

Minutes
January 7, 2019

On Monday, January 7, 2019 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; Gary Hoffman, Vice-Chairman and JoAnn Bush, Supervisor.

Call to Order: The meeting was called to order at 7:30 P.M. by Chairman Mary Anne Clausen.

Approval of Minutes:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of December 28, 2018. Motion carried (3-0).

Treasurers Report:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurers Report as presented. The total balance in the General fund accounts being \$296,178.05. Motion carried (3-0).

Unpaid Bills:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment and ratification of the bills from the General Fund in the amount of \$20,925.00 and in the State Fund \$44.66. Motion carried (3-0).

Payroll:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll for the period ending 12/22/2018 in the amount of \$8,773.48 including all withholding and fees. Motion carried (3-0).

Public Works Supervisors Report: There was no P.W. Supervisors report, however Gary Hoffman commended the P.W. workers for the outstanding job they have been doing painting, cleaning and organizing the garage. Mr. Hoffman suggested an open house tour of the garage when the work is complete.

ETCC Report:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily Lease of Stockman at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the salary of the ETCC Monitors at \$8.00/hr. Motion carried (3-0).

Garage Lighting: Gary Hoffman explained that the Township has received several estimates to replace the lighting in the garage with LED fixtures and lights. Our P.W. Supervisor, Frank Fehlinger, being a licensed electrician, looked into what was proposed and determined that he could order the fixtures and the P.W. crew could do the work themselves at a much lower cost.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of materials to replace and upgrade the garage lighting at a cost not to exceed \$5000.00. Motion carried (3-0).

Resolution 2019-01: A MOTION TO APPOINT KIRK SUMMA, ACCOUNTANTS TO AUDIT THE TOWNSHIP ACCOUNTS FOR THE YEAR ENDING 2018.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2019-01, appointing the accounting firm of Kirk Summa to audit the Township's accounts for the year 2018 at a cost not to exceed \$5000.00. Motion carried (3-0).

The Supervisors broke for an executive session at 7:41 and resumed at 7:46

Resolution 2019-02: A RESOLUTION AUTHORIZING THE TOWNSHIP'S ACQUISITION REAL PROPERTY COMMONLY KNOWN AS 594 KUNKLETOWN ROAD, APPROXIMATELY .4018 ACRE IN AREA, MORE OR LESS, AND OTHER RELATED MISCELLANEOUS MATTERS.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve Resolution 2019-02, entering into a agreement of sale in the amount of \$46,000.00. Motion carried (3-0).

Lorie Zilmer asked what the Supervisors plan was for the house. Ms. Clausen stated Although no decision has been made, that at some future date, she expects that the house may be razed.

Robert Boileau asked if this was the proper procedure for the Township to acquire a property. Ms. Clausen announced that it is.

Ms. Zilmer asked the cost of the removal of the house. Ms. Clausen said that the Township has received a few estimates but since no final decision has been made, it is too early to provide an actual amount.

Mr. Leiding asked if the purchase should be delayed until there could be more public input. Ms. Clausen stated that there are reasons that Real Estate purchases are one of the few things in the Sunshine Law that can be discussed privately in executive session and that all proper procedures were followed.

Resolution 2019-03: A RESOLUTION TO APPROVE THE INDEBTEDNESS OF THE TOWNSHIP BY ACCEPTING A LOAN IN THE AMOUNT OF \$41,937.50, WITH AN INTEREST RATE OF 2%/ YEAR FROM DCED, TO BE REPAID WITHIN 5 YEARS, FOR ONE HALF OF THE PRICE FOR THE PURCHASE OF A BUCKET TRUCK.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Resolution 2019-03. Motion carried (3-0).

Other: Due to a necessary repair to the Township's front-end loader:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the cost of repairing the front-end loader and renting a temporary replacement at a cost not to exceed \$8,000.00 from the Plasterer Company. Motion carried (3-0).

Ms. Bush stated that she is noticing a large amount of litter on the Township's roads recently. She does not know what accounts for the increase but finds it disturbing and encouraged anyone witnessing anyone littering to report them to the State Police. She also said that the Township would be participating again in the fall in the county wide clean-up day.

Public Comment: Diane Pucci stated that she has witnessed trash blowing off the trash pick-up trucks and thinks that may be responsible for some of the trash recently.

