

Organizational Meeting Minutes  
January 3, 2017

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

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

**Call to Order:** The meeting was called to order by Mary Anne Clausen at 7:30 P.M. followed by the Pledge of Allegiance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Motion carried. (3-0).

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

# Roadmaster

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Motion carried (3-0).

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

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

Coordinator: Linda Kile

Financial Secretary: Linda Kile; E. Ann Velopolcek

Director of Plant, Grounds and Maintenance Carey Krum: John Kile (assistant)

Secretary: Dora Tartar; Ann Velopolcek (alt)

Marketing, Public Relations and Grant Research Sue Pekala, Cindy Smith, Darcy Gannon

Thrift Shop Coordinator Darcy Gannon, Shirley Krum (assistant)

Volunteer Coordinator Donna Deihl, Cindy Smith

Fundraising Donna Deihl, Cindy Smith

Motion carried (3-0).

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

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

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

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

Respectfully Submitted,

E. Ann Velopolcek  
Secretary

## Meeting Minutes

January 3, 2017

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

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

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

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

### **Approval of Minutes:**

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

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

**Treasurer's Report:** JoAnn Bush asked that a correction be made to the unpaid bills detail, that the Lehigh Gap bill not be paid until work is completed changing the total of the unpaid bills to the amount of \$15246.23.

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

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

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

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

**Dale Weidman** asked about the number of trucks available for plowing. He indicated that there were 5 employees to operate 7 trucks. **Mary Anne Clausen** responded that there are 4 Part-time employees available for plowing. **Mr. Weidman** complained that the road crew works too many continuous hours during a snow event and he believes this practice is unsafe. **Mr. Hoffman** replied that the Supervisors have been considering hiring an outside company to cover the hours necessary during such an event. **Mr. Weidman** reiterated the difficulty of working in harsh conditions for many hours in such circumstances, and the possible safety issues that could occur.

**Mr. Hoffman** explained that he is in communication with the road crew during these events and that Mr. Kuehner is looking after the welfare of the crew when they are out plowing. **Mr Kuehner** stated that at any time, if a driver requests a break or to stop driving due to severe conditions, they are accommodated.

Mr. Boileau asked about the minutes. He asked if the Ordinance mentioned on page 2 was the Animal Husbandry Ordinance. Ms. Clausen answered that it was. Solicitor Gaul remarked that he feels that the minutes should read "consideration of the enactment. There was a motion by Mary Anne Clausen to amend the minutes to include the word



Minutes  
February 1, 2017

On February 1, 2017 the Eldred Township, Monroe County, Board of Supervisors met for a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Call to Order:** The meeting was called to order at 7:32 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Supervisors had met in executive session on January 16, 2017 to discuss personnel and administrative matters, on January 31, 2017 by phone conference to discuss pending legal matters and immediately prior to this meeting to discuss pending legal, administrative and personnel matters.

**Public Comment on Non-Agenda Items:** There were no public comments on Non-Agenda items.

**Auditor Vacancy:** Ms. Clausen announced that the Township currently has a vacancy for an Auditor to replace JoAnna Russell who resigned this month. The position has no duties and the appointee cannot serve on any other Township committees. There were no volunteers for the position.

Ms. Clausen also announced that the Township is looking for temporary Part-Time help for plowing in a weather emergency.

**Proposed Ordinance, Animal Husbandry:**

On a motion by Gary Hoffman and seconded by JoAnn Bush, after much discussion, review and input from The Eldred Township Planning Commission and the Monroe County Planning Commission and many residents of Eldred Township, that the Supervisors would not move forward with the proposed Ordinance and the hearing scheduled for February 8, 2017 is cancelled. Motion carried (3-0).

Ms. Clausen read a prepared statement reassuring the Agricultural Community that the Supervisors support, and have received much feedback from the residents in the Township that they also support the rural, largely agricultural esthetic of our community. She indicated that while the Board cannot ignore requests (complaints) by residents to investigate or consider changes, the Board is not insensitive to the needs of the greater community, including the Ag community.

Gary Hoffman commended the work of the Planning Commission in their review and recommendation to the Supervisors and stated that this process is successful when the procedure is followed.

**Kunkletown Rod and Gun Club:** Randy Weise of the Kunkletown Rod and Gun Club appeared before the Board to discuss the Township's easements across the Gun Club property along the Railbed Trail. He expressed concerns that the use of the trail is dangerous especially during any hunting season, that the Township and Gun Club may have a liability should anyone become injured while using the trail and that the trail is being used by four wheelers and people with horses (which are not permitted uses) and that there is no policing of the trail.

He asked the Supervisors to release the easement which would allow the Rod and Gun Club to close off the access to the trail and reduce the risks.

There was discussion about the original intent of the Township in acquiring the easement, the section the crosses the Tanzosh property and the Barlieb property. Vernon Barlieb agreed that there were issues such as littering and property damage that occurs on the access to the trail.

Ms. Clausen replied that the Supervisors are researching the properties, the easements, the use of the trail and the legal issues. There is a joint meeting on Friday February 3, 2017 with the Parks and Recreation Commission to discuss the Trail and Mock Park. The Supervisors will review the recommendations of the Parks Commission.

Solicitor Gaul added that in some cases the Gun Club could have some liability if there is an accident on their property or originating from their property. He suggested the Gun Club send a letter to the Board of Supervisors with their request specifically explained.

Mr. Hoffman listed the linear feet of the Trail bed and noted that it was a substantial amount of property from trail head to the end in Carbon County. He added that there is a lot of research to be done before any decision is made.

**Approval of Minutes:**

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

**Treasurer's Report:**

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer's Report. Motion carried (3-0).

There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the payment of the General Fund bills in the amount of \$29,478.49. Motion carried (3-0).

There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the State Fund bills in the amount of \$7,626.09. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the form 941 bills for the dates 1/5/2017 in the amount of 42,046.50 and 1/19/2017 in the amount of \$1,732.24. Motion carried (3-0).

There was a motion by Gary Hoffman and seconded by JoAnn Bush to ratify the following General Fund Bills:

PSATS	\$41.57	
PMRS		\$1,892.88
PA Dept. of Revenue	\$17.28	
PAUC Fund	\$30.36	
H.A Berkheimer	\$458.57	
PSATS	\$125.00	
Laura Hoffman	\$1,184.55	
QuickBooks	\$20.00	
<hr/> Total		\$3770.21

Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Gary Hoffman to ratify the payroll payments for the weeks ending 12/24/2016 in the amount of \$8,990.85 and 1/7/2017 in the amount of \$6,950.56, Motion carried (3-0).

**Roadmasters Report:** Keith Kuehner reported that the road crew was working on vehicle repairs and cleaning up after the storm.

**Kunkletown Volunteer Fire Company Report:** Ray Miller reported that the Fire Company responded to 11 calls in the last month and this Sunday is a breakfast at the Fire Company.

Gary Hoffman announced that the Township is making a one-time appropriation in the amount of \$10,000.00 for gear.

**CJERP:** Robert Boileau announced that CJERP has come up with procedures for making zoning changes through the CJERP Committee.

**Parks and Recreation Commission:** Mary Anne Clausen announced that the first meeting this year of the Parks and Recreation Commission will be Friday, February, 3, 2017 at 6:30 P.M. at the Community Center immediately followed by a joint meeting with the Board of Supervisors.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission sent a letter to the Supervisors to recommend they not adopt the animal Husbandry Ordinance based on the Planning Commission's and residents' concerns and comments that were expressed at the Planning meeting.

**Community Center Report:** Linda Kile reported that the Committee would like to have a Blood Drive on March 11, 2017.

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a blood drive at the Community Center on March 11, 2017. Motion carried (3-0).

Ms. Kile asked for approval to open an E-Bay account to sell items donated to the Thrift shop. Solicitor Gaul advised to check the procedure for the disposal of Township assets. The Supervisors deferred the decision until more information could be gathered.

Ms. Kile reported that Royal Security has been at the building to evaluate the Security system.

There was a motion by Mary Anne Clausen and seconded by Joann Bush to approve the purchase of propane for the emergency generator and to open an account with Suburban Propane provided the first purchase will fulfill the minimum annual purchase requirement. Motion carried (3-0).

**Tax Collector Compensation Resolution:** Ms. Clausen explained that the compensation for the Tax Collector must be set prior to the election, which will be this year. The Resolution was read (Resolution 2017-1). Helen Mackes asked why the rate was being changed. Ms. Clausen responded that our higher millage rate creates a higher salary for the Tax Collector compared to surrounding Townships and that we provide free office space for our tax collector. Ms. Mackes disagreed with the decision.

There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt Resolution 2017-1, setting the compensation for the Tax Collector of Eldred Township at 4.5 %.

**Vector Control:** The decision about a donation to Vector control was deferred.

**Agricultural Security Area Advisory Committee Appointments:**

Mary Anne Clausen

appointed the following to the Advisory Committee: Gary Hoffman- Chairman

Megan LeBlond

James Leiding

Jody Borger

Scott Smith

There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the appointments.

Motion carried (2-0). Mary Anne Clausen abstaining.

**Auditor Vacancy:** There were no applicants for the vacancy. The decision was deferred.

**Watermark Contract:**

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the contract from Watermark for the water filtration system in the Township building in the amount of \$168.00 bi-annually. Motion carried. (3-0).

**Other:**

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to affirm the Kunkletown Volunteer Fire Company's Fire Police Roster:

Kevin Silliman

Ray Miller

Terry Van Buskirk

Dave Kreiser

Alexander Bentley

Leon Frable

Kent Hoffman

Chad Borger

Michelle Silliman

Cheryl Frable

Richard Salter

Virginia Salter

John Kile

Jeffrey Hazleton

Scott Abraham

Jeff Lorah

Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Jackie Mock as a non-voting member of the Parks and Recreation commission. Motion carried (3-0).

Ms. Clausen announced that she has been approached by several residents asking the Supervisors to consider decreasing the speed limit on Meixsell Valley Road. There was discussion and public comment about what this would entail, i.e.: traffic study, costs, enforcement etc.

There was a motion by MaryAnne Clausen and seconded by JoAnn Bush to have the Township secretary generate a letter to go to the residents of Meixsell Valley Road (Eldred Township) asking for feedback, and to Ross Township to notify them that a change was under consideration.

Motion carried (3-0).

Ms. Bush brought up the same issue regarding Kunkletown Rd. There has already been a recent traffic study. Since Kunkletown Road is a Penn Dot Road, Penn Dot is responsible for setting the speed for this road. Ms. Bush has been in touch with Penn Dot to find the process by which this determination is made.

There was a motion by JoAnn Bush and seconded by MaryAnne Clausen to have an item on the website asking for community feedback about the idea.

After public comment it was decided to withdraw the motion. Ms. Bush will check into the next steps with Penndot and the secretary will find out the cost of the signage.

**Public Comment:** Dale Weidman asked about the purchase of a chip box for the road crew. Ms. Clausen replied that the roadmaster has been asked to prioritize purchases for the road department and the chip box has been recently repaired so that is not on the priority list. Ms. Clausen also said the township is aware that a capitol purchase fund is necessary and are creating such a fund.

There was some brief discussion about the Agricultural Security Area, the time frame for approvals and the procedure.

**Adjournment:**

There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 9:04 P.M.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

Minutes  
Joint Meeting  
February 3, 2017

On February 3, 2017 the Eldred Township Board of Supervisors met in a joint meeting with the Eldred Township Parks and Recreation Commission in a special meeting to discuss the Eldred Township Parks at 6:30 P.M. at the Eldred Township Community Center, 516 Kunkletown R. Kunkletown Pa. 18058.

**Call to Order:** The meeting was called to order at 6:45 P.M. by Chairman Mary Anne Clausen.

**In Attendance:** In attendance were Mary Anne Clausen; Chairman, JoAnn Bush; Vice-Chairman, Gary Hoffman; Supervisor, Parks and Recreation Commissioners Ilene Eckhart, Michael Orth, Robert Boileau, Annette Heist and Jacqueline Mock.

**Mock Park:** Past Supervisor Glenn Beers was present to answer questions about the origination of Mock Park and the Railroad bed trail.

