

Minutes
March 20, 2019

On Wednesday, March 20, 2019, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown PA.

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

Call to Order: The meeting was called to order at 7:05 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 March 11, for interviews and personnel matters, on March 13 by telephone for personnel matters, on March 16 for personnel and administrative matters and immediately preceding this meeting with the Solicitor for pending legal matters.

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

Approval of the Minutes:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of March 6, 2019 with a change in language (pg.7 pp.2) to read “she realized that there was already an opening in the cul-de-sac, which has been used in the past, for entry into the woods beyond it. Mr. Moore researched boundaries and elevations etc., to determine the best possible route through the woods, but the route that has been cleared and marked as a result of that does not create any new opening onto Wes Flo Court, it merely connects to the opening that already exists. She added...” 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, the balance in the Pligit and First Northern accounts being \$243,144.66. Motion carried (3-0).

Approval/Ratification of Bills:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payment/ratification of bills from the General Fund in the amount of \$17,048.41. Motion carried (3-0).

There were no bills from the State fund.

Approval of Payroll:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the week ending 3/2/2019 in the amount of \$10,310.14 including all withholding and fees. Motion carried (3-0).

Mock Park: Wes Flo Access: Ms. Clausen made a lengthy statement about the use of Township funds for Parks as follows:

The Township acquired Mock Park in 2006 with grant funds at about half its appraised value, the remainder being a gift from Jacqueline Mock to the Township.

The Park has special features which make it unique including fields with a view to the Delaware Water Gap, native woodlands, a beautiful segment of the Princess Run including a 2+ story rock formation, and in the future it will include a pathway traversing 4 waterfalls and additional rock formations.

Some Township monies have been used for engineering expenses, mainly for a Master Site Plan which has been approved and is available to anyone to review, some legal fees and settling a lawsuit by a neighbor. All these expenses were paid many years ago.

Responding to the concerns she heard after the last Township meeting that expenditures on parks might be interfering with the Township's ability to make other necessary expenditures, Ms. Clausen stated:

In the past 3 years a total of \$12,503.08 has been invested in park development which amounts to .037% of the Townships revenues over that time, mainly for required engineering and legal fees related to the Fiddletown Site project and the Town Square project. Most of that was spent in 2018, but even if you look at that year alone, expenditures for park development was only about 1% of the total budget.

She reviewed some of the investments that have been made in plant over the past few years. a list of recent improvements in those areas as follows:

New Garage Doors Replacement
Replacement of Exterior doors
Labor and Industry required improvements

Security Cameras
Painting the building interior
Refurbishing the downstairs
Exterior lighting
New Computers
Replacement Interior lighting
Wi-fi installation

In addition, the Township has purchased two new trucks and is entering into a 5-year lease purchase for a new boom mower.

Ms. Clausen also pointed out that about \$140,000.00 has been spent on the Community Center for grant related improvements, about \$45,000.00 of which were Township funds, and an additional \$70,000.00 was spent on a roof repair, all but \$5000.00 of which came from insurance.

She ended by summing up her findings, stating that in the 2019 budget, \$10,000.00 is reserved for Park improvements, about half of which will be for engineering and legal expenses and half to develop the Fiddletown Rd. site and the Town Square. She stated that the Township has not been ignoring vital improvements in plant and security in favor of Park development and will continue on this path in the future.

Ms. Clausen added that the essential services of roads, administration and public safety remain the priority of the Supervisors and that will not change but that the Township has the resources to have open a park that we already own.

Jo Ann Bush added that she believes that the Township must continue moving forward, look to create conditions that will encourage growth and development and enhance the quality of life in the Township for future families that will reside here, while continuing to keep pace with the necessary infrastructure of the administration of Township duties.

Mr. Hoffman then spoke about the timeline of the due process of the Mock Park approval and development.

In 2010, the Zoning Hearing Board held a hearing to determine the use and purpose of Mock Park. He indicated that all required notifications and postings were made. The hearing was attended by several residents including some residents of Wes Flo Court, as the transcript indicates.

