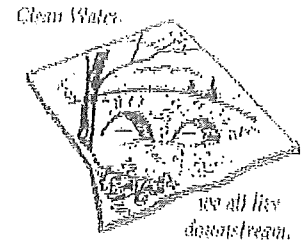




# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman  
Scott Clark  
Susan McGinty



Board of Supervisors  
Minutes  
September 18, 2024

On Wednesday, September 18, 2024 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 was Gary Hoffman, Chairman, Scott Clark, Vice-Chairman, Susan McGinty, Supervisor and Solicitor Michael Gaul. Also in attendance was Donna Kenderdine, transcriptionist.

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

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

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

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

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

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the minutes of August 21, 2024, as presented. Motion carried (3-0).

**Local Share Account Grant Application:** New Application for Local Share Account Grant; Bridge Restoration: (Costs: MCIDA \$600.00 ; Commonwealth Financing Authority \$100.00):

**Resolution 2024-08:** Approving the LSA Grant Application and Appointing Two Representatives as Signatories.

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- There was a motion by Scott Clark and seconded by Susan McGinty to adopt Resolution 2024-08 approving the application and fees for the 2024 LSA Grant for the Rehabilitation of the Stone Arch Bridge (estimated cost of the project \$1.34 Million) and appointing Gary Hoffman and Scott Clark as signatories. Motion carried (3-0).

**Public Hearing on Proposed Ordinance 2024-02:**

AN ORDINANCE AMENDING THE ELDRED TOWNSHIP ZONING ORDINANCE, TOWNSHIP ORDINANCE #2014-01, AS AMENDED; ESTABLISHING NEW DEFINITIONS FOR WAREHOUSE USE; AMENDING THE SCHEDULE OF USES REGARDING THE PERMITTED OR PROHIBITED USE STATUS OF WAREHOUSES IN EACH TOWNSHIP ZONING DISTRICT; ADDING A NEW SECTION 857 PROVIDING STANDARDS FOR WAREHOUSES AND PROVIDING FOR OTHER MISCELLANEOUS MATTERS.

- There was a motion by Scott Clark and seconded by Susan McGinty to open the public hearing on proposed Ordinance 2024-02. Motion carried (3-0).

Solicitor Gaul presided over the hearing.

The following exhibits were entered into the record:

T-1 Solicitor correspondence with the Times News of Lehighton ordering the advertising of the Notice of the Hearing and a copy of the proposed ordinance.

T-2 Proof of Publication Notice.

T-3 Monroe County Planning Commission Review Letter (approval)

T-4 Eldred Township Planning Commission Review Letter (approval)

T-5 Certification of the posting of the Notice of the Hearing

T-6 Correspondence to the Monroe County Law Library

T-7 Receipt of the certified copy of proposed Ordinance from the Monroe County Law Library

T-8 Original proposed Ordinance

T-9 A redline of a reformatted copy of the Ordinance

T-10 A final copy of Ordinance 2024-02 (as revised)

Solicitor Gaul then summarized the Ordinance, its definitions and provisions.

Public Comment: Kathy Keeley asked if, after approval, any warehouse structure could be expanded into an adjacent Zoning District. Solicitor Gaul explained that such a change would require a change in the Township's Zoning Map and Ordinance and is unlikely.

With no further questions or comments:

- There was a motion by Scott Clark and seconded by Susan McGinty to close the Hearing on proposed Ordinance 2024-02. Motion carried (3-0).

**Action on Proposed Ordinance 2024-02:**

- There was a motion by Scott Clark and seconded by Susan McGinty to enact proposed Ordinance 2024-02, as revised. Motion carried (3-0).

**Public Hearing on Proposed Ordinance 2024-03:**

AN ORDINANCE AMENDING THE ELDRED TOWNSHIP ZONING ORDINANCE, TOWNSHIP ORDINANCE #2014-01, AS AMENDED, TO CHANGE REFERENCE IN THE COMMERCIAL DISTRICT SCHEDULE OF USES THAT ALLOWS FLEA MARKETS BY SPECIAL EXCEPTION FROM FLEA MARKETS TO FLEA MARKET, INDOOR; AND PROVIDING FOR OTHER MISCELLANEOUS MATTERS

- There was a motion by Gary Hoffman and seconded by Scott Clark to open the public hearing on proposed Ordinance 2024-03. Motion carried (3-0).

The following exhibits were entered into the record:

T-1 Solicitor Correspondence with the Times News of Lehighton, PA. ordering advertising of the Hearing and a copy of the Ordinance.

T-2 Proof of Publication

T-3 Monroe County Planning Commission Review Letter (approval)

T-4 Eldred Township Planning Commission Review Letter (approval)

T-5 Certification of Posting

T-6 Correspondence to the Monroe County Law Library

T-7 Receipt of the certified copy of Ordinance from the Monroe County Law Library

T-8 Original proposed Ordinance 2024-03

T-9 Red-Line revised proposed Ordinance 2024-03

T-10 Final copy of Ordinance 2024-03 (as revised)

Solicitor Gaul described the provisions in the proposed Ordinance, and revision.

There was no public comment.

- There was a motion by Scott Clark and seconded by Susan McGinty to close the public hearing on proposed Ordinance 2024-03. Motion carried (3-0).

**Action on Proposed Ordinance 2024-03:**

- There was a motion by Susan McGinty and seconded by Scott Clark to enact proposed Ordinance 2024-03, as revised. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Treasurer's Report, as presented the balance in the PLIGHT, First Northern and Petty Cash accounts being \$1,423,070.01. Motion carried (3-0).

**Bills for Payment and Ratification:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payment and ratification of bills from the General Fund in the amount of \$58,723.07. There was also a payment for the completed roof project in the amount of \$40,000.00 approved contingent upon Engineer and Solicitor approval of the contractor's close out documentation. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payment and ratification of bills from the State Fund in the amount of \$12,147.86. Motion carried (3-0).

**Payroll:**

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the payroll for the week ending August 10, 2024 in the amount of \$12,454.69 and the week ending August 24, 2024 in the amount of \$12,172.58, including all withholding and fees. Motion carried (3-0).
-

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

Public Works Supervisor's Report: Jonathan Gula reported that the Crew have been Sealcoating several roads in for winter. Mr. Gula also reported that the Kunkletown Rd. bridge should be open in 2 weeks. He is looking into a low volume rd. project for next year and waiting for the results of the weight study for Pt. Phillip Rd.

ETCC Report: Donna Deihl reported that sales at the Thrift Store were doing well. Ms. Deihl created a cleaning schedule for the new cleaning service to eliminate any miscommunications. The Board assigned Ms. McGinty as liaison for the Board with the Thrift Store.

Parks and Recreation Report: The Parks Committee met in Sept. The Development Grant for the ETCC playground was discussed as well as decorating for the Fall/Winter season at the Village Center.

Historical Society Report: Jalene Keiser thanked the Board for the donation to the Bingo fundraiser. Ms. Keiser reported that the work to restore the porch at the Historic Post Office is underway.

Some members of the Historical Society are applying for a grant to paint the building, interior and exterior. Ms. Keiser asked for a Letter of Support for the grant application from the Board.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a Letter of Support for the Historical Society grant application. Motion carried (3-0).

Zoning Report: There was no Zoning Report.

Planning Commission Report/CJERP Report: Robert Boileau reported that the Planning Commission met and approved the recommendation of the Planning Commission for the Ordinances enacted at this meeting.

Mr. Hoffman thanked the Commission for its work on the Ordinances especially the attention to the public safety aspect of the regulations.

Mr. Boileau said the Planners are working on an Ordinance to regulate Commercial Solar Uses in the Township.

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire Company has responded to 40 call outs year to date. Mr. Stankovich announced the Fire Company recently did its annual hose inspections and will be inspecting ladders next Month.

The Fire Company will be holding various fundraisers in the upcoming weeks.

The Fire Company requested a Letter of Support for an LSA Grant Application.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a Letter of Support for the Kunkletown Volunteer Fire Company for improvements to its property. Motion carried (3-0)

**Schedule Budget Meetings:** The first budget meeting for the year 2025 will be held on Thursday October 10, 2024 at 5:00 P.M.

**Kuehner Field Estates Subdivision:** Declaration of Developer Default:

There was a motion by Scott Clark and seconded by Susan McGinty to table this item at the request of the developer, as the developer's representative was unable to attend the meeting due to an emergency. Motion carried (3-0).

**Ratify S. McGinty Attendance at PSATS Forum:**

There was a motion by Gary Hoffman and seconded by Scott Clark to approve the cost of attendance (\$99.00) at the PSATS 2024 Fall Forum by Ms. McGinty. Motion carried (2-0). (Ms. McGinty abstaining.)

**Public Comment:** Kathy Keely asked if Dollar General was still planning a site in Eldred Township. Most recently the Secretary was told they anticipated beginning building in the spring.

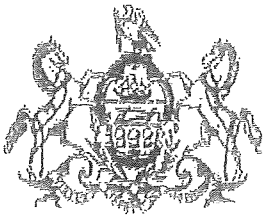
**Adjournment:** There being no further business:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

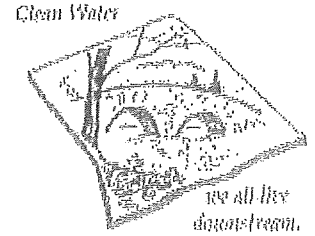




# Eldred Township Supervisors

## Monroe County, Pennsylvania

Gary Hoffman  
Scott Clark  
Susan McGinty



### Board of Supervisors Minutes August 21, 2024

On Wednesday, August 21, 2024 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 was Gary Hoffman, Chairman, Scott Clark, Vice-Chairman, Susan McGinty, Supervisor and Solicitor Michael Gaul.

