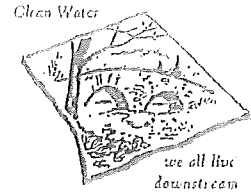


# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

## Board of Supervisors Minutes November 7, 2023

On Tuesday November 7, 2023 the Eldred Township Board of Supervisors met in a special meeting at 5:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA. The purpose of the meeting was budget discussions and any other business that came before the Board.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman, Scott Clark, Supervisor, Jonathan Gula, P.W. Supervisor and James Phillips, Treasurer; and members of the public.

**Call to Order:** The meeting was called to order at 5:00 P.M. by Chairman, Gary Hoffman followed by the Pledge of Allegiance.

**Announcement of Executive Sessions and Recording:** There were no Executive Sessions.

**Public Comment on Non-Agenda Items:** There was no Public Comment at this time.

**Additions or Changes to the Agenda:** There were no changes or additions to the Agenda .

### **Reports (and Related Action Items:**

**ETCC Report:** POS Service and Contract: there was discussion about the POS system for the Community Center. The Board reviewed the TSYS proposal, dated September 27, 2023, which has an equipment lease amount of \$84.96/month, an annual admin fee of \$79.95 and a quarterly pci fee of \$18.75/month.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Contract with TSYS for POS equipment rental and service for the Community Center. Motion carried (3-0).

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In further discussion the Supervisors agreed that a charge back of 3% would apply to all POS purchases.

Doug Borger reported that the Intercom system at the ETCC is not working and there is concern about emergency communications within the building should an evacuation be necessary. The Supervisors will check with Altronics about a panic button.

**Budget Discussion:**

Treasurer Jim Phillips presented a revised budget and reviewed the changes with the Board and meeting attendees.

There was a brief discussion about the possible imposition of a Police Tax if the legislature passes an act requiring small municipalities to have paid police services in the future.

Mr. Phillips also reiterated his concern about a significant increase in our Worker's Comp. Insurance after this year due to the incident involving Kyle Frable as a volunteer of the Kunkletown Fire Company.

**Authorize Budget Advertisement:**

- There was a motion by Scott Clark, seconded by Blaine Silfies to approve the proposed budget in accordance with the revised budget and Board comments, and to authorize its advertising and availability for public inspection. Motion carried (3-0).

**Penn Dot: Temporary right-of-Way Offer:** The Township received from PennDOT a notice of intent to, and then later an offer for, the purchase of a temporary Right-of-Way on a piece of Township owned property adjacent to the Princess Run for use during the reconstruction of the bridge on Kunkletown Rd. planned for 2024.

- There was a motion by Blaine Silfies and seconded by Scott Clark to accept the offer of \$500.00 for a Temporary Construction Right-of-Way of a Township owned property. Motion carried (3-0).

**Authorize Advertisement of the Board's Intent to Appoint a Certified or Competent Public Accountant to Replace the Elected Auditors for Audit of the Township's Accounts for 2023:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to authorize the advertisement of notice of the Board's intent to appoint a certified or competent public accountant to replace the elected auditors for audit of the township's accounts for 2023. Motion carried (3-0).

**Resolution 2023-04 Authorizing Application for Grant Monies from the State LSA Fund for the Rehabilitation of the Historic Stone Arch Bridge:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve Resolution 2023-04 and to apply for a State LSA Grant for the Rehabilitation of the Historic Stone Arch Bridge. Motion carried (3-0).

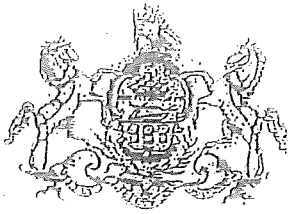
Public Comment: There was no public comment.

Adjournment: There being no further business at this time:

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried (3-0) Meeting adjourned at 6:20 P.M.

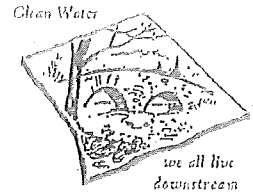
Respectfully Submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

Board of Supervisors  
Minutes  
October 18, 2023

On Wednesday, October 18 2023 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 Township Supervisors Gary Hoffman, Chairman (by phone), Blaine Silfies, Vice-Chairman, and Scott Clark; Township Solicitor Michael Gaul, and members of the public.

By consensus of the Board, Vice-Chairman Silfies presided over the meeting, due to Mr. Hoffman's remote participation.

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

**Announcement of Executive Sessions and Recording:** Mr. Silfies announced that the Board met in executive session immediately prior to the meeting with the Solicitor for pending legal matters.

**Public Comment on Non-Agenda Items:** There were no public comments on non-agenda items at this time.

**Additions or Changes to the Agenda:** There were no changes to the agenda.

## **Approval of the Minutes:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the minutes of September 20,2023 and of September 28,2023. Motion carried (3-0).

## **Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,188,981.40. Motion carried (3-0).

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**Bills for Payment and Ratification:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve or ratify, as the case may be, payment of the bills from the General Fund in the amount of \$114,338.36. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve or ratify, as the case may be, the payment of bills from the State Fund in the amount of \$21,970.96. Motion carried (3-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the payrolls for the weeks ending September 9, 2023 in the amount of \$12,081.39 and September 23, 2023 in the amount of \$14,096.12. Motion carried (3-0).

**PA. One Call:** Program Overview: Marie White of PA. 811 presented, to the Supervisors, updated information on the 811 program. She said municipalities with any underground facilities are required to be members . (Eldred has only underground drainage pipes and culverts. No electric, water nor sewer). Joining would make Eldred Township compliant with the regulation and may be less costly than our current fee (\$125.00/annually). The Supervisors will review the program and take it under advisement.

**Reports (and Related Action Items):**

Public Works Supervisor's Report: Mr. Gula reported that Clean-up day was a success. Collected were 2-40 yard dumpsters of trash plus 80 tires.

The PW resolved the heating problem in the Post Office by replacing a cardboard barrier that was misplaced with insulation board.

Mr. Gula reported that the salt shed and anti-skid are full and ready for winter.

The PW has been doing bridge repairs on some of our older bridges.

The installation of the television in the meeting room is nearly completed.

ETCC Report: POS Service and Contract : Decision deferred.

**Parks and Recreation Report:** Parks had its regular meeting. The discussion centered around decorating the Village Center for fall and winter. Ann Velopolcek requested \$50.00 for the purchase of materials.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the purchase of decoration materials for the Village Center not to exceed \$50.00. Motion carried (3-0).

**Historical Society Report:** Jalene Keiser reported that the porch of the Historical Post Office has been demolished and will soon be rebuilt. Ms. Keiser also reported that the recent Bingo was successful.

**Zoning Report:** There was no Zoning Report.

**Planning Commission Report:** Robert Boileau reported that the Planners are reviewing Solar Farms and Warehouses. CJERP is also looking at these topics. The Planners are reviewing a few versions of a new Ordinance for Warehouses and will send a recommended version to the BOS when ready.

Mr. Boileau also announced that Ms. Ellie Sanchez sent a letter of resignation to the Planning Commission.

- There was a motion by Scott Clark and seconded by Blaine Silfies to accept the resignation of Ellie Sanchez from the Planning Commission. Motion carried (3-0). A thank you letter for Ms. Sanchez' service will be sent.

**CJERP Report:** Mr. Boileau reported that the CJERP members are looking closely at new (revised ) requirements for Solar Farms. Recently, other communities are determining whether solar panels will be considered impervious surfaces which would limit the amount that can be on any given land area.

**Kunkletown Volunteer Fire Company Report:** Brian Stankovich reported that the Fire Company responded to 3 calls this month a total of 55 for the year. Mr. Stankovich also reported that the Fire Company is applying for several grants, one for turn-out gear and one for new thermal imaging cameras.

**PIRMA Grant Opportunity:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Township applying for a PIRMA Grant for safety items for the (PW) employees. Motion carried (3-0).

**MCATO: Membership:** Mr. Hoffman explained that this is the Monroe County Association of Township Officials.

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve Eldred Township to join the MCATO organization, the membership fee being \$100.00/annually. Motion carried (3-0).

a. Designated Voting Member:

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to appoint Scott Clark as the Eldred Township designated voting member to the MCATO Organization. Motion carried (3-0).

b. Alternate:

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Blaine Silfies as the Eldred Township designated alternate voting member to the MCATO Organization. Motion carried (3-0).

**Dollar General Land Development Plan Extension Request:** Buchalter representing Dollar General requested an extension of the Board's conditional approval of their Land Development Plan until April 23, 2024. After a brief discussion:

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the extension of the Board's conditional approval of the Dollar General Land Development Plan until April, 23, 2023. Motion carried (3-0).

Mr. Silfies requested a representative of Dollar General attend a Supervisor's meeting to explain the reason for the delay and to be able to ask questions. Solicitor Gaul suggested having Brien Kocher request the information from Penn Dot.

**GFL Extension Request:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to accept GFL's offer of an extension on the Township's review and decision on the GFL proposed Land Development Plan until February 1, 2024. Motion carried (3-0).

**Kuehner Fields: Dedication of Sandstone Ct.:** deferred

**Trick or Treat: Date and Time**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the date of October 31, 2023 and the times of 6-8 P.M. for trick or treating in the Township. Motion carried (2-1). (Mr. Silfies opposed).

**Public Comment:** Mr. Hoffman stated that there is still a possibility of the State changing the requirement for funding the State Police. He thinks this will be an agenda item after the next Gubernatorial election.

Mr. Silfies said he has a call in to Mile Carrol to see about getting the Stone Arch Bridge off Penn Dot's inspection list.

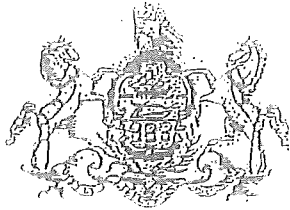
**Adjournment:** There being no further business:

- There was a motion by Gary Hoffman and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 8:15. P.M.

