

**ELDRED TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING
JANUARY 7, 2013**

The Reorganization Meeting of the Eldred Township Board of Supervisors was held at 7:30 p.m. on Monday, January 7, 2013, at the Eldred Township Municipal Building.

ATTENDANCE

Supervisors: Clair Borger and Gretchen Gannon Pettit
Solicitor: Michael Kaspszyk
In Absentia: Sharon Solt

The Pledge of Allegiance was led by Supervisor Clair Borger

Temporary Chairman: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Clair Borger as Temporary Chairman.** (2-0)

Chairman: Clair Borger called for nominations for Chairman. Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Clair Borger as Chairman.** (2-0)

Vice-Chairman: Clair Borger made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Gretchen Gannon Pettit as Vice-Chairman.** (2-0)

Secretary-Treasurer: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Sharon Solt as Secretary-Treasurer.** (2-0)

Solicitor: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Michael Kaspszyk as Township Solicitor.** (2-0)

Township Engineer: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Hanover Engineering Inc., specifically Brien Kocher and Chad Peters as Township Engineers,** at the rate specified in their December 2012 letter. (2-0)

Alternate Engineer: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Russ Kresge as Alternate Township Engineer.** (2-0)

Roadmaster: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Keith Kuehner as Roadmaster.** (2-0)

Sewage Enforcement Officers: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Hanover Engineering, specifically Jacob Schray, Scott Brown, Janice Buskirk, Jeffrey Huff and Christopher Taylor as Township Sewage Enforcement Officers,** at the rates specified in their December 2012 letter. (2-0)

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Administrative Assistant: Clair Borger made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Gretchen Gannon Pettit as Administrative Assistant.** (2-0)

Zoning and Codes Officer: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Ellerslie Helm as Zoning and Codes Officer.** (2-0)

Building Code Official: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Marilyn Ludwig (or other designated person) of Hanover Engineering as Building Code Official (BCO).** (2-0)

UCC Inspection Officers: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **any certified third party inspector to administer the UCC inspection.** (2-0)

UCC Joint Board of Appeals Officer: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Bruce Gower as UCC Joint Board of Appeals Officer.** (2-0)

Earned Income Tax Collector: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Berkheimer Associates, via the Monroe County Tax Collection Committee, as the Earned Income Tax Collector.** (2-0)

Earned Income Tax Collection Liaisons: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Sharon Solt and Gretchen Gannon Pettit as Earned Income Tax Collection Liaisons.** (2-0)

Earned Income Tax Appeals Officer: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **the Monroe County Tax Collection Committee Appointee as Earned Income Tax Appeals Officer.** (2-0)

Emergency Management Coordinator: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Gary Hoffman as Emergency Management Coordinator.** (2-0)

Vacancy Board Chairman: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Gary Hoffman as Vacancy Board Chairman.** (2-0)

Planning Commission Members: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint to the planning commission **Charles Phillips to a four year term** expiring December 31, 2016. (2-0)

Planning Commission Solicitor: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Daniel Lyons as Planning Commission Solicitor.** (2-0)

Treasurer's Bond: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to secure a Treasurer's Bond in the amount of **\$200,000.00** from **Traveler's Casualty and Surety Company of America, from H.A. Thompson.** (2-0)

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Administrative Assistant Bond: Clair Borger made a motion, seconded by Gretchen Gannon Pettit; it was voted to secure a **Public Employee Bond** from **Traveler's Casualty and Surety Company of America, from H.A. Thompson.** (2-0)

Zoning Hearing Board Member: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Carey Krum as Zoning Hearing Board Member, with the term to expire 12/31/2015, William Solt and Joe Cardello as Alternates with terms expiring 12/31/2015.** (2-0)

Zoning Hearing Board Solicitor: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Chad Martinez as Interim Zoning Hearing Board Solicitor,** until the board convenes and holds their reorganization meeting. (2-0)

Voting Delegate to PSATS State Convention: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Sharon Solt as Voting Delegate to PSATS State Convention.** (2-0)

Employee - Full-Time/Part-Time Wages/Benefits: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to give the township employees a wage increase of approximately 3%, (2-0) (It was noted that the working supervisors' wages are subject to the auditors approval.)