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

**Announcement of Executive Sessions and Recording:** Mr. Hoffman announced that the Board met in executive session on Sunday August 18, 2024 and immediately prior to this meeting with the Solicitor for pending legal matters.

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

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

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

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the minutes of June 19, 2024 and July 17, 2024, as presented. Motion carried (3-0).

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

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,623,178.29. Motion carried (3-0).



**Bills for Payment and Ratification:**

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the bills for payment and ratification from the General Fund in the amount of \$183,382.32. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Scott Clark to approve the bills for approval and ratification from the State Fund in the amount of \$98,006.11. Motion carried (3-0).

**Payroll:**

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the payrolls for the weeks ending 7/13/2024 in the amount of \$12,253.10 and 7/27/2024 in the amount of \$12,031.26. Motion carried (3-0).

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

Public Works Supervisor's Report: Jonathan Gula reported that the paving project is completed, the roofing project for the Municipal Building was also completed and the backhoe broom has arrived. Mr Gula reported that there was flooding this week on Gower Rd., Meixsell Valley Rd., but it receded very quickly after the storm passed.

Dodge Pick-Up Truck, return to NEACTTF:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the return of the Dodge Pick-up truck to the NEACTIF, from which we acquired the truck for \$1.00 in 2016. Motion carried (3-0).

Schedule Clean- Up Days:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Fall Clean-Up days to be Friday, September 20 from 7A.M. to 2 P.M. and Saturday, September 21 from 7 A.M. to noon, and authorizing the Secretary to hire the dumpsters for the event. Motion carried (3-0).

ETCC Report: Donna Deihl announced that the Thrift Store was closed for the month of August. The Staff moved the receiving and storage rooms to make better use of the facility.

Susan McGinty gave an update on the Rec Tap grant for the planning of the west property at the ETCC and the old ballfield. Supervisors McGinty and Clark, some members of the ETCC Committee and Parks Committee met with the designer on July 12th to discuss preliminary steps for the project.

As a part of that meeting it was decided to do a "pop-up" event at the ETCC on September 29<sup>th</sup> at 4:30 P.M. to enlist residents' opinions on what would best suit the needs of the public at this site.

Ms. McGinty created a poster for the event which will be posted, sent to our community e-mail list and handed out at the Clean-up event.

Ratify Purchases( carts and racks):

- There was a motion by Scott Clark and seconded by Susan McGinty to ratify the expense for the Thrift Store of racks and carts from ULINE in the total amount of \$1,899.40. Motion carried (3-0).

Parks and Recreation Report:

PRPS Increase Membership Fee: the Pennsylvania Parks and Recreation Society has asked the Township to approve a membership increase from \$100.00/year to \$125.00/year. This is the organization we received the planning grants from.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve this increase as stated above. Motion carried (3-0).

Rail Trail Feasibility Study Update: Scott Clark reported that the Feasibility Study released a draft report regarding the feasibility of a rail trail from Palmerton to Chestnut Ridge Rd. After final comments and reviews, the Committee will be releasing its final report which will then be available to the public at that time.

Historical Society Report:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a donation of \$100.00 to the Eldred Township Historical Society for its annual Bingo fundraiser. Motion carried (3-0).

Zoning Report: Jeffrey Snyder asked the Supervisors how they wished him to proceed regarding the burned out and dangerous structure at 104 Fiddletown Rd.

Solicitor Gaul gave a brief history of the property, stating the unique challenges the Township faced in trying to improve the property. The Township had already ordered the property owner, which is a limited liability company and not a person, to clean up

the property. The Township had also filed a citation with the District Magistrate, which resulted in a fine being imposed on the property owner in an amount in excess of \$20,000. These actions have not resulted in the property owner taking any action. The Township could clean up the property, but its upfront costs are expected to be in the \$50,000 range, based on an estimate received several years ago, with no guarantee that the Township would ever recover its costs.

The property had no insurance. As a result, the Township did not receive any Fire Escrow funds from a property insurance company. The mortgage and taxes on the property are continuing to be paid. As result, the property is not likely to be sold to a new owner through a tax sale or mortgage foreclosure sheriff sale. The Township would have to be wary about owning the property itself. If the Township became the owner, it would be responsible for any dangerous conditions or environmental problems on the property. For these and other reasons this property continues to challenge the Township's ability to find a remedy to the problem it presents. Solicitor Gaul said the Township will continue to investigate possible remedies.

Mr. Snyder next discussed the property at 305 Chestnut Ridge Dr., where another burned out home exists and a similar situation exists. Junk and trash have been accumulating and it appears the property has been abandoned. The Supervisors and Solicitor will look into the matter to determine a way forward.

Mr. Snyder stated that there have been a few other zoning complaints that are being processed.

Mr. Snyder asked the Supervisors to reconsider the exemption for building permits for structures under 1000 sq.ft. He believes the maximum sq. footage requirement for the exemption should be 600 sq.ft. as some buildings later are converted in ways not originally planned and may not be safe. The Supervisors will take this under advisement.

Planning Commission Report: Robert Boileau reported that the Planning Commission did not meet in August. He stated that a draft Ordinance for Commercial Solar Uses is in review.

CJERP Report: Resolution 2024-06 : CJERP Comprehensive Plan Funding

CJRP has requested a Resolution to assure the funding for the upcoming CJERP Comprehensive Plan Update.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Resolution 2024-06, committing up to \$9,950.00 to the CJERP Comprehensive Plan Update. Motion carried (3-0).

Alternate Representative:

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Susan McGinty as alternate CJERP representative for Eldred Township. Motion carried (2-0; Ms. McGinty abstaining).

**Kunkletown Volunteer Fire Company Report:** No Report (Fair Week)

**Proposed Zoning Ordinance Amendments:** The Supervisors advised Solicitor Gaul to advertise the public hearings for the proposed Warehouse and Flea Market Zoning Ordinance Amendments.

**Resolution 2024-07:** A Resolution for the Destruction of Various Documents in Accordance with the Pennsylvania Historical and Museum Commission Schedule :

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Resolution 2024-07 . Motion carried (3-0).

**Tax Collector Association Journal Advertisement:**

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the expense of an ad in the Tax Collectors Convention Newsletter for a one-half page ad at a cost of \$70.00. Motion carried (3-0).

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

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

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

Respectfully submitted,

E. Ann Velopolcek Secretary



# Eldred Township Supervisors

## Monroe County, Pennsylvania

Gary Hoffman  
Scott Clark  
Susan McGinty



### Board of Supervisors Meeting July 17, 2024

On Wednesday, July, 17, 2024, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 PM at the Eldred Township Municipal Building, 490 Kunkletown Rd, Kunkletown, PA.

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

**Call to Order:** The Meeting was called to order at 7:00 PM by Chairman Gary Hoffman followed by the Pledge of Allegiance.

**Appointment of Temporary Recording Secretary:** Supervisor McGinty motions to temporarily appoint Rebecca Tippet as recording secretary for the July 17, 2024 meeting; Second by Supervisor Clark. All in favor. Motion passed.

**Announcement of Executive Sessions and Recordings:** Mr. Hoffman announced that the Supervisors met with the Township Solicitor in an executive session prior to the meeting to discuss legal matters. It was also announced that the meeting is being recorded by video and audio.

**Public Comment on Non-Agenda Items:** Steve Christensen who resides on Schaffer Road voiced his concern regarding drainage issues onto his property. He said the drainage problem caused about \$10,000 worth of damage. He said he spoke to the Eldred Township Zoning Officer a few times to find a solution to his drainage problem and has not received any resolutions. Mr. Christensen believes that the problem is starting at a blocked pipes on another residence located on Quinton Drive. Discussion was held on specifics of the original subdivision, original pipes, and additional pipes that were installed after. Solicitor Gaul said the Township would need additional information before it could assess what the problem is and who may be responsible for solving it. Solicitor Gaul and the Supervisors request Mr. Christensen drop off copies of all the information pertaining to the current problem so the engineers can analyze the problem. Chairman Hoffman agrees the issue should be resolved and mentions someone will follow up with Mr. Christensen.

**Additions or Changes to the Agenda:** No additions or changes to the agenda were suggested.

**Approval or Changes to the Agenda:** The Supervisors would like to make clarifications to the minutes of June 19, 2024. Since Mrs. Velopolcek is on vacation, the minutes will be tabled. Supervisor Clark motions to table the June 19, 2024 draft minutes until next meeting; Second by Supervisor McGinty. All in Favor. Motion passed.

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Public Hearing: Renewal of the Blue Ridge Cable Franchise Ordinance/Agreement: Supervisor Clark motions to open the public hearing; Second by Supervisor McGinty. All in favor. Motion passed.

Stenographer Donna Kenderdine made a stenographic record of the hearing.

Solicitor Gaul explained that the Blue Ridge Cable franchise agreement between Eldred Township and Blue Ridge Cable Communications is due to expire in August. The agreement originally goes back to 1999 and has been renewed a few times. Blue Ridge requested a renewal at the beginning of this year.