The conclusions of the Zoning Hearing Board (ZHB), including the opening and parking at Wes Flo Ct. and Fiddletown Rd. (included in the deliberations and decision) were that no evidence was presented that indicated any negative impact on those neighborhoods.

He read the ZHB's requirements for the rules of the park.

In March of 2013 a Land Development Plan for the Park was submitted for review to the Planning Commission, which at its April 2013 meeting, unanimously approved the plan. The Supervisors conditionally approved the plan on June 5, 2013.

He added that of the 11 homes on Wes Flo Court, 7 were owned by the present owners prior to the acquisition of the Park. He stated the process of notifications required by law that were carried out by the Township. He concluded that the complaint that due process notification was not adhered to was incorrect. The Township gave proper notice to the residents.

He added that there is no decision to be made about whether there will be a Mock Park, that decision was made long ago. The decision before the Board currently is what direction the Board will take with the Park.

Mr. Hoffman added that there are many potential improvements already approved that this Board is not pursuing. Currently the improvements are limited to creating a small parking area off Fiddletown Rd. and a few parking spaces at the end of Wes Flo Court, with proper signage and rules in place.

Mr. Hoffman added that the Township must follow the rules that apply to make these improvements, just as any resident would have to follow.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to declare the access off Wes Flo Court to Mock Park (that has been used by the public for many years) “open” for use by the public with parking on the Cul-de-Sac.

Public Comments: Marianne Nichols (Wes Flo Court) stated that she thinks there have been some misunderstandings about comments that were made regarding the surveying of residents in 2006. She stated that the residents at that time were aware of the proposed park but not surveyed. She also feels that there is an erroneous idea that the residents do not want a park. Her concern is that the access from Wes Flo Court is not desirable. She still has concerns about safety.

Danielle Serfass (Wes Flo Court) reported what she believes was criminal activity and that the State Police, when called, took 1 hour and 45 minutes to respond. She has safety and security concerns as well. She indicated that the neighbors have created a neighborhood watch, which they have not, in the past, felt the need for.

Denise Hyde (Wes Flo Court) asked if there would be any assurance from the Board of a response to complaints should there be issues.

Guy Hyde (Wes Flo Court) complained that cars of persons that do not live on the street do not drive safely on Wes Flo. He is concerned that this may increase

James Dickens (Wes Flo Court) agreed with the other speakers.

Joyce Blaskow spoke in favor of opening the access. She indicated that she has seen traffic increase on her road (Borger) since the homes on Wes Flo Court were built. Development and increased traffic are not unique to Wes Flo. She added that in response, she installed a fence to provide additional safety/security for her children.

Lydia Boileau stated that the problems that exist now are not related to the Park and these are separate issues. She pointed out that having more people using the access may discourage any illegal activity.

Diana Pucci reported that illegal activity is not limited to Wes Flo Court, that she has seen similar activity on Borger Rd. by the antenna.

Joe Pucci broke down the issues to three items, the Park, the parking and the crime issue. He stated that he has witnessed illegal activities and he confronted the culprits. He added that this may not be a wise course of action, but he feels inaction is also unwise.

Doug Borger related that, as it pertains to the drug activity, there are several areas in the Township that are being used in this way and he doesn't see a solution to the problem. He hopes the Park will not be another spot that attracts this type of activity.

Gary Hoffman spoke about the State Police, Lehigh Barracks that cover Eldred Township. He said reporting is vital and that often, time elapses before any action (by the police) can take place, requiring due diligence on their part.

Dieter Metzger stated that there are 3 access points to Mock Park, Fiddletown (unusable due to steep terrain), Church Rd. (requires additional funds to develop), and Wes Flo Ct. which is the easiest to access and requires little or no cost. He stated his support for the park and a viable access.

Diana Pucci asked if the problem could be helped by having security cameras at the site.