Respectfully submitted,

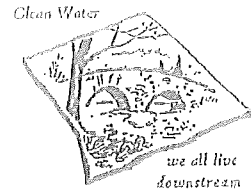
E. Ann Velopolcek, Secretary





# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

Board of Supervisors  
Minutes  
September 28, 2023

On Thursday, September 28, 2023 the Eldred Township supervisors met in a special meeting at 6:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown. The purpose of the special meeting was a budget discussion.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine silfies, Vice- Chairman, Scott Clark, Supervisors James Phillips, Treasurer and Jonathan Gula, Public works Supervisor.

**Call to Order:** The meeting was called to order at 6:00 P.M. by Chairman Gary Hoffman, followed by the Pledge of Allegiance.

**Announcement of Recording and Revised Agenda:** Mr. Hoffman announced that the meeting was being recorded and requested two new agenda items for reasons of expediency, those were the purchase of a TV monitor for the main meeting room and the purchase of Z-Racks for the ETCC.

**Executive Sessions:** There were no executive sessions.

**Public Comment on Non- Agenda Items:** There was no public comment on non-agenda items.

## **Approval of Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of September 14, 2023. Motion carried (3-0).

**Budget Discussion:** Mr. Phillips had no changes from the previously proposed budget. The few things remaining will be finalized at the next Budget meeting.

The next meeting will be Tuesday November 7, 2023 at 5 P.M.

There was a discussion about the multiplier for the pension and the possibility of increasing it from 1 to 1.6. Mr. Phillips explained the formula and advised the Supervisors that as we have few employees ready to retire soon, this would not be an expense for the Township and that this could help with retention of staff going forward. A study will need to be done to analyze the possible results.

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve Mr. Phillips to direct the study for the analysis of a pension multiplier increase. Motion carried (3-0)

Mr. Silfies brought up the use of a small storeroom at the Community Center and recommended that the use be given to the Food Pantry.

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the exclusive use of the small storeroom adjacent to the gym by the food pantry. Motion carried (3-0)

**Other Business (revised Agenda Items):**  
acquiring a TV monitor for the meeting room.

There was a discussion about

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the purchase and installation of a TV monitor for the meeting room at a cost not to exceed \$1000.00. Motion carried (3-0).

Having reviewed a purchase order request from the Thrift Store,:

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of 5 Z-Racks for the Thrift Store at a cost of \$90.00 each, Motion carried (3-0).

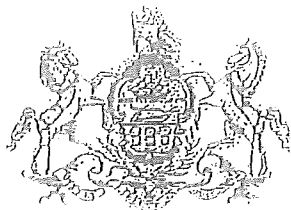
**Adjournment:**

There being no further business:

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 7:00 P.M.

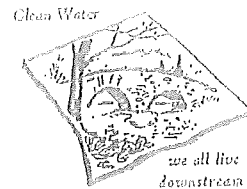
Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

## MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor  
Board of Supervisors  
Minutes  
September 20, 2023

On Wednesday, September 20, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor and Michael Gaul, Solicitor and Brien Kocher, Engineer.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board met in executive session with the solicitor immediately preceding this meeting for pending legal matters.

**Revised Agenda:** There were no additions or revisions to the Agenda.

**Public Comment on Non-Agenda Items:** Mary Anne Clausen announced that she shadowed the thrift store volunteers for a day and commended their organization, work and enthusiasm.

### **Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of August 16, 2023. Motion carried (3-0).

### **Treasurer's Report:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and Petty Cash accounts being a total of \$1,188,730.72. Motion carried (3-0).

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**Bills for Payment and Ratification:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payment and ratification of bills from the General Fund in the amount of \$104,740.25. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Payment and Ratification of bills from the State Fund in the amount of \$14,895.51. Motion carried (3-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payrolls for the weeks ending August 12, 2023 in the amount of \$11,581.42 and August 28, 2023 in the amount of \$11,904.71, all withholding and fees included. Motion carried (3-0).

**Reports (and related Action Items):**

Public Works Supervisor's Report: Jonathan Gula provided a written report. The PW has been working on in house oil and chip projects, work on upper 57 and Princess Run Rds., repairing potholes, and mapping road signs, drain pipes and bridges.

Mr. Hoffman brought up Mr. Gula's idea of installing a large monitor in the meeting room so presentations could be more effective. Mr. Hoffman said we have sufficient ARP funds remaining to do a project that small.

Jacqueline Fahey reported that there has been a large number of trucks recently coming down Meixsell Valley Rd. loaded with heavy loads (she thinks from an ongoing pipeline project). She has concerns that they are using a small one lane bridge and that it could exceed safe weight limits.

ETCC Report: Debra Watts requested use of the Gym several mornings a week to have a walking program for cancer patients and survivors in association with the Lehigh Valley Cancer Support Community. She would lease the facility on a per diem basis.

Mr. Silfies stated that the Food Pantry uses the gym every other Friday. Ms. Watts said she could work around that.

The Supervisors will consider at their next meeting approval of a lease.

Donna Deihl asked about acquiring a new cash register and card reader service for the Thrift Store.

Ms. Deihl presented a proposal to the Supervisors from Cash Register World, Inc, a company in Hazelton.

The Supervisors requested more information before making a decision. They would like to have a copy of the proposed written contract stating the percentage the company would charge and how the monies would reach our accounts. The decision was tabled pending the receipt of the information.

Parks and Recreation Report: Ann Velopolcek reported that the Committee attended the Greenways Feasibility Study Committee Public Meeting on the 12<sup>th</sup>. The Greenways Committee presented a preliminary report on the study that is underway.

Historical Society Report: The Historical Society will be holding its annual bingo fundraiser on October 8, 2023. They have asked for a donation for gift cards for the event.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to approve a donation of 100.00 to the Eldred Township Historical Society for their Bingo Fundraiser. Motion carried (3-0).

Zoning Report: There was no Zoning report.

Planning Commission Report: Jonathan Shupp sent a request that the Board accept a 60-day Extension of Time for review and decision on the Frantz Subdivision until December 1, 2023.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve a 60-day extension for the Frantz subdivision until December 1, 2023. Motion carried (3-0).

CJERP Report: There was no CJERP report.

Kunkletown Volunteer Firefighters Report: Brian Stankovich reported that the Fire Company responded to 3 calls in August and 52 calls this year. He thanked all the volunteers that made the Fair stand a success. He calculated that it took 764 man-hours to set up, knock down and run the Fair stand this year.

Mr. Stankovich announced that the Fire Company will be holding a coin toss on Kunkletown Rd. at Country View Rd. on September 30 from 10 to 1.

**Casella (GFL) Land Development Plan:** Casella (GFL) sent a request that the Township accept a 60-day Extension of Time until November 1, 2023 for review and decision on the Casella (GFL) land development plan.

- There was a motion by Scott Clark and seconded by Blaine Silfies to accept Casella's (GFL's) offer of a 60-day extension of time to until November 1, 2023. Motion carried (3-0).

**Stone Arch Bridge:** Follow-Up Report: Engineer Brien Kocher was present to discuss the estimate of costs and scope of work report received from Hanover Engineering. There was discussion about the possibility of receiving a grant (s) for the cost . It has been advised to break the project into phases. Mr. Kocher said he can do that, but he needs a dollar amount for each phase before he can create a proper scope of work, estimate and timeline for each phase.

After much discussion it was decided to move forward with the LSA Grant Application for the full estimated cost of \$940,000.00.

- There was a motion by Scott Clark and seconded by Blaine Silfies to adopt Resolution 2023-03 authorizing the application for an LSA grant for the restoration of the Stone Arch Bridge in the amount of \$940,000.00 and designating Gary Hoffman, Chairperson of the Board of Supervisors and Blain Silfies, Vice-Chairperson of the Board of Supervisors as the officials to execute all grant documents and agreements. Motion carried (3-0).

**Announce/ Approve MMO (Pension Contribution):** At our budget workshop on September 14, Mr. Phillips announced that the minimum Municipal contribution amount for the year 2024 will be \$11,890.00. This amount is reimbursed by the State.

**Announce Clean-Up Day:** Mr. Hoffman announced that our Fall Clean-Up event will be Sept. 29, 7-3, and Sept. 30, 8-12

**Schedule Budget Meeting/ Authorize Advertising:** After a brief discussion, the Supervisors announced that a budget workshop would be scheduled for Thursday, September 28 2023 at 5:00-P.M.

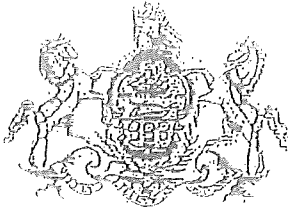
**Public Comment:** There was no public comment at this time.

**Adjournment:** There being no further business,

- There was a motion by Scott Clark and seconded by Blaine Silfies to adjourn. Motion carried. Meeting adjourned at 9:15. P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

Board of Supervisors  
Budget Workshop  
Minutes  
September 14, 2023

On Thursday September 14, 2023 the Eldred Township Board of Supervisors met in a Special Budget Workshop at 4:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown PA., to review and discuss a proposed budget for the year 2024.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor; Jonathan Gula, Public Works Supervisor; James Phillips, Treasurer.

**Budget Discussion:** Mr. Phillips presented a proposed budget. The Supervisors reviewed the Proposal discussing various line items.

Mr. Phillips announced that the annual Minimum Municipal Obligation amount for the Employees pension Plan for the upcoming year is \$11, 890.00 which is reimbursed by the State.

Mr. Gula gave an overview of the anticipated Public Works projects that are upcoming for 2024 including paving projects and any necessary pipe replacements for Red Oak Dr. and Sycamore Dr.