The Township has given this agreement some consideration. A requirement of the request is to hold a public hearing on the performance of the cable company and the future cable needs of the municipality. A draft ordinance was prepared, authorizing the renewal so that the cable company would be able to continue to operate. The term of the contract is for another 5 years on basically the same terms that exist historically, which is a two percent franchise fee. One condition that was added to the agreement is that the Township would have a right to eliminate the franchise fee with reasonable notice to Blue Ridge Communications. Blue Ridge Communications would also pay the Township's cost in connection with consideration and approval of the franchise renewal including legal fees. The Ordinance was advertised and it is also on the agenda for tonight's meeting.

Joe Lorah was present from Blue Ridge Cable Communications for the public hearing. The audience is given an opportunity to speak or ask questions about cable-related items.

Discussion was held on the possibility of eliminating the cable fee of two percent, which is entirely passed through to the consumer. The Cable Company, in substance, is not paying that fee. The Board of Supervisors will keep this in mind going forward.

Mr. Lorah mentions that Blue Ridge Cable is in the process of installing and switching to a fiber-to-the-home rebuild which will give you equal upload and download speeds. He mentions that this switch will create a more reliable faster network. It will be probably a year or two until the completion of the rebuild.

Richard Zimmer questions if any other vendors for competitive offers were examined by the Board of Supervisors. Mr. Lorah stated that the agreement is nonexclusive so it does not stop other competitors from coming to the area. Blue Ridge Cable is the only option in the area right now besides Dish, streaming services and AT&T. The rebuild will be in Monroe County after they finish up in Lancaster County. If residents have cable already, the cable lines will be replaced. If residents do not have cable, they will be offered the opportunity while Blue Ridge crews are in the area.

Matt Hosking is interested to know the trimming schedule because there seems to be a lot of lines that are not trimmed or maintained. Mr. Lorah will follow up with an email to the Supervisors as he does not have that information. He does mention that a lot of the poles are owned by the power companies.

Discussion was held on the revenue generated by the franchise fee. It is estimated to be about \$16,000 and is part of the regular budget.

There are no other comments. Supervisor Clark motions to close the public hearing; Second by Supervisor McGinty. All in favor. Motion passed.

PROPOSED ORDINANCE #2024-1, TITLED "AN ORDINANCE OF THE TOWNSHIP OF ELDRED, MONROE COUNTY, PENNSYLVANIA, GRANTING AN EXTENSION OF THE FRANCHISE TERM GRANTED TO BLUE RIDGE CABLE TECHNOLOGIES, INC., t/a, d/b/a BLUE RIDGE COMMUNICATIONS PREVIOUSLY GRANTED BY ORDINANCE NO. 2019-02, WHICH AMENDED ORDINANCE NO. 2014-3, WHICH AMENDED ORDINANCE NO. 99-4; AND PROVIDING FURTHER MISCELLANEOUS MATTERS.

Solicitor Gaul presented proposed Ordinance 2024-1, which renews the Township's Cable Franchise Agreement with Blue Ridge Communications.

Supervisor McGinty motions to enact proposed Ordinance 2024-1; Second by Supervisor Clark. All in favor. Motion passed.

Treasurer's Report: Supervisor Clark motions to approve the July 17, 2024 Treasurer's report, as presented, the balance in PGLIT, First Northern and Petty Cash accounts being \$1,599,238.77; Second by Supervisor McGinty. All in favor. Motion passed.

Bills for Payment and Ratification: Supervisor Clark motions to approve the bills for payment and ratification from the General Fund in the amount of \$30,374.77; Second by Supervisor McGinty. All in favor. Motion passed.

Supervisor Clark motions to approve the bills for payment and ratification from the State Fund in the amount of \$13,733.25; Second by Supervisor McGinty. All in favor. Motion passed.

Payroll: Supervisor Clark motions to approve the payrolls for the weeks ending May 18, 2024 in the amount of \$11,368.24 and June 1, 2024 in the amount of \$12,013.24; Second by Supervisor McGinty. All in favor. Motion passed.

## Reports

1. Public Works Supervisor's Reports: Public Works Supervisor, Jonathan Gula, is present.
  - a. Mr. Gula reports that the paving project by Bruce George Paving & Excavating is complete with a small overage of 15 tons of materials which is approx. \$1500 more. The overage is within the 10% that is allowed per the contract. The road crew will stone the shoulders to completely finish that project.
  - b. The crew completed the prep work on Gower Road for the installation of the guardrail on the north bridge.
  - c. The driving portion of the Point Phillips speed study was completed in June. Radar will be installed on July 29<sup>th</sup> to finish the speed study.
  - d. The Municipal roofing project should start within the next week or two.
  - e. Kleintop Rd- Supervisor Clark mentions that one of the signs on Kleintop Rd was hit and run over by a truck. Due to the detour, more trucks are being seen driving through the Township roads.
2. ETCC Report: Doug Borger was present. Mr. Borger reports that the Center will be closed for August. Credit card sales have helped immensely.
3. Parks and Recreation Report: No report.
4. Historical Society Report: One of the windows was shot but it has been replaced.
5. Zoning Report: No report.
6. Planning Commission Report: A final review was complete of the solar ordinance. The Planning Commission is looking to possibly modify the existing ordinance and has reviewed other Township's ordinances. The County and Townships are tasked with updating the regional comprehensive plans by Strategic Solutions. Strategic Solutions was recommended by PSATS and assembles the data and creates a new regional plan to review. Exact cost is unknown at this point but would be based on per capita by each Township. A formal proposal will be given by CJERP. Supervisor McGinty motions to participate in updating the comprehensive plan and to retain Strategic Solutions LLC as the consultant for the project, subject to the Board of Supervisors' approval of the estimate costs; Second by Supervisor Clark. All in favor. Motion passed.
7. Kunkletown Volunteer Fire Company: Brian Stankovich was present. There were 9 calls for June and 31 calls year to date. Mr. Stankovich comments that they are unusually busy with back-to-back house fires and then a storm which brought multiple wires down, and then a CO incident from a generator running

at the house. The Fire Company is also gearing up to work the West End Fair.

8. Report in response to complaint regarding SEO fees: A complaint was received from a property owner building a house on Wood View regarding SEO fees that were assessed. The property owner was asked to provide documentation and the specific details of the complaint so his complaint can be addressed with Hanover Engineering. No documentation has been provided to date.

**Kuehner Field Estates Subdivision:** Topic is tabled.

**LSA Grant for Bridge Rehabilitation:** State Representative Jack Rader was present. Eldred Twp. was awarded a grant and Supervisor Clark, Supervisor McGinty and Mrs. Velopolcek each attended an orientation session for same. Grant documentation has not been received to date. Discussion on not applying for permits until the money is received. The Eldred Township Supervisors thank Jack Rader for his continued support.

**Draft Amendment of Zoning Ordinance regarding Flea Markets:** The ordinance is drafted and ready to distribute to the Planning Commission. Supervisor Clark motions to distribute the Zoning Amendment for flea markets to the Planning Commissions for review and comment; Second by Supervisor McGinty. All in favor. Motion passed.

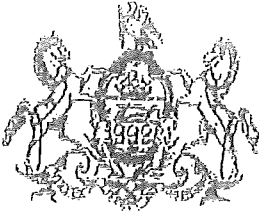
**Public Comment:** A question arose for the estimate time of repair for the Kunkletown Rd bridge. It will be approximately 90 days since they are only replacing the deck.

**Adjournment:** There is no further business. Supervisor Clark motions to adjourn the meeting at 7:49 PM; Second by Supervisor McGinty. All in favor. Motion passed.

Respectfully Submitted,

Rebecca Tippett  
Temporary Recording Secretary

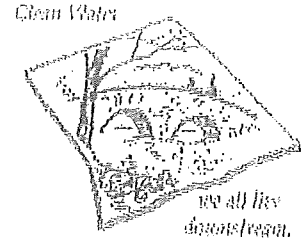




# Eldred Township Supervisors

## Monroe County, Pennsylvania

Gary Hoffman  
Scott Clark  
Susan McGinty



### Board of Supervisors Minutes June 19, 2024

On Wednesday, June 19, 2024 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

**In Attendance:** In Attendance were Gary Hoffman, Chairman; Scott Clark, Supervisor, Susan McGinty, Supervisor and Michael Gaul, Solicitor.

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

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

**Public Comment on Non-Agenda Items:** Gary Hoffman reported that the project to replace the bridge on Kunkletown Rd. adjacent to Barry Greenzweig's garage will begin on July 8, 2024 and the road will be closed. Detour signs will be posted.

Doug Borger asked the Supervisors what their vision for the future of the Township is.

Mr. Hoffman replied that public safety is his first concern followed by cost containment.

Mr. Clark added that encouraging business development is an important factor. There was some discussion about creating a comprehensive plan, recognizing that doing so would be a monumental task and would rely on a committee of volunteers, which presents its own challenge.

Ms. McGinty agreed with the previous statements and added that keeping the budget under control is very important.

Property owner Joseph Angione addressed the Board concerning the fees the Township's Sewage Enforcement Officer charged for services related to his application for a permit for a new on-lot septic disposal system. He considered the charges excessive. Mr. Angione said the SEO (Jacob Schray) was unhappy with the siting of

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the system and insisted it be changed slightly, and overbilled for calls, travel expenses and design reviews.

Mr. Angione` referenced the Eldred Township's septic fee schedule and his past experience in a different Township.

