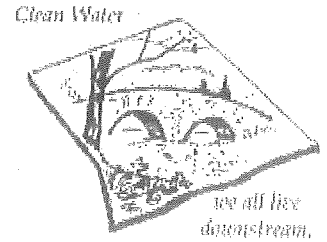


# Eldred Township Supervisors

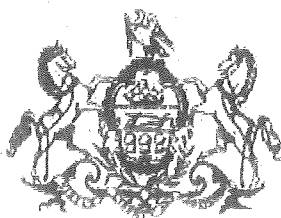
## Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Board of Supervisors  
Agenda  
July 15, 2020

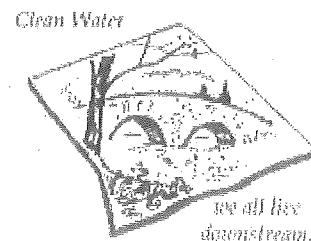
1. Call to Order
2. Announcement of Executive Sessions and Recording
3. Public Comment on Non- Agenda Items
4. Hearing: Proposed Ordinance 2020-04; Short Term Rentals: Zoning Amendments
5. Action on Proposed Ordinance 2020-04
6. Hearing: Proposed Ordinance 2020-05; Short Term Rentals : Property Standards
7. Action on Proposed Ordinance 2020-05
8. Approval of the Minutes : June 17, 2020
9. Treasurer's Report
10. Approval/Ratification of Unpaid Bills
11. Approval of Payroll: Period Ending
12. Public Works Report
13. Planning Commission Report
14. Zoning Report
15. ETCC Report: Reopening
16. Clean-Up Day: Schedule
17. Public Comment
18. Adjournment



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



## Minutes June 17, 2020

On June 17, 2020 the Eldred Township Board of Supervisors held its regular monthly meeting, at 7:00 P.M. Due to the COVID-19 pandemic, the meeting was held virtually, via video and audio advanced communication technology ("ACT"), using the Microsoft Teams internet application. All members of the Board of Supervisors, as well as all other attendees, could hear each other, and be heard by the others.

**In Attendance:** In attendance were Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman; Donna Mikol, Supervisor, Michael Gaul, Township Solicitor, and Ann Velopolcek, Township Secretary.

**Also in Attendance:** Donna Kenderdine, stenographer; Mark Kirk, Zoning Administrator, Amy Yaple, Don Moore, Donna Deihl, MaryAnne Clausen, Kevin Kuehner, James Leiding and Michael Kolba, Don Ballou and Jeremy Hoagland, The Crossroads Group.

**Call to Order:** Due to a few technical difficulties, the meeting was called to order by Chairman Gary Hoffman at 7:15 P.M.

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Supervisors had met in executive session on June 9<sup>th</sup> with the Solicitor for pending legal matters, on June 15<sup>th</sup> for administrative and personnel matters and immediately preceding this meeting for administrative matters.

**Public Comment on Non-Agenda Items:** Donna Deihl asked if she could call in some volunteers to work on the Butterfly Garden. Ms. Bush asked if our volunteer from last year was available and Donna did not know. Ms. Bush asked the secretary to contact Ms. Sweeney and see if she was available.

Mary Anne Clausen asked for a reminder update be sent out for the ongoing Photo Contest. The Secretary will send that out.

Kevin Kuehner complained about the recent decision of the Supervisors to take no disciplinary action against an employee who "borrowed" a piece of Township equipment for personal use. The Supervisors and the Solicitor advised that personnel matters are not discussed at public meetings, but that new policies have been put into place to prevent any future such infraction, including disciplinary procedures. They thanked Mr. Kuehner for his interest and comments.

Don Ballou added some information regarding maintenance and adverse possession as it relates to the Rail Trail. He indicated that portion of the Rail Trail that crosses the Tanzosh property is blocked by gates on both sides and this creates both a break in the trail, and the potential for a claim of adverse possession by the Tanzosh's. He asked the Supervisors to have the Tanzosh's provide evidence of their exclusive ownership since the solicitor has not been able to locate any court records to that effect.

**Hearing : Conditional Use/ Don Ballou/Lower Smith Gap Rd.**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to open the hearing for the Ballou Conditional Use application. Motion carried (3-0).  
(Solicitor Michael Gaul presiding.)