Mr. Gula explained his new Pipe location and identifier program and indicated that pipes will be inspected and replaced (as needed) at regular intervals. Some pipes currently in use have rotted out at the bottoms and are in danger of collapse.

Mr. Gula also described the line painting program and, in a move to save money, suggested that the Township use some monies from the general fund to paint single lines on some Township roads rather than using Liquid Fuels funds which requires double lines. Also discussed was a rotation of line painting rather than doing all roads every year.

Mr. Gula updated the Supervisors regarding the existing vehicles owned by the Township, their condition, status and use, and recommended a replacement of two vehicles with one newer one after this year.

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Also discussed is the placement of new guardrails on several small bridges.

Mr. Gula also indicated that a few pieces of small equipment will need replacement. A new chainsaw is requested and an new "jumping Jack " tamper.

There was a discussion about the need for a card reader system at the Community Center Thrift Store.

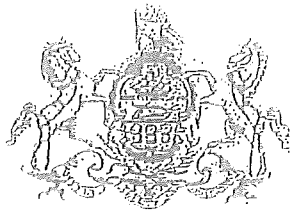
Various companies are being considered.

**Adjournment:** there being no further business the meeting was adjourned at 6:15.

Respectfully submitted,

E. Ann Velopolcek. Secretary





# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

Board of Supervisors  
Minutes  
August 16, 2023

On Wednesday, August 16, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark (via Teams), Supervisor and Michael Gaul, Solicitor.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board met in executive session with the solicitor immediately preceding this meeting for pending legal matters.

## **Revised Agenda:**

There was a motion by Blaine Silfies and seconded by Scott Clark to add the following to the agenda, the reason being expediency:

Follow up on Short Term Rental Complaint  
Commercial Solar Generation  
Municipal Building Roofing Project

Motion carried (3-0).

**Public Comment on Non-Agenda Items:**  
this time.

There was no Public Comment at

## **Approval of the Minutes:**

There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of July 19, 2023, as presented. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Gary Hoffman to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,204,681.48. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payment and ratification of bills from the General Fund in the amount of \$43,609.28. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payment and ratification of bills from the State Fund in the amount of \$2,795.67. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Gary Hoffman to approve the payrolls for the weeks ending 7/15/2023 in the amount of \$11,683.41 and 7/29/2023 in the amount of \$11,564.45. including all withholding and fees. Motion carried (3-0).

**Reports:**      **Public Works Supervisor's Report:**      Jonathan Gula reported that the backhoe has been replaced with a new machine. As a bonus for the trouble the Township had with the previous machine, a new bucket was included at no cost.

Mr. Gula reported that the recent storms have kept the crew busy with downed tree removal, and storm cleanup. They have also been tar and chipping when possible.

**(Addition) Roof Replacement Project:**      Mr. Gula met with A. Bernard regarding the roof replacement. An estimate is expected.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve authorizing Hanover Engineering to prepare updated bid specifications for the roof replacement project. Motion carried (3-0).

**Parks and Recreation Report:**      Ann Velopolcek reported that the Parks Committee meeting was postponed until 8/29/2023 due to a scheduling conflict by Jason Wood of Wood Landscaping. Mr. Wood will be presenting a proposed final plan for the landscape design at the Village Center.

Ms. Velopolcek reported that JoAnn Bush resigned from the Committee.

- There was a motion by Blaine Silfies and seconded by Scott Clark to accept the resignation of Jo Ann Bush from the Parks and Recreation Committee. Motion carried (3-0).

Megan LeBlond submitted a Letter of Interest to join the Committee.

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Megan LeBlond to the Parks and Recreation Committee. Motion carried (3-0).

Mary Anne Clausen asked the Supervisors to authorize Ms. Velopolcek to prepare an application for an LSA Grant for the repairs at the Stone Arch Bridge.

Ms. Clausen gave the reasons she believes the grant application should be submitted: The LSA Grant does not require a match, Rep. Jack Rader has invited the Township to apply for the grant, and time is of the essence given the timeframe set by the PennDot report.

Supervisor Hoffman responded that he received the estimate from the Contractor and the estimate for the repairs( only) is approximately \$300,000.00. This does not include permits, bid specs etc.

Supervisors Silfies replied that the Penn Dot timeframe is not a strict deadline to repair or demolish the bridge. Once plans are in place and financing acquired the work will proceed.

The Supervisors do not feel that they have a complete estimate of the costs involved and that it is too soon to submit an application.

Mr. Hoffman said the Board is waiting for Hanover Engineering to prepare a complete estimate, including the costs of the items listed above, a scope of work and a timeframe.

Jonathan Gula was present at the recent inspection and said the inspector told him the Township could remove any vegetation that is obstructing and obscuring the bridge. Mr. Gula said the Township's PW crew will do that work as time permits.

Doug Borger said he has concerns about the expenditure of Township funds for this and other projects.

Jacqueline Fahey said she has concerns about the delays.

- There was a motion by Scott Clark and seconded by Blaine Silfies to take these comments under advisement. Motion carried (3-0).

Historical Society Report: Jalene Keiser reported that the contractor has dropped machines at the site but has not yet begun any work.

Ms. Keiser had an open house and received positive feedback about the general condition of the interior of the building.

Planning Commission Report: Penn Future Logistics Report and Model Ordinance: Ann Velopolcek reported that the Planning Commission has been reviewing the issue of the large increase of warehouses proposed and built in surrounding communities. In Eldred Township, warehouses are a permit by right use in the I district.

Solicitor Gaul suggested that the township could create some regulatory conditions that would make this use more acceptable to the residents, should a proposal be submitted.

Brigett Meyer from Penn Future was present to explain the Penn Future Report "Living with Logistics" and the model ordinance it contains. She explained that a lot of the discussions around this subject have gotten bogged down by the definitions of the various uses, but that this report eliminates that area. The report focuses instead on the size of the buildings and facilities and expected traffic, rather than the internal activity in the building.

- There was a motion by Blaine Silfies and seconded by Scott Clark to authorize Solicitor Gaul to create an amendment to the Eldred Township Zoning Ordinance as regards making warehouses a Conditional Use, and adding supplementary regulations. Motion carried(3-0).

At the Planning meeting Mr. Boileau also reported on the new proposals in surrounding Townships for Solar "farms" being discussed at CJERP. These are large scale commercial solar projects that encompass many acres of land.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to refer this discussion to the Planning Commission and await its recommendation. Motion carried(3-0). Motion carried(3-0)

CJERP Report: See above

Short Term Rentals: Ms. Velopolcek reported that of the 4 reported rentals, one has already received a permit, two have been turned over to the Zoning Office for investigation and one was not confirmed.

ETCC Report: Donna Deihl asked about the hiring of a new cleaning person. The supervisors will be conducting interviews when everyone is available after vacations.

Kunkletown Volunteer Firefighters Report: Brian Stankovich reported that the Fire Company responded to 7 call outs in July and that they are setting up for the Fair.

Mr. Stankovich reported that the Fire Company is applying for an LSA grant to redo its parking lot. They requested a Letter of Support from the Township. The Supervisors asked the Secretary to provide a Letter of Support.

In response to questions, Mr. Stankovich reported that the new radios are in use and will be compatible with the new County system when it goes online.

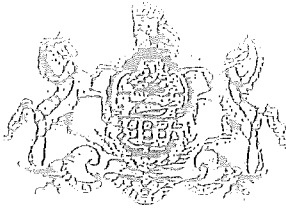
**Public Comment:** There was no public comment at this time.

**Adjournment:** There being no further business:

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried(3-0). Meeting adjourned at 8:10 P.M.

Respectfully submitted,

E. Ann Velopolcek



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

## BOS Minutes July 19, 2023

On Wednesday, July 19, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor and (for Michael Gaul) Richard Campbell, Solicitor.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board met in executive session with the solicitor immediately preceding this meeting for pending legal matters.

**Revised Agenda:** There were no changes to the agenda.

**Public Comment on Non-Agenda Items:**

There was no Public Comment at this time.

### **Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of June 21, 2023. Motion carried (3-0).

### **Treasurer's Report:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Treasurers Report as presented the Balance in the Pligit, First National and Petty Cash accounts being \$1,216,677.55. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the bills for ratification and Payment from the General Fund in the amount of \$18,675.19. Motion carried (3-0).

P.O. Box 600 • Kunkletown Rd. • Kunkletown, PA. 18058  
610 381-4252 • ((fax) 610 381-4257 • [www.eldredtwp.org](http://www.eldredtwp.org)

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the ratification and payment of bills from the State Fund in the amount of \$6,064.32. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payrolls for the weeks ending 6/17/2023 in the amount of \$11,936.99 and 7/1/2023 in the amount of \$14,674.08 for a total of \$26,611.07 including all fees and withholding. Motion carried (3-0).

**Reports:**     Public Works Supervisor's Report:

Guardrails Study: Mr. Gula contacted several guardrail suppliers and none would give prices using PennDot specifications. Each application is required to be engineered specifically for the site.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve authorization to have Hanover Engineering prepare specifications for guardrails for the two bridges scheduled to have guardrails installed . Motion carried (3-0).

Radios: The radios used by the PW are due to be replaced.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of 6 radios (chargers and batteries) from Tu-Way Communications at a cost of \$20,659.25.

Backhoe: Mr. Hoffman announced that the new backhoe is again out for service. The company is looking for a replacement machine as this one was a defective.

Roofing Replacement (Municipal Building): Mr. Gula reported that the roof over the Main part of the building is 30 years old and scheduled for replacement. Since the cost may exceed the threshold for prevailing wage, estimates are required. Money (\$125,000.00) has been set aside in the budget for this purpose.

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve Mr. Gula to request estimates for the replacement of the roof as described above. Motion carried (3-0).