Mr. Hoffman responded that the Board would look into the matter and get back to him.

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

**Election of Vice-Chairman of Board of Supervisors:** Due to the resignation of Blaine Silfies and the appointment of Susan McGinty, there were a few vacancies to be filled at this time.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to elect Scott Clark as Vice-Chairman of the Board of Supervisors. Motion carried (2-0). Mr. Clark abstaining.

**Appointment of Alternate to COG:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Susan McGinty to the position of Alternate to COG. Motion carried (2-0). Susan McGinty abstaining.

**Approval of the Minutes:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the minutes of May 2, 2024, as presented. Motion carried (2-0). Ms. McGinty abstained as she was not yet appointed to the Board on that date.
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the minutes of May 14, 2024. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,572,961.87. Motion carried (3-0).

**Bills for Payment and Ratification:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the bills for payment and ratification from the General Fund in the amount of \$48,395.81. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the bills for payment and ratification from the State Fund in the amount of \$6,306.22. Motion carried (3-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payrolls for the weeks ending May 4, 2024 in the amount of \$11,828.01, and May 18, 2024 in the amount of \$11,368.24. Motion carried (3-0).

(the payroll for the week of June 1, 2024 was incomplete and deferred until July.)

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

1. Public Works Supervisor's Report: Mr. Gula being on vacation, Ryan Nametko submitted a written report

- a. Materials Bid- Award of Contract:

- There was a motion by Scott Clark and seconded by Susan McGinty to award the materials Contract (Oil Only) to the low bidder, Midland Asphalt Materials, Inc. at a cost of \$3.10/gal. Motion carried (3-0).

- b. Paving Bid; Discussion and Award of Contract:

- There was a motion by Scott Clark and seconded by Susan McGinty to award the paving contract to low bidder Bruce George Paving and Excavation, Inc. at a cost of \$118,721.12 contingent upon the contractor accepting the requirements of the Prevailing Wage Act, and paying its employees not less than the minimum wage rate determination, as an Addendum to the Contract. Motion carried (3-0).

PennDot Detour Agreement: Kunkletown Bridge Replacement (and Resident notification):

PennDOT has provided an agreement for the use of Kleintop Rd. as a detour for the upcoming bridge replacement project which the Solicitor has reviewed.

Solicitor Gaul stated that the agreement appears to be a standard PennDOT form and that it contains a clause that the road will be returned in its present condition. To that end, PennDOT will be meeting with Township representatives to video the road as a record of the condition of the road for future reference. Since this was the main concern of the Supervisors, Solicitor Gaul saw no reason to reject the proposal; with that:

- There was a motion by Susan McGinty and seconded by Scott Clark to execute the Memorandum of Understanding with PennDOT for the use of Kleintop Rd. as a detour during the replacement of the bridge on Kunkletown Rd. Motion carried (3-0).

Mr. Hoffman reported that the residents along the detour route and the respective EMS providers were sent letters of notification about the detour and informed that increased traffic during the project is expected.

2. ETCC Report: Donna Deihl reported that the Thrift Store will be closed the week of July 4<sup>th</sup>. Ms. Deihl also reported that the air conditioning has been fixed and that the problem with the card reader is resolved (for now).

- There was a motion by Susan McGinty and seconded by Scott Clark to ratify the hiring of Happy Clean, Owner Barbieann Mackes, to clean the Community Center at a rate of \$175.00/week. Motion carried (3-0).

3. Parks and Recreation Report: No Report

4. Historical Society Report: Jalene Keiser reported that the bids for the roof project had come back and were now in the hands of the Monroe County Industrial Develop Rep, Michelle Bisbing, for final approval (for the grant).

- 5. Zoning Report: No Report
- 6. Planning Commission Report: Proposed Zoning Amendment: Warehouses

Robert Boileau reported that the Planners are preparing a proposed ordinance amendment for Commercial Solar Facilities. When the draft is complete, the Planning Commission will submit the proposal to the Board for consideration.

Regarding the Planning Commission’s draft amendment to the Zoning Ordinance regarding warehouses:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve distribution of the draft Zoning Amendment regarding warehouses to the County and Township Planning Commissions for review and comment, in order to commence the formal ordinance amendment process. Motion carried (3-0).

Regarding the possible amendment of the Zoning Ordinance relating to “Flea Markets,” Indoor/Outdoor uses, the consensus of the Board was that Solicitor Gaul should prepare a brief draft amendment to the Zoning Ordinance in order to clarify possible inconsistent use of the “Flea Market” terminology.

- 7. CJERP Report: No Report
- 8. Kunkletown Volunteer Fire Company Report: Brian Stankovich sent a written report. There were 4 calls in May, 22 year to date.

**Municipal Building Roof Replacement Project:** Review of Bids and Award of Contract: Hanover Engineering received and reviewed the bids for the Roof Replacement: there were 5 bids: ( including contingency costs)

H&P Construction, Inc.	\$41,418.13
Beaver Home Improvement LLC:	\$51,288.00
PROPERTY Improvement of New Brunswick LLC	\$62,525.00
RTG Solutions Corp.	\$66,695.00
Pro Com Roofing Corp.	\$72,065.00

Mr. Kocher checked the references for the low bidder, and found that the bidder had a history of being responsible.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the bid proposal of H&P Construction Inc. for the contract to replace the roof on the Municipal Building at a cost not to exceed \$41,418.13. Motion carried (3-0).

**Kuehner Fields Road Dedication:** Solicitor Gaul has been in touch with the solicitor for Kuehner Fields but no agreement has been finalized.

**Old Business: LSA Grant Award (Old Stone Arch Bridge):** Mr. Hoffman reported that the Local LSA Grant was awarded in the amount of \$92,398.00 of which \$4,619.00 will be collected by MCIDA as an admin fee (5%) leaving the Township with \$87,779.00.

Ann Velopolcek, Susan McGinty and Scott Clark each attended orientation sessions for the use of the grant. At the meeting attended by Ms. Velopolcek, Michell Bisbing (MCIDA) suggested that the Township wait for the possible award for the State LSA Grant Award before proceeding to have the engineers create the phases of the project.

Jach Vengro suggested that the Township should at least look into having the top of the bridge sealed, at a minimum cost, to prevent any further water infiltration.

**New Business:** Request for Community Garden, Discussion: A resident asked if the Township has considered sponsoring a Community Garden for residents with small lots. After some discussion, the Supervisors said they would look into the possibility.

**FCC Letter of Concurrence:** The Township was asked to sign a Statement of Concurrence for the FCC for a prison in Dallas to operate on the same frequency as the Township. Since this is about 60.8 KM from the Township, there will be no anticipated interference.

➤ There was a motion by Scott Clark and seconded by Susan McGinty to ratify a Letter of Concurrence to the FCC for this purpose. Motion carried (3-0).

**Frantz Minor Subdivision:** Jonathan Shupp, Surveyor, has requested an extension for the Township's review of the proposed Frantz Minor Subdivision Plan until January 1, 2025.

➤ There was a motion by Susan McGinty and seconded by Scott Clark to approve the extension of the Township's review deadline on the proposed Frantz Minor Subdivision Plan until January 1, 2025. Motion carried (3-0).

**Public Comment:** Donna Deihl asked about the disposition of the Yaple LLC Property. Solicitor Gaul replied that he had been in communication with the Monroe County RDA about possible grant funding for demolition costs, but the RDA informed him that the Township would not be eligible for funding in regard to the Yaple property. Solicitor Gaul also responded that, last he knew, ESSA Bank had foreclosed but not taken possession of the property or forced a sheriff sale. Further, his understanding is that Yaple has been paying the real estate taxes on the property, which is one of the reasons the RDA concluded that demolition of the property would not be eligible for demolition grant funding.

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

- There was a motion by Scott Clark and seconded by Susan McGinty to adjourn. Motion carried (3-0). Meeting adjourned at 8:30 P.M.

Respectfully submitted,

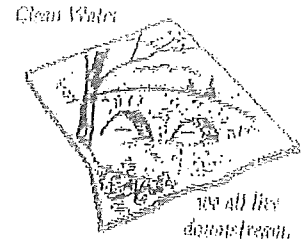
E. Ann Velopolcek, Secretary  
Eldred Township



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman  
Scott Clark  
Susan McGinty



BOS  
Minutes  
May 14, 2024

On Tuesday May, 14, 2024 the Eldred Township Board of Supervisors met in a regular business meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Scott Clark, Supervisor and Micheal Gaul, Solicitor.

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

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

**Public Comment on Non-Agenda Items:** Shirley Krum announced that there will be a Memorial Day ceremony at the monument on Monday, May 27, 2021 at 11:00 A.M. in honor of Memorial Day.

**Additions or Changes to the Agenda:** No additions or changes.

**Appointment of Supervisor:** The Supervisors discuss their views on the appointment of an individual to the vacant Supervisor office. Supervisor Clark commented that all three individuals who had submitted a letter of interest were good candidates for the position. Solicitor Gaul stated that he had prepared a resolution for the appointment that only required the insertion of the name of the appointee. The consensus of the Supervisors was that they desired to appoint Susan McGinty to the vacant position. Solicitor Gaul was asked to insert the name of Susan McGinty as the appointee in proposed Resolution 2024-05, which was done.