The 2013 wages are:

Roadmaster -\$17.80

Full Time Road Crew: Employee #1 -\$17.80

Employee #2 -\$16.20

Part Time Road Crew: Employee #1 -\$14.25

Employee #2 - \$14.25

Employee #3 - \$13.40

Employee #4 working supervisor in emergency - to be set by auditors

Secretary-Treasurer -\$18.35 (working supervisor)

Zoning Officer -\$14.25

Administrative Assistant - \$14.25 (working supervisor)

Maintenance - Employee #1 - \$13.80

Planning Commissioners and Zoning Hearing Board members - \$25.00 per meeting.

Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to **retain the benefits** as outlined in the **employee policy handbook.** (2-0)

Health care - Retain the current Trustees Insurance PPO for eligible employees

13 Holidays

Sick Days - 2 days per year; this can be carried over to the following year(s).

Vacation - as designated in the Employee Policy Handbook.

Pension Plan - For qualified employees as designated in the Employee Policy Handbook.

Bereavement Days - as designated in the Employee Policy Handbook.

All other benefits - as designated in the Employee Policy Handbook.

Mileage Rate: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to use the IRS mileage rate of **56.5 cents per mile as the Mileage Rate.** (2-0)

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Volunteer Fire Company Covering Eldred Township: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint the **Kunkletown Volunteer Fire Company** as the **Primary Designee**, subject to the 9-1-1 Center assessment of need to cover Eldred Township. (2-0)

Emergency Ambulance Covering Eldred Township: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint the **West End Ambulance** as the **Primary Designee** to cover Eldred Township, subject to the 9-1-1 Center assessment of need. (2-0)

Monthly Meeting Dates And Times: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to keep the **first Wednesday** as meeting date, with the meetings to begin at **7:30 p.m.**, held in the municipal building. (2-0)

Depositories For Eldred Township Funds: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to deposit the **township funds** in **First Niagara Bank and PLGIT**. (2-0)

Open Records Officer: Clair Borger made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Gretchen Gannon Pettit** as the **Open Records Officer**. (2-0)

CJER Regional Comprehensive Plan Committee: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Sharon Solt** as members of the **CJER Regional Comprehensive Plan Committee**. Another person must be designated as a member as soon as possible.(2-0)

Walter W. Mock Park Committee: Gretchen Gannon Pettit made a motion, seconded by Clair Borger; it was voted to appoint **Shirley Krum, Tammy Conway, Glenn Beers, Steve Borger, Vickie McLaughlin and Jacqueline Mock** as members of the **Walter W. Mock Park Committee**. (2-0)

Adjournment:

There being no further business, Gretchen Gannon Pettit made a motion, with a second by Clair Borger; to adjourn the reorganizational meeting at 7:50 p.m.

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
January 7, 2013

Attendance

Supervisors: Clair Borger and Gretchen Gannon Pettit
Solicitor: Michael Kaspszyk
In Absentia: Sharon Solt

Meeting Called to Order Clair Borger called the meeting to order at 7:55 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Clair Borger; it was unanimously voted to approve the December 5, 2012 meeting minutes. (2-0)

On motion by Gretchen Gannon Pettit and with a second by Clair Borger; it was unanimously voted to approve the December 19, 2012 meeting minutes. (2-0)

Treasurer's Report On motion by Gretchen Gannon Pettit, seconded by Clair Borger; it was unanimously voted to approve (2-0) the January 7, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 119,704.22	
First Niagara Bank State Money Market	38,434.18	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	2,548.87	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	31,434.18	
PLGIT - Payroll	2,451.89	
PLGIT - Parks/Land		9,758.10
PLGIT - Building Maintenance & Repairs		1,524.74
PLGIT - Alpine Rose Escrow Account		1,181.21
Petty Cash	44.95	
Total	<u>\$ 195,048.22</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **General Fund Bills** dated **1/11/13** in the amount of **\$16,586.67**. (2-0)

On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **12/27/12 Form 941 payment** in the amount of **\$2,273.21**, the **1/10/13 Form 941** payment in the amount of **\$2,893.23**. (2-0)

On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **12/1/12 - 12/15/12 State Withholding Payment** in the amount of **\$317.58** and the **12/16/12 - 12/31/12 State Withholding Payment** in the amount of **\$263.07**. (2-0)

Supervisor's Meeting January 7, 2013... page 2 of 3

Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to approve the **payroll for the period ending December 15, 2012** in the amount of **\$8,533.49**, and the **payroll for the period ending December 29, 2012** in the amount of **\$10,982.12**. (2-0)

Road Master Report The Roadmaster reported that the road crew has been repairing equipment that was damaged during the storm.