Mary Anne asked Mr. Beers to explain the origin on Mock Park. Mr. Beers explained that the park originated during the time that the Monroe County Open Space Initiative was newly funded. The Township received funds to purchase the parkland from Monroe County. He said the original plan was to have the Historical Society occupy the house (when it becomes available) and to provide passive recreation and agricultural use on the remaining property. The Mock Park Master Plan for the development of the park came about later, during the term of Gretchen Gannon-Pettit, who was strongly in favor of the development.

There was some discussion about the access points Church Road, Wes-Flo Court and the Fiddletown access over the property currently occupied by Mrs. Mock. Mr. Beers said Mrs. Mock's original vision for the park was passive recreation and little development.

Mr. Beers expressed his belief that the township possesses many talented individuals who, in the past, have contributed their time and talents to helping the township complete projects without the necessity of hiring engineers etc. to create complex plans. He also advised the Board to give careful consideration to relinquishing properties or easement they now own as the opportunities to acquire such parcels in the future will be fewer and fewer.

Vernon Barlieb asked how to drive up to the park. Mr. Beers said there is currently no vehicle access to the park. Pedestrians can access the area through the Church Road entrance but there is no parking lot currently available.

**Railroad Bed Trail:** Mr. Beers described the context of the acquisition of the properties comprising the Railroad Bed Easement and the property behind the Township Building. He explained that the Township gave ownership of the railbed properties they had acquired from the Nature Conservancy in exchange for the parcel behind the Township building and an easement in perpetuity to use the railbed trail (with some stipulations). (This was the Stipulation of Agreement dated September 19, 2002 between Eldred Township and the Kunkletown Rod and Gun Club.)

Mr. Beers explained that the easement provides public access to the Buckwha Creek from Chestnut Ridge Rd., one of the few accesses available, and that the reason for acquiring the property behind the building was for the possibility of future expansion.

Mr. Barlieb brought up the issue of the surveys that were done on the properties and stated that the boundaries may not be accurate.

Mr. Beers brought up an article that he read that the State would like to connect the trail corridor from the Lehigh Valley to the Delaware Gap, and using this railbed might be the route they would choose.

Doug Borger asked if Mr. Beers was a Supervisor when the Historic Post Office was acquired. Mr. Beers described the property. He explained that the property was acquired to provide possible future parking for the downtown area should it eventually grow. Mr. Barlieb commented that perhaps people using the trail could park there and not block his access to the Mill on his property. Mr. Borger asked, with the sewage problem that exists there, why is the township putting money into the building? Mary Anne Clausen answered that the Historical Society has a long term lease to the building and any money being invested is coming from the Historical Society.

**Other Business:**

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of November 1, 2017 and November 4, 2017. Motion carried (3-0).

There was a motion by MaryAnne Clausen and seconded by JoAnn Bush to appoint Karena Thek as Auditor to fill the balance of the term of the seat vacated by Joanna Russell. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the SFM consulting bills in the amounts of \$1,040.00 and \$266.98. Motion carried (3-0).



Ms. Clausen asked the Parks Commission for their comments about Mock Park. Michael Orth suggested the House could be used as a bed and breakfast. Ms. Mock told the commission that there are 3 bedrooms, 2 very small and 2 bathrooms. The house could be adapted as a bed and breakfast but with limited space.

Annette Heist asked about an inventory. Ms. Mock said she has begun but not completed an inventory. Ms. Heist suggested the Commission could help and volunteered to assist with an inventory. It was suggested to do both a written and video inventory. Mrs. Mock advised that she has had the contents photographed recently.

Ilene Eckhart said she would speak to the curator of the Slate Belt Heritage Foundation for ideas about the use and operation of the house as a public building.

Robert Boileau announced that the Parks Commission has basically abandoned the Hanover development plan and sees the use of the park as a more passive recreation area. Ms. Clausen asked about accessing various sections of the park. Ms. Eckhart said the Commission suggests trails that would create the least disturbance of the current vegetation and still allow access to various areas of the park, the scenic lookout, the wooded area and eventually the waterfalls.

Gary Hoffman announced that he spoke to Fallon Horan of the Monroe County Planning Commission about grant money that is currently available for just such uses.

There was some discussion about accessing the park regarding gates, locks and who would monitor access.

Ms. Clausen asked the Commission about the issue of metal detecting on park property. The Commission had concerns about damage.

Mr. Boileau brought up the idea of using (some of) the property as an Environmental Education Center. He feels a program could be set up with schools and colleges that could generate some income.

Ms. Clausen asked if Mrs. Mock could provide some idea of what the carrying charges are i.e.: heat, electric, insurance and maintenance.

Ms. Heist asked what the Supervisors expect of the Parks Commission. Mr. Hoffman asked the Commission to research the deeds and easements. Ms. Clausen stated this is a job for a professional title search agency and asked the Commission to focus more on recommendations for uses.

**Public Comment:** Mr. Barlieb complained that it is hard to hear at public meetings. He also stated the while he is interested in preserving history, the

Township needs to be very aware of costs and creating sustainable financing for their projects. He feels the Pleasant Valley School District and Eldred Township taxes are too high. He complained about the cost of the engineering study done to put air conditioning in the Community Center. His concern is with the State's budget as well as the Township's.

Richard Zilmer reminded the Parks and Rec. Commission that if they were changing the plans for the park they would still be bound by the terms of the agreement he made with Eldred Township. He asked if the re-scoping of the park activities and development would require a new master plan.

Ms. Eckhart said she believes that much less engineering would be necessary. Mr. Zilmer suggested that any new plan be submitted to planning. He also advised that there will be a cost in operating a park. Ms. Heist replied that the Commission was aware of the cost issue and was trying to find solutions to problems that were created by previous Commissions and that they are acutely aware of the financing restraints.

Ms. Heist suggested that an art student from a local school be enlisted to help with the curating the Mock House contents.

Lisa LoMonaco asked about the cost of Hanover Engineering specs and whether they were necessary. Ms. Clausen announced that the Grant required the specs for the bidding process, as the project would be over \$10,000.00.

Dieter Metzger asked about the Community Center becoming a profit generating enterprise. Ms. Clausen said the current goal is to have the building's income defray a significant part of the costs or be cost neutral.

Mr. Beers cautioned again about disposing of Township owned properties without a serious look at what the future needs of the Township might be.

Leon Barlieb commented that the local little leagues are experiencing lower enrollment and he believes the Township needs to be very conservative going forward.

There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn the meeting. Motion carried (3-0). Meeting adjourned at 8:37.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

Minutes  
March 1, 2017

On March 1, 2017 the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Oaths of Office:** Mary Anne Clausen administered the oaths of office to two members of the Kunkletown Volunteer Fire Company, Ray Miller and Leon Frable. She thanked the Fire Company personnel for the job they do and their service to the community.

**Call to Order:** The meeting was called to order at 7:37 by Mary Anne Clausen followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive sessions on February 9, 2017 to swear in members of the Kunkletown Volunteer Fire Company, on February 10 in a phone conference to discuss personnel and administrative matters, on February 22 to discuss staff and administrative matters and prior to tonight's meeting to discuss pending legal matters.

**Announcement:** Ms. Clausen made an announcement that the garage/shop area is off limits to non-personnel for insurance and safety reasons. There are signs posted, however the notice has not been being adhered to.

**Public Comment on Non-Agenda Items:** Michael Orth asked about the intersection of Kuehner Dr. and Christman Rd. He stated that there is only one stop sign and he feels that it is unsafe. Keith Kuehner said before any additional signage (or other action could be taken) a traffic study would be necessary.

**Meixsell Valley Rd.- Speed Limit:** Ms. Clausen spoke about the results of the letters that went out to the residents of Meixsell Valley Rd. We received several

responses, all in favor of lowering the speed limit. Ms. Clausen gave several examples of problems, accidents, near misses and other safety issues related to this road. Lydia Boileau and Denise Yarashas spoke about their experiences related to the current speed limit on Meixsell Valley Rd. Mr. Hoffman also announced that Kunkletown Rd. is a PennDot road and the possibility of reducing the speed through Kunkletown would require Penn Dot cooperation.

Vernon Barlieb advised the Supervisors that there is also a speed problem on Chestnut Ridge Rd. due to multiple driveways entering the road. He feels that while the Township is considering speed reductions, they might want to look at this area also. Shirley Krum said Kuehner Dr. also has a problem especially with driveways and school bus stops. Ms. Clausen said she and her neighbors also complained some years ago of the same issues and no action was taken at that time.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to have Keith Kuehner contact LTAP regarding the costs involved in the process of lowering the speed limits on Meixsell Valley Rd. and Kuehner Dr. and PennDot about Chestnut Ridge Rd. and Kunkletown Rd., and placing additional stop signs at the intersection of Kuehner/Greenzweig/Silfies. Motion carried (3-0).

Keith Kuehner gave the Supervisors the cost estimate for placing speed limit signs on Meixsell Valley Rd. for 10 signs (every ½ mile on each side of the road) the best price would be \$784.00 plus installation.

Mr. Kuehner also pointed out that the State Police have jurisdiction enforcing the speed limits and that increased police presence would be necessary to enforce the change. Ms. Clausen said she did call the State Police and was told that complaints would be most useful if they contained the times of day the residents noticed people speeding.

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

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of February 1, 2017 Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of the joint meeting with the Parks and Recreation Commission on February 3, 2017 Motion carried (3-0).

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

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurer's Report. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the General Fund bills in the amount of \$19,687.20. Motion carried (3-0).

There were no State Fund bills.

Vernon Barlieb asked about a bill to the United States Treasury for penalty and interest from 2011 in the amount of \$2,807.70.

Solicitor Gaul responded that in 2011 or 2012, W-2's were not provided to Social Security by the, then, treasurer in a timely fashion. There was a fine assessed based on the number of employees. There was a lengthy discussion about how this occurred, the notification process and this outcome. The current situation is that we are paying this bill, submitting a claim our bonding company and the outcome will be announced when there is a final decision.

Mr. Barlieb also asked about the Hanover bill (for a perc test), SFM (Zoning Salary) and the cost of the electric bill at the Community Center. He feels the amount seems high.

Dr. Baker asked about the legal fees, Ms. Clausen replied that there are 4 billings, the Township (general), the Planning Commission, the Community Center, and special litigation (Road Crew Union Representation).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the bills for ratification in the amount of \$18,501.02 Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payrolls for the periods ending January 21, 2017 in the amount of \$6,120.32 and February 4, 2017 in the amount of \$5,731.17. Motion carried (3-0).

**Road Masters Report:** Keith Kuehner reported that the road crew has been replacing street signs, removing fallen trees and general maintenance. Mr. Hoffman asked about where we stand with regards to snow removal. Mr. Kuehner answered that we are in good shape. We do need to purchase some more salt to fulfill our annual contract.

**Kunkletown Fire Company Report:** Ray Miller reported that there were 6 calls in the last month and breakfast is this Sunday.

**Zoning Officers Report:** The Zoning Officer issued one permit in the month of January and none in February.

**CJERP:** CJERP had no meeting in February.

**Planning Commission:** Robert Boileau reported that the Planning Commission reviewed the 2 ASA applications for addition. The Commission voted to approve the F. Scott Smith application to add parcel 06/3/1/13-2, 29.68 acres and parcel 06/6/1/25, 6 acres. The Commission discussed, then voted to reject the Kunkletown Rod and Gun Club application to add parcels 06/97386, 1.3 acres; 06/93788, 1.2 acres; 06/93789, .9 acres; and 06/93790, 7.8 acres, all parts of the old rail bed. The

reason given for the decision is that there are continuing questions about the rights-of-way and easements.

The Commission is continuing to work on the issues of mini-cell towers, windmills, agricultural products processing and medical marijuana. He reported that the State has issued the first 12 permits and that Monroe County is not included in this first round of permits.

**Parks and Recreation Commission:** Michael Orth reported that the Commission has spoken to Jessica Wright of the West End Heritage Center and she is preparing some recommendations for the Supervisors review.