## **PROPOSED RESOLUTION 2024-05 APPOINTING SUSAN MCGINTY TO THE ELDRED TOWNSHIP VACANT OFFICE OF TOWNSHIP SUPERVISOR**

- There was a motion by Scott Clark and seconded by Gary Hoffman to adopt proposed Resolution 2024-05, appointing Susan McGinty to the vacant office of Township Supervisor, until the first Monday in January, 2026, i.e. the first Monday in January first succeeding the next municipal election, at which

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election an eligible person shall be elected for the unexpired term. (Motion carried(2-0).

*The Board of Supervisor allowed Ms. McGinty time to take the oath of office, which she did before notary, E. Ann Velopolcek. After taking the oath of office, Ms. McGinty began her term in office, and took a seat at the table with the other Township Supervisors for the remainder of the Board meeting.*

**Treasurer's Report:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,548,650.02. Motion carried (3-0).

**Bills for Payment and Ratification:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the bills for payment and ratification from the General fund in the amount of \$16,369.80. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the bills for payment and ratification from the State fund in the amount of \$4,467.64. Motion carried (3-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Payroll for the week ending April 20, 2024 in the amount of \$12,898.33 including all withholding and fees. Motion carried (3-0).

**Approval of the Minutes:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the meeting Minutes of April 17, 2024. Motion carried (2-0). (Ms. McGinty abstaining, as she was not a member of the Board at that meeting.)

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

**Public Works Supervisor's Report:** PW Supervisors Jonathan Gula announced that LTAP would be conducting traffic studies on Pt. Phillip Rd. on June 17, 2024 and will give

recommendations for a speed limit. Hanover Engineering will be conducting a weight and size study.

Materials Bid- Discussion of Bids and Award: the township received two Materials bids for Oil only. Shiffer and Midland Asphalt.

- There was a motion by Scott Clark and seconded by Susan McGinty to receive the bids for review and to table the consideration of an award of a contract until the next Board meeting scheduled for June 19, 2024. Motion carried (3-0).

Paving Bid; Discussion and Award: the Township received two bids for the advertised paving project. Both came in over the threshold for prevailing wage.

- There was a motion by Scott Clark and seconded by Susan McGinty to receive the bids for review and to table the consideration of an award of a contract until the next Board meeting scheduled for June 19, 2024. Motion carried (3-0).

Solicitor Gaul indicated that the project may have to be rebid.

Guardrail Project, Proposals and Action:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the proposal of Long Fence to provide and install guiderail on the Gower Rd. North Bridge at a cost of \$13,942.00. Motion carried (3-0).

Schedule Clean -Up Days: the clean-Up days will be Friday, September 20 and Saturday September 21, 2024.

Mock Park Gate Project: Mr. Gula recommended to the Board that the cable blocking access to Mock Park at the Church Rd. entrance be removed. He suggested putting the trail camera there to monitor the activity and if the need arises, to replace the cable with a gate.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the removal of the cable at Mock Park, Church Rd. entry for safety reasons. Motion carried (3-0).

Fireman's Carnival Touch Truck: The KVFC has requested a Township truck for its touch-a-truck event at the annual Fireman's Carnival at the West End Fairgrounds on June 1, 2024. Ray Miller will be taking and returning the truck to the event.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a Township truck to be displayed at the Fireman's Carnival.

ETCC Report: New Hire Janitor: After some discussion, the Supervisors decided to take the hiring under advisement. There is a question about whether it would be more cost effective to hire an employee or contract with an independent contractor service. There was also a request for a new job description for the position.

Parks and Recreation Report: the Parks meeting was cancelled.

Historical Society Report: Jalene Keiser reported that work has resumed on the Historic Post Office Building. New siding is being installed and some window (sills) repaired.

Zoning Report: There was no Zoning Report.

Planning Commission Report: Robert Boileau reported that the Planners will be submitting a Zoning Ordinance Amendment to the Board regarding warehouses.

The Planners are now looking at regulations for Commercial Solar Farms.

Mr. Boileau also advised the Board of a potential ambiguity in our Ordinance re: Flea Markets, and he would like to add clarity through a minor revision to the definitions and/or use categories for this subject.

Resignation, Alicia Greico Miers: Planner Alicia Greico Mier submitted a letter of resignation.

- There was a motion by Scott Clark and seconded by Susan McGinty to accept the resignation of Alicia Greico Mier from the Eldred Township Planning Commission.

CJERP Report: No Report

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire Company responded to one call in the last month, eighteen calls year to date.

The new recruits are continuing with training. CPR training has been completed. Mr Stankovich reported that the Carnival will be May 30-June 1.

**Municipal Building Roof Replacement Project:**

Solicitor Gaul said specifications for the project are complete and the project could be readvertised for consideration of bids at the June meeting.

**Kuehner Fields Road Dedication:** Solicitor Gaul reported that he sent a communication to the attorney for S&D Development requesting a meeting. He has not had a response.

**Old Business:** None

**New Business:** None

**Public Comment:** Arlene Dunkelberger asked about the Stone Arch Bridge. Mr. Hoffman said the LSA Grants have not yet been announced.

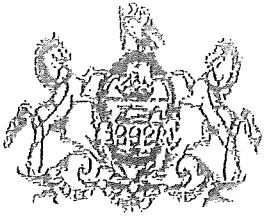
**Adjournment:** There being no further business:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township

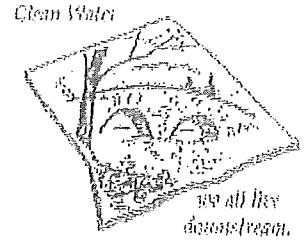




# Eldred Township Supervisors

## Monroe County, Pennsylvania

Gary Hoffman  
 Scott Clark  
 Susan McGinty



Board of Supervisors  
 Special Meeting  
 May 2, 2024

On Tuesday May 2, 2024, the Eldred Township Board of Supervisors met in a special meeting at 6:00 P.M. at 490 Kunkletown Rd. Kunkletown, PA.

**Attendance:** Township Supervisors Gary Hoffman and Scott Clark. Also in attendance were Michael Gaul, Township Solicitor, Dr. James Leiding, Chair of the Township Vacancy Board, and members of the public.

**Pledge of Allegiance**

**Call to Order:** The meeting was called to order at 6pm.

**Appointment of Temporary Recording Secretary:** Supervisor Hoffman explains that Eldred Township Secretary, Velopolcek, put a letter of interest in for the vacant Supervisor position, and will be interviewed this evening. It was advised to have a temporary recording secretary for the meeting. Hoffman motions to appoint Rebecca Tippett as temporary recording secretary for the May 2, 2024 meeting; Second by Clark. All in favor. Motion passed.

**Announcement of Executive Sessions:** There was no executive meeting held.

**Public Comment:** Hoffman comments that the meeting is being recorded and the audio/video will be made available.

**Additions or Changes to the Agenda:** None

**New Business:**

**Vacant Supervisor Position:** Interviews will be held tonight for the appointment of the vacant Supervisor position with a remaining term that expires the first Monday in January of 2026. Three people submitted letters of interest; Ann Velopolcek, Susan McGinty and Doug Borger. The candidates are being asked to wait in the lobby while the others are interviewed one by one. Each candidate will be asked the same 17 questions.

Candidates were then interviewed. All candidate responses to interview questions are attached.

After interviews, the candidates joined the general public in the meeting. Supervisor Clark starts an open discussion to be transparent regarding the interviews. The Supervisors appreciate the candidates willing to step up and giving their time. All the candidates have strong points in different areas. A decision will be made at the next scheduled meeting on May 14, 2024 at 7pm.

Former Township Supervisor Blaine Silfies commented that he would be satisfied with any of the three candidates being appointed Supervisor.

**Resolution 2024-03- Price adjustment of Bituminous Materials:** The Resolution is for an escalator clause for the paving project and is part of the contract specifications. It is part of the forms from PennDOT and need to be done every year. Clark motions to approve Resolution 2024-03 Price adjustment of Bituminous Materials; Second by Hoffman. All in favor. Motion passed.

**Resolution 2024-04- Price adjustment of Bituminous Materials:** This resolution is the same as 2024-02 but contains an update to the reference to the date of letting of the materials contract in the bid specifications. Resolution 2024-04 will supersede Resolution 2024-02. Clark motions to approve Resolution 2024-04- Price adjustment of Bituminous Materials; Second by Hoffman. All in favor. Motion passed.

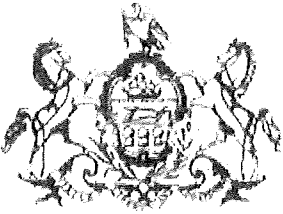
**Old Business:**

**Point Phillips Road:** Public Works Supervisor Gula discusses speed limits, weight limits and speed studies for Point Phillips Road. LTAP will conduct the speed study, which is free, and the Township will be required to take care of the signage. The Township Engineer will need to prepare the study regarding appropriate weight and length limits on the road. Once the studies are done and prepared, an Ordinance will be needed to set the speed limit and weight limits. Discussion on enforcement of the speed limits. Discussion on GPS address updates. Discussion on the closure of the other side of the road in the neighboring Township. Clark motions to approve the Engineer to do a study for requirements of weight and length restrictions for Point Phillips; Second by Hoffman. All in favor. Motion passed.

