

Board of Supervisors
Minutes
January 15, 2020

On Wednesday January 15, 2020 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 Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman, Donna Mikol, 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 Executive Sessions: Mr. Hoffman announced that the Board had met with the Solicitor immediately prior to this meeting for Real Estate matters.

Announcement of Recording: Mr. Hoffman announced that the meeting was being recorded.

Public Comment: There was no public comment.

Approval of Minutes:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of the January 6, 2020 Organizational Meeting. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of January 6, 2020. (Regular Meeting) Motion carried (3-0).

Treasurer's Report:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Treasurer's Report as presented, the total in the Pligit, First Northern and Petty Cash accounts being \$ 316,644.89 Motion carried (3-0).

Approval/Ratification of Bills:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payment and ratification of bills from the general fund in the amount of \$5,844.35. Motion carried (2-0). Mr. Hoffman abstaining due to an annual billing from the Monroe County Control Center, his employer.
- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payment of bills from the State Fund in the amount of \$182.50. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payroll for the week ending January 4, 2020 in the amount of \$9,768.30 including all withholding and Jet Pay fees. Motion carried (3-0)

Greenzweig Bridge: Due to an inspection report from Penn Dot, the signs at the Greenzweig bridge require updating to reflective signs.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the purchase of new signs in the amount of \$986.00. Motion carried. (3-0).

Other: Mr. Hoffman reported that the Township has received a letter from the Teamsters Union requesting the scheduling of contract negotiations.

There was a brief discussion about which Supervisors would represent the Township at the meetings. It was decided that JoAnn Bush would be the primary representative and Donna Mikol the alternate. Mr. Fehlinger (PW Supervisor) will also be present.

Robert Boileau reported that the Planning Commission is nearly ready to present the Supervisors with a Short-Term Rental Ordinance and a Well Ordinance for review. The Planners will also be reviewing the Townships setback requirements.

Mrs. Bush reported that the Zoning Officer has been informed and is acting upon a few complaints about trash collecting on certain properties, and the status of the two burned out houses in the Township.

Mr. Hoffman reported that the USDA has released a new grant/low interest loan program which may be a source of revenue for the generator project that has been discussed for several years.

Public Comment: There was no public comment.

Adjournment:

There was a motion by JoAnn Bush and seconded by Donna Mikol to adjourn. Meeting adjourned at 7:35 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Board of Supervisors
Minutes
January 6, 2020

On January 6, 2020 the Eldred Township Board of Supervisors met in a regular meeting at 7:20 at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

In Attendance: In attendance were Gary Hoffman, Chairman; JoAnn Bush, Vice-chairman and Donna Mikol, Supervisor.

Call to Order: The meeting was called to order at 7:20 P.M. by Chairman Gary Hoffman.

Announcement of Executive Sessions: Mr. Hoffman announced that the Supervisors had met in executive session after the regular meeting of December 27, 2019 for personnel and real estate matters and immediately before this meeting for personnel matters.

Announcement of Recording of the Meeting: Mr. Hoffman announced that this (and all) meeting(s) of the Board of Supervisors is (are) recorded.

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

Approval of the Minutes:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of December 27, 2019. Motion carried (2-0). Donna Mikol abstaining as she was not yet a Supervisor in December.

Treasurer's Report:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and petty cash accounts being \$325,425.20. Motion carried (3-0).

Approval/Ratification of Bills:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payment of bills from the General Fund in the amount of \$6,717.54 and from the State Fund in the amount of \$1,364.04. Motion carried (3-0).

Payroll:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payroll for the week ending 12/21/2019 in the amount of \$13,094.97, including all withholding and Jet Pay fees. Motion carried (3-0).

Public Works Supervisors Report: Frank Fehlinger reported that the signs have been installed on Point Phillips Rd. Mr. Fehlinger also responded to a report of a roof leak at the Community Center and he will be addressing that. He stated that the alterations to the main office will begin in January.

ETCC Report:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to appoint Lori Jacobs to the ETCC Committee.

Ms. Bush announced that the asbestos abatement is scheduled from February 3rd until the 7th. The ETCC will be closed during that period.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to modify the ETCC policy to create several levels of volunteers at the ETCC as follows:

Part-Time Volunteers- Persons who volunteer a minimum of 4 days per month (24 Hours/month) Part-Time volunteers will receive a 25% discount on purchases.

Volunteers- Volunteers who volunteer 3-4 days per week (24 hours/week). Full-Time Volunteers will receive 25% discount on purchases and a once per year use of the Community Room at no charge.

Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve a change in the ETCC Fee Schedule for Daily Leases to reduce the daily fee to rent the Community Room for Eldred Township residents (only) from \$100.00 to \$75.00. Motion carried (3-0).

Zoning Report: The Zoning Office submitted a written report which was available for public review.

Resolution 2020-02: Deferred

Other: The Supervisors received a request for a Letter of Support from Anthony and Renee Giordano for the Frantz Schoolhouse to present with an application to the National Parks Service to register the Building on the National Registry of Historic Buildings.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve a Letter of Support as stated above. Motion carried (3-0).

Mr. Boileau asked if a letter from CJERP would be useful. The secretary will forward a copy of the letter from the Supervisors to Mr. Boileau to present to CJERP.

Planning Commission Report: Mr. Boileau reported that the Planners are working on an Ordinance for Short Term Rentals and wells. Solicitor Gaul has the ordinances for review and final edit. The planners will also be looking into the Township's setback rules.

Adjournment: There being no further business:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 7:43 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Organizational Meeting Minutes

January 6, 2020

On January 6, 2020 the Eldred Township Board of Supervisors met in its annual Organizational meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

In Attendance: In attendance were Gary Hoffman, JoAnn Bush and Donna Mikol, Supervisors.