Pipe Replacement: Mr. Gula announced that an inventory of all pipes in the Township is underway and that he is preparing a list of those in need of replacement. He explained that any pipes needing replacement must be done on any roads that will be paved prior to that work.

ETCC Report: Donna Deihl reported that the ETCC will be closed the month of August.

Parks and Recreation Report: Ann Velopolcek reported that the Committee did not have a quorum so no meeting was held in July.

Update Feasibility Study: Ann Velopolcek reported that the Feasibility Study Committee met on July 12 in Palmerton and have defined a route for the Trail with several alternatives. The Committee also set a date for the first public meeting which will be Tuesday, September 12, 2023 at 6:00 P.M. at the Lower Towamensing Recreation Center, 1770 Fireline Rd. Palmerton, PA.

Old Stone Arch Bridge (follow up) Ms. Velopolcek reported that she heard back from Mark Malinovitch of Barton-Lawson with an early estimate to prepare the submittal package for the permits and prepare the estimate of bridge repairs and associated bid documents for the amount of \$20,900.00.

This opened a lengthy discussion about the bridge. Mr. Hoffman announced that the Supervisors had been receiving email throughout the week in support of saving the bridge. He requested they be attached to the minutes of the meeting for anyone to view (see attachments).

Mr. Hoffman reported that Hanover Engineering found a mason to provide an estimate of the work that needs to be done to make the bridge safe and in good repair. The cost quoted was \$500.00. The Supervisors agreed that they would prefer to save the bridge if the finances could be worked out as demolition would not be inexpensive and an unpopular choice.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Hanover quote in the amount of \$500.00 for the estimate by the mason. Motion carried (3-0).

Those who spoke about various issues regarding the status of the bridge, its repair and the steps to get a grant submitted were:

Jack Vendroe  
Susan McGinty

Donna Deihl  
Wes Nemocinski

Jalene Keiser  
Mary Anne Clausen

Doug Borger

#### New Committee Appointment:

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the appointment of Crystal Vatz to the Parks and Recreation Committee. Motion carried (3-0).



Historical Society Report: The Historical society is waiting for their contractor to begin work on the Roof and porch of the building.

Zoning Report: There was no Zoning Report.

Planning Commission Report: Ann Velopolcek reported that the Planners have been reviewing the Zoning Ordinance definition and requirement around warehouses and Truck Terminals. As has CJERP. Monroe County Planning prepared a model Ordinance and that led the discussion. There will be further review on this subject.

Kunkletown Volunteer Firefighters Report: Brian Stankovich submitted a written report. The Fire Company responded to 9 calls in June, 45 calls for the year so far.

They recruited a new junior member.

The members are getting ready for the Est End Fair.

Approve Final Radio Appropriation: Mr Hoffman explained that the Fire Company had some minor equipment purchases related to the installation of the new radios.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the expense of \$3563.49 for the equipment above. Motion carried (3-0).

**LSA Generator Grant Project: Accept and Approve Documents:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the LSA grant contracts for the Generator project contingent upon the solicitor's review. Motion carried (3-0).

**Fish and Boat Commission Project:** Mr. Hoffman explained the proposed project between the Township and the Fish and Boat Commission regarding the creation of a parking area and access to the Creek for fishing from the Township owned property behind the municipal building.

**Schedule Budget Meeting:** The Supervisors set a date for the first budget meeting on Thursday September 14, 2023 at 4:00 P.M.

Doug Borger requested the supervisors do not increase taxes this year.

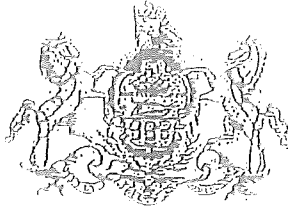
**Public Comment:** There was no public comment at this time.

**Adjournment:** There being no further business:

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn.  
Motion carried (3-0). Meeting adjourned at 8:10. P.M.

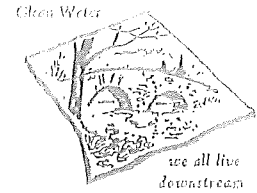
Respectfully submitted.

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

BOS Minutes  
June 21, 2023

On Wednesday, June 21, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor and Michael Gaul, Solicitor.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board met in executive session with the solicitor immediately preceding this meeting for pending legal matters.

## **Revised Agenda:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the draft agenda with an amendment to include a report for the Kunkletown Volunteer Fire Company. Motion carried (3-0).

## **Approval of the Minutes:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to amend the presented minutes of May 17, 2023 to include public comments made by Susan McGinty that the website Zoning amendment links were not working, the John Fetterman was still listed as Lt. Governor and that the overlay district information was included. Motion carried (3-0).

With that amendment:

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to approve the minutes of May 17, 2023, as revised. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report as presented the balance in the Pligit, First Northern and Petty Cash funds being \$1,177,613.07. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the bills for payment and ratification from the General Fund in the amount of \$42,821.31. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payment and ratification of bills from the State Fund in the amount of \$2,976.81. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payrolls for the week ending 5/20/23 in the amount of \$12,558.99 and the week ending 6/3/2023 in the amount of \$12,534.75, all withholding and fees included. Motion carried (3-0).

**Reports:**      Public Works Supervisor's Report:

Mr. Jonathan Gula thanked Doug Borger for the repairs he made on the playground equipment.

Mr. Gula reported that the PW Dept. has been cleaning out and recording data on the pipes in the Township. He estimates they are about 1/3 done. He announced that the cost of guardrail for Church Rd. would be approx. \$21,000.00. He said he would rather expend that money on buying replacement pipes through COG, as that was a more pressing need.

Mr. Gula announced that the PW would be taking over the janitorial duties at the Municipal building and the ETCC.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of a laptop computer for use by the DPW in the amount of \$1006.00. Motion carried (3-0).

Generator: LSA Grant: Mr. Hoffman reported that both the Generator and labor costs could be purchased under a co-stars contract. Prevailing wage would still apply but no advertising would be necessary.

Cedar Hollow Bridge Work: The bridge at the intersection of Princess Run Rd and Turkey Hill Rd. is in need of repair.

Part Time Summer Employment (wages/hours):

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve advertising and hiring of a Part-time temporary (summer) position ( up to 40 Hrs./week) at a rate of \$14.00/hr. up to a total of \$6720.00 for the season.  
Motion carried (3-0).

**Resolution 2023-02:** A Resolution for the Price Adjustment of Bituminous Materials for Small Quantities.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve Resolution 2023-02. Motion carried (3-0).

Materials Bids:

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve contracts for the following bids for materials that were received:

Material	Lehigh Asphalt		Shiffer Bituminous	
	Pick-up	Delivered At Job Site	Delivered as Directed	FOB Plant(only)
600 T. 2RC	\$12.00/T	\$22.00/T.	\$25.00/T.	
500 T. #8	\$23.00/T	\$33.00/T.	\$36.00/T.	
200 T. #57	\$16.85/T.	\$26.85/T.	\$29.85/T.	
100 T. R-4	No Bid			
300 T. AASTO 1	\$16.35/T.	\$26.35/T.	\$29.35/T.	
350 T Gabion	No Bid			
500 T. Anti-skid	\$16.50/T.	\$26.50/T.	\$29.50/T.	
20 t. Bituminous Stockpile Material	No Bid			
500 T ID 2 Wearing Course	No Bid			
200 T. ID 3 Wearing Course	No Bid			
200 T. Bituminous Base Course	No Bid			
6000 Gallons CRS2P Oil				\$4.00/Gal.

Motion carried (3-0).

**ETCC Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the ratification of the purchase of two Security Gates for the ETCC in the amount of \$1,100.00 ea., (\$2,200.00 total), plus shipping, from Uline. Motion carried (3-0).

Thrift Store Cash Register: Mr. Clark is reviewing the various companies that provide both cash register and card reader services that will be compatible with the QuickBooks software the Township uses for its accounting records.

Donna Deihl reported that the Thrift Store is having its annual Wedding Dress Sale on Saturday and that the ETCC will be closed the week of July 4<sup>th</sup>.

Parks and Recreation Report: Update on Landscape Grant (RecTap):

Ann Velopolcek reported that the Committee met with the Landscape Contractor, Jayson Woods, and saw a presentation of two Design Concepts for the Village Square Project.

One of the items that came under scrutiny was the Old Stone Arch Bridge repairs. The Township does not have an accurate estimate of the repair costs. Mr. Hoffman said he is contacting Hanover Engineering to request a report on those estimated costs.

The Committee handed out surveys regarding the two proposed plans and Mr. Woods will review those and make modification of the plan (to be presented in September).

Historical Society Report: Jalene Keiser reported that there has not been any recent progress on the building project at the Historical Post Office due to a death in the family of the Contractor.

Zoning Report: The Zoning Office provided a written Zoning Report.

Planning Commission Report: Mr. Boileau reported that the planners reviewed the Land Development of GFL. The planners voted to recommend conditional approval of the GFL's Plan. The Reps from GFL said they would not have a revised plan ready for the BOS meeting this month and so will be on the agenda for next month.

The Planners also reviewed and gave feedback to Jonathan Shupp regarding the Minor Subdivision of the Frantz property. A final review will be scheduled for next month.

CJERP Report: Mr. Boileau reported that CJRP had also looked at the GFL Plan and had a comment about the Penn Dot HOP issued to Bruce Hawk in 2001. They suggested the HOP be reviewed.

CJERP is also preparing a model Ordinance for the definitions of Warehouse and Trucking Distribution Centers.

Kunkletown Volunteer Firefighters Report: Brian Stankovich reported that the Fire Company responded to 33 calls in May/June, 11 of those fires due mainly to the extremely dry condition we experienced. Mr. Stankovich thanked the ETPW for its help in removing some overgrown trees on the firehouse grounds.