**Adjournment:** Hoffman motions to adjourn the meeting at 7:31pm; Second by Clark. All in favor. Motion passed.

Respectfully submitted,

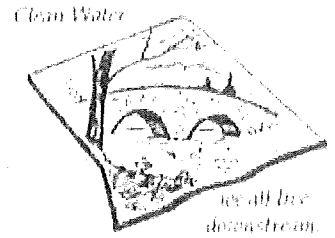
Rebecca Tippet  
Temporary Recording Secretary



# Eldred Township Supervisors

## Monroe County, Pennsylvania

Gary Hoffman; Chairman  
Scott Clark; Supervisor



Board of Supervisors  
Minutes  
April 17, 2024

On Wednesday April 17, 2024, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

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

**Announcement of Executive Sessions and Recording:** Mr. Hoffman announced that the Supervisors met the Township Solicitor in executive session immediately prior to the meeting to discuss pending legal matters, and the meeting was being recorded.

**Public Comment on Non-Agenda Items:** None

### **Additions or Changes to the Agenda:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to add to the Agenda a discussion of Pt. Phillip Road, specifically the weight and speed limits and the safety of the road. Motion carried (2-0).

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

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the minutes of March 27, 2024. Motion carried (2-0).

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

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,257,343.90. Motion carried (2-0).



**Bills for Payment and Ratification:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the Bills for Ratification and Payment from the General Fund, in the amount of \$58,979.15. Motion carried (2-0).
- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$7,321.10. Motion carried (2-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the payrolls for the week ending 3/23/2024 in the amount of \$4,495.14, and for the week ending 4/6/2024 in the amount of \$12,290.86 including all withholding and fees. Motion carried (2-0).

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

Public Works Supervisor's Report: Mr. Gula opened the discussion of the status of Pt. Phillip Rd. There was another accident there recently and he believes the road is not safe at the current marked speed. He would like to have the speed limit and the weight limit reviewed for trucks on that road. The Supervisors agreed and approved Mr. Gula to begin that process with LTAP.

Mr. Gula reported that the PW Dept, has been cleaning and sweeping where necessary, tidying the playground, removing branches and doing lawn mowing and clean-up.

Mr. Gula announced that the Township would be paving Red Oak and Linden Streets this year.

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the advertising of the Paving Bid for 2024. Motion carried (2-0).

- There was a motion by Gary Hoffman and seconded by Scott Clark to authorize advertising the Materials Bid. Motion carried (2-0).

**Resolution 2024-02 Price Adjustment of Bituminous Materials for Small Quantities:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve Resolution 2024-02 Price Adjustment of Bituminous Materials for Small Quantities. Motion carried (2-0).

Guardrail Project, Proposals and Action: No Action taken.

ETCC Report: The ETCC Janitor, Sandi Borger, has resigned.

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve advertising the position after a review of the job description. Motion carried (2-0).

Parks and Recreation Report: Ann Velopolcek made a request for \$200.00 for plants and mulch for the Village Center.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the amount of \$200.00 for the Village Center annual planting. Motion carried (2-0).

Historical Society Report: Jalene Keiser reported that the Society met in March, the work on the porch of the building is ongoing. Ms. Keiser reported that the Historical Society received a grant of \$10,000.00 from the Pocono Vacation Bureau, Hotel Tax Allocation.

Zoning Report: No report

Planning Commission Report: Robert Boileau reported that the Planners reviewed a draft amendment to the Zoning Ordinance regarding warehouses and is close to having a document ready for the Supervisors to review.

CJERP Report: CJERP did not meet.

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the fire company is having its 250 club fundraiser.

The agreement with the Township to provide some minor routine maintenance for KVFC vehicles is ready and Mr. Stankovich is ready to sign it.

- There was a motion by Mr. Hoffman and seconded by Scott Clark to approve the Release, Waiver and Indemnification Agreement with the Kunkletown Volunteer Fire Company and Eldred Township to replace oil/oil filters on Fire Company vehicles. Motion carried (2-0).

**Municipal Building Roof Replacement Project:** Due to a measurement error in the original advertised Bid documents:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the revision of the bid documents and the readvertising of the bid as required. Motion carried (2-0).

**GFL/Casella Land Development Plan:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve extension of the Conditional approval of the Casella (County Waste) Land Development Plan for 180 days to allow time for the bond to be submitted. Motion carried (2-0).

**Dollar General Extension Request:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve extension of the Conditional Approval of the Dollar General (Buchholder) Land Development Plan for 180 days until October 25, 2024. Motion carried (2-0).

**Frantz Agenda: Extension Request:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to accept the applicants' offer of an extension of the Township's deadline to review and render a decision on the Minor subdivision plan of Maynard and Carl and Constance Frantz for until August 1, 2024. Motion carried (2-0).

**Kuehner Fields Road Dedication:** No action taken.

**Ratify Camera Integration into Sound System:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the camera and sound system. Motion carried (2-0).

**Old Business:** Resignation of Blaine Silfies

- There was a motion by Scott Clark and seconded by Gary Hoffman to accept the resignation of Supervisors Blaine Silfies. Motion carried (2-0).

The Supervisors will be advertising the open position and requesting Letters of Interest.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the advertising of a Special Meeting to be held on May 2, 2024 at 6:00 P.M. to interview any potential candidates. Motion carried (2-0).
- There was a motion by Gary Hoffman and seconded by Scott Clark to approve a change to the regular scheduled meeting of the Board of Supervisors from May 15, 2024 to May 14, 2024 due to a scheduling conflict and to advertise the change. Motion carried (2-0).

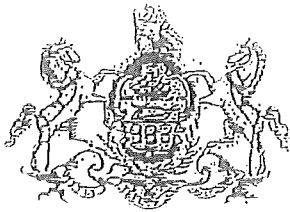
**Public Comment:** None

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

- There was a motion by Scott Clark and seconded by Gary Hoffman to adjourn. Meeting adjourned at 8:05. P.M.

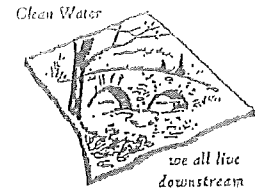
Respectfully submitted,

E. Ann Velopolcek



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



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

BOS Minutes  
March 27, 2024

On Wednesday, March 27, 2024, the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

**Call to Order:** The meeting was called to Order at 7:04 P.M. by Chairman Gary Hoffman followed by the Pledge of Allegiance.

**Announcement of Executive Sessions and Recording:** Mr. Hoffman announced that the meeting was being recorded and that the Board met in Executive Session with the Solicitor immediately prior to the meeting to discuss pending Township legal matters.

**Public Comment on Non-Agenda Items:** None

**Additions or Changes to the Agenda:** None

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

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of 2/21/2024 as presented. Motion carried (3-0).

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

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and Petty Cash Accounts being a total amount of \$1,074,352.75. Motion carried (3-0).

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**Bills for Payment and Ratification:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Bills for Payment and Ratification from the General Fund in the amount of \$73,204.47. Motion carried (3-0).
  
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payment of bills from the State Fund in the amount of \$14,060.34. Motion carried (3-0).

**Payroll:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the payrolls for the week ending 2/24/2024 in the amount of \$12,655.79 and the week ending 3/9/2024 in the amount of \$12,768.05, including all withholding and fees. Motion carried (3-0).

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

Public Works Supervisor's Report: Jonathan Gula reported that the PW department has been cleaning up yards from plowing damage and replacing the outdoor lights at the ETCC. Sweeping will be done next week. Mr. Gula estimates that the savings in cost of salt due to the brining program will be approximately \$20,000.00 under the original estimate.

A few of the Municibid items from the last round were not picked up so he would like to rebid those items.

There was a motion by Blaine Silfies and seconded by Scott Clark to approve the listing of items on Municibid for disposal, and advertising. Motion carried (3-0). The items consist of 3 plows and jack.

Temporary Crew Leader Position/Program: working with the Supervisors, Mr. Gula has presented a "Team Leader" program proposal. This would assign a leadership role to one of the other employees when Mr. Gula is not available and provide a stipend for that time period to the assigned "Leader".

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the addition of the "Team Leader" position and remuneration program and to add it to the Employee Handbook. Motion carried (3-0).

ETCC Report:

Donna Deihl reported that she was contacted by the Western Pocono Women's Club with a request to use the Sewing room (when not in use) to sew quilts that are donated or sold to fund scholarships.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Western Pocono Women's Club to use the ETCC Sewing room for charitable purposes. The Secretary will prepare a lease (with waiver). Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to ratify the use of the ETCC for the West End Pantry for a volunteers dinner on 3/25/2024. Motion carried (3-0).

Parks and Recreation Report:

At a recent Staff meeting the Township Supervisors discussed applying for a planning Grant from the Pennsylvania Recreation and Parks Society (PRPS) for the development of a plan for the ETCC outdoor recreation space.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the application for a planning grant from PRPS. Motion carried (3-0).

Historical Society Report: No Report

Zoning Report: No Report

Planning Commission Report: No Report

CJERP Report: No Report

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire company had 6 calls in March, 15 total YTD. The Volunteers are busy with Training and Maintenance of the building and equipment.

**Results of Municipal Building Roof Replacement Project:** Solicitor Gaul reported that after 2 attempts at soliciting Bids, there were no bids submitted. Therefore:

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Authorization to Solicit Contract Through Sole Source Procurement Under Provisions of Pennsylvania Nonreceipt of Bids Act. Motion carried (3-0).