Planning Commission

Subdivision of Lands of Gower Estates Time Extension The Eldred Township Planning Commission has accepted a 180 day extension request and forwarded it onto the Board of Supervisors. On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to **approve the 180 day Time Extension until June 29, 2013 for the Subdivision of Lands of Gower Estates Plan**. (2-0)

Ernest III and Diana A. Laudenslager Minor Subdivision Plan Time Extension The Eldred Township Planning Commission had recommended that the Laudenslager plan be approved by the Board of Supervisors. However, there was discussion on the terminology in the Easement Note. The Supervisors gave the township solicitor direction on notifying the applicant's engineer about what should be included in the wording on the plan. Therefore, on motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to **give an extension until February 28, 2013 for the Ernest III and Diana A. Laudenslager Minor Subdivision Plan**. (2-0)

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of December 2012:

- He issued 2 building permits, an accessory shed for Gordon Gold and an addition to the Mrs. Bush's Personal Care Home.
- He had 3 inquiries on property improvement regulations.
- He issued a temporary sign permit for Alpine Motorsports.
- He attended a county-wide zoning conference at the Monroe County Conservation District.
- He met with Carol Cummings from the Monroe County Municipal Waste Management Authority regarding the cleanup of township illegal debris dump sites.
- He conducted 17 site surveys about various complaints including dogs, open burning, garbage, tire dumping and the like.
- He continued to work on an illegal trash problem that is currently in litigation.

Other There were no other comments.

Public Comments There were no public comments.

Adjournment: Being no further business, Gretchen Gannon Pettit made a motion, with a second by Clair Borger, to adjourn the meeting at 8:09 p.m. (2-0)

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Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors

Solicitor Daniel Lyons

Monroe Co. Planning Commission

Eldred Twp. Planners

Engineer Brien Kocher

SEO Jacob Schray

Solicitor Michael Kaspszyk

Engineer Chad Peters

Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
February 6, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Clair Borger; it was unanimously voted to approve the January 7, 2013 Reorganization meeting minutes and the January 7, 2013 Meeting Minutes. Sharon Solt abstained since she was not at the January meeting. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was unanimously voted to approve (3-0) the February 6, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 150,326.53	
First Niagara Bank State Money Market	38,434.18	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	1,703.87	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	23,635.36	
PLGIT - Payroll	2,452.23	
PLGIT - Parks/Land		9,758.50
PLGIT - Building Maintenance & Repairs		1,524.80
PLGIT - Alpine Rose Escrow Account		1,181.26
Petty Cash	85.64	
Total	<u>\$ 217,067.74</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **2/8/13** in the amount of **\$20,914.53**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **State Fund Bills** dated **2/8/13** in the amount of **\$7,567.43**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **1/24/13 Form 941 payment** in the amount of **\$3,635.48**, the **2/7/13 Form 941** payment in the amount of **\$1,947.64**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **1/1/13 - 1/15/13 State Withholding Payment** in the amount of **\$337.16** and the **1/16/13 - 1/31/13 State Withholding Payment** in the amount of **\$368.90**. (3-0)

Supervisor's Meeting February 6, 2013... page 2 of 3

Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending January 12, 2013** in the amount of **\$12,015.84**, and the **payroll for the period ending January 26, 2013** in the amount of **\$7,651.35**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been dealing with the nuisance storms and restocking the salt and anti-skid bins.

Planning Commission

Ernest III and Diana A. Laudenslager Minor Subdivision Plan Time Extension The Eldred Township Planning Commission had recommended that the Laudenslager plan be approved by the Board of Supervisors. However, the terminology of the Easement Note has not been placed on the plan. The applicant's engineering firm requested an extension until April 30, 2013. Therefore, on motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to **give an extension until April 30, 2013 for the Ernest III and Diana A. Laudenslager Minor Subdivision Plan**. (3-0)

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of January 2013:

- There were no building permits issued in January.
- He had 1 application for property improvement – Piontkowski for an addition.
- He and the Roadmaster conducted a township site survey concerning water running on township roads and then freezing, which creates dangerous driving conditions. They found 11 violations and he took photos to help him address those issues with the property owners.
- He continued to work on an illegal trash problem that is currently in litigation. Solicitor Kaspszyk stated that the judge has scheduled a contempt hearing for March 28, 2013.