Mary Anne Clausen responded to the public comment. She stated that she recognizes the concerns of the residents. She reminded the audience that the Township does not have policing authority. She added that this action is the least obtrusive way of having the park open. No new opening is being created, no parking lot installed. The only thing happening now is that the Township is allowing the public to use a trail, the opening to which has been there, and used, for many years. No advertisement will be made. If there are any issues, the Supervisors will respond to those as they occur.

Archie Craig suggested that a sign be placed that says "security cameras in use".

- Ms. Clausen called for a vote on the motion. Motion carried (3-0).

Letter of Support:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify a letter to Chestnuthill Township in support of a grant application to replace a roof on its Park building. Motion carried (3-0).

Caboose:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the proposals of Warnick Welding and Fabrication and JJJ Martin to sand blast and paint the Caboose at a cost not to exceed \$9,400.00. Acceptance is conditioned on the two coordinating so that painting occurs on the same day as the sandblasting. Motion carried (3-0).

Clean-Up Day: The Supervisors decided that Clean-Up Day will be Saturday, May 4, 2019 from 9-12. Volunteers will arrive at 8:30. Refreshments will be provided. Residents can nominate the roads.

Some roads that were suggested are Kunkletown Rd., Princess Run (in Eldred) and Cedar Hollow.

Ann will call the County to see if Waste Management will be providing containers.

Ms. Serfass asked about electronics. The Secretary responded that the Township's electronics recycling program begins on May 1, 2019 and continues until September 30, 2019. A list of acceptable and unacceptable items is on our website, www.eldredtwp.org.

Gary Hoffman announced that on the same day (5.4.2019) the Township's updated garage will be open for public view.

Public Works Hire:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to hire John Myers for the Public Works Department, part- time, with hours as needed, at a rate of \$16.81 during his 180-day probationary period and \$17.70 afterward. Motion carried (2-0). Gary Hoffman abstaining as Mr. Myers is personally known to him.

Custodian Hire: Deferred

Other:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve \$500.00 for additional paint for the garage. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve up to \$4000.00 for the paving of the apron leading to the parking lot area being constructed at the Mock Park, Fiddletown Rd. site as required by PennDot. Motion carried (3-0).

Mary Anne Clausen asked Mr. Boileau if the Township should consider participating in an ad that CJERP places in the West End Happenings. The Supervisors decided not to participate.

Paul Shook asked about the zoning complaint for the property on S. Joshua Lane. Solicitor Gaul told Mr. Shook that the Board approved the filing of a civil suit at last month's meeting. Mr. Gaul explained the process of filing a complaint and explained that the law requires certain procedures to be followed.

Marianne Nichols remarked about some comments that were made at last months meeting that she felt were inappropriate.

Mr. Boileau announced that the Planning Commission was meeting the following evening and would be reviewing biosolids and well ordinances.

Gary Hoffman reported that there would be a meeting on March 24, 2019 of the Monroe Tax Collection Committee which he intends to attend.

Adjournment:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:40 P.M.

Respectfully submitted,

E. Ann Velopolcek
Secretary

BOS Minutes
March 6, 2019

On March 6, 2019 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Kunkletown Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

Announcement of Executive Sessions: Ms. Clausen announced that the Supervisors had met in executive sessions on January 30 for personnel and administrative matters, on February 8 for security and administrative matters, on February 25 for personnel and immediately prior to this meeting with the Solicitor for pending legal matters.

Cancellations: The meetings scheduled for February 6, February 20 and February 25, 2019 were cancelled (due to inclement weather).

Public Comment: Mary Anne Clausen announced that public comment will be available throughout the meeting prior to any action by the Board and at the end of the meeting.

Approval of the Minutes:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of January 16, 2019. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Treasurer's Report as presented, the total in the Pligit and First Northern accounts of the General Fund and State Fund being \$350,609.23. Motion carried (3-0).

Bills for Approval:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the bills for approval and ratification from the General Fund in the amount of \$84,360.57. Motion carried (2-0). Gary Hoffman abstaining from the vote for the bills from the Control Center and two reimbursement checks to him. Motion carried (2-0).