**GFL/Casella Land Development Plan:** No Update

**IT Contract Renewal:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the renewal of the IT Contract with Sensible Solutions Technology, Michael Kolba representing, at the terms agreed upon in the current contract. Motion carried (3-0). Annual Renewal

**Approved Plants List:** The Eldred Township SALDO references an approved plants list for developers to include where plantings are specified in plans; however, Eldred Township has never approved such a list. The secretary acquired the list Chestnuthill Township uses and suggested this for Eldred.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the list of approved plants as presented for purposes of the Eldred Township Subdivision and Land Development Ordinance requirements. Motion carried (3-0).

**Kuehner Fields Road Dedication :** No Update

**Report: Monroe County Tax Committee:** Mr. Hoffman reported that the Township received a letter from the Tax Collector requesting the Supervisors do not endorse a proposal to replace the local elected Tax Collectors with a company that would be hired by the County for this purpose.

**Ledgewood Section 2 Subdivision Plan:** Request That Township Re-execute and Re-seal Copy of Plan- No Action Taken at this time.

**Old Business:** Doug Borger brought up the disposition of the burned out house on Fiddletown Rd. He reported that there is ongoing destruction of the shell of the house due to aging and weather and there are concerns about it falling into a road or onto someone else's property. Solicitor Gaul will be looking into the current status of the ownership of the home.

**New Business:** Blaine Silfies tendered his written resignation to the Supervisors from his post as elected supervisor, which is effective as of tomorrow's date. The Supervisors thanked Mr. Silfies for his service to the Community and took no action at this time.

**Public Comment:** Mr. Silfies took the opportunity to thank all the Township Staff with whom he worked both as a Supervisor and PW employee. He indicated that he feels



this is the time for him to retire and enjoy the balance of his time with his family and to enjoy traveling while his health permits.

**Adjournment:**

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

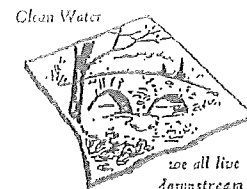
Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



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

Board of Supervisors  
Minutes  
February 21, 2024

On Wednesday, February 21, 2024 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown PA.

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

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

**Announcement of Executive Sessions and Recording:** Mr. Hoffman announced that the meeting was being recorded.

**Public Comment on Non-Agenda Items:** Susan McGinty requested that special meetings be placed on the Township website's calendar.

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

**Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of 1/25/2024, as presented. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Treasurer's Report , as presented, the balance in the Pligit, First Northern and Petty Cash Accounts being \$1,037,829.64. Motion carried (3-0).

**Bills for Payment and Ratification:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payment and ratification of bills from the General Fund in the amount of \$32,196.77. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Ratification and payment of bills from the State Fund in the amount of \$2,544.00. Motion carried (3-0).

**Payroll:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the payrolls for the week ending 1/27/2024 in the amount of \$12,536.60 and week ending 2/10/2024 in the amount of \$12,694.61 including all withholding and fees. Motion carried (3-0).

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

Public Works Supervisor's Report: Mr. Gula reported that the crew worked on snow removal and the removal of fallen trees. He expects the savings from using the brine system to amount to about \$20,000.00 this year. The process has been very effective in preventing icing on the roads.

Mr. Gula reported that the agility program, working in tandem with the Ross Townahip crew, has been very successful for both parties.

Since there were no bids received on the roofing project

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve Readvertising and Rebidding for the Municipal Roof Replacement Project. Motion carried (3-0).

Update on Generator Project: Gary Hoffman reported that the Supervisors met with Brien Kocher (Township Engineer) and the contractor to go over the requirement for the Generator Project. Mr. Kocher advised the Township should look for a provider that can also do the installation through the Co-Stars program so the project would not have to be bid.

MCCD E&S Plan: Mr. Gula met with a representative of the Monroe County Conservation District (MCCD) to create a plan for erosion and sediment when the Township dumps overburden behind the building from projects.

Mr. Gula requested approval to purchase a larger chainsaw for tree removal.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of a chainsaw in an amount not to exceed \$1600.00. Motion carried (3-0).

There was a discussion about purchasing a broom attachment for the Case truck. The broom is only sold by Case but the cost exceeds the bid requirement.

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the purchase of the Case Broom attachment from Medico, contingent upon Solicitors confirmation that a sole supplier item does not require bidding, in the amount of \$39,700.00. Motion carried (3-0).
- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of a Jumping Jack Rammer from Medico in the amount of \$3,300.00. Motion carried (3-0).

Mr. Hoffman explained that there has been discussion about the audio in the meeting room, as some attendees have complained about not being able to hear the Supervisors discussion and comments. An evaluation and estimate for an upgrade has been done by Tuway Communications .

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the purchase of audio/video equipment from Tuway Communications in the amount of \$6,412.90 (including installation) Motion carried (3-0).

ETCC Report: Ann Velopolcek reported that the internet service at the Community Center has been upgraded to a 50 MB system and that the additional hardware upgrades necessary for the new card reader system have been installed. The system is up and running.

The volunteers have asked for portable Panic Buttons at the Community Center as there are none.

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the addition of panic buttons from Altronics to the ETCC security system at a cost not to exceed \$600.00. Motion carried (3-0).

Parks and Recreation Report: There was no Parks Report. The next meeting will be March 12, 2024 at 7:00 P.M. at the Municipal Building.

Historical Society Report: There was no Historical Society Report.

Zoning Report: There was no Zoning Report.

Planning Commission Report: Robert Boileau reported that the Planning Commission discussed the various provisions of a proposed Amendment to the Zoning Ordinance to clarify the details of warehouses in Eldred Township. Solicitor Gaul will be finalizing the document for submittal to the Board.

CJERP Report: Robert Boileau reported that the group met and discussed the changes to the definitions of Agricultural Products Processing and slaughterhouses. He anticipates the subjects will be broken down into several definitions, so to provide more options to the Township involved.

There was a discussion about changes to the CJERP shared uses that will require a professional Zoning consultant. The townships will have some expense for the hiring of that professional.

- There was a motion by Blaine Silfies and seconded by Scott Clark to request a quote of what the fees will be to Eldred Township. Motion carried (3-0).

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported 9 calls in January, the Fire Company also held its first breakfast since Covid and had a turnout of over 600. The next breakfast will be March 3 from 7:30-11 A.M.

Mr. Stankovich also requested the Board approve the PW to provide minor service to the Fire trucks (such as oil changes, etc. ) This would not only save some money but the time the trucks are unavailable due to being at a remote location for service. The supervisors agreed but requested a waiver of liability from the Fire Company. Solicitor Richard Campbell said he could provide a waiver document and the Fire Company agreed to the provision. With that:

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Township Public Works Department to provide oil and air filter change services for the Kunkletown Volunteer Fire Company vehicles as stated above, subject to the Fire Company executing an indemnification, release and waiver document in favor the Township, satisfactory to the Township solicitor. Motion carried (3-0).

GFL/Casella Land Development Plan: Update: No Submissions

Appoint New SEO: Responding to a request by Hanover Engineering

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve Paul Gallagher Saba as an additional approved Sewage enforcement officer for Eldred Township. Motion carried (3-0).

**Resignation:** Due to personal reasons and health issues:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve (with regret) the resignation of Blaine Silfies as a part-time Public Works employee. Motion carried (3-0).

**Public Comment:** Doug Borger asked if the opening of a new account for the Credit/Debit receipts of the POS system would act as a separate account for the ETCC. The Supervisors said no, the ETCC/Thrift Store income would continue to be managed from the General Fund account.

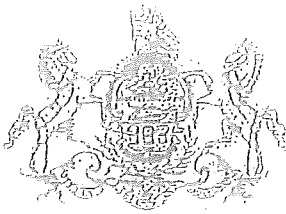
Taylor Snyder asked if the Township considered using the Pennbid system for the roof project. The Township has used the Pennbid system in the past for larger projects but it is not being utilized for the roof project.

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

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 7:40 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township



# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



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

Board of Supervisors  
Regular Meeting  
January 2, 2024

On Tuesday January 2, 2024 the Eldred Township Board of Supervisors met in a regular meeting (following the annual Organizational meeting) at 8:00 P.M. at 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In Attendance were Gary Hoffman, Chairman; Blaine Silfies, Vice-Chairman, Scott Clark, Supervisor.

**Call to Order:** The meeting was called to order immediately following the Organizational meeting.

**Announcement of Executive Sessions:** None

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

**Additions or Changes to the Agenda:** None

**Approval of the Minutes:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the minutes of December 20, 2023 as presented. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and Petty Cash accounts being a total amount of \$1,068,368.00. Motion carried (3-0).

**Bills for Payment and Ratification:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Payment or ratification of bills from the General Fund in the amount of \$62,703.45. Motion carried (3-0). (there were no bills from the State Fund.)

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**Payroll:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the payroll for the week ending 12/16/2023 in the total amount of \$11,298.70, including all withholding and fees. Motion carried (3-0).

**Reports:**

Public Works Supervisors Report: Jonathan Gula announced that the Trucks are ready for the winter season. The PW Dept recently built a Salt Brine plant so they can pre-treat the roads. The equipment is ready to go into service. Mr. Gula expects this will bring about a 2/3 reduction in Salt use. The parts were mainly salvaged, so the cost was minimal.

Mr. Gula also reported that a small leak in the ETCC roof was repaired.

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the bids received for the items placed on Municibid as follows:
  - 2003 F-550 \$7,700.00
  - Gradall Hydraulic Oil- \$130
  - Light Bar- \$27
  - Wacker Jumping Jack- \$310in the total amount of \$8,167.00, Motion carried (3-0).