**Community Center:** Linda Kile reported that the Center is moving forward with the Arts exhibition on April 7 and 8. There is a Community Day coming up on April 22. We are having a fundraiser at Slopeside restaurant at Blue Mountain. Mary Dolan is scheduling more stained glass classes.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising for the bids for the air conditioning with a return date in compliance with the Township Code. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the lease of BriAnn Berger on February 18<sup>th</sup> at the standard rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by MaryAnne Clausen to approve the Volunteer Policy and related documents:
  1. Volunteer information sheet
  2. Volunteer application
  3. Volunteer release
  4. List of Volunteer jobs
  5. Medical emergency plan for Volunteers
  6. Foodborne Illness information sheet
  7. ETCCC Volunteer Policies

Motion carried (3-0).

Ms. Kile continued with the Thrift Store report. The Thrift Store has taken in \$2,989.00 so far in February and the hours are expanding to Wednesday, Thursday, Friday and Saturday from 9-3 and the first Sunday of each month from 8:30-1.

Ms. Clausen asked the Committee to provide a standard pricing policy to ensure consistency in pricing.

Doug Borger asked about the exterior lighting. Mr. Hoffman answered that Footprint Zero is proceeding with the replacement of the exterior fixtures with LED replacements, in accordance with our contract.

**Agricultural Security Area:** In accordance with regulations, Ms. Clausen announced the applications of Franklin S. Smith (2 parcels totaling 36 acres) and the Kunkletown Rod and Gun Club (4 parcels totaling 9.2 acres) parcels into the Agricultural Security Act.

**Employee's Salary:** Ms. Clausen explained that due to the application for union representation by some of the employees, the raise normally issued in January for Deborah George was deferred. It has been determined that Ms. George is not a part of the collective bargaining unit, therefore:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve a 2% raise to Deborah George (from \$14.77 to \$15.07/ hour) and to make that change retroactive to January 1, 2017. Motion carried (3-0).

**Elected Auditors Letter:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to amend the previously approved standard annual letter to the Elected Auditors describing their duties and indicating that they must approve the previous year's minutes at their meeting. Motion carried (3-0).

Vernon Barlieb noted that, as this was not done in the past, we have never had approved Elected Auditors minutes.

**IT Contract Amendment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve an amendment to our IT contract with Sensible Technology Solutions LLC, automatically renewing the annual contract unless there is written notice by either party within 30 days of the termination date.

**Burn Ordinance:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve forwarding the proposed Burn Ordinance to our Solicitor for attorney review. Motion carried. (3-0).

There was some discussion about the use of outdoor furnaces in the Township. Solicitor Gaul spoke about the updated DEP requirements for such furnaces. The current pending Burn Ordinance does not cover wood-fired outdoor furnaces.

**Other:** Mr. Hoffman announced that the Township has received a letter from the attorney for the Rod and Gun Club requesting that the Township terminate the easement over the Railbed trail.

Mr. Hoffman announced that the addresses on the Lower Smith Gap Drive are being reviewed. There is some confusion about numbering with addresses in the adjacent Township.

Secretary Ann Velopolcek reported that the printer in her office is no longer viable being obsolete and needs to be replaced. The Board asked her to look into the price of a replacement.

**Public Comment:** Helen Mackes read a statement about how the Tax Collection office came to be in the Township Building. Previous Supervisors planned the layout of the building, including having the Tax Collector work out of the Township Building as a convenience to the residents. She also reprimanded the Supervisors for the expense of the defeated "Animal Husbandry Ordinance" and advised that the Supervisors be more restrained when sending such work to the Solicitor.

A resident (who asked not to be identified) spoke on the subject of local prostitution rings that may be targeting young women. He asked for the residents to be observant and to report suspicious activity to the state police.

Shirley Krum reminded the assembly that there is a Red Cross Blood Drive on March 11 at the Community Center from 9:30-1:30.

Doug Borger asked about the well closures. Solicitor Gaul responded that the Township has received the reports of the licensed independent well company that closed the wells according to DEP regulations. Mr. Boileau pointed out that a visual observation would not be conclusive, but that the reports are complete. He added that the contractor would lose his license if he filed reports that were fraudulent.

Dr. Baker announced that Congressman Matt Cartwright would be at a local public meeting on the 14<sup>th</sup> of March.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek  
Secretary



## Minutes

April 5, 2017

On April 5, 2017, the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen at 7:38 P.M.

**Announcements:** Mary Anne Clausen announced that the Township has been approved to receive the LSA grant for the replacement of the Gower Rd. South bridge.

**IT Bid Opening:** Mary Anne Clausen opened the sealed bid for the IT procurement. There was one bid from Sensible Solutions Technology, our current provider. Solicitor Gaul reviewed the bid for comment later in the meeting.

**Executive Sessions:** Mary Anne Clausen announced that the Supervisors had an executive session on March 29 for administrative matters, on April 4 for personnel and administrative matters and immediately prior to tonight's meeting for pending legal matters.

**Special Presentation:** Mary Anne Clausen announced a special proclamation. Mrs Constance Andrews was honored for her many years of teaching in Eldred Township and her longevity, having recently celebrated her 100<sup>th</sup> birthday. Mary Anne Clausen proclaimed March 7 to be Constance Andrews Day. Mrs Andrews was in attendance to receive her Proclamation.

**Chapple Creek Bridge Update:** Thomas Boccuto of AECOM, project engineer and Todd Trabucco of Gibson-Thomas, engineer, presented an update regarding the proposed replacement of the Chapple Creek Bridge. The replacement is scheduled to start in the summer of 2018 and is expected to take 1 month.

There was a great deal of discussion about the proposed detour routes. Residents objected to the proposed detour that would take truck traffic down Fiddletown Rd., closing off Kleintop to all but local truck traffic. It was noted that a truck would have difficulty turning to cross the bridge at Dale Greenzweig's house and would not be able to turn left at the intersection of Fiddletown and Kunkletown Rd.

**Public Comment on Non-Agenda Items:** Michael Orth asked if the Township would consider requiring permits be issued for fireworks

**Approval of the Minutes:** Mary Anne Clausen requested a small change to the proposed minutes. With that change;

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of March 1, 2017. Motion carried (3-0).

**Treasurers Report:**

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

**Approval/Ratification of Bills:**

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the bills in the amount of \$19,687.20. Motion carried (3-0). Gary Hoffman abstaining on the bill for the Monroe County Communication Center.

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the bills for ratification in the amount of \$7,205.50. Motion carried (3-0).

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

Weeks ending; February 18, 2017	\$6,432.52
March 4, 2017	\$7,185.00
March 18, 2017	\$9,192.53

Motion carried (3-0).

**Old Mill Update:** Mary Anne Clausen made a statement about the status of the Old Mill. She reported that the current property owner is in the process of demolishing the building. While the Board is not involved in this decision, they support the action based on an inspection of the building conducted by Hanover Engineering in July 2016. Gary Hoffman related some of the deficiencies in the building including falling ceilings, structural issues, water in the basement, and a great deal of damage from a fire. In addition, the building had asbestos which has been removed. Mary Anne Clausen added that the Township is interested in obtaining the property once the building is removed, for use as a public area. It was noted that the outstanding taxes on the building as of last year were over \$80,000.00 and that the taxing agencies, Monroe County and the Pleasant Valley School District (as well as Eldred Township) have indicated that they would be willing to grant an exoneration of the taxes for the property to become a public space.

**Kunkletown Rod and Gun Club:**

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the secretary to send a letter to the Kunkletown Rod and Gun Club's attorney responding to its request that the Township terminate our easement over the properties that comprise the Old Railroad Bed. Mary Anne Clausen reported that the

original deed to Eldred Township from the Wildlands Conservancy that transferred the property to Eldred Township included a proviso that the property remains an open space area, open to the public as a walking trail. For that reason, the Township cannot rescind the Easement. Motion carried (3-0).

**Road Master's Report:** Keith Kuehner reported that the road crew has been replacing street signs. Sweeping streets will begin on Monday. He will soon be involved in the traffic study at Meixsell Valley Rd. He is also contacting the PVSD to determine how the signage for the school bus stops will be handled. Electronics recycling will begin on May 1 and continue until Sept. 30. Mary Anne Clausen asked who will be responsible for posting the bus stops. Mr. Kuehner replied that in some cases the homeowner, in others, the school district.

**Kunkletown Volunteer Fire Company Report:** Ray Miller reported that the Fire Company responded to six calls in the last month.

**CJERP Report:** Robert Boileau reported that CJERP met in March. They voted to provide a letter of support for Chestnuthill Township to apply for a grant to purchase the Hoffner property.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission has made a recommendation to the Supervisors to change the definition of Agricultural Products Processing (APP) to exclude tanneries and slaughterhouses and to then include APP as a permitted use in the Township's Zoning Ordinance. Mary Anne Clausen added that she feels the definitions in our Zoning Ordinance need to be reviewed regarding this and other instances where uses are lumped together that do not make sense. The Supervisors would like to have a workshop on the topic of amendments to the definitions in the Zoning Ordinance.

**Parks and Recreation Commission Report:** Michael Orth reported that the Parks and Recreation Commission has completed a new proposed plan for Mock Park (phase 1 and 2) that consists of walking trails for the purpose of passive recreation. Fallon Horan of Monroe County Planning will be at the meeting on April 24. A grant has been submitted for signage at the park.

**Community Center Report:** Grant financed proposals:

There was a motion by JoAnn Bush and Seconded by Gary Hoffman to approve the proposal from Harold Serfass to install handicapped access ramps in the sidewalks at the ETCC in the amount of \$1250.00 and chimney repairs in the amount of \$695.00 Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Meckes Painting for exterior painting in the amount of \$4000.00. Motion carried, (3-0).

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal from Frable Plumbing in the amount of \$1370.00 for misc. plumbing repairs (as per list provided by building director) in the building. Motion carried (3-0).

A pricing policy for the ETCC Thrift Store was submitted by Linda Kile.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the ETCC Pricing Policy. Motion carried (3-0).

The subject of the surplus pipe (Road Dept.) came up and there was a discussion about the disposition of surplus Township assets. Solicitor Gaul read the municipal code related to this issue.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to allow the Roadmaster to dispose of the pipe to the highest bidder after getting three bids in accordance with the Municipal Code. Motion carried (3-0).

As a part of the Art Exhibition, the Committee contacted the Pleasant Valley High School Art Department to ask if the Art students would like to submit entries for a new logo for the ETCC. The Committee received entries from 6 students and voted at the last meeting to choose one.

- There was motion by JoAnn Bush and seconded by Gary Hoffman to approve the recommendation of the ETCC Committee for a new logo for the ETCC and to provide a gift (a \$25.00 gift card) to the student who submitted the winning entry. The winning entry was submitted by Kaylee Smith, Motion carried. (3-0).

Linda Kile asked for approval of the purchase of entry rugs for safety reasons for the ETCC.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the purchase of entry rugs not to exceed \$550.00. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the donation of surplus binders (approx. 30) to the Thrift Store. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the appointment of Heidi George to the ETCC Committee. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve an Incident Report form. Motion carried (3-0).

Linda Kile thanked Keith Kuehner for repairing the roof on the modular building. Ms. Kile asked the Supervisors to consider installing extension telephones in various parts of the building for convenience and safety purposes.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for an executive session. Motion carried (3-0). Meeting adjourned at 10:10.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to reconvene the meeting. Motion carried (3-0). Meeting reconvened at 10:20.

Mary Anne Clausen announced that the Executive Session was to receive advice from the Solicitor.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve an extra room for the use of the Thrift Store on a temporary basis. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the month to month leases of Kelly Boyles (small room at the rate of \$250.00/ month) and Lena Feen (lg. room at the rate of \$450.00/month). Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the lease of the West End Little League. Motion carried (3-0). Keith Kuehner asked that WELL be informed that they need to clean up any trash generated during games and practices.

**PSATS Convention:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the attendance of Keith Kuehner, JoAnn Bush and Ann Velopolcek to the annual PSATS Annual Convention. Motion carried (3-0).

**Employee Health Insurance:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Platinum 2 program for the employees. This is the current plan and the solicitor advised that no change should be made prior to contract negotiations with the Union. Motion carried (3-0).

**PMRS:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the addition of Ann Velopolcek into the Pennsylvania Municipal Retirement System (the application will be retroactive to the start date of employment). Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for executive session. Motion carried (3-0). Meeting adjourned at 10:30.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to reconvene the meeting Motion carried (3-0). Meeting reconvened at 10:40.

Mary Anne Clausen announced that the reason for the session was to consult with the Solicitor regarding the sealed bid for IT services.