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the bills for approval and ratification from the State Fund in the amount of \$62,770.34. Motion carried (3-0).

Approval of Payroll:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payroll as follows:
 - Week ending January 19, 2019 in the amount of \$10,889.96
 - Week ending February 2, 2019 in the amount of \$10,424.16
 - Week ending February 16, 2019 in the amount of \$9,622.33

Including all withholding and JetPay expenses. Motion carried (3-0).

Public Works Report: PW supervisor Frank Fehlinger submitted a written report that the PW has been plowing snow, storing salt, prepping vehicles and doing upgrades to the garage lighting.

Zoning Report: The Zoning Officer submitted a written report of recent permits and activities.

Planning Commission Report: Robert Boileau reported that the Planning Commission has been reviewing Biosolids. The Commission has been in touch with other states and the Attorney General's office and that the Planners received a letter from the Supervisors requesting they draft a Well Ordinance.

CJERP Report: Robert Boileau reported that CJERP has been discussing Governor Wolf's proposed plan which would assess a per capita fee for police services to all municipalities that do not have police departments. Eldred Township residents would be charged approximately \$25.00/person. CJERP wrote a letter to our legislators in opposition to this bill.

ETCC Report: Ann Velopolcek reported that there are 2 regular daily leases at the normal rate. There was a proposal by DoTerra representatives regarding teaching about healing oils, wellness workshops and educational seminars. This would fall into the fee waiver category as a public benefit program.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the recurring daily lease with fee waiver for DoTerra. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the daily leases of Smith, March 3, 2019 and Zimmerman, June 8, 2019 at the regular rate. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the extension of the LSA grant, provided it is needed, pending more information. Motion carried (3-0).

Historical Society Update: Jalene Kaiser reported that she spoke to Eric Costenbader (Little Gap Landscaping) and he will be shoring up the porch and repairing the porch roof (of the Historic Post Office) as soon as weather permits. Bruce Gower and Harry Kohler are getting estimates from various contractors for other work that needs to be done with a focus on applying for an LSA grant. Ms. Keiser has spoken to Michelle Bisbing (MCIDA) regarding the grant application. Mary Anne Clausen offered to help if she could and advised Ms. Keiser to discuss the project with Ms. Bush for information about the grant administration.

Solicitor Gaul advised that the Historical Society would have to comply with the State's bidding requirements.

Personnel:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a rate increase for the Municipal Building custodian Debra George from \$15.25 to \$15.40/hr. retroactive to January 1, 2019. Motion carried (3-0).

Procurement Cards: There was some discussion about the Township obtaining procurement cards. Since the administrative issues with the current credit cards have been resolved, it was decided to defer any decision at this time.

Security Upgrades: Mr. Fehlinger received quotes for materials to upgrade security at the municipal building. Based on those quotes:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve an expense up to \$12,500.00 to purchase bulletproof glass, security doors and reinforcement for certain walls. Motion carried (3-0).

Well Ordinance:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve ratification of a letter to the Planning Commission requesting they draft a proposed Ordinance for well drilling regulations. Motion carried (3-0).

Clean-Up Day: There was a discussion about the Township participating in a spring Clean-up Day. The Pocono Vacation Bureau is again pairing with PennDot to do a road cleaning project. The date has not yet been chosen. Through the West End Pantry, the Pleasant Valley High School has inquired whether this could be a volunteer opportunity for its students, who are required to complete a number of hours of service for graduation.

The Secretary will stay in touch with the School District representative to discuss the details and arrangements.

Shredding Event: Due to the expense, the Township has decided not to have a shredder, however, Representative Jack Rader is organizing a shredding event May 11 at the Pocono Raceway, the Township will advertise that event.

Mr. Hoffman suggested having an open house event on the same day as the clean-up day to highlight the improvements made by the PW department.

Kuehner Fields Extension: Solicitor Steven Hartz representing S&D Land Development has sent a letter requesting an extension through September 1, 2019.