Solicitor Gaul gave the background of the hearing. Mr. Ballou had a hearing in October of 2019 and was granted conditional use due to the steep slopes on the property. Having re-evaluated the project, the engineers and Mr. Ballou decided not to remove the material from excavations, and so required an NPDES Permit. This change results in a greater area of earth disturbance. Solicitor Gaul and Township Engineer felt this change was significant enough to require a new hearing and review of the changes.

Solicitor Gaul presented the following exhibits;

T-1 Decision (Prior Approval)

T-2: Application for Conditional Use Hearing

T-3: Certificate of Posting (Public Notice)

T-4: Proof of Publication (Public Notice)

T-5: Public Notice of Hearing

T-6: Hanover Review Letter of May 15, 2020

T-7: Notification of Hearing Letter

T-8: Hanover Review Letter of February 19, 2020

T-9: Proposed Pre and Post Construction Stormwater Management Agreement

Mr. Jeremy Hoagland of The Crossroads Group (engineering) was sworn in by Ms. Kenderdine. He proceeded to identify the following exhibits:

A-1: A current NPDES Permit issues by the Pennsylvania Department Environmental Protection (PADEP)

A-2: PADEP Review letter of June 1, 2020

A-3: PADEP Technical Review letter of April 21, 2020

A-4: Monroe County Conservation District (MCCD) Letter of February 19, 2020

A-5: MCCD Letter of March 26, 2020

A-6: Project Narrative

A-7: Revised Calculations

A-8: Revised Plan, pages 1 and 2 (May 1, 2020)

Mr. Hoagland went through each exhibit and explained its relationship to the current application and progress that has been made.

Solicitor Gaul called upon Robert Boileau who confirmed the Planning Commission recommendation for approval, with conditions.

Solicitor Gaul accepted all the exhibits into evidence.

There were no further comments.

**Action on Conditional Use Application of Mr. Don Ballou:** Solicitor Gaul summarized the hearing, stating that the use had been previously approved, and federal and state earth disturbance permits and reviews were complete and approved. The new application did not include any change of use (from the previous approval). Solicitor Gaul proposed the following conditions:

- That the Township approval be based on and limited by the application, testimony and exhibits introduced at the public hearing except as limited by the further conditions of the Board's approval of the decision.
  - Compliance with all applicable Federal, State and Local regulations for construction of single-family dwelling and related uses.
  - The Stormwater Management Plan must meet the approval of the Township Engineer
  - The Erosion and Sediment Control Plan must meet the approval of the Township Engineer
  - The applicant must agree to a stormwater management agreement and pay for any legal fees associated with that plan.
  - The comments of the most recent Township Engineer's letter must be satisfied.
- 
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the Second Conditional Use Application of Don Ballou, subject to the conditions stated by the Solicitor. Motion carried (3-0).
  - There was a motion by JoAnn Bush and seconded by Donna Mikol to close the Hearing. Motion carried (3-0).

Ms. Kenderdine was excused from the meeting.

**Ordinance 2020-02-PMRS Pension Plan Revisions:** Solicitor Gaul explained the revisions in the PMRS Pension Plan. PMRS had its plan documents reviewed by the IRS to prevent tax difficulties. This revised plan incorporates those changes.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Ordinance 2020-02. Motion carried (3-0).

Ordinance 2020-03; Regulation of Water Wells in Eldred Township: Robert Boileau described the Ordinance, the reasons for it and the regulations. Forms and fee schedule will follow enactment.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve and enact Ordinance 2020-03. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Treasurer's Report as presented, the balance in the First Northern, Pligit and Petty Cash accounts being \$717,201.88. Motion carried (3-0).

**Approval of Bills:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the ratification and payment of the General Fund bills as presented (excepting the King Spry bill for the Planning Commission which contained an error) in the amount of \$51,121.76. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the State Fund bills in the amount of \$10,191.47. Motion carried (3-0).

**Payroll:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payrolls for the weeks ending 5/23/2020 in the amount of \$9,500.73, and 6/6/2020 in the amount of \$10,523.03, all fees and withholding included. Motion carried (3-0).

**Public Works Supervisor Report:** Frank Fehlinger reported that the PW crew has completed the tar and chip program and will be working on mowing, inlet repairs and road repairs. Mr. Fehlinger has requested funds to purchase a new tailgate chip spreader at a cost of not more the \$6000.00.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the purchase of a tailgate chip spreader in an amount not to exceed \$6000.00. Motion carried (3-0).

**Planning Commission Report:** Robert Boileau reported that the Planning Commission will be reviewing the Zoning Amendment related to Short Term Rentals.