**IT Bids:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to reject the bid for IT services submitted by Sensible Technologies Solutions LLC and to rebid the contract. Motion carried (3-0).

**Burn Ordinance:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to send the changes in the proposed burn ordinance, described in the handouts, to the solicitor for final review. Motion carried (3-0).

**Declaration of Disaster:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to rescind the Declaration of Disaster related to winter storm Stella. No funds are available to Monroe County. Motion carried (3-0).

**Resolution 2017-2**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve resolution 2017-2, a Resolution to destroy certain records, in accordance with Resolution 2016-5 (the Pennsylvania Municipal Records Manual) adopted May 11, 2016, the following records:

Copies of meeting minutes 1999-2003

Old informational brochures prior to 2003

Miscellaneous correspondence 1998-2003

Old LTAP Informational sheets

2 boxes 13.00 Cu. Ft.

Financial Records 1996-2009

44 boxes 286.00 Cu. Ft.

Motion carried (3-0).

**Revised Septic Fees:**

Deferred

**Other:** Negotiating representatives for Union contract;  
There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint Chairman Mary Anne Clausen and Solicitor Michael Gaul as representatives to the upcoming negotiations with the Union for the Road Crew. Motion carried (3-0).

Zoning Ordinance/ Political Signs: Mary Anne Clausen explained that there is an ambiguity in our Zoning Ordinance regarding Political signs. This came up once before and Ms. Clausen thought it had been resolved at that time, but the current Zoning Ordinance still reflects the problem.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to instruct the Zoning Officer to not enforce collection of the zoning permit fee for political signs. Motion carried (2-0). Gary Hoffman abstaining.

Elected Auditor: Barbara Gawron, an elected auditor has resigned. A replacement must be appointed until January of 2020. There are no candidates presently. The Supervisors will attempt to find a replacement before next month's meeting.

ASA Committee and Hearing: Gary Hoffman read the letter to the Supervisors regarding the application for admission into the ASA. The application of F. Scott Smith was recommended to be approved. The application of the Kunkletown Rod and Gun Club was recommended to be denied as the soils do not meet the standard of the act for inclusion. The Board must have a hearing on the proposed additions to the ASA by July 22, 2017.

Truck Traffic: JoAnn Bush reported that Terry Costenbader of the Palmerton Council spoke to JoAnn about the increased truck traffic due to the dumping project ongoing in Palmerton.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to send a letter of support to Palmerton Borough indicating the negative impact the truck traffic is having in our community. Motion carried (3-0).

Solicitor Gaul advised that the discussion of revisions to the Employee handbook does not need to take place at a public meeting.

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

**Adjournment:** There as a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried. Meeting adjourned at 11:10 P.M.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

Board of Supervisors

Minutes

May 3, 2017

On May 3, 2017, the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown Pa.

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

**Call to Order:** The meeting was called to order at 7:30 P.M. by Mary Anne Clausen followed by the pledge of Allegiance.

**Announcement of Executive Sessions.** Mary Anne Clausen announced that the Board had conducted the following executive sessions: April 4, 2017, a phone conference with the Solicitor to discuss pending legal matters; April 26, 2017, a phone conference to discuss pending legal matters with the Solicitor, primarily upcoming contract negotiations; May 2, 2017, to discuss the agenda and to go over fees with our septic officer and immediately prior to tonight's meeting to review pending legal matters with our Solicitor.

**Public Comment on Non-Agenda Items:** Mary Anne Clausen announced that public comment is to be on matters before the Board or matters that could be before the Board and asked that the speaker limit his/her comments to two minutes. There was no public comment.

**Bid Openings:** Mary Anne Clausen opened bids for IT services and handed the bids to Solicitor Gaul for review. There were no bids for air conditioning at the ETCC.

The bid openings for road materials were opened at noon as per the advertised opening time and date.

**Guest Speaker:** The assembly was addressed by Ann Hutchinson of the Natural Lands Trust and Jeanne Ortiz of Audubon Pennsylvania on the subject of grant monies available for the purpose of conserving water quality in the Delaware River Basin. They presented a PowerPoint presentation explaining the areas of interest and the programs that have benefited from the grant program. They have small grants available in the \$5,000.00-\$15,000.00 range to help fund studies or programs for that purpose.

There was some discussion with the guests about the programs and how they would relate to Eldred Township. It was suggested that an Environmental Advisory Council be originated in Eldred to assist in identifying area of improvement, collecting information and working with existing organizations to coordinate activities.

**Approval of Minutes:** Solicitor Gaul asked that additional language be added to the minutes of April 5, 2017 page 7 of 8, under "other" paragraph 1, that should state "Road Crew, with any collective bargaining agreement being subject to approval by the Board of Supervisors as a whole." With this addition:



- There was a motion by Gary Hoffman and Seconded by JoAnn Bush to approve the minutes of April 5, 2017. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurer's Report. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the General Fund bills in the amount of \$28,237.48. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment of the following bills:

Form 941 Tax Deposit	4/13/2017	\$2,2352.96
Form 941	4/27/2017	\$1,943.92
State Withholding	4/1/17-4/15/17	\$ 303.17
	4/16/17-4/30/17	\$ 239.55
State Sales Tax	March 2017	\$ 118.11

and to ratify the payment of certain bills from the General Fund in the amount of \$6,863.76. Motion Carried (3-0).

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll for period ending 4/1/2017 in the amount of \$10,007.14 and period ending 4/15/2017 in the amount of \$7,934.42. Motion carried (3-0).

**Road Masters Report:** Keith Kuehner reported that the road crew is doing cleaning, patching and equipment repairs. He has estimated the scrap value of the pipe that is surplus at \$450.00 and estimates that it would cost more than that to transport it to a scrap yard. The Supervisors asked the Secretary to advertise the pipe on the email list to the highest bidder.

**Kunkletown Volunteer Fire Company Report:** Ray Miller reported that the Fire Company responded to 8 calls in the last month and that the Fire Company breakfast is this Sunday.

**Zoning Officers Report:** The Zoning Officer submitted a written report of his activities. He has issued 8 Zoning permits from January 1, 2017 to current.

**CJERP Report:** There was no CJERP report.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission heard from guest speaker Janet Weidensaul about a Gypsy Moth Spraying program that she is coordinating for several Townships.

Mr. Boileau also responded, for the Planning Commission, to the letter from the Board of Supervisors dated April 7, 2017, requesting a workshop, and additional information to support its recommendation, and that the Planning Commission submit its recommendations to the Board on the other zoning matters under review prior to the

workshop. Mr. Boileau stated he had been advised to present any changes individually to CJERP rather than to ask for multiple changes at one time. There was a brief discussion about how to proceed to have Agricultural Products Processing as a permitted use but remove Tanneries and Slaughterhouses from the definition.

**Parks and Recreation Commission Report:** Michael Orth reported that the Parks and Recreation Commission met on April 24<sup>th</sup> and Fallon Horan of Monroe County Planning attended; she will be helping with the mapping of the trails etc. at Mock Park. The Commission applied for and received a grant for a sign for Mock Park. They are awaiting an estimate.

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**Community Center Report:** The Thrift Shop generated \$3,475.00 in April and a total of \$8,441.65 year to date.

Gary Hoffman has received contributions for a lawn tractor for the use of the ETCC. He has comparison shopped and found the best price through Co-Stars from Kermit Kistler in New Tripoli. The unit is a John Deere X350 with a 42" deck.

There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of a lawn tractor for the ETCC through the Co-Stars Program from Kermit Kistler in the amount of \$2,635.19. Motion carried (3-0).

There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of 3 additional keypads for the ETCC from Royal Security in the amount of \$700.00. Motion carried (3-0).

**Old Mill Update:** Helen Mackes asked for an update on the Old Mill. Mary Anne Clausen replied that she has received information that the owner has contracted with a company for the demolition. Ms. Clausen also said there is an underground oil tank which is not empty. The Township is working on finding a company to drain the tank so it can be removed. Ms. Mackes asked if the water wheel and/or any of the grinding stones could be recovered, if they are still in the building. Gary Hoffman replied that he was in the building when Hanover did its inspection and he did not see either of those items. Ms. Clausen said the owners have been gracious about working with us and if the stones and wheel are still in the building, she will ask if they would recover them and donate them to the Township. Ms. Clausen also told the assembly that the Company has agreed to salvage and donate to the Township some of the bricks from the building.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve an amount of up to \$1000.00 to have the underground oil tank at the Old Mill pumped out and removed. Motion carried (3-0).

**Resolution 2017-03:** A Resolution for a Price Adjustment for Bituminous Materials of Small Quantities

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2017-03. Motion carried (3-0).

**Bid Awards:** IT- there was one bid for IT services from Sensible Solution Technology LLC.

- There was a motion to tentatively award the IT bid to Sensible Solutions Technologies LLC, pending the signing of a contract, in the amount of \$200.00/ quarter which includes a 4-hour retainer and \$50.00/ hour for any hours in excess of the retainer in quarter hour increments. Motion carried (3-0).

ETCC Air Conditioning: There were no bids for the Air Conditioning at the Community Center, however, one company responded with a letter regarding the bid specs. Based on this letter, Solicitor Gaul advised not to rebid the project with the same specifications. He suggested speaking to the respondent to see what changes could be made to create a successful bid package.

The following bids were received for Road Materials and Services:

2A- 300 tons	FOB (plant)	Lehigh Asphalt	\$10.00/ ton	Total
\$3,000.00				
	Delivered	\$ 16.00/ton	Total	\$4,800.00

#3 Stone-100 tons	FOB(plant)	Lehigh Asphalt	\$12.00/ton	Total	\$1,200.00
	Delivered	\$17.25/ ton	Total	\$1,725.00	

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#8 Stone-700 tons	FOB(plant)	Lehigh Asphalt	\$14.00/ ton	Total	\$9,800.00
	Delivered as directed	\$20.00/ton	Total	\$14,000.00	

#57- 100 tons	FOB (Plant)	Lehigh Asphalt	\$12.50/ ton	Total
\$1,250.00				
	Delivered	\$17.75/ton	Total	\$1,775.00

#67-100tons	No Bids
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#4-100 Tons	FOB (plant)	Lehigh Asphalt	\$12.00/ton	Total
\$1,200.00				
	Delivered	\$17.25/ ton	Total	\$1,725.00

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Gabion- 100 tons	FOB(plant)	No Bids
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Patching Material-50 T	FOB (plant)	No Bids
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18,000 Gallons E-3M oil \$21,600.00	Midland Asphalt \$1.80/ Gal.	Total	
	Shiffer Bituminous\$ 3.25/ Gal.	Total	\$58,500.00

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Seal Coat 26,485/ sq.yd. \$83,692.60	Midland Asphalt \$3.16/sy	Total	
	Shiffer Bituminous \$2.39/sy	Total	\$63,299.15
	AMS Asphalt \$2.329/sy	Total	\$61,683.57
	Pocono Spray Patching \$2.34/sy	Total	
\$61,974.90			

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Paving: T378- Frable Rd. \$115,557.75 1, 305	Pennsy Supply \$88.55/ton	Total	
	Bruce George \$73.67/ton	Total	\$96,139.35
	Lehigh Asphalt \$74.30/ton	Total	\$96,961.50

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T352 Upper Greenhill Rd. 13,953.60 153 tons	Pennsy Supply \$91.20	Total	
	Bruce George \$73.67/ton	Total	\$11,271.51
	Lehigh Asphalt \$96.50/ ton	Total	\$14,764.50

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Based on the above stated bids:

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to award the following contracts:

Lehigh Asphalt- 300 T-2A  
100T-#3  
700T-#8  
100T- #57  
100T-#4

Shiffer Bituminous 18,000Gal.- E-3M Oil

AMS Asphalt            26,485/SY Seal Coat

Bruce George Paving            T-385 Frable Drive  
   T-352 Upper Greenhill Drive

Motion carried (3-0).

**Royal Security:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Royal Security Service Contract for the Municipal Building in the Amount of \$175.00. Motion carried (3-0).