The Fire Dept. will be placing the new radios into the vehicles when the mounting equipment arrives. The new system will provide text responses to improve communications with other responding fire companies and units.

Mr. Stankovich said the Fire Company is again working to recruit junior members.

Mr. Stankovich reports that the Fire Company is looking to replace an older existing tanker truck. The estimate of cost will be about \$650,000-\$675,000. Funding will come from all sources: fundraising, the Township's Fire Company Reserve Fund, and grant opportunities available and a loan for any balance.

Schedule Fall Clean- Up Day: By consensus, the Supervisors set the dates for the Fall Clean-up to be September 29<sup>th</sup> and 30<sup>th</sup>.

Meeting: Fish and Boat Commission: Mr. Hoffman reported that the Supervisors met with a representative of the Pennsylvania Fish and Boat Commission regarding creating an access point to the Buckwha from Township owned property behind the Municipal Building to continue to provide stocking opportunities. Another meeting is scheduled.

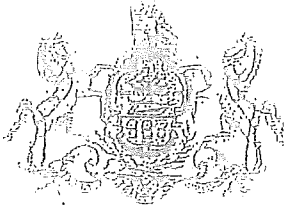
Bridge Replacement Project Fiddletown and Kunkletown/Saylorsburg Rd Planning: The Supervisors joined a PennDot meeting with the contractor who will be replacing the bridge over the Princess Run next year. Of concern to the Township is the detour routes. Mr. Hoffman will be having further conversation with the PennDot Representative regarding any issues for this project.

Public Comment: There was no further Public Comment at this time.

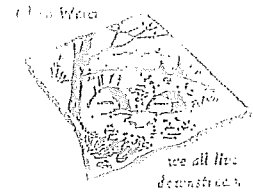
Adjournment: There being no further business :

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 8:40 P.M.

*Respectfully Submitted,  
E. Ann Gulpolak, Secretary*



Eldred Township Supervisors  
MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

BOS Minutes  
May 17, 2023

On Wednesday, May 17, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance :** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor and Michael Gaul, Solicitor.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board met in executive session with the solicitor immediately preceding this meeting for personnel and pending legal matters.

**Revised Agenda:** There were no changes to the agenda.

**Public Comment on Non-Agenda Items:** There was no Public Comment at this time.

**Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of April 19, 2023. Motion carried (3-0).

**Treasurer's Report:**

There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,226,246.84. Motion carried (3-0).



**Bills for Approval:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the bills for payment and ratification from the General Fund in the amount of \$ 39,295.45. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payment and ratification of bills from the State Fund in the amount of \$51,233.76. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payrolls from the week ending 4/22/2023 in the amount of \$14,455.61 and the week ending 5/06/2023 in the amount of \$12,251.85, including all withholding and fees. Motion carried (3-0).

**Reports:**

**Public Works Supervisors Report:** Jonathan Gula reported that the PW have been cleaning out and examining pipes, bridges and drains, mowing and trimming, and keeping up with truck maintenance.

Mr. Gula stated that he is looking for quotes for a furnace replacement and also for a roof replacement. He said that the roof over the garage which is about ½ of the total does not need replacement only the part over the main building (including the Post Office). After a discussion about combining the projects or keeping them separate:

- There was a motion by Scott Clark and seconded by Blaine Silfies to keep the two projects (above) separate. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve Mr. Gula to obtain quotes for the replacement of the furnace and the roof both for the Municipal Building. Motion carried (3-0).

There was a discussion about the repairs to the existing playground equipment. The Supervisors are leaning toward applying for a (or several) grant(s) to replace some of the equipment that is in need of repair. The current cost to repair what is damaged is approximately \$6,000.00.

- There was a motion by Scott Clark and seconded by Blaine Silfies to table the purchase of replacement parts for the playground equipment at this time. Motion carried (3-0).

Mr. Gula has found playground mulch at Green Pond Nursery to replace what is currently in place.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of playground mulch from Green Pond Nursery at a cost not to exceed \$4,000.00. Motion carried (3-0).

Planning Commission Report: Robert Boileau reported that neither GFL nor representatives from the proposed Frantz Subdivision attended the meeting.

CJERP Report: There was a brief discussion about warehouses and distribution centers and Mr. Boileau reported on this discussion at CJERP. CJERP is considering making this a shared use.

Parks Report: Ann Velopolcek reported that the Parks Committee did not have a quorum for a meeting. Ms. Velopolcek heard from the landscape designer, Jayson Wood and he will be bringing his designs to the Parks Committee in June for review.

Upon request:

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the expense of up to \$200.00 for the purchase of plants/flowers for the Village Center. Motion carried (3-0).

ETCC Report:

Donna Deihl reported that the Thrift Store had its annual Prom Dress Sale and sold over 80 gowns.

Upon the retirement of Sandi Borger:

- There was a motion by Gary Hoffman and seconded by Scott Clark to hire David Messinger part-time for 4 hours a week as janitorial staff for the Community Center at a salary of \$16.00/ hour pending the results of a background check. Motion carried (3-0).

Room Availability: Tabled

Outdoor Events Policy:

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to table this until the Solicitor could review our outdoor event policy and recommend any changes. Motion carried (3-0).

Doug Borger asked the Supervisors if they would have the volunteers from the Food Pantry to park in the rear of the building when they are working in the building. The Supervisors agreed.

**Zoning:** There was no Zoning Report.

**KVFC:** Ray Miller announced that the annual Fireman's Carnival will be on June 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>, at the West End Fairgrounds. One of the events there will be a Touch and Truck Event.

There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Township participation in the Touch and Truck event at the Fireman's Carnival. Motion carried (3-0). Ray Miller will be transporting our truck(s) to and from the event.

**Municibid:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the advertising of items on Municibid. Motion carried (3-0).

**Kuehner Fields:** Solicitor Gaul announced that the Township Engineer had determined the necessary levels of financial security for the remaining improvements for the Kuehner Fields and Moyer projects. The required financial security for the Kuehner Fields project (Developers S&D Land Development) can be reduced to \$20,000.00 and for Moyer, to \$7,500. The financial security held by the Township are letters of credit provided by financial institutions, not actual cash deposits.

**Sandstone Court Dedication:**

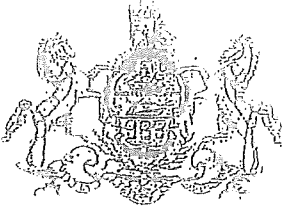
- There was a motion by Blaine Silfies and seconded by Scott Clark to defer any decision about the dedication of Sandstone Ct. as we are waiting for more information from the Developer. Motion carried (3-0).

**PA. Fish and Game Commission:** Gary Hoffman announced that he has been contacted by the Fish and Game Commission about creating an access for stocking the Buckhwa. The Supervisors will be meeting with the Fish and Game representatives this month.

**Adjournment:**

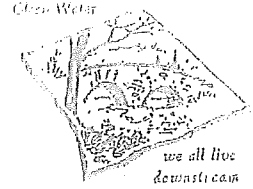
- There was a motion by Scott Clark and seconded by Blaine Silfies to adjourn. Motion carried (3-0). Meeting adjourned at 8:00 P.M.

Respectfully submitted,



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

## Board of Supervisors Minutes April 19, 2023

On Wednesday, April 19, 2023 the Eldred Township Board of Supervisors met for its regular monthly meeting at 7:10 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance :** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor (by telephone) and Michael Gaul, Solicitor.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board meet in executive session with the solicitor immediately preceding this meeting for pending legal matters.

**Public Comment on Non-Agenda Items:** James Leiding asked if the township would study the possibility of installing guardrails on sections of Church Rd. which he feels are dangerous. Mr. Hoffman asked the Public Works Director, Jonathan Gula to look into it.

### **Approval of Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of March 15, 2023. Motion carried: (2-0). Mr. Hoffman abstaining, because he did not attend the meeting.

### **Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report as presented the balance in the Pligit, First Northern and Petty Cash accounts being \$1,011,100.39. Motion carried (3-0).

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**Unpaid Bills Report:**

- There was a motion by Blaine Silfies and seconded by Gary Hoffman to approve the payment and ratification of bills from the General Fund in the amount of \$83,721.09. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payment and ratification of bills from the State Fund in the amount of \$12,021.10. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payrolls for the weeks ending 3/11/2023 in the amount of \$18,765.95, 3/25/2023 in the amount of \$14,477.86 and 4/08/2023 in the amount of \$12,639.27, including all withholding and fees. Motion carried (3-0).

**Reports:** Public Works Supervisor: Mr. Jon Gula reported that the portables had been demolished and removed, the cost was:

\$9,955.04 for dumpster and tipping fees  
\$7,587.87 for in-house labor costs  
\$6,295.00 in machine time costs  
\$23,837.91 Total

The insurance reimbursement amount was \$13,257.70 and \$826.30 was recovered in scrap metal, making the total cost of the project \$9,753.91.

The PW also repaired half of the salt shed and will repair the other half next year when the shed is near empty, the roads have been swept and any damage from the snow plows on resident's property was repaired.

Mr. Gula also reported that one of the pieces of playground equipment is rusted out and in need of repair. He was able to contact the company and replacement parts are available. He is waiting for a cost on those. He also reported that mulch is needed for the ETCC and Municipal building.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of mulch at a cost not to exceed \$800.00 from Frantz Landscaping. Motion carried (3-0).

**Planning Commission:** Ann Velopolcek reported that the planners accepted for review a land Development Plan from GFL Environmental and a Minor Subdivision Plan from Maynard Frantz and Constance and Carl Frantz.

**CJERP:** Mr. Boileau was not in attendance. Ms. Velopolcek stated that Mr. Boileau asked again (in writing) for donations of \$275.00 to the Monroe County Historical Society for its Heritage Center Project and of \$1000.00/year to the Pocono Wildlife Rehabilitation Center.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to table these requests to be reviewed during the next budget meetings. Motion carried (3-0).