WestEndSupporter.com

Barry Dawson introduced himself to the board and explained that he has a website called WestEndSupporter.com that keeps the West End (of Monroe County) residents apprised of what is happening in the West End. He is also on Facebook and had 35,000 likes as of January 1st, and runs an internet radio station called westendradio101.com. Mr. Dawson distributed information to the supervisors and the residents. The Supervisors commended him in this worthwhile venture.

Other Sharon Solt mentioned that Helen Mackes, the tax collector, had successful back surgery and is recuperating at home. Sharon also mentioned that the **Kunkletown Fire Company** has been notified they will be receiving a **\$300,000 grant** to build a new garage for the fire trucks; many thanks to Rep. Michael Carroll and Sen. David Argall for their help with the grant.

Solicitor Kaspszyk stated there is pending existing litigation regarding an illegal trash transfer station in the township.

Public Comments Joseph Cardello asked for an update on the 57 Hotel that burned last year. The Zoning Officer reported that he has talked with the owner who said that it is still in pending litigation. There was discussion concerning the security issues and safety of the remaining building. Solicitor Kaspszyk stated that since the property is not safely secured, the township zoning officer should send the owner a violation letter.

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Adjournment: Being no further business, Sharon Solt made a motion, with a second by Gretchen Gannon Pettit, to adjourn the meeting at 7:52 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
March 6, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Sharon Solt; it was unanimously voted to approve the February 6, 2013 Meeting Minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was unanimously voted to approve (3-0) the March 6, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 147,478.71	
First Niagara Bank State Money Market	29,060.03	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	3,075.27	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	25,058.55	
PLGIT - Payroll	2,452.23	
PLGIT - Parks/Land		9,758.50
PLGIT - Building Maintenance & Repairs		1,524.80
PLGIT - Alpine Rose Escrow Account		1,181.26
Petty Cash	98.94	
Total	<u>\$ 207,653.66</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **3/8/13** in the amount of **\$17,548.62**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **State Fund Bills** dated **3/8/13** in the amount of **\$7,845.79**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **2/21/13 Form 941 payment** in the amount of **\$1,957.96**, the **3/7/13 Form 941** payment in the amount of **\$2,150.52**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **2/1/13 - 2/15/13 State Withholding Payment** in the amount of **\$234.90** and the **2/16/13 - 2/31/13 State Withholding Payment** in the amount of **\$239.19**. (3-0)

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Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending February 9, 2013** in the amount of **\$7,642.80**, and the **payroll for the period ending February 23, 2013** in the amount of **\$8,937.50**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been dealing with the small storms and cutting brush and repairing the shoulders of roads due to water runoff from storms.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of February 2013:

- He issued one (1) building permit in January to Michael Bohenski for a detached garage under 1,000 square feet.
- He had three (3) inquiries for property improvement – Barry Knecht for a roof over an existing porch, Ken Faust for a minor subdivision, and Vernon Barlieb for placement of a house and minor subdivision. In addition he is still working on the Piontkowski application for an addition.
- He and the Roadmaster conducted some township site surveys concerning possible sight distance and run off concerns.
- He continued to work on an illegal trash problem that is currently in litigation. Solicitor Kaspszyk stated that the judge has scheduled a contempt hearing for March 19, 2013. At this point, after almost 4 years of trying unsuccessfully to get Wingert to clean up the property, the township is ready to move forward and ask for incarceration for the contempt. Gretchen asked if incarceration is the best answer, Solicitor Kaspszyk said that Wingert has agreed that he is in contempt, and that sometimes incarceration is the only answer to get the person to realize the situation is serious. Kaspszyk added that there is also a civil action with a \$165,000 lien against the property. Gretchen questioned whether the township could hire someone to clean up the property and add to the lien on the property; however the township would rather not add to the existing judgment against the property.
- He is reviewing the Zoning Ordinance in regard to loading and unloading zones in and along township roads.