**Kunkletown Volunteer Fire Company Report:**

Chief Brian Stankovich reported that the Fire Company responded to 74 calls in 2023, logged 265 man hours and have recruited 6 new members.

Secretary's Note: There were no reports for Parks, Historical Society, Zoning Planning Commission or CJERP.

**Dates for Spring and Fall Clean-up:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the dates for the Spring and Fall Clean-up Days to be April 21 and 22, and September 19 and 20, 2024. Motion carried (3-0).

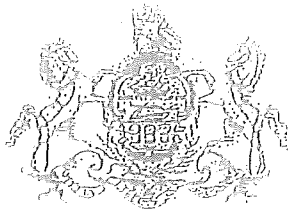
**Adjournment:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to adjourn, Motion carried (3-0).

Respectfully submitted,

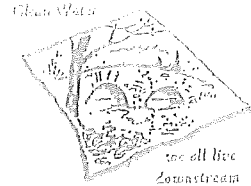
E. Ann Velopolcek





# Eldred Township Supervisors

MONROE COUNTY, PENNSYLVANIA



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

Board of Supervisors

Organizational Meeting Minutes

January 2, 2024

On Tuesday, January 2, 2024, the Eldred Township Board of Supervisors met in its annual Organizational Meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

**In Attendance:** In attendance were Township Supervisors Gary Hoffman, Blaine Silfies and Scott Clark.

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

**Announcements:** Mr. Hoffman announced that the meeting was being recorded and the Supervisors met in an executive session prior to this meeting for administrative purposes.

**Temporary Chairman:**

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

**Public Comment on Agenda Item:** There were no Public Comments at this time.

**Election of Chairman:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to elect Gary Hoffman Chairman of the Board of Supervisors. Motion carried (2-0), with Gary Hoffman abstaining.

**Nomination and Appointment of Vice-Chairman**

- There was a motion by Scott Clark and seconded by Gary Hoffman to elect Blaine Silfies as Vice-Chairman. Motion Carried (2-0), with Blaine

**Secretary/Administrative Assistant:**

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

**Treasurer:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint James Phillips as Township Treasurer. Motion carried (3-0).

**Right to Know Officer:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint E. Ann Velopolcek as Township Right to Know Officer. Motion carried (3-0).

**Public Works Supervisor:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to appoint Jonathan Gula as Public Works Department Supervisor. Motion carried (3-0).

**Township Solicitor:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to appoint King, Spry, Herman, Freund and Faul, LLC, Michael Gaul representing, as Township Solicitor at a rate of \$180.00/hr. Motion carried (3-0).

**Planning Commission Solicitor:**

- There was a motion by Scott Clark and seconded by Gary Hoffman to appoint King, Spry, Herman, Freund and Faul, LLC, Michael Gaul representing, as Planning Commission Solicitor at a rate of \$150.00/hr. Motion carried (3-0).

**Zoning Hearing Board Solicitor:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Chad Martinez as Zoning Hearing Board Solicitor at a rate of \$185.00/hr. Motion carried (3-0).

**Special Counsel for Labor Matters:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to engage the law firm Flamm, Walton and Heimbach, as special counsel for Labor Matters (only) at a rate of \$275.00/ hr. Motion carried (3-0).

**Township Engineer:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Hanover Engineering, generally, and Brien Kocher, PE, specifically, as Township Engineers at the rates set pursuant to the fee schedule submitted, the senior engineer rate being \$138.00/hr. Motion carried (3-0).

**Sewage Enforcement Officer:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Hanover Engineering as Township Sewer Enforcement Officer at the rate of \$95.00/hr. the authorized agents being:

Scott Brown   Jacob Schray   Robert Grim   Christopher Taylor

**Zoning and Codes Officer :**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint SFM Consulting LLC , Shawn McGlynn representing as Township Zoning Officer pursuant to the contract dated August 9, 2016. Motion carried (3-0).

**Building Code Official:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint SFM Consulting LLC, Shawn McGlynn representing, as Township Building Code Official, pursuant to the contract dated August 9, 2016. Motion carried (3-0).

**UCC Inspector:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint SFM Consulting LLC, Shawn McGlynn representing, as Township UCC official pursuant to the contract dated August 9, 2016. Motion carried (3-0).

**Flood Plain Manager:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint SFM Consulting LLC, Shawn McGlynn representing as Flood Plain Manager at a rate pursuant to the contract dated August 9, 2016. Motion carried (3-0).

**Resolution 2024-01: A RESOLUTION APPOINTING AN ACCOUNTING FIRM TO AUDIT THE TOWNSHIP ACCOUNTS FOR THE FISCAL YEAR 2023**

- There was a motion by Scott Clark and seconded by Blaine Silfies to adopt Resolution 2024-01 providing, inter alia, for the appointment of the accounting firm of Kirk Summa to audit the Township financial records for the year 2023, at a cost not to exceed \$5,300.00. Motion carried (3-0).

**UCC Joint Board of Appeals Member:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Bruce Gower as Township UCC Joint Board of Appeals Member. Motion carried (3-0).

**Vacancy Board Chairman:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint James Leiding as Vacancy Board Chairman. Motion carried (3-0).

**Pocono Mountains Council of Governments Representative:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Gary Hoffman as the Primary Representative to the Pocono Mountains Council of Governments. Motion carried (3-0).

- There was a motion by Blaine Silfies and seconded by Scott Clark to appoint Jonathan Gula as Alternate Representative to the Pocono Mountains Council of Governments. Motion carried (3-0).

**Voting Delegate to the State Convention:**

- There was a motion by Gary Hoffman and seconded by Blaine Silfies to appoint Scott Clark as the Township's voting delegate to the PSATS State convention. Motion carried (3-0).

**Delegate to the Monroe County Tax Committee:** Deferred

**Emergency Management Coordinator:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to nominate/appoint Gary Hoffman Gary Hoffman as Emergency Management Coordinator. Motion carried (3-0).

**Deputy Emergency Management Coordinator:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to nominate/appoint Jonathan Gula, Brian Stankovich and Rick Sherer as Deputy Emergency Management Coordinators. Motion carried (3-0).

**CJERP Regional Planning Committee Voting Member:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Robert Boileau the CJERP Regional Planning Committee Voting Member Motion carried (3-0). (Hoffman

**CJERP Regional Planning Committee, Second Member**

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Blaine Silfies as Alternate CJERP Regional Planning Member Motion carried (3-0).

**Earned Income Tax Liaison:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Gary Hoffman as Earned Income Tax Liaison. Motion carried (3-0).

**Earned Income Tax Appeals Officer to the Monroe County Earned Income Tax Collection Committee** Deferred.

**Kunkletown**

**Volunteer Fire Company Fire Chief Approval:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve Brian Stankovich as the Fire Chief of the Kunkletown Volunteer Fire Company. Motion carried (3-0).

**Kunkletown Volunteer Fire Company Board of Directors, President Approva**

- There was a motion by Blaine Silfies and seconded by Scott Clark to approve Ray Miller as the President of the Kunkletown Volunteer Fire Company Board of Directors. Motion carried (3-0).

**Designated Primary ALS/Bls Emergency Medical Services Provider:**

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the designation of LVHS-EMS as the Primary Emergency Medical Provider and Monroe County 911 to determine the closest available, most appropriate licensed provider to the call. Motion carried (3-0).

**Planning Commission:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to reappoint Megan Yarashas to the Eldred Township Planning Commission for a term of 4 years. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Matthew Hosking to the Eldred Township Planning Commission for a term of 4 years. Motion carried (3-0).

**Zoning Hearing Board Member(s):**

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Deiter Metzger as a Member of the Eldred Township Zoning Hearing Board for a term of 3 years. Motion carried (3-0).

**Employees' Salaries:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve a salary increase of 3% for all Township Employees. Motion carried (3-0).

**All Other Benefits:** As identified in the current version of the Eldred Township Employee Handbook and in accordance with the current coverages and benefits in the health care plan and pension plan.

**Mileage:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Mileage Reimbursement at the IRS Federally Allowed Rate of \$0 .65.5/mile. Motion carried (3-0).

**Meeting Dates and Times:**

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

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

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

ETCC Committee: March 19, 2024 and October 22, 2024.

Parks and Recreation Committee : 2<sup>nd</sup> Tuesday at 7:00 P.M, March through October 2024.

**Advertise Meeting Dates and Times**

- There was a motion by Scott Clark and seconded by Blaine Silfies to approve the publication of the above meeting dates and times as required. Motion carried (3-0).

**Depositories for Township Funds:**

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

**Auditors:**

- There was a motion by Scott Clark and seconded by Blaine Silfies to appoint Douglas Borger as Township Auditor for a two year term ending December 31, 2025. Motion carried (3-0).

**Approve Bonds:**

There was a motion by Scott Clark and seconded by Blaine Silfies to approve the Treasurer's bond of James Phillips, Treasurer in the amount of

\$800,000.00 at a cost of \$ 1,125.00 and the bond of E. Ann Velopolcek, Assistant Treasurer, in the amount of \$250,000.00 at a cost of \$ 435.00.

Motion carried (3-0).

**Adjournment:**

- There was a motion by Blaine Silfies and seconded by Scott Clark to adjourn to a regular meeting Motion carried (3-0). Meeting adjourned at 8:15 pm.

Respectfully submitted,

E. Ann Velopolcek, Secretary