There are some conditions that need to be imposed.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to grant the extension for Kuehner Fields Estates contingent upon:
 - a. an extension of its line of credit through at least December 31, 2019
 - b. any outstanding engineering or professional fees being paid
 - c. the execution of a second addendum, reflecting the terms of the extension satisfactory to the Township Solicitor

Motion carried (3-0).

Letters of Support:

- There was a motion by and seconded by Gary Hoffman to ratify the letters of support to Chestnuthill Township and the West End Regional Park for its park and for Polk Township for its park. Motion carried (3-0).

Mock Park:

- There was a motion by Gary Hoffman and seconded by MaryAnne Clausen to ratify a commitment letter from the Township for its grant application, committing \$8,444.00 of in-kind services and cash to complete our 50% of the project costs. Motion carried (3-0).

Archie Craig asked if the whirlpool area is on the Township property. Ms. Clausen replied that it is. She also said that the Township has consulted with our insurance company and they do not have an issue with the proposed trail.

Don Moore announced that the Parks Committee has discussed rules for the park. He then reviewed the Site's Master plan approved in 2010 including the access from Wes Flo Court. He explained that there is a 200 foot elevation change from Fiddletown Rd. to the plateau above the Mock House making it inaccessible for most people, while the elevation change to the same area from Wes Flo Court is approximately 20 feet, making it more accessible. He also reported on his meeting with Robert Beers (surveyor) who surveyed the property in the past and they were able to find the remaining pin and the filches on the trees that were made during that survey. This resolves the property line issues.

Ms. Clausen thanked Mr. Moore for all his work and asked the assembly to remember that Mr. Moore's comments are not those of the Board.

Other: Ms. Clausen announced that the Zoning and Codes Officer (Shawn McGlynn) is seeking authorization to file a civil complaint against the owner of 210 S. Joshua Lane for Zoning violations.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to authorize the Codes Officer to proceed with the filing of a civil action in regard to the above zoning violation. Motion carried (3-0).

Gary Hoffman requested a thank you letter go to the following:

The Kunkletown, Polk, Towamensing, Blue Ridge, West End and Lower Towamensing Fire Companies and the West End Ambulance Association for their assistance at a recent local fire. The house was a loss, but no adjacent structures were damaged.

Mary Anne Clausen announced that the Community Center has been assessed at a market value of 1.8 million dollars. She asked the secretary to set an appointment with the assessment company (Tyler Technologies) to see if that could be reduced.

Public Comment: Ms. Clausen announced that public comment will be limited to three minutes per person.

Doug Borger asked the status of the Smale house. Gary Hoffman replied that the sale has closed, and the property has been posted with no trespassing signs. Mr. Borger asked what the plans are for the house. Mr. Hoffman replied that nothing is planned for now, that eventually the house would probably be demolished. He also stated that the reasons for the purchase were to add to the public park area adjacent and to provide an emergency source of water should the need arise since there are 2 wells on the property.

James Dickens commented about the proposed Highway Patrol Bill and he agreed that the Township should oppose the bill. Mr. Dickens also stated that he would like to apply for a place on the Parks and Recreation Committee to act as representative for the residents of Wes Flo Court.

Don Moore showed the Board a diagram of Mock Park that compared the original Master Site Plan with the current proposed uses of the Park. He reviewed the previous decision of the Zoning Hearing Board regarding the use of the property as a park, the conditional approval of the Master Plan and the Conditional Use approval for the access from Church Rd.

He explained that all of the current proposals for accesses and uses have already been approved at duly convened hearings which were attended by various residents who were heard at that time. He also stated that over \$700,000.00 has been expended and that at this time no access is available.

Solicitor Gaul asked if Mr. Moore located a signed land development plan. Mr. Moore has not. The approved Plan has conditions and it is not known at this time if those conditions have been met. Mr. Moore believes they have.

Mr. Moore also stated that the property was purchased for the purpose of being a park with passive recreation as its use, with public monies and that it is time for that to happen.

Marianne Nichols spoke again in opposition to an access and parking area from Wes Flo Court. She asked what recommendations the Committee has made.