Alpine Rose Land Development Plan Attorney Emil Kantra was present in regard to this plan. Current owners Paul and Tony Matino were also present. In May of 2010, Attorney Kantra asked for an extension on the land development plan for one (1) year beyond the end of any litigation, and was awarded that that extension (for one year past the end of litigation) through May of 2013. The Commonwealth of Pennsylvania Legislature adopted the Permit Extension Act which is a uniform state wide law that extends the life of municipal approvals in land development and subdivision matters. He added that the original extension for the act was to July of 2013. The legislature has now extended the extension act through July of 2016. Attorney Kantra asked for verification from the board that they will accept the extension act for the Alpine LDP.

Solicitor Kaspszyk stated that the extension law clearly applies to the Alpine LDP, but does not believe that it would apply to a third party who might be involved at a future date. He added that the Alpine LDP has a “conditional” final approval and is waiting the satisfaction of the conditions. He said that the act applies in this case, but does nothing for the applicant other than the township cannot change the expiration date beyond July 2016, and added that he questioned if this

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Boards' actions could bind a subsequent board. Solicitor Kaspszyk said that there is a verification provision in the act so it would be appropriate to address it. Gretchen Gannon Pettit made a motion that the township agrees with the request made by Alpine Motorsports Attorney Emil Kantra in his February 15, 2013 letter and it is the townships interpretation of Act 72PS section 1605-i and amendment the amendment thereto, that the extension period now runs through July 7, 2016. Sharon Solt made a second to the motion and upon vote the motion carried unanimously. (3-0)

Department of Environmental Protection Grant Awards Gretchen Gannon Pettit announced that two (2) grants from the Pennsylvania Department of Environmental Protection have been awarded to Eldred Township. The first is an Act 101 Recycling Performance Grant in the amount of \$538.00. The second is an Act 101, Section 902 Recycling Development and Implementation Grant in the amount of \$1,809.00, for the blue bins for curbside collection. Gretchen added that electronic recycling will again be set up for the summer months.

Revision of Fee Schedule When completing the sewage reimbursement application, Gretchen and our sewage enforcement officer realized that the township has been losing money on sewage enforcement. We have been able to get about 50% reimbursement of the loss the township has; however the state is doing away with that reimbursement program, so we will not be able to get any money and will be operating in a deficit. Therefore the Board of Supervisors is in consideration of updating the fee schedule.

Chestnuthill Township 250th Anniversary Sharon Solt announced that Chestnuthill Township will be celebrating their 250th anniversary this year, culminating with a parade on September 7, 2013. Since Eldred Township was part of the original Chestnuthill Township, the township has been invited to participate in anniversary celebration events. After discussion, Sharon Solt made a motion to be a Platinum Sponsor at \$1,000; the motion was seconded by Gretchen Gannon Pettit. The motion passed unanimously (3-0).

Other Sharon Solt reported that the township received a request for a contribution for the Pleasant Valley Chemical Free Graduation Party. In the past the township had donated between \$150 and \$500. Gretchen Gannon Pettit made a motion to donate \$250, with a second to the motion by Sharon Solt. Upon vote, the motion passed unanimously (3-0).

Sharon also stated that PennDOT informed the township that they have a "Yellow Dot" program, where a yellow dot is placed on the rear windshield, notifying emergency personnel that there is a yellow folder in the glove box with the medical records of the driver and/or their passengers. There were flyers available to take home.

Sharon reported that there are registration forms available at the township for the Great American Clean Up Day from March 1st to May 30th. The Let's Pick It Up PA day is on April 20, 2013.

Gretchen mentioned there is a Walter W. Mock Park Committee meeting on Monday, March 11, 2013 at 6:15.

Public Comments There were no public comments.

Supervisor's Meeting March 6, 2013... page 4 of 4

Adjournment: Being no further business, Gretchen Gannon Pettit made a motion, with a second by Sharon Solt, to adjourn the meeting at 8:20 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
April 3, 2013

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Sharon Solt; it was unanimously voted to approve the March 6, 2013 Meeting Minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was unanimously voted to approve (3-0) the April 3, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 176,393.53	
First Niagara Bank State Money Market	133,842.84	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	2,646.27	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	14,960.81	
PLGIT - Payroll	4,759.72	
PLGIT - Parks/Land		9,758.85
PLGIT - Building Maintenance & Repairs		1,524.85
PLGIT - Alpine Rose Escrow Account		1,181.31
Petty Cash	98.94	
Total	<u>\$ 333,087.15</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **4/5/13** in the amount of **\$23,441.19**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **3/21/13 Form 941 payment** in the amount of **\$1,818.04**, the **4/4/13 Form 941 payment** in the amount of **\$2,363.08**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **3/1/13 - 3/15/13 State Withholding Payment** in the amount of **\$274.38** and the **3/16/13 - 3/31/13 State Withholding Payment** in the amount of **\$220.75**. (3-0)

Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending March 9, 2013** in the amount of **\$7,189.91**, and the **payroll for the period ending March 23, 2013** in the amount of **\$9,183.27**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that after the last snowstorm the road crew has been cutting brush along the roads and will continue to do so. They are planning to sweep the roads during the third week of April and then begin to patch the roads.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of March 2013:

- 4 building permits were issued; 2 detached garages, room addition, and an attachment to the Verizon tower.
- He had three (3) inquiries for property improvement – Barry Knecht for a roof over an existing porch, Ken Faust for a minor subdivision, and Vernon Barlieb for placement of a house and minor subdivision.
- He completed seven (7) site surveys; four for permits already issued, also the 57 Hotel for debris removal, a foundation for a cell tower, and a chemical storage container at Reiner Jaeckle's property (which has been removed).
- Continuous cleanup on the Paul Wingert property, as per the court order.

Planning Commission

Ernest III and Diana A. Laudenslager Minor Subdivision Extension On motion by Sharon Solt, with a second to the motion, an extension until December 31, 2013 was approved. (3-0)

Floodplain Ordinance

There was discussion regarding the proposed Floodplain Ordinance and changes that must be made to be compliant with FEMA regulations. Hanover Engineering has been working on the updates, and copies have been sent to Monroe County Planning Commission, Monroe County Conservation District and FEMA for review to ensure that the updated ordinance is compliant with the new mandates. On motion by Sharon Solt with a second to the motion, unanimous approval was given to schedule and advertise the hearing for 7:00 p.m. on May 1, 2013. The solicitor will prepare the advertisement and forward to the Pocono Record.

Public Comments There were no public comments.

Adjournment: Being no further business, Gretchen Gannon Pettit made a motion, with a second by Sharon Solt, to adjourn the meeting at 8:00 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
May 1, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Sharon Solt; it was unanimously voted to approve the April 3, 2013 Meeting Minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was unanimously voted to approve (3-0) the May 1, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 185,693.10	
First Niagara Bank State Money Market	133,842.84	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	3,316.05	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	13,604.36	
PLGIT - Payroll	4,759.72	
PLGIT - Parks/Land		9,758.85
PLGIT - Building Maintenance & Repairs		1,524.85
PLGIT - Alpine Rose Escrow Account		1,181.31
Petty Cash	93.92	
Total	<u>\$ 341,739.92</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated 5/3/13 in the amount of **\$19,022.55**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **4/18/13 Form 941 payment** in the amount of **\$2,328.72**, the **5/2/13 Form 941** payment in the amount of **\$2,452.62**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **4/1/13 - 4/15/13 State Withholding Payment** in the amount of **\$281.93** and the **4/16/13 - 4/30/13 State Withholding Payment** in the amount of **\$281.28**. (3-0)

Approval of Payroll On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to approve the **payroll for the period ending April 6, 2013** in the amount of **\$9,161.72**. (3-0) On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending April 20, 2013** in the amount of **\$9,507.39**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been putting away the winter equipment and started brush cleanup throughout the township. The roads have been swept, equipment is being serviced, the roads are being prepared for patching and they have begun mowing along the roads. Plans have been made to seal-coat Getz-Dawl Rd and Smale Lane, but no date has been set.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of April 2013:

- 5 building permits were issued; 2 accessory sheds, 1 porch with roof, 1 sun room addition, and 1 above ground pool.
- He had several inquiries about the industrial zoned land.
- He completed twelve (12) site surveys; five for permits issued, 2 burning complaints (1 unfounded, 1 resolved), 1 property dispute over a golf tee, 1 about an old tractor trailer, 2 site inspections at Paul Wingert, 1 cell tower progress review.
- Zoning issue has been resolved on the Paul Wingert property, although another site visit will be completed to verify everything is totally done. Solicitor Kaspzyk said he was very pleased with Mr. Helm's resolution to the clean-up of the trash, done by a third party, and at no cost to the township.
- He and the Roadmaster attended a meeting at the Lehigh Valley Planning Commission regarding electronic filing for Highway Occupancy Permits.