**Historical Society:** Shirley Krum reported that the repairs to the porch and roof of the Historic Post Office are being delayed due to materials that have not arrived.

Ms. Krum thanked the Supervisors for the donation of a blackboard that was removed from one of the modulars before it was demolished. It was reported to be from one of the one room schoolhouses that dotted the Township long ago.

Ms. Krum also stated that the Historical Society has donated \$100.00 to the Monroe County Historical Society for its Heritage Center Project.

**Parks:** **Mock Park:** Mr. Silfies, having visited the top of the field, commented on the magnificent view from the site. He wants to make the park more accessible as the trail is quite challenging and only very fit people could access the site by that path.

**Smale House:** Deferred.

**Public Comment:** Mary Anne Clausen asked if the agendas could be more illuminating regarding the subjects to be discussed.

Ms. Clausen commented that each of the various Township owned properties fulfills a different purpose. Mock Park has both hiking and picnic areas, the ETCC provides active recreation and a children's playground and the Village Center is the focal point of the Township and preserved the Historic Stone Arch Bridge. She added that the Rail Trail, should that come to fruition, would also be a walking path more suitable to people unable to enjoy the more rigorous Mock Trail. She added that these

sites complement each other and create a comprehensive set of recreational opportunities.

James Leiding asked if the Parks and Recreation Committee does any fundraising. Ms. Velopolcek responded that the Committee has received and is always seeking out grant monies for park development, that there are no current plans to require any user fees for the parks.

**ETCC:**      **Boiler:**      There was a discussion about the boiler at the ETCC. Mr. Silfies had concerns that if it is shut down for the summer, that the seals could dry out and require replacement. Donna Deihl is not in favor of leaving the boiler on because it makes the rooms even hotter than normal. Mr. Clark suggested Superheat be consulted for their opinion.

Mr. Hoffman also brought up the furnace of the Municipal Building. It is 30 years old and the last time it needed a part, the part was not available. Solicitor Gaul suggested asking the Township Engineer for an opinion about what type of replacement system would be recommended.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to request estimates from several HVAC Vendors regarding replacing the HVAC system at the Municipal building. Motion carried (3-0).

**Altronics Security Upgrade:** Altronics has advised the Township that our current system is not compliant with current fire codes and an upgrade is in order. Altronics has provided proposals to upgrade the systems at the Municipal and ETCC Buildings.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Altronics proposal for upgrades of the security systems at the Municipal Building in the amount of \$3,148.82 with a monitoring fee of \$40.00/month and for the ETCC in the amount of \$3,148.82, with a monitoring fee of \$45.00/month. Motion carried (3-0).

Ms. Deihl stated that the current register in use at the ETCC needs to be replaced. Mr. Clark said he is still looking into a card reader system.

Mr. Silfies said the ETCC needs to be able to block off access to the wings of the building when they are not in use and requested that two gates be purchased for that purpose.

- There was a motion by Blaine Silfies and seconded by Gary Hoffman to approve the purchase of two gates for the ETCC at a cost of \$1,177.74 (including shipping ) from Uline. Motion carried (3-0).

There was a brief discussion about the holders of master keys for the ETCC building. The Supervisors will request keys back from any persons that no longer require them.

**Zoning:** There was a written report submitted by the Zoning Office.

**Kunkletown Volunteer Fire Company:** There was a written report submitted by the Fire Company.

**Janitorial Staff:** The janitors from both the ETCC and the Municipal Building retired this month.

- There was a motion by Gary Hoffman and seconded by Scott Clark to advertise for Janitorial staff for both buildings at an hourly rate of \$16.00. Each position is part time. The municipal building is 8 hours/month and the ETCC is 16 hours/month. Motion carried (3-0).

**Kuehner Fields Subdivision Plan (S & D Land Development):**

S & D Development requested an inspection of its installed improvements, and release of its financial security. The Township Engineer, after making an inspection, issued a report to the Township finding that some, but not all, of the remaining required improvements were installed. He recommended to the Township that S & D Development's request for a full release be denied, but a reduction be allowed.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to approve a reduction in Moyer's required financial security to amount satisfactory to Township Engineer, consistent with his report. Motion carried (3-0).

In advance of the meeting, S&D Land Development had also previously requested (1) a Waiver of Trees Planting Requirement and (2) Township acceptance of Dedication of Sandstone Court.

At the request of S & D Development's attorney, and by the consensus of the Board of Supervisors, those items were tabled to the Board's regular May meeting.



**Moyer Subdivision Plan:** Moyer requested an inspection of his installed improvements, and release of his financial security. The Township Engineer, after making an inspection, issued a report to the Township finding that most, but not all of the required improvements were installed. He recommended to the Township that Moyer's request for a full release be denied, but a reduction be allowed.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to approve a reduction in Moyer's required financial security to amount satisfactory to Township Engineer, consistent with his report. Motion carried (3-0).

**Dollar General Extension:** After a brief discussion:

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the requested extension of the Dollar General conditional approval by 180 days until October 26, 2023. The Supervisors, however, stated that should any additional extensions be requested, a representative must appear in person with that request to answer any questions the Supervisors might have and to provide an update on the progress of the project. Motion carried (3-0).

**Adjournment:** There being no further business,

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 8:20 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township

Board of Supervisors  
Minutes  
March 15, 2023

On Wednesday, March 15, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:10 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance :** In attendance were Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor and Michael Gaul, Solicitor.

**Call to Order:** The meeting was called to order at 7:10 P.M. by Vice- Chairman Blaine Silfies, followed by the Pledge of Allegiance.

**Announcement of Recording and Executive Sessions:** Mr. Silfies announced that the meeting was being recorded and that the Board meet in executive session with the solicitor immediately preceding this meeting for pending legal matters.

**Revised Agenda:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to amend the agenda to add the following items:
  - CJERP and Planning commission Reports
  - Approval of Container Costs for removal of the Modulares at the ETCC

The purpose of the amendment was for expediency.

Motion carried (2-0).

**Public Comment on Non-Agenda Items:** Mary Anne Clausen expressed her concern over the budget and said the township has the opportunity to reduce costs by not replacing a full time employee from the public Works Department who has left the Township's employ. She suggested that if additional help was required for plowing or flagging, that part time help could be hired. Doug Borger agreed.

**Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of February 15, 2023. Motion carried (2-0).

**Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report as presented the balance in the Pligit, First Northern and Petty cash accounts being \$746,632.07. Motion carried (2-0).

**Bills for Payment and Ratification:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the ratification and payment of bills from the General Fund in the amount of \$64,202.55. Motion carried (2-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payment and ratification of bills from the State fund in the amount of \$2,854.20. Motion carried (2-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payrolls for the weeks ending 2/11/2023 in the amount of \$13,197.22 and period ending 2/25/2023 in the amount of \$13,189.41, respectively including all withholding and fees. Motion carried (2-0).

**Reports:** Public Works Supervisor's Report: Jonathan Gula reported that the PW Dept. has been focused on equipment maintenance, removal of brush and maintenance at the Community Center. He reported that the Salt shed is nearly empty and repairs to the shed can be started soon. Our current salt contract will permit the restocking of salt once the repairs are finished.

**Approve Municibid Items for Sale:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the sale of the following items through the Municibid site:

Municipal Auction	Price
Simplicity Zero Turn Mower	630.00
Snow Plow Curb Shoes	26.00
Soap Dispensers	10.00
Gradall Hydraulic Oil	115.00
Chainsaws Parts	26.00
Kwikgate Tailgate Ladder	51.00
Used Outdoor lights	12.00
Old Spools of Wire	40.00
Nails lot	19.00
Misc Bulbs lot	21.00
Amber LED Light Bar	21.00
Ballasts Lot	10.00
Flourscent Bulbs	11.00
Advace ballasts Lot	31.00
Halide Bulb Lot	11.00
Scrap Pipe	125.00
Monitor Chassis	15.00
Marathon Oil Burner	16.00
Motor	16.00
AO Smith Electric Motor	31.00
Ge Electric Motor	17.00
Exhaust Fan	205.00
Dayton Pump Motor	22.00
Dayton Fan Drive Motor	26.00
Total	1,491.00

**Materials Bid:**      Deferred

**Ratify Supervisor Pay Rate Increase:**      Deferred

**ETCC Report:** Demo Mobile Unit;

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the demolition of the 3 modulars at the ETCC. Motion carried (2-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve a contract with Gotta Go, at the approximate cost of \$15,000, with a total amount not to exceed \$20,000.00, for containers, and disposal, for the removal of the demolition materials. Mr. Gula explained that he had obtained phone quotes from four (4) vendors, and that Gotta Go, was the lowest cost provider. Motion carried (2-0).

The Supervisors asked Mr. Gula to keep an accounting of the costs of the demolition including the payroll and all materials used.

Donna Deihl reported that the Prom dress sale would take place on April 29 from noon to 3 P.M.

Ms. Deihl asked if the sandwich board sign could be replaced. She got estimates of \$250-300.00.

**Parks and Recreation Report:** Ann Velopolcek reported that the Parks Committee did not meet in March due to poor weather.

Ms. Velopolcek and some committee members as well as Mary Anne Clausen and Denise Yarashas, met with Jayson Wood of Woodland Design and went over the preliminary plans the committee had for the Village Center site. Mr. Wood will be providing a design, report and budget for the project.

Mr. Wood thinks it best to include the bridge restoration and parking lot (HOP etc.) in the plan the plan and budget. This will enable grant monies to be applied for in the future.

**Historical Society Report:** The Society will resume meetings beginning March 21, 2023. Mary Anne Clausen reported that the planned work to restore the front porch will begin very shortly. The contractor is awaiting good weather and supplies.