Solicitor Gaul advised that this Board is open to receive public comment before making any proposals, but its obligation is to receive public comment on proposals. He stated that as of now, there is no proposal from the board. Mr. Gaul also stated that he does not want the residents to believe that in the future, there will be no impact on nearby residents. He said that any time a new use such as a park is put in place, there are impacts on those residents.

Cindy Smith spoke in favor of developing the park. She made the point that the park has been here for over 10 years and she is disappointed that there is not viable access to the areas in question. She stated that Wes Flo Court is a public (not private) street and that all public streets are open to all public traffic. She added that the park is intended to be a resource for all the 3000 residents of Eldred, not a private reserve for 10 homes. She further stated her opinion that the parking area should be installed so this area of the park can be opened.

Dr. Leiding asked if the Committee was still in recess. He again stated that there is an access to the park from Fiddletown Rd. and that only Mrs. Mock need be disturbed by this solution.

Joyce Blaskow spoke in favor of developing the park. She stated that a large investment of money and time has been made. She would like to see both the Wes Flo and Church Rd. accesses be developed.

Ms. Clausen then responded to several points. She stated that the Committee is currently suspended in order that there be less confusion about the information coming from the Committee versus information coming from the Board. She reminded the assembly that it is the Supervisors, by majority vote, that are the decision makers and that those decisions are discussed and approved at public meetings.

She then stated that she is concerned that some people have said they were not informed about park related issues. She reiterated that the park has been in existence since 2006 and that there have been several public hearings. The Committee, in 2016, sent letters to the residents, held a special public meeting and joint workshop with the Parks Committee and made every effort to inform the residents including those on Wes Flo Court. Also, the Master Site plan, hearing transcripts and all other related

documents have been available, at the Township building, for anyone to review, that all the meetings are advertised and public and anyone can attend and participate.

Ms. Clausen then clarified what has been done so far. She indicated that when the Supervisors and Committee visited the site she realized there was already a path there. Mr. Moore then researched the boundaries and elevations etc. to determine that the existing path does not encroach on any other properties, which he determined it does not. She added that there has been no earth disturbed, no fill brought in, no trees removed, just a clean-up of fallen branches and brush from the existing path.

Ms. Clausen then stated clearly that the duty of the Board is to balance the interests of all the residents of the Township. She stated that the Board is always interested of any concerns of any residents, but that the Board must look at the overall interests of the residents of the Township. She then read a letter from Annette Heist in favor of the development of the park. In the letter Ms. Heist reiterated the opinions of Mr. Moore, Ms. Blaskow and Ms. Smith. She emphasized the fact of Wes Flo Court being public road. She asked that the accesses to the park be developed in 2019.

Ms. Clausen stated that the park was acquired in 2006 to be a public park. She added that enough time has passed, and further delay is not in the Township's best interest. She stated that she does not see a compelling reason for any additional delay. She does not believe that the local community on Wes Flo Court will be greatly disturbed by an access there.

She then stated that there have not been funds set aside in this year's budget for a parking lot, and that the Supervisors are working to stay within the budget.

Shirley Krum spoke and asked if Ms. Mock's opinions have been considered. She believes that Ms. Mock is upset by the contentious nature of the debate.

Ms. Clausen thanked Ms. Krum for her remarks but added that the Township cannot always gain the approval for every neighboring property owner before making decisions about the uses of Township owned properties.

Gary Hoffman made a statement about public services. He explained that the Fire Company is in distress, needing volunteers, and that the Township building has no generator and that there are other such expenses related to public safety that need to be addressed. He feels that these are the most pressing issues facing the Township that require the attention of the Supervisors.

JoAnn Bush commented that she agrees that the Supervisors need to balance and prioritize financial, safety and other Township business and all these things will be completed over time, that there will be changes and not everyone will be happy with

the decisions, but that the changes will be positive overall, and the Supervisors are looking to the future.