Mr. Boileau would also like to have the Planning Commission review minimum lot widths and alternate septic sites for minor subdivisions.

**ETCC Report:** JoAnn Bush reported that the Committee and several volunteers met at Mock Park for an informal discussion about reopening the building. Mr. Hoffman replied that when the building reopens, it will be with the guidelines from the Department of Health and the CDC .

The ETCC volunteers asked about getting in some alternate source of drinking water for the staff. The Secretary will review the system in use at the Municipal Building.

**Recreation Report:** Donna Mikol expressed interest in having a Recreation Committee to research and carry out various activities at the Community Center and possibly parks for residents of all age groups.

Mr. Boileau asked if there was any progress on the signing of various amendments to the Mock Park Purchase agreement. Solicitor Gaul said a list of items have been submitted and he is waiting for Mrs. Mock to have all the documents reviewed by her attorney.

Mary Anne Clausen asked if the second message board could be installed and if the Township PW Dept. could mow the trail as it is getting a bit overgrown. Ms. Clausen also commented that one side of the field, that was intended to be left open for hiking, was planted by the farmer and suggested he be reminded of the agreement to leave several areas unplanted for next year. She would also like to see a sign indicating the view to the Delaware Water gap for visitors.

**Other:** Covid-19 Update; Mr. Hoffman announced that the Municipal Building would reopen (with restrictions) on Monday June 22.

- The restrictions are:
- Only one person at a time permitted in the lobby.
- Masks are mandatory
- No visitors are permitted past the lobby area
- Social distancing must be adhered to
- During meetings, maximum occupancy shall not exceed 75% of total allowable occupancy (68 people).

The ETCC will remain closed for now

Mr. Hoffman stated that it is the intention, as long as things remain in this phase, to have in person meetings in July.

Mrs. Bush mentioned the grant that Karena Thek has received for the ETCC which includes Air Conditioning for the Gym and some other spaces and enlarging a doorway to allow pallets to be moved in and out efficiently. A new lease will reflect any changes.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to support the West End Food Pantry grant(s), subject to an addendum to the lease (or new lease), acceptable to both the Board and the Solicitor. Motion carried(3-0).

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0) Meeting adjourned at 9:40 P.M

Respectfully submitted,

E. Ann Velopolcek



Am

ELDRED TOWNSHIP  
TREASURER'S REPORT  
July 15, 2020

Balances at                      07/13/20

PLGIT	General Fund Checking	\$863.64	
	Plus Account	<u>\$481,109.05</u>	
	Subtotal		\$481,972.69

1st Northern	Business Checking Account (MN 2)	\$11,676.89	
	DCNR (Parks) Account (MN 3)	\$105.76	
	State Fund Checking(Liquid Fuels) (MN 4)	\$66.50	
	State Fund Savings (Liquid Fuels) (BS 1)	\$180,723.46	
	General Savings Account (BS 2)	\$95.42	
	Fire Ins. Escrow Account (BS 3)	<u>\$18,577.05</u>	
	Subtotal		\$211,245.08

Petty Cash	General Fund	\$20.81	
	Community Center Account	<u>\$100.00</u>	
	Subtotal		<u>\$120.81</u>

TOTAL ACCOUNT BALANCES	\$693,338.58
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Accounts Payable for Approval

General	Fund
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Paid Bills to be ratified:

#11758	06/17/20	King, Spry et al. - Plan Comm. Legal MAY	(\$4,979.00)
#11766	06/26/20	King, Spry et al. - Plan Comm. Legal MAY	\$3,926.00
#11767	06/26/20	Microsoft - Annual Office 365 billing	\$1,920.00
#179	07/06/20	AFLAC - Emp. Voluntary Insur. JUNE 2020	\$51.84
#11768	07/06/20	Blue Ridge Comm. - phone/internet JULY	\$378.82
#180	07/06/20	Colonial Life - Emp. Voluntary Insur. JUNE 20	\$168.40
#11769	07/06/20	First National Bank of Omaha - CC JUNE 202	\$2,273.75
			\$0.00
			<u>\$0.00</u>

	Subtotal		\$3,739.81
07/15/20	Unpaid Bills	(34 checks dated 07/15/20; #11770-11802)	<u>\$35,348.82</u>

Total General Fund	\$39,088.63
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State Highway Aid Fund

