Eldred Township Community Center: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Gary Hoffman as the Building Plant, Maintenance and Grounds Liaison and JoAnn Bush as the General Liaison to the Eldred Township Community Center. Motion carried (3-0)

Agricultural Security Area Committee Members: The appointment of members to the Agricultural Security Area Committee was deferred.

Earned Income Tax Collection Committee Alternate: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint JoAnn Bush as an alternate to the Monroe County Earned Income Tax Committee. Motion carried (3-0).

Adjournment: There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn the meeting. Motion carried (3-0). Meeting adjourned at 8:09 P.M.

Respectfully Submitted,

E. Ann Velopolcek
Secretary

Meeting Minutes
January 3, 2017

On January 3, 2017 the Eldred Township Board of Supervisors met for a regular meeting at 8:10 P.M. (following the annual Organizational Meeting) at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. 18058

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

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

Public Comments on Agenda Items: There were no public comments on the agenda items.

Approval of Minutes:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of December 14, 2016. Motion carried (3-0).

Mary Anne Clausen asked about the Parks and Recreation Committee Meeting for January and was informed that there will be a meeting on January 23, 2017 at 7:00 P.M.

Treasurer's Report: JoAnn Bush asked that a correction be made to the unpaid bills detail, that the Lehigh Gap bill not be paid until work is completed, changing the total of the unpaid bills to the amount of \$15,246.23.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the unpaid bills in the amount of \$15,246.23. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the State Fund bills in the amount of \$2,593.30 Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurer's Report. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payments for ratification in the amount of \$4,414.46. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the period ending 12/10/2016 in the amount of \$6,387.84. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll (correction) payment to James L. Smith in the amount of \$182.70. Motion carried (3-0).

Zoning Officer Report: Shawn McGlynn submitted a written zoning report indicating two permits in October both for residential garages, and five permits for November, a residential repair, a shed, a carport, a wood shed and a road encroachment.

Road Master's Report: Keith Kuehner reported that the Road Crew is dealing with weather related issues and repairing equipment.

Dale Weidman asked about the number of trucks available for plowing. He indicated that there were 5 employees to operate 7 trucks. Mary Anne Clausen responded that there are 4 Part-time employees available for plowing. Mr. Weidman complained that the road crew works too many continuous hours during a snow event and he believes this practice is unsafe. Mr. Hoffman replied that the Supervisors have been considering hiring an outside company to cover the hours necessary during such an event. Mr. Weidman reiterated the difficulty of working in harsh conditions for many hours in such circumstances, and the possible safety issues that could occur. Mr. Hoffman explained that he is in communication with the road crew during these events and that Mr. Kuehner is looking after the welfare of the crew when they are out plowing. Mr Kuehner stated that at any time, if a driver requests a break or to stop driving due to severe conditions, they are accommodated.

Parks and Recreation Commission Report: Mr. Boileau asked about the minutes of December 14, 2016. He asked if the Ordinance mentioned on page 2 was the Animal Husbandry Ordinance. Ms. Clausen answered that it was. He then asked about the same subject mentioned on Pg. 5 of the same minutes. Solicitor Gaul remarked that he feels that on page 5 the minutes should read "consideration of the enactment.

- There was a motion by Mary Anne Clausen to amend the minutes (pg.5) to include the word "potential" relating to enactment of the Ordinance at the hearing on February 8, 2017. Motion carried. 3-0.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to amend the December 14, 2016 pg. 3 to include the description of the Ordinance

Board of Supervisors Minutes, January 3, 2017

pg. 3 of 4

noted, as the Animal Husbandry and Animal Products Processing proposed Ordinance. Motion carried (3-0).

Mr. Boileau asked about the notification of Parks and Recreation Commission members of Supervisor enacted motions. Solicitor Gaul said that all members of the Commission could be notified if that is what the Supervisors and Commission members wish.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to have the Secretary write a letter to the Parks and Recreation Commission requesting a workshop with the Supervisors and to advertise the meeting once the time and date have been decided.

Community Center Report:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the daily rental of Rachel Weidman at the normal rate. Motion carried (3-0).

Ms. Clausen asked the Secretary to announce to the assembly that Ms. Weidman also donated \$210.00 to the ETCC in addition to her rental.

Mr. Hoffman reported on the Footprint Zero proposal to replace the exterior lighting at the Community Center with improved LED lights for a cost of \$8,980 with a rebate by PPL of \$1,367 for a total cost to the Township of \$7,613.00 which will be paid out of the LSA Grant. He explained that at night the Community Center parking lots (front, side and rear) are very dark and pose a trip and fall hazard.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Footprint Zero proposal for exterior lighting replacement. Motion carried (3-0).

Keith Kuehner asked if Footprint Zero was finished at the Municipal Building because there was one more fixture that needed replacement. The Secretary agreed to check to find out.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve an Art Exhibition at the Community Center on April 7 and 8, 2017. Motion carried (3-0).

Mr. Hoffman stated a few goals he anticipates the new Committee will address;
Restoring the Alarm System
Distributing keys
Replacing thermostats
Some other infrastructure issues that can be paid for with the Grant monies.

Board of Supervisors Minutes, January 3, 2017

pg. 4 of 4

Other: Mr. Hoffman reported that there have been some complaints about the speed and weight limits on Kunkletown Rd. Ms. Bush has information from PennDot and is researching the various aspects of this issue. The Supervisors are looking into it.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to have Gary Hoffman become a member of PSATS Township Emergency Management Association for a cost of \$125.00. Motion carried (2-0). Gary Hoffman abstaining.

Dale Weidman asked about the roads budget as regards purchasing equipment. The Supervisors said there is money in the budget to purchase equipment this year.

Adjournment:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting Adjourned at 8:50 P.M.

Respectfully Submitted,

E. Ann Velopolcek