Adjournment:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary
Eldred Township Board of Supervisors

Minutes
January 16, 2019

On January 16, 2019 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

Call to Order: The meeting was called to order at 7:00 P.M. by Chairman 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 January 11th for personnel, security and a possible legal issue, January 13th for administrative matters, security and personnel. Ms. Clausen announced that the January 13th meeting was interrupted by two residents requesting information about the Old Mill property. She asked that residents please not interrupt executive sessions. She stated that that is not an appropriate place for public comment. There was a third executive session prior to this meeting with the Solicitor for pending legal issues.

Public Comment: Ms. Clausen announced that public comment would be available throughout the meeting as items come up.

Approval of the Minutes:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the minutes of the regular meeting on January 7, 2019. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Organizational Minutes of January 7, 2019. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to rescind the approval of the NEPA bill inadvertently approved at the January 7, 2019 meeting. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer's Report, the total in the Pligit and First Northern accounts being \$382,840.86. Motion carried (3-0).

Unpaid Bills:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the unpaid bills in the amount of \$6115.61 from the General Fund. Motion carried (3-0).

There were no bills from the State Fund.

Approval of Payroll:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll for the week ending January 5, 2019 in the amount of \$9,607.51 including all fees and withholding. Motion carried (3-0).

ETCC Report: Eldred Township Community Center Committee: Ms. Bush explained that the passage of time has resulted in some changes necessary to the ETCCC policy. The title of financial director is no longer required and some job duties have been revised.

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

Leases:

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily leases of Leininger 2/17/2019, Ulrich, 1/26/2019, and Feen, 2/3/2019, all at the regular rate. Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the recurring lease of Penn State Extension for a Strong Women's program beginning 3/25/2019 and ending 5/1/2019 at a rate of \$60.00 for the series. Motion carried (3-0).

Employee Handbook/ Benefits: Gary Hoffman explained that the Supervisors wish to bring the non-bargaining Unit Employees benefits in line with the Union Employees as regards Holidays, Vacation Time and Personal Days for better continuity of services.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the new paid time-off days for the Non- Bargaining Unit Employees to make those days consistent with the Bargaining Unit contract of 2018. Motion carried (3-0)

New Hire/Advertising:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve an advertisement for a Part-Time Public Works employee at a rate of \$17.70/ hour. Motion carried (3-0).

It was agreed that the advertising would be in the Times News, West End Happenings, Eldred Township Update and a notice posted on the door.

Other:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Frank Fehlinger (PW Supervisors) as a Deputy Emergency Management Coordinator. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Sensible Solutions LLC to install a booster for the Township's WiFi at a cost not to exceed \$535.00 to improve the WiFi access to the garage. Motion carried (3-0).

In preparation for a grant application:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the use of boulders at the Fiddletown Road site of Mock Park, based on the estimate from Little Gap landscaping. (\$8,100.00, the contract is not being approved, just the use of this material.) Motion carried (3-0).

The Secretary was also advised to acquire estimates for picnic tables and signage for various purposes in order to prepare a grant application.

Security:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve moving forward to get estimates for enhanced security in the Township Building as suggested by the Pennsylvania State Police during a walk-thru with the supervisors. Motion carried (3-0).

The secretary read a note from Mrs. Jacqueline Mock in which she clarified her position on the Parks and Recreation Committee as an ex-officio member and the fact that she was approached by the then Supervisors to accept such a position.

Public Comment:

Paul Shook brought a complaint about a neighbor to the Supervisors. He stated that this has been an ongoing issue and that he believes a permit was issued incorrectly. The Supervisors said they would ask the Zoning Officer to investigate the matter and report back to them.

Dr. Leiding thanked the Supervisors for permitting him to deliver a mattress that had been left on the side of the road to the Township Building for disposal.

There was a brief discussion about having a clean-up day in the spring as well as in the fall.

Broglia Subdivision:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve a letter requested by Keystone Engineering (excess land waiver) explaining the reasoning for excess of 2 acres being removed from Act 319. Motion carried (3-0).

Adjournment:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 7:50 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary
Eldred Township Board of Supervisors

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 if 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