**Appoint Auditor:**            Being no candidates, the appointment was deferred.

**Other:**

MaryAnne Clausen announced that the ASA Hearing would be held immediately prior to our June meeting. The hearing will take place on June 7, 2017 at 7:15 P.M.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the cost of Gary Hoffman attending an EMS Seminar on August 12, 2017 in the amount of \$50.00. Motion carried (3-0).

Ms. Clausen announced that the next contract negotiation with the union for the Road Crew representation will be Thursday, June 12, 2017.

JoAnn Bush asked for a donation of \$25.00 to Meals on Wheels. Mary Anne Clausen suggested deferring the donation until more information could be found. The decision was deferred.

Ann Velopolcek asked for the Township to join the Pocono Arts Council. The decision was deferred.

Robert Boileau asked for an update on the Gower Rd. Bridge. MaryAnne Clausen responded that applications for permits have been made and specifications will be prepared, however, the length of time needed to construct the bridge and because work may not be done after September, the replacement of the bridge will probably not occur until Spring 2018.

Meixsell Valley Rd. update- Keith Kuehner reported that the line of sight and speed studies are completed and indicate that a reduction in speed to 40 MPH is warranted. The Township will need to pass an Ordinance to lower the speed limit. Keith will provide a similar Ordinance from Ross Township to the Secretary to use as a model.

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

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion passed (3-0) Meeting adjourned at 9:41 PM.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

## Minutes

June 7, 2017

On June 7, 2017, the Eldred Township Board of Supervisors met for a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa. 18058.

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

**Call to Order:** Mary Anne Clausen called the meeting to order at 7:30 P.M. followed by the Pledge of Allegiance.

### **ASA Modification:**

- There was a motion by Gary Hoffman and seconded by Jo Ann Bush to approve the application of F. Scott Smith to enroll parcels 06/3/13-2 and 06/6/1/25 into the Eldred Township Agricultural Security Area. Motion carried. (3-0)
- There was a motion by Gary Hoffman and seconded by Jo Ann Bush to reject the application of the Kunkletown Rod and Gun Club to enroll parcels 06/93786, 06/93788, 06/93789 and 06/93790 into the Eldred Township Agricultural Security area, following the recommendations of the Eldred Township Planning Commission and the Eldred Township Agricultural Security Area Committee. The reason for the denial are that the parcels are not intended for agricultural use; the soils do not meet the standards of the Act (43) and are encumbered with an existing easement. Motion carried. (3-0)

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisors had met in executive session on May 4, 2017 to discuss administrative matters, on May 15, 2017 to discuss administrative and personnel matters and to meet with the roadmaster, on June 1, 2017 to discuss administrative matters, on June 5, 2017 to discuss administrative and personnel matters and immediately prior to this meeting to discuss pending legal matters with the Solicitor.

**Public Comment on Non-Agenda Items:** Mr. Greg Sanders appeared before the Board representing S&D Land Development, requesting an extension of the existing Development Agreement for Kuehner Fields Subdivision. After a brief discussion:

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to extend the Development Agreement until July 1, 2018. Motion carried. (3-0)

After the motion carried Solicitor Gaul observed that the NPDES permit for Kuehner Fields expires on April 1, 2018 and recommended the Supervisors not extend the Development Agreement past that date. The motion was amended.

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to amend the previous motion to grant the extension until April 1, 2018. Motion carried. (3-0).

**Approval of Minutes:**

- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to approve the minutes of May 3, 2017. Motion carried. (3-0).

**Treasurer's Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented. Motion Carried. (3-0)
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the payment of the bills for approval in the amount of \$31,455.32 and to ratify payment of bills in the amount of \$8,524.83. Motion carried. (3-0).
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the payment of the unpaid bills from the State Fund in the amount of \$1,454.42. Motion carried. (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payroll for the week ending 4/29/2017 in the amount of \$8,178.17 and the week ending 5/12/2017 in the amount of \$8,311.32. Motion carried. (3-0).
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the State withholding for the week ending 5/15/2017 in the amount of \$247.03 and for the week ending 5/31/2017 in the amount of \$251.12. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the payment of the Form 941 tax deposits for the week ending 5/11/2017 in the amount of \$2,024.16 and the week ending 5/25/2017 in the amount of \$2,064.52. Motion carried (3-0).

**Roadmaster's Report:** Keith Kuehner reported that the road crew has been patching holes, repairing equipment and mowing.

**Kunkletown Volunteer Fire Company:** Ray Miller reported that the Fire Company had 3 calls in the last month and that the Carnival is scheduled for the end of the month and they are looking for volunteers.

**Zoning Report:** There was a written Zoning Report available for public review.



**CJERP Report:** Mary Anne Clausen announced that CJERP was considering the issue of Medical Marijuana and whether this could be a shared use. She asked that anyone who wished to be heard on this issue attend the next Planning Commission meeting on June 15, 2017 and participate in the public discussion that would ensue. She explained that there are 2 types of permits being issued, a permit for growing and production and a permit for dispensaries.

**Planning Commission Report:** There was no Planning Commission report but Mary Anne Clausen read a letter from the Planning Commission, asking the Supervisors to send a letter to Ann Hutchinson of the Natural Lands Trust accepting her offer to review our SALDO and Zoning Ordinances with regards to environmental issues and protections.

- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to send a letter to Ann Hutchinson of the Natural Lands Trust requesting she review our Zoning and SALDO Ordinances and make recommendations regarding changes or improvements in the Ordinances for the purpose of the conservation of our natural resources. Motion carried. (3-0).

**Parks and Recreation Commission:** Michael Orth reported that the Commission has received a grant for the full amount of the cost of a sign for the Walter W. Mock Park. He suggested that until a permanent place for the sign could be agreed upon, that the sign could be temporarily placed in order to comply with the grant requirement.

Ms. Clausen asked Mr. Orth to check with the Zoning Officer to make sure any site chosen is in accordance with our Zoning Ordinance.

**ETCC Report:** Jo Ann Bush announced that the decision to approve a flooring contract for the modulars was deferred.

- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the purchase of supplies for the Thrift Store in the amount of \$103.56 and the payment of the Shea's bill for supplies for the ETCC in the amount of \$72.08. Motion carried (3-0).
- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the November 11, 2017 recycling event at the ETCC. Motion carried (3-0).

Linda Kile reported that the Thrift Store YTD has made approx. \$13,000.00, the Blue Mountain Fundraiser made \$133.73, and that Shea's donated a wheelbarrow valued at \$75.00. She announced that the ETCC would like to host a candidate's night before the November election. Ms. Kile asked that a "Letter of Introduction" be approved for the Committee members to present when approaching persons and/or companies for donations. Mary Anne Clausen directed the Secretary to prepare a letter for review.

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to ratify the Pampered Chef fundraiser at the ETCC on June 1, 2017. Motion carried (3-0).
- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to approve Keystone Inspection Service to perform the Radon Mitigation System to meet the grant requirement. Motion carried (3-0).

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- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to approve the daily rental of the Community Room on June 10, 2017 to Tracy Colter at the normal rate. Motion carried (3-0).
- There was a motion to authorize the Chairman to sign the contract with Superheat for the Dual Zoned Air Conditioning for the ETCC in the amount of \$14,170.00 to air condition the Community Room and 1 other room subject to approval by the Solicitor.

Donna Deihl asked about the use of donation monies to the thrift shop for various purposes. Mary Anne Clausen replied that because of the ownership of the Thrift store by the Township and the accounting procedures that need to be followed, that all donations (and purchases) must be run through the Townships accounts. Gary Hoffman answered that the idea of a foundation or a 501(3)(c) is being considered. However, directed donations can be made or gifts of items rather than money could solve the problem.

Solicitor Gaul suggested that money could be directed into the budget line that would allow for the Thrift Store to purchase necessary supplies to grant greater flexibility where necessary.

Judith Leiding complemented the ETCC Committee on the success of the Art Show. She stated that she enjoyed it very much.

- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to approve the maintenance contract for the Municipal Building's air conditioning to Superheat. Motion carried (3-0).

**Approval of Hearing Date for the Reduction of the Speed Limit on Meixsell Valley Road:**

The ordinance is in review with the Solicitor, when the township receives the final version the hearing can be advertised.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Secretary to advertise the hearing (upon receipt of the final version of the Ordinance form the Solicitor) for the reduction of the speed limit on Meixsell Valley Rd. to 45

40 (eav) MPH at the Board of Supervisors meeting on July 5, 2017. Motion carried (3-0).

**Old Mill Update:** The demolition of the Old Mill has begun. Clean-up will follow.

### **Gower Road Bridge Update:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to authorize Hanover Engineering to prepare the specifications for the Gower Rd. Bridge project. Motion carried (3-0).

There was a brief discussion about bridge inspections, who does them and the costs. Keith and Ann will prepare a brief report.

**Appoint Auditor:** JoAnn Bush introduced Donna Mikel, a new resident to Eldred Township who has submitted a letter of interest to fill the vacancy left by Barbara Gawron as auditor.

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- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to appoint Donna Mikel to the position of Auditor to fill the vacancy left by the resignation of Barbara Gawron, until the next municipal election in 2019. Motion carried (3-0).

### **Approval of IT Contract:**

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the final award of the IT contract and the form of the contract to Sensible Technologies Solutions to be signed by the Chairman. Motion carried (3-0).

### **Secretary Training:**

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the Secretary to attend a secretarial Training Seminar given by PSATS on June 23, 2017. Motion carried (3-0).

**Other:** Gary Hoffman reported on an EMS Training Seminar he attended. He felt it was a valuable seminar on the subject of collaboration of EMS units by surrounding Townships which has become necessary due to the decreasing number of volunteers to Fire and Ambulance Services.

**Kirk Summa Audit:** The Township has received the annual audit from Kirk Summa.

- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the payment of the Kirk Summa bill for the audit.

Meals on Wheels:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve a donation of \$250.00 to Meals on Wheels of Monroe County. Motion carried. (3-0).

**Public Comment:** Charles Ogle asked if the Board had given any thought to the establishment of an Environmental Advisory Counsel.

Mary Anne Clausen responded that in her opinion, there are not currently enough volunteers available for another Commission. She would be willing to look at the possibility if volunteers became available. She feels that the volunteer committees we currently have are very helpful and productive.

Gary Hoffman asked if it might be possible to make this a regional project.

Jo Ann Bush stated that the Township can post an update and website request for volunteers to see if the idea is feasible.

Mary Anne Clausen asked to have an update and website post to inform people about the discussion of medical marijuana at the PC meeting on the 15<sup>th</sup>.

Michael Orth asked about the Burn Ordinance. Ms. Clausen replied that the ordinance is not forgotten, but pressing matters have taken precedence. She promised that it would be back on the agenda soon.

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Mr. Orth also asked about placing a recycling can in the rear of the ETCC. The Supervisors replied that there are a few concerns but it can be discussed. Gary Hoffman will work with Mike Orth on this.

**Adjournment:**

- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:30. P.M.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

## Minutes

July 5, 2017

On July 5, 2017, the Eldred Township Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Call to Order:** The meeting was called to order by Mary Anne Clausen at 7:30 P.M. followed by the Pledge of Allegiance.

**Executive Sessions:** Mary Anne Clausen announced that the Supervisors had met in executive session on June 21, 2017 to discuss union negotiations, on July 2, 2017 by telephone to discuss personnel issues and administrative matters, negotiations and immediately preceding this meeting to discuss personnel matters, pending negotiations and pending legal matters.

**Condolence Statement:** Mary Anne Clausen offered public condolences for the passing of Clair Borger on June 14, 2017. Mr. Borger was a Township employee for 29 years. He served as roadmaster and Supervisor.

**Hearing: Ordinance 2017-01:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to open the hearing on Ordinance 2017-01, An Ordinance Reducing the Speed Limit on Meixsell Valley Road and Other Matters. Motion carried (3-0).

Solicitor Gaul placed into the record the following exhibits:

Exhibit 1- the Proposed Ordinance reducing the speed limit on Meixsell Valley Rd. from the Ross Township Boundary to Fiddletown Rd. from 55 M.P.H. to 40 M.P.H.

Exhibit 2 – Solicitors correspondence to the Times News of the Public Notice of the Hearing for the Proposed Ordinance, and a copy of the Notice and the Proposed Ordinance.

Exhibit 3- Affidavit of the Secretary of the posting of the Proposed Ordinance at the Township Building.