James Leiding commended the Supervisors on the purchase of the property on Kunkletown Rd. He thinks that is a wise move. He asked about how the Parks and Rec committee members are working independently. Ms. Clausen answered that the members who were currently working on projects are continuing to work on those projects and when the Committee reconvenes, will bring the results back to the Committee.

Judith Leiding asked what the grant that Don Moore is working on is for. Ms. Clausen replied that the grant currently being worked on is for the Mock Park Fiddletown site for creating a path, signage and a picnic area.

Janet Dickens thanked the Supervisors for delaying the committee appointments. She asked if the Supervisors were able to answer any of her questions from her e-mail. Ms. Clausen replied that she feels a meeting might be in order. She suggested that Ms.

Dickens schedule a meeting or a phone call with one of the Supervisors. Mr. Hoffman stated that currently, the Supervisors have no plans in place to do any projects at the Wes Flo

site. He stated that he feels any proposed projects should come from the Committee and that it needs to be more cohesive about its proposals.

Ms. Nichols stated that she believed Mr. Moore said he would be applying for a grant for the Wes Flo Parking Lot. She asked if she would be notified if such a grant was being applied for. Ms. Clausen said no, and any discussion about grant applications or projects would occur at public meetings.

Randy Serfass asked if there would be any income from the Park. Ms. Clausen answered that there would not be. She indicated strongly that the benefit of a public park is a quality of life issue and that going forward in time, it is not reasonable to expect the Township to remain the same, but it will become developed. Future generations will benefit by having this natural resource preserved in Eldred Township.

Lorie Zilmer agreed that the area that comprising Mock Park is a beautiful site and a great resource.

Joe Pucci agreed that the Park is a wonderful asset to the Community as did Ms. Nichols who stated her reservations are only about an access off Wes Flo.

Ms. Pucci asked of there could be an alternate access.

Earl Smale again brought up the hazard at the creek.

Adjournment:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). There being no further business, the meeting was adjourned at 8:30 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Organization Minutes
January 7, 2019

On January 7, 2019 the Eldred Township Board of Supervisors met for its annual organizational meeting at 7:00 P.M. at the Eldred Township Municipal Building 491 Kunkletown Rd. Kunkletown, Pa.

In Attendance: In attendance were Supervisors Mary Anne Clausen, JoAnn Bush and Gary Hoffman.

Call to Order: The meeting was called to order at 7:10 P.M. by Mary Anne Clausen 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 temporary chairman. Motion carried (3-0).

Announcement of Executive Sessions: Ms. Clausen announced that the Board had met in executive session immediately after the Supervisors meeting on December 28, 2018 with the Solicitor for pending legal and real estate matters, on January 2, 2019 for personnel matters and immediately before this meeting for personnel and real estate matters.

Public Comment: Ms. Clausen announced that public comment would be taken throughout the meeting prior to any official action and at the end of the meeting.

Chairman:

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

Vice-Chairman:

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

Appointments:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint E. Ann Velopolcek, Secretary and Administrative Assistant: James Phillips, Treasurer and Frank Fehlinger, Public Works Supervisor. Motion carried (3-0).

Salaries:

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

Secretary \$17.00/ hr.
Treasurer: \$20.00/ hr.
PW Supervisors \$25.00/hr.

Also:

Full time Collective Bargaining Unit employees \$18.77/ hr.
Part Time Collective Bargaining Unit Employees \$17.70/ hr.
(Both Pursuant to the Collective Bargaining Agreement)

Municipal Building Custodian \$15.25/hr.
ETCC Custodian \$14.00/hr.

Motion carried (3-0).

Other Benefits:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the benefits pursuant to the Collective Bargaining agreement for the Union employees and pursuant to the Employee handbook for the non-union employees. Motion carried (3-0).

Other Appointments:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint as follows:

Township Solicitor: King Spry, Herman, Freund and Faul LLC, Michael Gaul representing at a rate of \$155.00/ hr.

Engineer: Hanover Engineering Associates Inc., Brien Kocher P.E. representing, at the rate set pursuant to the fee schedule submitted. Senior Engineer Rate \$114.00/Hr.