**Zoning Report:** There was no Zoning Report this month.

**Planning Commission Report:** Robert Boileau reported that the Planners met with representatives of GFL regarding the GFL's sketch plan submitted November 23, 2022. GFL has also submitted responses to the Zoning Office review of January 10, 2023.

A land development plan for GFL is expected for acceptance for review at the PC's April 12, 2023 meeting.

Mr. Boileau also anticipates a review of the procedures required to put into place a Road Impact fee for the Township should one be required in the future.

**CJERP Report:** Mr. Boileau stated that CJERP has requested a response to its request for a donation to the Monroe County Historical Society for its building project.

Mr. Boileau also brought a request from the Pocono Wildlife Rehabilitation Center for a \$1000.00 donation from each township.

The Secretary pointed out that out total annual budget for donations (other than the Kunkletown Volunteer Fire Company) is \$500.00.

**IT Contract Renewal:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the annual renewal of the Contract with Sensible Technologies Solutions LLC to provide IT services at the same rate and terms as last year's contract. Motion carried (2-0).

**Hanover Engineering :**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the request of Hanover Engineering to add James P. Hanker (SEO Cert, Number 04081) to the roster of SEO's approved to work in Eldred Township. Motion carried (2-0).

**Ratification of Twp Engineer Authorization to Inspect Moyer Improvements in Response to Requested Release of Financial Security:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the authorization for Hanover Engineering to inspect the final improvements of David Moyer at Kuehner Fields. Motion carried (2-0).

**Ratification of Twp Engineer Authorization to Inspect Kuehner Fields Subdivision Improvements in Response to Requested Release of Financial Security:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the request for Hanover Engineering to inspect the improvements at the Kuehner Fields Subdivision for S&D Land Development. )

**Proposed Dedication of Sandstone Court:** Deferred pending inspection.

**Public Comment:** There was no Public Comment at this time.

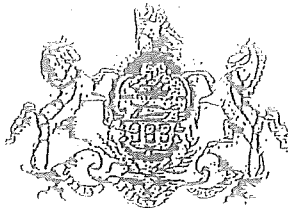
**Adjournment:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn.  
Motion carried (2-0).

Meeting adjourned at 8:05 P.M.

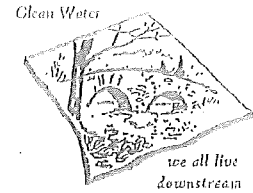
Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

## Board of Supervisors Minutes February 15, 2023

On Wednesday, February 15, 2023 the Eldred Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance :** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman; Scott Clark, Supervisor and Michael Gaul, Solicitor.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded and that the Board meet in executive session with the solicitor immediately preceding this meeting for pending real estate and legal matters.

### **Revised Agenda:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to amend the agenda to add the following items:
  - Fish Commission Request
  - CJERP Report
  - Penn Dot Stone Arch Bridge Inspection Report Review
  - Purchase of a Chainsaw

The purpose of the amendment was for expediency.

Motion carried (3-0).

**Public Comment on Non-Agenda Items:** Denise Yarashas presented a check in the amount of \$100.00 to the Board for the use of Parks and Recreation to reimburse the Township for the cost of joining the Pennsylvania Parks and Recreation Society. Membership in the Society was a requirement of the \$2500.00 grant the Township received from the Society for a peer consultant for a landscaping plan.



**Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of the November 14, 2022, December 21, 2022, December 29, 2022 January 3, 2023 Organization, and January 3, 2023 Regular Meetings. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report, the balance in the PLIGIT, First Northern and Petty Cash accounts being \$178,133.57. Motion carried (3-0).

**Bills for Approval:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the bills for ratification and payment from the General Fund in the amount of \$64,698.57. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payment and ratification of bills from the State fund in the amount of \$13,166.12. Motion carried (3-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the payrolls for the weeks ending 12/31/2022 in the amount of \$17,622.43, 1/14/2023 in the amount of \$14,910.04 and 1/28/2023 in the amount of \$13,552.03, all fees and withholding included. Motion carried (3-0).

**Reports:**

Public Works Supervisors Report: Jonathan Gula reported that, as there has been no snow, the PW Dept is working on vehicle maintenance, mowing, cleaning out pipes and grooming shoulders.

Mr. Gula reported that the stock of salt is full and we may need to look for some alternate storage facilities in the near future.

Mr. Gula gave the estimate for several new pieces of equipment:

A zero turn mower from S. Bagg will cost \$9,999.00 and a new steam "jenny" from HWA Allentown will be \$7,348.00. (both are co-stars vendors).

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchases of these two pieces of equipment. Motion carried (3-0).

Mr. Gula explained that a lightweight chainsaw is needed for safety when working in the bucket truck. He would like to purchase an ECHO 355P 14" saw from West End Rental at a cost of \$373.00.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of the chainsaw at a cost not to exceed \$400.00. Motion carried (3-0).

**ETCC Report:** Donna Deihl reported that the new storage plan is working and the amount of inventory is back up. She needs shelving. Ms. Deihl will determine what type, size and quantity of shelving she needs and submit the request to the Board. Ms. Deihl also reported that a new vacuum is needed as the one previously in use caught fire.

The Board instructed the Secretary to purchase new vacuum.

There was a discussion updating the mold issue in the modulars. An insurance claim has been submitted with estimates on the cost of remediation. Mr. Gula believes the PW can demolish the structures and dispose of the debris at a cost of approx. \$13,000.00. A demolition permit will be acquired.

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to approve the purchase of a safe for the ETCC at a cost of \$350.00 (delivered) from Roy Bollinger, Locksmith. Motion carried (3-0).

Mr. Hoffman reviewed a PennDot bridge inspection report on the Old Stone Arch Bridge. The bridge is in need of substantial repairs and in the view of the inspector, is unsafe.

After some discussion, the Board tasked the Parks and Recreation Committee with obtaining estimates for the repairs and if feasible, to seek grant monies for that purpose.

Also, the Board will ask Hanover to review the report and make any recommendations they may have.

**Historical Society:** Jalene Keiser reported that the work will begin on the removal and replacement of the roof and porch early this spring. She requested the Township contact PPL about temporarily removing a guide wire recently placed so it would not interfere with the access to the work area.

Ms. Keiser reported that the neighbor has again been parking his tractor trailer in the Township's right of way, blocking access. The Supervisors will look into placing "no parking/tow away zone" signs in that area.

**CJERP Report:** Bob Boileau reported that at the recent CJERP meeting, the Monroe County Historical Society presented its plan to add a structure to the rear of

the Stroud Mansion to be used as a museum. They are asking for donation or pledges from the Townships in the County. The Board will take the request under consideration.

**Kunkletown Volunteer Fire Company Report:**

Brian Stankovich presented a written report. He reports 2 calls in January. Mr. Stankovich would like everyone to be mindful of the increased chance of brush fires since it has been dry and little snow this year. The KVFC will be holding several fundraisers soon. The list and dates are on the KVFC website kvfc.org.

**Clean-up Days:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Township Spring Clean-Up days April 21 from 7-2 and April 23 from 8-12. Motion carried (3-0).

**Resolution 2023-01; Appointing an Accountant to Audit the Township's Account for Fiscal Year 2022:**

Solicitor Gaul stated that the Resolution had been adopted by the Board at its 2023 Organizational Meeting on January 3, 2023, with his prior revisions, and did not need to be discussed further this evening.

**Fish Commission:** Due to the closing of the access off Chestnut Ridge Dr., the Fish Commission has requested access to the Buckhwa from the Township property.

- There was a motion by Gary Hoffman and seconded by Scott Clark to authorize the Fish Commission to use the Township property to stock the Buckhwa Creek. Motion carried (3-0).

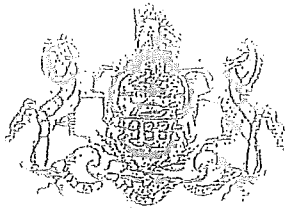
**Public Comment:** there was no public comment at this time.

**Adjournment:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 8:25 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice-Chairman  
Scott Clark, Supervisor

## Board of Supervisors Minutes Regular Meeting January 3, 2023

On Tuesday, January 3, 2023 the Eldred Township Board of Supervisors met in a regular meeting (following its Organizational Meeting) at 7:30 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd., Kunkletown, Pa. The meeting was held in person and virtually through the Microsoft Teams application.

**Call to Order:** The meeting was called to order by Chairman Gary Hoffman.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman, Scott Clark, Supervisor, and Attorney Richard Campbell, from King Spry law firm, Solicitor.

**Approval of Revised Agenda (As Required):** There were no additions to the Agenda

**Public Comment on Non-Agenda Items:** There was no Public Comment at this time.

**Approval of Minutes:** December 21, 2022 - Deferred

### **Treasurer's Report:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to approve the Treasurer's Report, the balance in the Pligit, First Northern and Petty Cash accounts being \$928,760.78. Motion carried (3-0).

### **Unpaid Bills Report (Approval and Ratification of Accounts Payable):**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payment and ratification of bills from the General Fund in the amount of \$143,220.69. Motion carried (3-0).

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- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payment and ratification of bills from the State Fund in the amount of \$1,019.20. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payroll for the week ending 12/17/2022 in the amount of \$14,649.69 including all fees and withholding. Motion carried (3-0).

**Reports:**     Public Works Supervisor- Jon Gula reported that the Road Crew were out all weekend (Christmas weekend) cleaning up ice, downed trees, replacing the emergency batteries in the cell tower and restoring heat to the Post Office. Mr. Gula expressed his thanks to the Crew for coming out on the Holiday weekend and to Polk Township for the assistance they gave using their machine to remove dangerous ice from several locations and regrading to prevent re-icing. Mr. Gula also reported that the shed for the ETCC is ready and he will be arranging delivery soon.