	Paid Bills to	be ratified:		
#189	06/26/20	Pavement Tech. Intl. Corp. - Tailgate Aggreg	\$0.00	VOID
#190	07/01/20	Pavement Tech. Intl. Corp. - Tailgate Aggreg	\$5,915.00	
#191	07/06/20	Lehigh-Hanson - 2A subbase aggregate	<u>\$280.91</u>	
	Subtotal			\$6,195.91
07/15/20	Unpaid Bills	( 3 checks dated 07/15/20; #192 - #195 )		<u>\$35,621.05</u>
Total Highway Aid Fund				\$41,816.96

Payroll and Payroll Tax Payments

07/02/20	Net Employee Payroll Period End. 06/20/20 - EFT	\$9,544.06	
07/02/20	Fed/PA/Local Tax With. Payroll Period End. 06/20/20 & Employer (Twp.) liability portion - EFT	\$3,318.61	
07/03/20	Jetpay fee for 0702/20 payroll service - EFT	<u>\$0.00</u>	
	Subtotal this Payroll		\$12,862.67
07/16/20	Net Employee Payroll Period End. 07/04/20 - EFT.	\$8,756.10	
07/16/20	Fed/PA/Local Tax With. Payroll Period End. 07/04/20 & Employer (Twp.) liability portion - EFT	\$3,114.46	
07/17/20	Jetpay fee for 07/16/20 payroll service - EFT est.	<u>\$80.00</u>	
	Subtotal this Payroll		<u>\$11,950.56</u>

Total Pa Payroll and Payroll Tax Payments

\$24,813.23

1:35 PM  
07/13/20

ELDRED TOWNSHIP  
Unpaid Bills Detail  
As of July 15, 2020

Type	Date	Num	Due Date	Split	Open Balance	
BOB BOILEAU						
Bill	07/15/2020		07/20/2020	414.10 SALAR...	50.00	
Total BOB BOILEAU					50.00	#11770
CLARK, SCOTT						
Bill	07/15/2020		07/20/2020	414.10 SALAR...	50.00	
Total CLARK, SCOTT					50.00	#11772
COMMONWEALTH OF PENNSYLVANIA						
Bill	07/15/2020		07/15/2020	470.40 PRIN.&...	2,272.35	
Total COMMONWEALTH OF PENNSYLVANIA					2,272.35	#11773
COUNTY WASTE						
Bill	07/15/2020	INV. #...	07/25/2020	409.370 BUILD...	81.52	
Total COUNTY WASTE					81.52	#11774
CT REPAIR SERVICE						
Bill	07/15/2020	INV. #...	07/20/2020	430.31 PROFE...	65.00	
Total CT REPAIR SERVICE					65.00	#11775
DONNA KENDERDINE REPORTING						
Bill	07/15/2020	INV. #...	07/20/2020	414.24 ZONIN...	125.00	
Total DONNA KENDERDINE REPORTING					125.00	#11776
DR. JAMES LEIDING						
Bill	07/15/2020		07/20/2020	414.10 SALAR...	50.00	
Total DR. JAMES LEIDING					50.00	#11776
FAUST HAULING, INC.						
Bill	07/15/2020	INV. #...	07/20/2020	454.25 PARK ...	160.00	
Total FAUST HAULING, INC.					160.00	#11777
FLAMM WALTON HEIMBACH & LAMM PC						
Bill	07/15/2020	INV. #...	07/20/2020	404.310 ATTO...	994.50	
Total FLAMM WALTON HEIMBACH & LAMM PC					994.50	#11778
HANOVER ENGINEERING ASSOC., INC						
Bill	07/15/2020	INV. #...	07/20/2020	408.310 ENGI...	919.38	
Bill	07/15/2020	INV. #...	07/20/2020	408.310 ENGI...	2,966.89	
Bill	07/15/2020	INV. #...	07/20/2020	408.310 ENGI...	117.00	
Bill	07/15/2020	INV. #...	07/20/2020	408.10 ENGIN...	110.75	
Bill	07/15/2020	INV. #...	07/20/2020	408.310 ENGI...	907.88	
Bill	07/15/2020	INV. #...	07/20/2020	413.140 SEW...	55.88	
Bill	07/15/2020	INV. #...	07/20/2020	413.140 SEW...	130.38	
Bill	07/15/2020	INV. #...	07/20/2020	413.140 SEW...	391.13	
Bill	07/15/2020	INV. #...	07/20/2020	413.140 SEW...	149.01	
Total HANOVER ENGINEERING ASSOC., INC					5,748.30	#11779
J.R. BORGER SEPTIC TANK CLEANING						
Bill	07/15/2020		07/20/2020	409.370 BUILD...	607.50	
Total J.R. BORGER SEPTIC TANK CLEANING					607.50	#11780
JAMES PHILLIPS						
Bill	07/15/2020		07/20/2020	405.330 SECR...	67.05	
Total JAMES PHILLIPS					67.05	#11781
JO ANN BUSH						
Bill	07/15/2020		07/20/2020	454.25 PARK ...	175.00	
Total JO ANN BUSH					175.00	#11782