Sewage Enforcement Officer: Hanover Engineering Associates Inc, Jacob Schray Representing, at a rate of 72.00/hr. In addition, the following certified SEO's from Hanover Engineering, at the same rates:

Christopher Taylor

Gregory Gray

Scott Brown

Zoning and Codes Officer: SFM Consulting, Shawn Mc Glynn representing, at a rate of \$65.00/hr., pursuant to the contract dated August 9, 2016.

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

UCC Inspector: SFM Consulting Shawn McGlynn Representing, at a rate of \$65.00/hr.

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

Planning Commission Members: James Leiding, Term 4 years

Donna Mikol, Term 4 years

Planning Commission Solicitor: King Spry, Herman, Freund and Faul, LLC, Michael Gaul representing at a rate of \$125.00/hr.

Zoning Hearing Board Members: Charles Ogle, term 3 years, Dieter Metzger and Scott Clark, Alternates, terms 3 years each.

Zoning Hearing Board Solicitor: Chad Martinez as Zoning Hearing Board Solicitor at a rate of \$150.00/ hr.

Eldred Township Community Center Members: 1 year terms

Coordinator: Ann Velopolcek

Director of Plant, Grounds and Maintenance: Carey Krum

Secretary: Dora Tarter, Alternate Itsy Sweeney

Thrift Shop Coordinator: Donna Deihl

Assistant Thrift Shop Coordinators- Shirley Krum

Volunteer Coordinator: Dora Tarter, Ann Velopolcek Alternate

Committee Member: Pauline Roseo

UCC Joint Board of Appeals Member: Bruce Gower

Vacancy Board Chairman: Mike Kaspszyk

Supervisor Liaison to the Eldred Township Community Center: JoAnn Bush

Pocono Mountains Council of Governments Representatives: JoAnn Bush

Non-voting member Frank Fehlinger

Voting Delegate to the State Convention: JoAnn Bush

Delegate to the Monroe County Tax Committee: Gary Hoffman

Emergency Management Coordinator: Gary Hoffman

Deputy Emergency Management Coordinator: Kevin Silliman

Open Records Officer: Ann Velopolcek

Security Officers: Richard and Virginia Salter

CJERP Regional Planning Committee Voting Member: Robert Boileau

CJERP Regional Planning Committee, Second Member: Mary Anne Clausen

Earned Income Tax Liaison: Gary Hoffman

Kunkletown Volunteer Fire Company, Fire Chief Approval: Kevin Silliman

Kunkletown Volunteer Fire Company, President Approval: Ray Miller

Kunkletown Volunteer Fire Company, Primary Designation: Kunkletown Volunteer Fire Company

Emergency Ambulance Covering Eldred Township: West End Ambulance Association

Motion carried (3-0).

Ms. Clausen announced that appointments to the Parks and Recreation Committee is deferred.

Monthly Meeting Dates and Times:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to set the following meeting dates and times:

Board of Supervisors: First and Third Wednesdays of each month at 7:00 P.M. excepting January, at the Municipal Building

Planning Commission: Third Thursday of each month at 7:00 P.M., at the Municipal Building

Eldred Township Community Center Committee: Third Thursday of each month at 3:00 P.M. at the Community Center.

Parks and Recreation Committee: When the Committee is appointed will meet on the fourth Wednesday of each month at 7:00 P.M. excepting December when they will meet on the 27th instead of the 25th at the Municipal Building.

Also, that the secretary will advertise those meeting dates and times.

Motion carried (3-0).

Depositories for Township Funds:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve First Northern Bank and Pligit as depositories for Township Funds. Motion carried (3-0).

Mileage:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve mileage reimbursement at the rate set by the IRS. Motion carried (3-0).

Public Comment:

Judy Leiding asked why the Parks and Recreation Committee appointments were deferred. Ms. Clausen responded that there has been some confusion about information coming from the committee with regard to Mock Park. The Supervisors want to make sure the information residents are receiving is accurate. Also, certain issues have been raised and the Board has not had time to take a position on those issues. This break will allow time for that to happen.

Robert Boileau indicated that discussion will continue with Mrs. Mock during the hiatus. Ms. Clausen added that in addition to the Boileaus working with Mrs. Mock on an inventory, Annette Heist and Joyce Blaskow are working on a website and Don Moore is working on a grant application.

Adjournment:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 7:30 P.M.

Respectfully submitted,

E. Ann Velopolcek
Secretary