Exhibit 4- Proof of Publication of the Hearing for the Proposed Ordinance from the Times News.

Solicitor Gaul asked for public comment. James Leiding asked the proposed speed limit. Solicitor Gaul answered that the proposed speed limit is 40 M.P.H.

Michael Orth asked who will enforce the new speed limit. Mary Anne Clausen replied that that is the jurisdiction of the State Police and that they will be notified of the change.

Mr. Leiding pointed out that the minutes of the previous meeting have the speed limit at 45. Solicitor Gaul announced that the Ordinance says 40 and that is the limit that was published and that the minutes may be in error.

There being no further comment:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to close the hearing. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adopt Ordinance 2017-01, an Ordinance to Reduce the Speed Limit on Meixsell Valley Rd. and Other Matters. Motion carried (3-0).

**Approval of Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of June 7, 2017 with the correction of the proposed speed limit for the above Ordinance. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer's Report. Motion carried (3-0).

**Payment and Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the General Fund bills in the amount of \$28,656.58. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the State Fund bills in the amount of \$9,479.50. Motion carried. (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment of the Form 941 tax deposits for the weeks 6/8/2017 in the amount of \$2,329.10 and 6/22/2017 in the amount of \$2,192.88. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payments of the State Withholding for the weeks ending 6/15/17 in the amount of \$282.94 and 6/30/2017 in the amount of \$268.86. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the payments of the payroll for the weeks ending 5/27/2017 in the amount of \$9,347.58 and 6/10/2017 in the amount of \$8,888.99. Motion carried (3-0)

**Road Masters Report:** Keith Kuehner reported that the Road Crew has been repairing and patching roads. The resealing of Church Road was completed.

**Public Comment on Non-Agenda Items:** Archie Craig asked the Supervisors if they were aware that the Road Crew has been asking for some repair and other issues. He stated that the bucket truck has not been inspected, there is a ventilation problem as regards welding and painting, several vehicles are in need of maintenance on their breaks and the garage doors are not well sealed. He stated that he was told there is no money in the budget for these items.

Solicitor Gaul responded that the Supervisors have the intention to comply with the law. Mary Anne Clausen also stated that the Supervisors will look into those things and take appropriate action. Gary Hoffman asked if there was ever a ventilation system in the garage. Mr. Craig replied that there was not. He stated that there is an employee now with some respiratory problems who cannot weld or paint in the garage due to the lack of ventilation.

Earl Smale gave the Supervisors a copy of the plot plan of his father's (Leon Smale) property. He reported that the demolition company that removed the Old Mill building encroached on his property and did some damage. He asked what his recourse would be if he now has a runoff problem due to the grading the company did.

Mary Anne Clausen replied that the Supervisors are aware of some possible issues with the property boundaries. She explained that the Township currently does not own the property and is limited as to what it can do. Solicitor Gaul suggested Mr. Smale speak to the Zoning Office (Shawn McGlynn) and explain his concerns. Mr. Smale said he would do so tomorrow.

**Kunkletown Volunteer Fire Company Report:** Ray Miller reported that the Fire Company had 2 calls in the last month and that the Fair went well.

**Zoning Officers Report:** The Zoning Officer issued one demolition permit in June.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission made a recommendation to the Supervisors for the conditional approval of the Bower Subdivision. The Commissioners also updated their information on Medical Marijuana stating that the current round of licensing will not affect Eldred Township. He stated that CJERP is considering making Medical Marijuana facilities a regional shared use. Mr. Boileau reported on a workshop on blight which he attended. He stated that the workshop provided insight into the problem of blight and offered some suggestions for Zoning changes and Land Banking that were interesting and might be useful to Eldred Township. There is a possibility of grant monies becoming available for this purpose. Mr. Boileau also reported that the Planners requested that Ann Hutchinson of Pennsylvania Audubon be requested to review our Zoning and Saldo Ordinances for possible changes that would enhance our environmental protections.

**Eldred Township Community Center Report:** Linda Kile reported that there are a group of sewers using the sewing room Tuesdays and Thursdays to help repair items donated to the thrift store. She asked that this group be recruited as volunteers. There was no objection.

Ms. Kile gave an update on the Thrift Shop. There is a donation jar for the mannequin. This year, with the income from the thrift shop, the Community Center is showing a profit.

Ms. Kile asked if the committee could look into getting cost estimates to apply for a new LSA grant to update the bathrooms, restore the playground, replace carpeting in the ETCC rooms, and complete the air conditioning. There was a discussion about having a project manager, or bid these jobs as a single project. The LSA grant is open from July 1 until September 1, 2017.

Solicitor Gaul said that the first step would be to have an engineer provide a cost study, and prepare specs for those things, and that the items would need to be bid separately.

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the renewal of the West End Food Pantry lease. Motion carried. (3-0).

**Parks and Recreation Commission Report:** There was no Parks and Recreation report.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve an increase of the Community Center petty cash fund from \$100.00 to \$200.00. Motion carried (3-0).



- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Meckes Painting to paint the modulars in the amount of \$2500.00. Ms. Bush stated that the total for the painting done at the Center totaled about \$7,000.00, well below the \$10,000.00 threshold for bidding.

(This is a grant reimbursable expense.)

A decision to award the flooring contract was deferred.

Mary Anne Clausen asked Ann (Velopolcek, Secretary) to have the Treasurer add her to the list of Credit Card users.

**Bower Minor Subdivision:** Jonathan Shupp (surveyor) appeared for the property owners to present the plan to the Board. The Planning Commission has conditionally approved the Subdivision. Hanover Engineers have sent a letter requesting a few minor changes. Solicitor Gaul went over the list of submissions for completeness. He noted that the DEP needs to approve the Planning Module. (There was a break for Executive session from 8:33 P.M.- 8:35 P.M.)

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to require a dedicated easement of 25 feet for future road expansion (to be shown on the plan). Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to conditionally approve the minor subdivision of Mark and Kristy Bower. The conditions are: the applicants shall:

Address all outstanding items mentioned in the Hanover letter dated 6/30/2017

A note shall be added to the plan identifying any waivers and or deferrals granted by the Township and the meeting date of the Supervisors actions.

The installation of concrete monuments

The payment of any relevant fees

Any required sets of plans

Meet the conditions of the Minor Subdivision Plan approval and the Subdivision shall be recorded within 12 months

Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Planning Module. Motion carried (3-0).

**Contribution:**

There was a motion by Gary Hoffman and seconded by JoAnn Bush to contribute \$12,500.00 to the Kunkletown Volunteer Fire Company. Motion carried (3-0).

**Resolution 2017-04, An Amendment of the Eldred Township Annual Budget:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2017-04 an amendment to the annual budget as follows; Income line 367.30 increased from \$4,800.00 to \$6,800.00 and total income to \$961,352.00 and expense line 451.50 from \$700.00 to \$2700.00 and total expenses to \$951,352.00. Motion carried (3-0).

**Resolution 2017-05, A Resolution Accepting the Application of F. Scott Smith for Addition into the Agricultural Security Area**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2017-05 accepting the application of F. Scott Smith into the Eldred Township Agricultural Security area. Motion carried (3-0).

**Other:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to remove the bucket truck from service until the bucket can be inspected. Motion carried (3-0).

JoAnn Bush stated that the Township has received questions about the maintenance of the Caboose and that the Township is looking into the costs.

**Public Comment:** Richard Zilmer asked about the “open” status of Mock Park. Mary Anne Clausen answered that there has not been a formal opening but that as public property it is open to the public.

Lori Zilmer asked about the stones that accumulate at the bottom of her driveway. Keith Kuehner responded that in the Zilmer’s situation, unfortunately, the run off from the road brings gravel to her driveway and nothing can really be done to prevent it. Mrs. Zilmer asked if the CJERP Townships share grant monies. Mary Anne Clausen answered that in general, no, however there was grant money shared for the creation of the multi-municipal ordinances.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
August 2, 2017

On August 2, 2017, the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:30 P.M.

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

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen at 7:35 P.M., followed by the Pledge of Allegiance.

**Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive sessions on:

July 9, 2017 by telephone to discuss personnel matters  
July 10, 2017, by telephone to discuss personnel matters  
July 11, 2017, by telephone to discuss personnel and administrative matters  
July 25, 2017, by telephone to discuss personnel matters  
July 26, 2017, with Special Counsel to discuss Union negotiations  
July 29, 2017, by telephone to discuss Union Negotiations  
July 31, 2017, by telephone to discuss pending legal and personnel matters,  
and immediately preceding this meeting to discuss legal matters.

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of July 5, 2017. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of July 14, 2017. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of June 7, 2017. Motion carried. (3-0).

**Bid Opening:**        **Mini Split System Air Conditioners, ETCC :** One bid was submitted from Superheat for the mini-split system air conditioners at the Community Center as follows:

3- ductless a/c units @\$5,242.50 ea., (\$15,727.50, total)  
1-ducted unit (Small storage room) \$6,011.00  
Ducted (2 rooms) unit \$10,485.00

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to accept the bid for review. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurers report as presented. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the unpaid bills in the amount of \$26,378.13. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to ratify the payment of bills from the General Fund in the amount of \$4,344.56. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the bills from the State Fund in the amount of \$69,973.79. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Form 941 Tax Deposits for the weeks 7/6/2017 in the amount of \$2,557.02 and 7/20/2017 in the amount of \$1,832.12. Motion carried. (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the State Withholding Tax for the weeks ending 7/15/2017 in the amount of \$327.69 and 7/31/2017 in the amount of to \$228.57. Motion carried (3-0)
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payrolls for the weeks ending 6/24/2017 in the amount of \$10,804.89 and 7/8/2017 in the amount of \$7,576.47. Motion carried (3-0).

**Kuehner Fields:**    Attorney Steven Hartz appeared on behalf of S&D Land Development to present proposed amendments to the Declaration of Covenants for Kuehner Fields Estate. After some discussion, the Supervisors agreed to review the proposal with the Zoning Officer and the Solicitor.

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

**Roadmaster's Report:** Keith Kuehner was not present. Mary Anne Clausen announced that the speed limit signs were installed on Meixsell Valley Rd.

Residents Deb Smith and Barb Michniewicz appeared to voice concerns that the speed limit on Borger Road has become a safety issue.

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There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to have the Roadmaster conduct a traffic study on Borger Rd. Motion carried (3-0).

**Kunkletown Volunteer Fire Company Report:** Ray Miller announced that the Fire company responded to 4 calls in the last month.

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

**CJERP:** There was no CJERP Report.

**Parks and Recreation Report:** There was no Parks and Recreation Report. The Parks and Recreation Commission did not meet in July.

**Planning Commission Report:** The Planning Commission did not meet in July. Robert Boileau reported that Commissioner Charles Phillips has requested that the Planners research the issue of short term residential leases as these have become an issue in some communities.

**Community Center:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the following events: Laura Hoffman Lecture, October 10, 2017 at 7 P.M. and the Craft Fair, October 21, 2017 Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily lease for Christman for August 26, 2017 at the normal rate. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the expenses related to refurbishing the sign on the building exterior. Motion carried (3-0).

After a brief discussion, it was decided to defer a decision about a porta-potty at the Center.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the advertisement of the Seal Coating Bids for the Center's parking lot. Motion carried (3-0).

The Supervisors agreed to increase the number of handicapped parking spaces at the Community Center.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Hager Furniture for flooring replacement in the modulars at a cost of \$9,999.18. Motion carried. (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman for the Township to authorize the award of the contract for powerwashing and other miscellaneous tasks to Little Gap Landscaping for an amount not to exceed \$1,325.00. Motion carried (3-0).

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**Footprint Zero Proposal:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the proposal of Footprint Zero to replace and upgrade the lighting in the municipal garage. Motion carried (3-0).

**Garage Door Replacement:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the purchase and/or repair of garage doors and openers in the municipal garage for a price not to exceed \$15,950.00 subject to final review, from Fisher Garage Doors. (Price does not include electrical).

**Disposition of Surplus Property:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the disposition and place an ad for such, of surplus equipment, a grader, an F-350 dump truck and a gas generator. Motion carried (3-0).

**Quick Books Application:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the purchase of a QuickBooks application that will allow employees other than the Treasurer to review the financial records on the computer, while retaining the security of those files. Motion carried. (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the advertising of the bid for anti-skid materials for the Township Road Department.