Ordinance 2013-1 Floodplain Ordinance

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to adopt the Floodplain Ordinance. (3-0)

CJER (Chestnuthill, Jackson, Eldred, Ross Townships) Regional Comprehensive Committee

Appointment of Alternate Sharon Solt reported that there has been a vacancy for the alternate position for over five months. This vacancy has been announced but no one has come forward to volunteer. Since her husband William Solt has been attending the meetings the committee and the Monroe County Planning said he could become the alternate and it would not be a conflict of interest since he is a township resident, if the Board of Supervisors would choose to appoint him. On motion by Clair Borger and with a second by Gretchen Gannon Pettit, it was voted to approve the appointment of **William Solt to the CJER Regional Plan Committee**. (2-0). Sharon Solt abstained since he is her husband.

Updates **Christine Meinhart Fritz, Senior Planner** from the Monroe County Planning Commission gave updates on where the Committee is moving forward. In December of 2012 the CJER committee extended a formal invitation to Polk Township to join the committee. Polk Township had always been invited to join and declined, but in the last year has shown interest in becoming an integral part. The committee then would be called CJERP. Polk accepted the invitation February 25, 2013. There was an initial meeting between Polk Township supervisors, Christine Meinhart Fritz and the consultant Carson Helfrich. The next meeting to discuss the Future Land Use

Supervisor's Meeting May 1, 2013... page 3 of 4

(CJER updates, continued)

Map will be between the Polk Township Supervisors, Polk Township Planning Commission, Christine Meinhart Fritz and Carson Helfrich which is scheduled for May 13. Polk Township Solicitor James Fareri has reviewed the documents and they should be formally adopted and ordinance by the end of May 2013. Additionally, Consultant Carson Helfrich should have completed all the amended SALDO and Zoning Ordinances which should be adopted by August. Lastly, by September 2013, all CJERP members would adopt the amended Comprehensive Plan and new Intergovernmental Agreement for the CJERP Regional Planning Group that was reviewed and agreed upon by the CJER group at their March meeting.

Christine Meinhart Fritz stated that the road standards would all be the same; the other townships have older standards and would be moving forward to meeting Eldred's standards.

Other New Employee: Sharon Solt reported that since Gretchen Gannon Pettit has announced that she will be leaving the employment as Administrative Assistant, the township placed an ad in the Pocono Record and the West End supporter. The township received applications, interviewed the best choices, and made a selection to hire **Darcy Gannon** for the position. On motion by Sharon Solt, with a second to the motion by Clair Borger, the Board of Supervisors hired Darcy Gannon as **Administrative Assistant and Assistant Treasurer** at a beginning salary of \$13.00 per hour, after a satisfactory 90 day probation the hourly wage will increase to \$13.80. (2-0). Gretchen Gannon Pettit abstained from the vote.

The **Mock Park Land Development** Application needs to have a conditional use for the steep slope on the parcel off of Church Road. On motion by Sharon Solt, with a second to the motion by Gretchen Gannon Pettit, the Board of Supervisors authorized Solicitor Kaspszyk to advertise for a **Conditional Use Hearing on Wednesday, June 5, 2013 at 7:00 pm.** (3-0)

Clair Borger stated that we will be double seal coating 3 roads, Smale Lane, Getz-Dawl Road and Engler Lane. On motion by Sharon Solt, with a second to the motion by Clair Borger, the Board of Supervisors authorized the advertisement for **2013 seal coating bid opening at the June 5, 2013 meeting.** (3-0). The township does not have to have bids for the materials since the amount is under the state threshold.

Public Comments Helen Mackes stated that when the township has to take someone to court for a code violation, it costs the township a lot of money and asked how the township gets restitution for the money spent. Clair Borger said that the board wants to get back whatever we spent for the litigation. Solicitor Kaspszyk said there is a process that the township has to follow, and will continue to do so.

Richard Salter stated that it can sometimes be a long process. He said that Chestnuthill Township has appointed the constable from Ross Township to enforce ordinances and that seems to work for them. He added that he has proposed a similar option to the Eldred Township Board of supervisors.

Frank O'Donnell asked about when the old TV along state road Chestnut Ridge Road will be picked up. Clair said the township will look into it. He added that electronic recycling will begin next week.

Pleasant Valley student and Eldred Township resident Ryker Barr was present at the meeting for an assignment for his studies.