Call to Order: The meeting was called to order by Gary Hoffman at 7:05 P.M. followed by the Pledge of Allegiance.

Temporary Chairman:

- There was a motion by Donna Mikol and seconded by Gary Hoffman to nominate JoAnn Bush as temporary Chairman. Motion carried (3-0).

Chairman:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to appoint Gary Hoffman as Chairman of the Board of Supervisors. Motion carried (3-0).

Vice-Chairman:

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

Announcement of Executive Sessions: Mr. Hoffman announced that the Supervisors had met in executive session on December 23 for personnel and real estate matters.

Announcement of Recording of Meeting(s): Mr. Hoffman announced that this (and all subsequent meetings of the Board of Supervisors) is (are) recorded.

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

One Year Appointments:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to make the following one-year appointments:

Secretary/Administrative Assistant: E. Ann Velopolcek

Treasurer: James Phillips

Public Works Supervisor: Frank Fehlinger

Township Solicitor: King Spry, Herman, Freund and Faul LLC, Michael Gaul representing at a rate of \$160.00/ hr.

Special Counsel: Flamm Walton Heimbach/ Tom Heimbach Representing at a rate of \$255.00/Hr.

Engineer: Motion: Hanover Engineering Associates Inc. Brien Kocher P.E. representing, at the rate set pursuant to the fee schedule submitted (attached). Senior Engineer Rate \$117.00/Hr.

Sewage Enforcement Officer: Hanover Engineering Associates Inc, Jacob Schray representing at a rate of 74.50/hr. (Authorized representatives):

Jacob Schray

Christopher Taylor

Scott Brown

Gregory Gray

Zoning and Codes Officer: Appoint SFM Consulting, Shawn Mc Glynn representing, at a rate of \$65.00/hr., pursuant to the contract dated August 9, 2016. (no change)

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

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

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

Zoning Hearing Board Solicitor: Chad Martinez as Zoning Hearing Board Solicitor at a rate of \$150.00/ hr. (no change)

UCC Joint Board of Appeals Member: Bruce Gower

Vacancy Board Chairman: Mike Kaspszyk

Supervisor Liaisons to the Eldred Township Community Center: JoAnn Bush and Gary Hoffman

Pocono Mountains Council of Governments Representatives: Frank Fehlinger/Gary Hoffman

Voting Delegate to the State Convention: JoAnn Bush

Delegate to the Monroe County Tax Committee: Gary Hoffman

Emergency Management Coordinator: Gary Hoffman

Deputy Emergency Management Coordinator Kevin Silliman and Frank Fehlinger

Open Records Officer: Ann Velopolcek

Peace-Keeping Officers: Richard and Virginia Salter

CJERP Regional Planning Committee Voting Member: Robert Boileau

CJERP Regional Planning Committee, Second Member: Donna Mikol

Earned Income Tax Liaison: Gary Hoffman

Kunkletown Volunteer Fire Company, Fire Chief Approval: Brian Stankovich

Kunkletown Volunteer Fire Company, President Approval: Ray Miller

Planning Commission Solicitor: King Spry, Herman, Freund and Faul, LLC, Michael Gaul representing at a rate of \$130.00/hr.

Eldred Township Community Center Members:

Chairman: JoAnn Bush; Alternate: Ann Velopolcek
Plant, Grounds and Maintenance: Carey Krum/ Frank Fehlinger
Secretary: (undesignated)
Thrift Shop Coordinator: Donna Deihl and Shirley Krum
Volunteer Coordinator: Ann Velopolcek/ Carey Krum
Outreach Coordinator: Itsy Sweeney

Motion carried (3-0).

Resolution 2020-01:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve Resolution 2020-01: Appointing Kirk Summa; Auditors of Financial Records (not to exceed \$5,000.00). Motion carried (3-0).

Other Appointments:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to appoint Michael Kolba and Megan Yarashas as Planning Commission Members, (4-year Terms). Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to appoint Jack Yarashas as Zoning Hearing Board Member (3-year Term) Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to designate the Kunkletown Volunteer Fire Company as the primary provider of services for Eldred Township. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to designate the West End Ambulance Association and the primary services provider for Eldred Township. Motion carried (3-0).

Other Business:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the following salaries and benefits for Township employees: _

Secretary/ Assistant Treasurer \$17.51/hr.

Treasurer \$ 20.60/hr.

Public Works Supervisor: \$ 28.00/hr.

Bargaining Unit Public Works/ Laborer Driver, \$19.34 F/T,
(Consistent with the 2016 CBA) \$19.34 P/T

Custodian, Municipal Building \$15.86/ hr.

Custodian, ETCC \$14.42/ Hr. Sandra Borger/Gene Borger

All Other Benefits: As stated in the CBA for Union employees

Non-Union- as stated in the CBA for Union Employees (same benefits)

Monthly Meeting Dates and Times:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve and advertise (in the Times News) the following dates and times for Township meetings:

Board of Supervisors: 3rd Wednesday at 7:00 P.M (except January)

Planning Commission: 3rd Thursday at 7:00 P.M.

ETCCC: 3rd Thursday at 3:00 P.M.

Assistant Treasurer's Bond:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Assistant Treasurers bond from Traveler's Insurance \$435.00 (\$200,000.00 face amount). Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the reimbursable Mileage Rate of 57.5 cents/mile (2020 IRS Schedule) for the year 2020. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve Pligit and First Northern Bank and Trust as Depositories for Township Funds. Motion carried (3-0).

Public Comment: There being none:

Adjournment:

- There was a motion by Gary Hoffman and seconded by to adjourn. Motion carried (3-0). Meeting adjourned at 7:20 P.M.

Respectfully Submitted,

E. Ann Velopolcek, Secretary