(The COG bids for this year fell through so each Township must bid their own contracts.)  
Motion carried (3-0).

**Credit Card Approval:** There was some discussion about the township's credit cards. The limit the Township set cannot be achieved because of the policies of the issuing bank. A decision was deferred pending more research.

**Contribution:** The decision of a contribution to the Monroe County Historical Society was deferred.

**Other:** JoAnn Bush announced that COG is sponsoring a golf tournament in September and they are asking for contributions or gifts to be used as door prizes.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the amount of up to \$100.00 to be contributed to COG for their golf tournament.

Old Mill:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve Resolution 2017-07, a resolution accepting the property that was formerly the Old Mill

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contingent upon tax exoneration of the Pleasant Valley School District and Monroe County. Motion carried (3-0).

Meeting adjourned at 9:00 for executive session.  
Meeting reconvened at 9:18.

Bid Award:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to award the contract for the mini-split system air conditioning to Superheat for the purchase and installation of 3 units @\$5,242.50 each for a total of \$15,727.50, subject to the execution of the required contract, items and MCIDA approval. Motion carried (3-0).

Office Hours: JoAnn Bush made an announcement that the office hours at the Municipal Building will immediately be changed to Monday-Friday 8:00 A.M to 4:00 P.M. there will not be any regularly scheduled Saturday Hours. Saturday appointments will be available by appointment.

Gower Rd. Bridge Grant:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the signing of the LSA Grant documents for the Gower Road Bridge Replacement Project. Motion carried (3-0).

**Resignation:** The Supervisors accepted the resignation of Annette Heist from the Eldred Township Zoning Hearing Board (alternate). Ms. Heist serves on another Commission and there would be a conflict.

Union Negotiations:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Gary Hoffman as the negotiator for the Township in the ongoing Union negotiations with Teamster Union 773, replacing Mary Anne Clausen. Motion carried (3-0).

JoAnn Bush announced that the Township is considering hiring a part-time custodian for the Community Center.

**Public Comment:** Helen Mackes asked if due to the length of the meetings, having 2 meetings a month would be a good idea.

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried Meeting adjourned at 9:30 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Minutes  
September 6, 2017

On September 6, 2017, the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:30 P.M.

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

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

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive session on August 7, 2017 to discuss personnel matters, on August 28 with Special Counsel to discuss personnel matters, on August 30, 2017 by tele-conference to discuss personnel and administrative matters, on September 5, 2017 with Special Counsel to discuss negotiations and personnel matters and immediately prior to this meeting with the Solicitor to discuss pending legal matters.

**Kunkletown Volunteer Fire Company:** Ray Miller reported that the Fire Company responded to 4 calls in August. Mr. Miller explained that the Fire Company is applying for a low interest loan and needs an Opinion of Counsel and a Certificate of Insurance naming the Office of the State Fire Commission as an additional insured. There was a discussion about Solicitor Gaul acting for the Fire Company in this matter (only) and how the fees would be paid.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve Solicitor Gaul to act on behalf of the Fire Company for this matter only and to pay the attorney fees from the Township's funds. Motion carried (3-0).

The Supervisors asked the secretary to contact the insurance agent for the Certificate of Insurance.

Mr. Miller asked if the Township road crew could patch some potholes in the Fire Company's driveway.

*There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Township's road crew the repair the Fire Company's Driveway. Motion carried (3-0).*

**Kuehner Fields:** Attorney Steven Hartz and Greg Sanders appeared, to finalize the amendments to the Covenants of Kuehner Fields that came before the Board on August 2, 2017. Solicitor Gaul made some revisions to the original submission and presented an agreement between the parties.

*There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the agreement and to authorize the Chair to sign the agreement on behalf of Eldred Township. Motion carried 3-0).*

The documents will be signed and notarized and the secretary will return copies to Atty. Hartz for recording.

**Award of Anti-Skid Bid:** The bids for anti-skid materials were opened at 12:00 P.M. at the Municipal Building as advertised. Present were Keith Kuehner, Roadmaster; Sylvia Gethen, Treasurer; and Ann Velopolcek, Secretary.

There were two (2) bids received as follows:

Hanson	2000T	A-2	\$14.25 FOB	\$28,500.00 Total
			\$18.25 Delivered	\$37,500.00 Total
Lehigh Asphalt	2000T	A-2	\$11.25 FOB	\$22,500.00 Total
			\$17.50 Delivered	\$35,000.00 Total

After some discussion, it was decided that due to the distance to pick-up materials in bad weather, the award would go the Hanson at the FOB price as stated above.

*There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the bid of Hanson as stipulated on the bid proposal. Motion carried (3-0).*

**Opening of Bids for Used Equipment:** The Board opened the bids for used equipment as per the advertisement.

Some of the envelopes did not match the advertised requirement and there was a discussion about whether to accept those bids.

*There was a motion by Gary Hoffman to reject the bids that did not exactly meet the requirement of the Advertisement. The motion died for lack of a second.*

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to waive the technical defect of the bids. Motion carried (2-1). Gary Hoffman opposed.

The bids were as follows:

Bidder with V-Plow	1968 Diesel Grader Dump Truck	1995 Ford Generator	Waskesha Gasoline
Weidman			\$50.50
Lenhart	\$1,000.00		
Bruton		\$3,600.00	
Tanzosh	\$3,250.00		
George		\$4,000.00	
Gower		\$9,000.00	
Arieta		\$5,125.50	
Burke		\$6,299.00	
Veniziano	\$5,505.00	\$2,105.00	
Henninger	\$3,758.00	\$1,878.00	

Two of the bids had the wrong date for the 1968 (1986) grader. The secretary agreed to contact those bidders to verify their bids.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to award the items to the highest bidder after verifying the bids in question. Motion carried (3-0).

**Hearing for Ordinance 2017-02, an Ordinance to place a stop sign at on Greenzweig Rd at the Intersection with Kuehner Dr. and Christman Rd.:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to open the Hearing on the above Ordinance Motion carried (3-0).

Solicitor Gaul opened the hearing. He read the Proposed Ordinance then submitted for following exhibits:

- Exhibit T-1 A Copy of the Ordinance
- T-2- A Copy of the Public Notice
- T-3- A Copy of the Proof of Publication in the times News
- T- 4- the Secretary's Affidavit of Posting of the Proposed Ordinance
- T-5 The Solicitor's Correspondence to the Times News

Public Comment: There was no public comment.

Comment by the Board of Supervisors: There was no comment by the Board of Supervisors.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to close the Hearing. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adopt Ordinance 2017-02. Motion carried (3-0).

**Approval of Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of August 2, 2017. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented. Motion Carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approval and ratification of the bills in the amount of \$84,464.00. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the bills in the State Fund in the amount of \$104,012.74. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of form 941 Bills for 8/3/2017 in the amount of \$2,557.02, 8/17/2017 in the amount of \$1,832.12, 8/31/2017 in the amount of \$2,071.28 and of the State Withholding Tax for weeks ending 8/15/2017 in the amount of \$261.25 and 8/31/2017 in the amount of \$474.73. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Payroll for the weeks ending 7/22/2017 in the amount of \$8,641.10, 8/5/2017 in the amount of \$7,535.15 and 8/8/2017 in the amount of \$8,191.82. Motion carried (3-0).

**Roadmaster's Report:** Keith Kuehner reported that the road crew has been busy repairing and cleaning pipes, patching and that the line painting was not completed due to rain. The traffic study is ongoing.

**Recreation and Parks Commission Report:** Mary Anne Clausen acknowledged the receipt of the Parks Commission letter regarding the parking lot at Mock Park and the Supervisors are taking the recommendations under advisement.

Ms. Clausen indicated that some areas of concern for her were accessibility for the general public, the area being steep and possibly inaccessible to people who could not walk up Lot 9, and providing access to the upper field for continued farming purposes.

Dr. Leiding suggested that the issue of parking be revisited with an access point at the main house when the Township acquires it.

Ms. Clausen suggested that if the Commission could produce a drawing of the proposed revisions, a joint meeting with the engineers, and possibly with a landscape architect, to consider the recommendations of the Commission, might be useful. If those matters can be resolved with the engineers, a meeting with the neighbors for their review, comments and approval could be arranged. Additionally, that the Commission inventory the contents of the Mock House.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to respond to the Commission with the suggestions above when a drawing by the commission becomes available. Motion carried (3-0).

**Community Center Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the daily leases at the regular rates. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the jewelry fundraiser on October 19, 2017 and Doherty on September 23, 2017 events. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Trunk or Treat, October 28, 2017 and Candidates Night (date to be announced) events. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the creation of a part-time custodial position (2- 4 hr. shifts/week) at the ETCC, and to place an ad for the position. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the purchase of tables for the Thrift Store. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the purchase of 3 signs for the ETCC from the vendor with the best price up to \$400.00. Motion carried (3-0).

**Old Mill:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to exonerate all Eldred Township taxes and fees from the property known as the Old Mill because the Township now owns the property. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify Hanover engineering to survey the Old Mill Property. Motion carried (3-0).

**Workers Compensation:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the contract of AmTrust North America to provide workers compensation for the Township. Motion carried (3-0).

**Septic Fee Schedules:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2017-08 a Resolution setting the fees for the permit for an on-lot sewage disposal system. Motion carried (3-0).

**Highway Occupancy Permit:** Mary Anne Clausen explained that responding to a citizen's complaint, the secretary checked with surrounding Townships and PSATS to compare our fees and they appear to be excessive.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the placement of any new fees into escrow until a new fee schedule could be researched and adopted. Motion carried (2-0). JoAnn Bush abstaining because her daughter is the complainant.

**Electronic Equipment Replacement:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the replacement of equipment lost in a lightning strike on August 18. Up to \$8,000.00. Motion carried (3-0). The township will pursue the reimbursement of insurance for these items, where possible.

**Contribution:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve a contribution to the Sherriff Departments Deputy Phil Program. Motion carried. (3-0).

**Speed Limit Reductions:**

Keith Kuehner reported that he is conducting traffic studies on Borger Rd. to determine a safe speed for that road.

Mary Anne Clausen announced that Kunkletown and Chestnut Ridge Roads are State roads and the Township does not have jurisdiction. Mr. Kuehner gave the secretary the information to pass on the residents of those roads should they wish to send requests to PennDot.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to send letters to the residents of Church Rd. and Kuehner Dr. to ask if a speed limit reduction is desired for those roads and if so to have Mr. Kuehner perform those traffic studies. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to have hearings on requests for speed limit reductions when there are 4 or more requests ready to be acted upon or every 6 months whichever comes first.

Motion carried (3-0).

The Supervisors also asked Mr. Kuehner to perform the necessary traffic studies on Borger Rd. and Turkey Hill Rd. The residents of each of these roads having responded positively to having the speed limit lowered on those roads.

**Other:** The following dates were agreed upon for budget workshops:

Sept. 26, 2017 at 3 P.M.

Sept. 28, 2017 at 3 P.M.

Oct. 17, 2017 at 3 P.M.

All meetings to be held at the Municipal Building

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the reimbursement for the purchase of back supports for the staff in an amount up to \$40.00. Motion carried. (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to direct the road crew to remove a shrub at the Post Office at their request. Motion carried (3-0).

Ms. Clausen read a letter from Ann Hutchinson of the Natural Lands Trust regarding her review of the Eldred Township Zoning Ordinance as it relates to conservation.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the cost of the wiring for the garage door openers in the shop in the amount of \$640.00. Motion carried (3-0).

- There was some discussion about the need to purchase a new bucket truck. Keith will research leasing vs. buying and see what is currently available used. Keith will be getting a list of used equipment by the end of the year.

The seal coating bid will be in January due to contractor availability.

**Public Comment:** Helen Mackes announced that the Old Mill is on the County Sale list. The secretary will check on that tomorrow.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0) Meeting adjourned at 9:44 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Minutes  
October 4, 2017

On October 4, 2017, the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:30 P.M.

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

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

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive session on September 21, 2017 by phone with special counsel for negotiation matters, on September 26, 2017 for personnel matters and immediately preceding this meeting with the Solicitor to discuss pending legal matters.