1:35 PM

07/13/20

ELDRED TOWNSHIP  
Unpaid Bills Detail  
As of July 15, 2020

Type	Date	Num	Due Date	Split	Open Balance	
QUILL CORP.						
Bill	07/15/2020	INV. #...	07/23/2020	451.237 JANIT...	39.99	
Bill	07/15/2020	INV. #...	07/23/2020	413.20 CODE ...	21.99	
Bill	07/15/2020	INV. #...	07/24/2020	451.237 JANIT...	32.99	
Bill	07/15/2020	INV. #...	07/31/2020	400.210 OFFI...	14.99	
Total QUILL CORP.					109.96	# 11796
SENSIBLE TECHNOLOGY SOLUTIONS, LLC						
Bill	07/15/2020	INV. #...	07/20/2020	407.310 IT SU...	244.21	
Total SENSIBLE TECHNOLOGY SOLUTIONS, LLC					244.21	# 11797
SFM CONSULTING LLC						
Bill	07/15/2020	INV. #...	07/20/2020	413.310 BCO -...	2,203.70	
Bill	07/15/2020	INV. #...	07/20/2020	414.310 ZONI...	2,063.75	
Total SFM CONSULTING LLC					4,267.45	# 11798
SHIFFER BITUMINOUS SERVICE CO.						
Bill	07/15/2020	INV. #...	07/20/2020	438.610 GEN ...	1,950.00	
Total SHIFFER BITUMINOUS SERVICE CO.					1,950.00	# 11799
STEPHENSON EQUIPMENT INC.						
Bill	07/15/2020	INV. #...	07/20/2020	430.31 PROFE...	686.17	
Total STEPHENSON EQUIPMENT INC.					686.17	# 11800
TEAMSTERS LOCAL 773						
Bill	07/15/2020		07/20/2020	218.000 UNIO...	95.00	
Total TEAMSTERS LOCAL 773					95.00	
TIMES NEWS, LLC						
Bill	07/15/2020	INV. #...	07/20/2020	405.340 ADVE...	38.80	
Bill	07/15/2020	INV. #...	07/20/2020	405.340 ADVE...	34.40	
Bill	07/15/2020	INV. #...	07/20/2020	405.340 ADVE...	419.40	
Bill	07/15/2020	INV. #...	07/20/2020	405.340 ADVE...	998.10	
Total TIMES NEWS, LLC					1,490.70	# 11801
WARNER'S PROPANE & OIL						
Bill	07/15/2020	INV. #...	07/20/2020	438.610 GEN ...	24.00	
Total WARNER'S PROPANE & OIL					24.00	# 11802
TOTAL					35,348.82	

#181

STATE FUND - ELDRED TOWNSHIP  
Unpaid Bills Detail - State Fund  
As of July 15, 2020

Type	Date	Num	Split	Open Balance	
<b>ASPHALT MAINTENANCE SOLUTIONS INC.</b>					
Bill	07/15/2021	INV. #...	35.438.61 GEN CONST REP HIGH...	10,587.50	
Total ASPHALT MAINTENANCE SOLUTIONS INC.				10,587.50	#192
<b>ASPHALT MAINTENANCE SOLUTIONS, LLC</b>					
Bill	07/15/2021	INV. #...	35.438.61 GEN CONST REP HIGH...	20,927.64	
Total ASPHALT MAINTENANCE SOLUTIONS, LLC				20,927.64	#193
<b>RELIABLE SIGN &amp; STRIPING</b>					
Bill	07/15/2021	INV. #...	35.433.10 STREET SIGNS&MARK...	452.00	
Total RELIABLE SIGN & STRIPING				452.00	#194
<b>TRAFFIC SAFETY WAREHOUSE</b>					
Bill	07/15/2021	INV. #...	35.438.61 GEN CONST REP HIGH...	3,653.91	
Total TRAFFIC SAFETY WAREHOUSE				3,653.91	#195
<b>TOTAL</b>				<b>35,621.05</b>	