Planning Commission: Robert Boileau reported that GFL submitted a sketch plan for review. The Planning Commission will also be reviewing the Zoning Office request for a change in the permit requirements for buildings under 1000 sq. ft.

CJERP:            CJERP did not meet.

Historical Society: (on hiatus)

Parks:                Ann Velopolcek reported on the Rec Tap grant awarded by the Pennsylvania Recreation and Parks Society (PRPS). The Grant award is for \$2,500.00 to be used to create a concept plan for the Village Center. PRPS requires a Membership (\$100.00) or a \$100.00 match.

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the cost of the membership to the PRPS of \$100.00 and to accept the grant award. Motion carried (3-0).

ETCC:                Donna Diehl reported that since the group is now changing the location of their storage facilities (due to mold in the modulares) it would be helpful to have a working phone at the west side of the building. There is a phone jack but it is not working. The PW will look into that.

Mr. Silfies reported that the mold issue has been reported to our Insurance company and they will be following up.

Doug Borger asked if there was any update on the WEP Grant application. Mr. Hoffman responded that there is no update as grant awards have not been announced and the Township has not received any request from the WEP.

Zoning: Removal of Dock- Zoning Evaluation: The Zoning Officer visited the site and determined that the dock could be removed as it appears not to be attached to the building. He stated that no permits were required.

Doug Borger asked about the Green Spring House on Correll Rd. There was no update.

**WEP Lease Addendum/Fee:** Deferred

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

**Adjournment:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to Adjourn. Motion carried (3-0). Meeting adjourned at 8:02 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



Gary Hoffman, Chairman  
Blaine Silfies, Vice Chairman  
Scott Clark, Supervisor

## Eldred Township Supervisors Organizational Meeting Minutes January 3, 2023

On Tuesday January 3, 2023 the Eldred Township Board of Supervisors held its annual organization meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. The meeting was held in person and virtually through the Microsoft Teams Application.

**In Attendance:** In attendance were Supervisors Gary Hoffman, Blaine Silfies and Scott Clark and Attorney Richard Campbell, of King Spry law firm, Solicitor.

**Meeting Call to Order:** The meeting was called to Order at 7:00 P.M. by Solicitor Campbell followed by the Pledge of Allegiance.

**Announcement of Executive Session and Recording:** Mr. Hoffman announced that the meeting was being recorded. Solicitor Campbell announced that the Board met in executive session immediately prior to this meeting with the Solicitor for pending legal and personnel matters.

**Temporary Chairman:** By consensus of the Board, Solicitor Campbell acted as Temporary Chairman for the election of the Chairman and Vice Chairman and called for a nomination for those offices.

- There was a motion by Blaine Silfies and seconded by Scott Clark to elect Gary Hoffman Chairman. Motion carried (2-0). (Mr. Hoffman abstaining).
- There was a motion by and seconded by Gary Hoffman to elect Blaine Silfies and Vice-Chairman. Motion carried (2-0) (Mr. Silfies abstaining).

**Public Comment on Non-Agenda Items:** There was no public comment at this time.

### **Administrative Staff Appointments:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint E. Ann Velopolcek as Township Secretary/Administrative Assistant. Motion carried (3-0).

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint James Phillips as Township Treasurer. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Jonathan Gula as Public Works Supervisor. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint E. Ann Velopolcek Township Right-to-Know Officer. Motion carried (3-0).

**Professional Legal Counsel: 2023**

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint King, Spry, Herman, Freund and Faul LLC, Michael Gaul, Esq., Primary Representative, as Township Solicitor at a rate of \$175.00/hour. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint King, Spry, Herman, Freund and Faul LLC, Michael Gaul, Esq., Primary Representative, as Township Planning Commission Solicitor at a rate of \$145.00/hour. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Chad Martinez, Esq., as Zoning Hearing Board Solicitor at the rate of \$165.00/hour. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Flamm, Walton, Heimbach, as Special Solicitor for Labor Matters at a rate of 265.00/hour. Motion carried (3-0).

**Professional Services:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Hanover Engineering Associates, Inc., Brien Kocher P.E. Primary Representative, as Township Engineer, at rates consistent with the fee schedule submitted. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Gary Hoffman to appoint Hanover Engineering Associates Inc, as Township Sewage Enforcement Officer, the following being authorized representatives:  
Jacob Schray- 03034, Scott Brown-01716, Justin Roberts-04079,  
Luke Eggert-04090.  
Motion carried (3-0).



- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint SFM Consulting, Shawn McGlynn Primary Representative, pursuant to the contract dated August 9, 2016, as Township Zoning Officer. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint SFM Consulting, Shawn McGlynn Primary Representative, as Township Building Code Official and Code Enforcement Officer, at a rate of 70% of the fee schedule set in Resolutions 2016-09, 2016-10 and 2021-06, pursuant to the contract of 8/9/2016. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint SFM Consulting, Shawn McGlynn Primary Representative, as Township Uniform Commercial Code Official at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10, pursuant to the contract of 8/9/2016. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint SFM Consulting, Shawn McGlynn Primary Representative, as Flood Plain Manager pursuant to the contract dated August 9, 2016. Motion carried (3-0).

**Resolution 2023-01:**

Resolution 2023-01: A Resolution Appointing an Accounting Firm to Audit the Township Accounts for the Fiscal Year 2022.

- There was a motion by Blaine Silfies and seconded by Scott Clark to adopt Resolution 2023-01, appointing Kirk Summa & Company LLP to audit the Township accounts for fiscal year 2022, as authorized by 53 P.S. 65917(b), (not to exceed \$6,500.00), with the Solicitor's revisions. Motion carried (3-0).

**Other Appointments:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to appoint Bruce Gower as Uniform Commercial Code Joint Board of Appeals Member. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint James Leiding as Vacancy Board Chairman. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Gary Hoffman (Primary) and Jonathan Gula (Alternate) as Representative to the Pocono Mountains Council of Governments. Motion carried (3-0).

- There was a motion by Blaine Silfies and seconded by Gary Hoffman to appoint Scott Clark as Voting Delegate to the State Convention. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Gary Hoffman as Delegate to the Monroe County Tax Committee. Motion carried (3-0)
- There was a motion by Gary Hoffman and seconded by Blaine Silfies to appoint Robert Boileau as the CJERP Regional Planning Committee Voting Member and Blaine Silfies as Alternate. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint as Earned Income Tax Liaison James Phillips (Primary) and Ann Velopolcek (Alternate). Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Blaine Silfies to appoint the Monroe County Earned Income Tax Collection Committee Tax Appeal Board as the Earned Income Tax Appeals Officer. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to reappoint James Leiding and Ellie Sanchez to the Eldred Township Planning Commission for terms of 4 years. Motion carried (3-0).

#### **Zoning Hearing Board Appointments**

- There was a motion by Blaine Silfies and seconded by Gary Hoffman to reappoint Jack Yarashas to the Eldred Township Zoning Hearing Board for a term of three (3) years. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to reappoint Megan LeBlond to the Eldred Township Zoning Hearing Board for a term of 1 year. Motion carried (3-0).

#### **Emergency Service/Public Safety Appointments**

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint, designate or approve, the following:

Emergency Management Coordinator (Appointment): Gary Hoffman

Deputy Emergency Management Coordinators (Appointment): Jonathan Gula, Brian Stankovich, Rick Sherer.

Designated Fire Protection: Kunkletown Volunteer Fire Co (First Due)

Kunkletown Volunteer Fire Company Fire Chief (Approval): Brian Stankovich

Kunkletown Volunteer Fire Company Board of Directors, President (Approval): Ray Miller

Designated Primary ALS/BLS Emergency Medical Service Provider: LVHN-EMS/West End Ambulance-Primary BLS & ALS, 9-1-1 to determine “next closest available licensed provider to the call”

Motion carried (3-0).

**Eldred Township Community Center Appointments:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to make the following appointments related to the Eldred Township Community Center:

Township Administrative and Outreach Coordinator: Ann Velopolcek

Plant, Grounds and Maintenance: Eldred Twp. Public Works Department-Jonathan Gula

Committee Recording Secretary: JoAnn Bush / Ann Velopolcek

Volunteer Thrift Shop Volunteer Manager: Donna Diehl / Assistant Lori Jacobs.

Motion carried (3-0).

**Township Employees' Salaries for 2023:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to increase the staff salaries for all employees by 3% for the year 2023. The categories are:

Treasurer  
Secretary/Admin Assistant  
Public Works Supervisor  
Public Works Department Staff  
Janitorial

Motion carried (3-0).

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve all other benefits as identified in the most current version of the Employee Handbook and in accordance with the current coverages and benefits in the health care plan and pension plan. Motion carried (3-0).

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the 2023 mileage reimbursement rate as the current IRS rate for 2023 (currently \$0.655 per mile for 2023). Motion carried (3-0).

**2022 Meeting Dates and Times:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the following meeting dates and times:

Board of Supervisors: 3<sup>rd</sup> Wednesday of each month at 7:00 P.M (except January)

Planning Commission: 2<sup>nd</sup> Wednesday of each month at 7:00 P.M.

ETCCC: 2<sup>nd</sup> Thursday of each month at 3:00 P.M.  
Motion carried (3-0).

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Times-News, Lehighton and our web site for Legal Advertisements. Motion carried (3-0).

**Financial/Banking:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve: PLGIT and First Northern Bank and Trust as Depositories for Township Funds. Motion carried (3-0).

**Treasurer's Bond:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Bonds as follows:

James Phillips: bond amount \$800,000.00, Fee \$1125.00

Ann Velopolcek: bond amount \$200,000.00, Fee \$435.00

Motion carried (3-0).

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to adjourn. Motion carried (3-0). Meeting adjourned at 7:30 P.M.

Respectfully submitted,