**Public Comment on Non-Agenda Items:** Tony and Renee Giordano appeared before the Board to update the status of the Frantz Schoolhouse renovations. There will be an open house on Saturday, October 7, 2017 at 1:00 P.M. The Giordanos are collecting audio recitations from local residents about local history.

**Approval of the Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of September 6, 2017. Motion carried (2-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of September 26 and September 28, 2017. Motion carried (2-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the treasurer's report as presented. There was no public comment on the Treasurer's Report or any other financial matters. Motion carried (2-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the unpaid bills and bills for ratification with the exception of the Hanover Engineering bill (*survey only*) and the Little Gap Landscaping bill until clarification of certain issues are resolved, for a total of \$72,950.96. Motion carried (2-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the State Fund bills in the amount of \$1,647.36. Motion carried (2-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the 941 Federal Tax Deposits for the weeks 9/14/2017 and 9/28/2017 in the amounts of \$2,215.14 and \$1,659.38 respectively. Motion carried (2-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the State Withholding Tax for the weeks ending 9/15/2017 and 9/30/2017 in the amounts of \$265.48 and \$201.53 respectively. Motion carried (2-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the payroll for the weeks ending 9/2/2017, 9/16/2017 and 8/8/2017 in the amounts of \$8,779.13, \$6,696.16 and \$8,191.82 respectively. Motion carried (2-0).

**Road Master's Report:** Keith Kuehner reported that the road crew has been patching roads, replacing pipes, trimming, and repairing equipment and doing traffic studies on Turkey Hill Rd and Borger Rd. The line painting is finished. Mr. Kuehner is working on specs for the bucket truck.

**Community Center Report:** The following approved events are upcoming:  
October 10, 2017 Laura Hoffman, Ghost Hunting Lecture  
October 19, 2017 Premier Jewelry Fundraiser  
October 28, 2017- Craft Fair  
October 28, 2017 -Trunk & Treat

**Recreation and Parks Report:** Mary Anne Clausen announced that the Supervisors had walked the property with Mrs. Mock. There was a discussion about the visit. After the discussion, the Supervisors decided that the best place to begin development of the Park is the Fiddletown Road section which is opposite Mock House and provides access to Princess Run. The area is large enough for a parking area which is on the approved plan, some picnic areas and a walking trail.

The Supervisors also looked at the Wes-Flo access point and noted that there is already a path into the park there, so it would not be disruptive to provide an access area to the park from that entrance.

JoAnn Bush noted that the grounds of Mock House are very attractive and the Mrs. Mock has been improving the pathways around the house that lead to the park. This area will not be accessible until the township acquires the Mock House but will be a valuable addition to the township's park.

Mr. Leiding asked about the sign and Mrs. Bush replied that the Supervisors and Mrs. Mock are in favor of placing the sign at the Fiddletown Rd. site.

There was a brief discussion of funding the Mock House in the future. The Western Pocono Community Library's Heritage Center was brought up as a possible source of some funding.

**Speed Limits Reductions:** Mary Anne Clausen announced that letters had gone out to the residents of Church Rd. and Kuehner Dr. to obtain feedback from the residents regarding the speed limits on those roads. Several residents replied about the speed, stop signs and general safety signage. All replied that they would like to see the speed reduced as well as any other safety measures the Township could install. Mr Kuehner stated that he had studies done for Kuehner Dr. The Supervisors asked Mr. Kuehner to do the traffic studies for Church Rd. Mr. Kuehner agreed to do so.

**Contributions:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a contribution to the Chestnut Ridge Seniors in the amount of \$500.00. Motion carried (2-0).

**Other:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the placement of an ad for administrative support on the PSATS website for a cost of \$200.00.

Mr. Boileau suggested that first we could place the ad on our website and send out an update.

- The motion was amended to first place the ad on the website and send out an update and after 10 days to place the ad on the PSATS website. Motion carried (2-0).

Helen Mackes announced that the Historical Society is holding their annual Bingo on Sunday, October 8 from 1-4.

Ms. Mackes also announced that there will be a ceremony at the Veterans Memorial on November 11, 2017.

Shirley Krum thanked the Supervisors for allowing the Thrift Store to use the modulars for storage and sorting. She asked if the Supervisors would authorize the purchase of a hand truck to help with the moving of furniture.

The Supervisors agreed that the Thrift Store should have a hand truck for that purpose and asked Ms. Krum to get some prices of the equipment they have in mind. Ms. Krum agreed to do so.

Doug Borger asked about the hiring of a custodian at the ETCC. He suggested hiring a cleaning service. The Supervisors replied that they are exploring many options.

Mary Anne Clausen announced that there will be a letter going the Recreations and Parks Commission to inform them of the topics that were discussed at this meeting regarding Mock Park.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (2-0). Meeting adjourned at 8:34 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Mary Anne Clausen; Chairman  
JoAnn Bush; Vice Chairman  
Gary Hoffman; Supervisor



## Minutes Special Meeting October 17, 2017

On October 17, 2017, the Eldred Township Supervisors met in a special meeting at 3:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice-Chairman; Gary Hoffman, Supervisor.  
Also in attendance were Sylvia Gethen, Treasurer and Keith Kuehner, Roadmaster.

### **Approval of Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the bills for Keystone Engineering in the amount of 990.00 and 2 invoices for Gray Connective in the amount of \$495.00 and \$450.00. Motion carried (3-0).

**Frable Subdivision:** Mary Anne Clausen announced that the Township has received the final plans for the Vernon Frable Minor Subdivision. Acting on the recommendation by the Planning Commission, the Board conditionally approved the plan on November 7, 2012 with the following conditions:

1. The planning module being approved by Polk Township SEO
2. All other conditions being met in Polk Townships
3. Since there would be two homes on the same driveway that it be give a private road name.

Polk Township has confirmed that all Polk Township conditions have been met. Having reviewed the final plans, it appears that there will be no new houses that will be served by this driveway.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to waive the condition that a private road name be given to the driveway as long as there is no further subdivision. Motion carried (3-0).

**Security Camera System:** Due to the fact that the camera security system was damaged by a lightning strike on August 18, 2017, a new system is required. The Township received several proposals. Mr. Hoffman stated that he recommended the Royal Security proposal to allow for continuity of service with our overall security systems at the Municipal and Community Center buildings.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Royal Security for a camera security system at a cost of \$2,543.00.

**Budget:** There was discussion of the 2018 proposed budget.

- There was a motion JoAnn Bush and seconded by Gary Hoffman to adjourn for an executive session Motion carried (3-0). Meeting adjourned at 4:45 P.M.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to reconvene the meeting (Motion carried (3-0). Meeting reconvened at 5:10

Gary Hoffman spoke about the letter the Township received from the Lehigh Valley Health Network (LVHN) asking if the Township had any projects that the LVHN could assist with. Mr. Hoffman noted that the West End Ambulance Association has been purchased but the LVHN. There was a discussion about the wisdom of designating the West End Ambulance Association as the Townships primary provider. The question is whether they might always be the closest provider of service. The question was deferred for a later discussion.

Keith Kuehner asked if, due to the mild weather, he could purchase more oil to continue to coat roads before the winter even though it would exceed the budget for road repairs. The Supervisors said yes.

There was a discussion about the properties that Eldred Township owns and which the Township is paying taxes on. Mary Anne Clausen asked the Secretary to look into applying for an exemption for those properties.

- There was a motion to adjourn. Motion carried (3-0). Meeting adjourned at 6:00 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

## Minutes

November 1, 2017

On November 1, 2017, the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown PA.

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

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisors had met in executive session on October 11, 2017 by phone with Special Counsel to discuss union negotiations, on October 17, 2017 during a break in a special meeting to discuss administrative matters, on October 30, 2017 to discuss pending legal matters with the Solicitor, and immediately preceding this meeting to discuss pending legal matters.

**Fair Districting:** Barbara Keiser President of the League of Women Voters (LWV), Monroe County, announced that the LWV is preparing a voter's guide for the upcoming election (Nov. 7, 2017) presented information about a group (Fair Districting PA.) which has generated a statewide effort that has organized to change the way Pennsylvania is redistricted to eliminate districting that favors one political party over another, in Pennsylvania.

- After public comment which was universally in support of the LWV's campaign, there was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adopt Resolution 2017-10, a resolution in support of Fair districting in Pennsylvania. Motion carried (3-0).

**Proposed Budget:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adopt the proposed budget for 2018. Motion carried (3-0).

**Approval of Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of October 4, 2017. Motion carried (2-0) Gary Hoffman abstaining as he was not present at that meeting.
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of October 17, 2017. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as presented. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment and ratification of bills totaling \$34,534.31. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the State Fund Bills in the amount of \$512.96. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Form 941 bills for 10/12/2017 and 10/26/2017 in the amounts of \$2,173.82 and 1,586.16 respectively. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the State Withholding Tax payments for the weeks ending 10/15/2017 and 10/31/2017 in the amounts of \$277.30 and \$194.47 respectively. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the weeks ending 9/30/2017 and 10/14/2014 in the amounts of \$9,163.00 and \$6,465.80 respectively. Motion carried (3-0).

**Roadmaster's Report:** Keith Kuehner reported that the road crew has been finishing replacing pipes, patching and chipping, getting the trucks ready for the winter and doing traffic studies.

Mary Anne Clausen announced that this is the time of year when the Township looks to hire seasonal workers to help with the snow plowing.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to place an ad in the Times News for part time seasonal help for the Road Crew. Motion carried (3-0).



- There was a motion by Gary Hoffman and seconded by JoAnn Bush to solicit proposals from snow removal contractors for emergency snow removal. Motion carried (3-0).

**CJERP:** Robert Boileau reported that CJERP had met and discussed the issue of the proposed quarry reclamation going on in Palmerton Boro. They are in the permitting process and have asked for comments and concerns from surrounding Townships. Mr. Boileau would like the Township to send a letter expressing our concerns about the impact of the project on Eldred Township. Mr. Boileau drafted such a letter and read it to the assembly. Mary Ann Clausen suggested two clarifying changes. With those changes:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to send a letter of concern to DEP regarding the proposed reclamation project at the Golf Rd. site in Palmerton.

CJERP also received notice that there is a federal mandate requiring municipalities to designate an **emergency operation center**. It may be possible for CJERP to organize a regional center that would satisfy the federal mandate. Gary Hoffman stated that Eldred is unique in that we have four buildings that could act as possible emergency centers. The Municipal building which has been designated as our Operations Center, the Firehouse and the Community Center and St. Matthews Church, which could be utilized as evacuation centers. He reminded the assembly that anticipating what emergencies might befall the Township, surrounding Townships or the County, is impossible. Mr. Hoffman stated that Eldred is most likely to be impacted by weather related emergencies. After some discussion, the Supervisors agreed that Eldred would engage in the multi-municipal discussion.

**ETCC:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the daily lease of C. Hill at the regular rate. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a municipal membership to the Pocono Arts Council. Motion carried (3-0). (to be paid from the ETCC budget)
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to ratify the emergency repair to the parking lot at the Center. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Recurring Daily Lease (with fee waiver) for the Quilting group. Motion carried (3-0).

There was discussion about the lighting at the Center. Footprint Zero replaced the existing lighting this year but there are still a few dark areas that pose safety issues. The Supervisors agreed to solicit a proposal to improve the lighting at the Community Center.

**Ordinance 2017-3:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the hearing an intent to adopt Ordinance 2017-03, an Ordinance reducing the speed limits on Kuehner Rd., Church Rd, Turkey Hill Rd. and Borger Rd. with the speed limits according to the recommendations of the roadmaster for the regular meeting on December 6, 2017. Motion carried (3-0).

**Highway Occupancy Fees:** Mary Anne Clausen explained that in response to a resident complaint, we reviewed our Highway Occupancy Fees and discovered that we were not in compliance with state law. Therefore:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adopt Resolution 2017-11, a resolution changing the Eldred Township Highway Occupancy Fees to be in compliance with state laws and using the PENNDOT schedule of fees for highway occupancy. Motion carried (3-0).

**Policy Statement:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to create the policy that the cutoff time and date for submitting items to the Treasurer for her monthly report to 11:30 A.M. on the day prior to the meeting. Motion carried (3-0).

Respectfully submitted,

E. Ann Velopolcek

Secretary



