Supervisor's Meeting May 1, 2013... page 4 of 4

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Gretchen Gannon Pettit, to adjourn the meeting at 8:10 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
June 5, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Sharon Solt; it was unanimously voted to approve the May 1, 2013 Meeting Minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was unanimously voted to approve (3-0) the June 5, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 340,598.31	
First Niagara Bank State Money Market	133,854.39	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	3,133.56	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	16,960.94	
PLGIT - Payroll	4,759.72	
PLGIT - Parks/Land		9,758.85
PLGIT - Building Maintenance & Repairs		1,524.85
PLGIT - Alpine Rose Escrow Account		0
Petty Cash	56.42	
Total	<u>\$ 499,793.27</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **6/7/13** in the amount of **\$45,563.77**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **State Fund Bills** dated **6/7/13** in the amount of **\$4,316.57**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **5/16/13 Form 941 payment** in the amount of **\$2,739.54**, the **5/30/13 Form 941** payment in the amount of **\$2,243.66** and the **6/13/13 Form 941** payment in the amount of **\$2,798.82**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **5/1/13 - 5/15/13 State Withholding Payment** in the amount of **\$288.38** and the **5/16/13 - 5/31/13 State Withholding Payment** in the amount of **\$580.16**. (3-0)

Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending May 4, 2013** in the amount of **\$9,996.60**, the **payroll for the period ending May 18, 2013** in the amount of **\$8,957.08** and the **payroll for the period ending June 1, 2013** in the amount of **\$11,456.46**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been replacing street signs, patching and mowing grass and brush along the township roads.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of May 2013:

- No building permits were issued.
- He issued one (1) driveway permit.
- He had one (1) inquiry about a pole barn on Correll Road.
- He completed twelve (19) site surveys; ranging from abandoned vehicles, trash to unlawful burning. He sent a compliant letter to Mr. Knowles on Silver Spring Blvd. concerning trash, one letter to Mr. Donschietz on Mauch Chunk Rd. about an abandoned truck, and is resolving a trash issue on Meixsell Valley Rd.
- He and the Roadmaster found a water problem on Engler Lane that has now been resolved, and a bridge wall on Bollinger Rd. that is separating.

Walter Mock Park Land Development Plan A Conditional Use Hearing for this plan was not held before this meeting, but will be held at 7 PM on July 3, 2013. Randall Wright, Engineer for the park, gave a short explanation of the plan, the process, and where we are now. The Eldred Township Planning Commission made a recommendation at their May 16, 2013 meeting for the supervisors to conditionally approve the plan, with the following conditions:

1. The 4 proposed waivers are approved by the Supervisors.
2. The conditional use is approved by the supervisors.
3. The MCCD E & S plan is approved.
4. The PA DEP (NPDES) permit is approved.
5. The MCPC approves the plan.
6. The Roadmaster issues a driveway permit.
7. The Zoning Office determines that the relocation of the proposed parking area and vegetation will satisfy the ZHB requirement of a perimeter fence and there is an adequate number of parking spaces.

Solicitor Kaspzyk stated that the board should first address the waivers. On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was unanimously voted to approve the following 2 waivers (3-0):

1. Section 402.2 – Site Context Map - To show context information within 500 feet of the project area instead of the entire property; the Ordinance requires 100 feet of information be shown. It is justified because only a small portion of the property (5.9 acres out of 54 acres) is proposed for disturbance.
2. Section 402.3 and 403.1 – Existing Resources and Site Analysis Plan – To show information within 500 feet of project area instead of the entire property. It is justified because only a small portion of the property (5.9 acres out of 54 acres) is proposed for disturbance.

(Walter Mock Park Land Development Plan- continued)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was unanimously voted to approve the following waiver (3-0):

3. Section 608.2.B.3 - Concrete monuments at perimeter corners - It would not require monument placement at all exterior property corners. It is justified because only a small portion of the property (5.9 acres out of 54 acres) is proposed for disturbance.

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was unanimously voted to grant the following waiver with the condition that all conditions at the conditional use hearing are addressed (3-0):

4. Section 601.1.F.5.c - Disturbance of 25% slope areas - To allow disturbance of areas in excess of 25% slopes for the entrance drive. It is justified because the only access possible is to Church Road; and there is a small band of 25% slopes cross the entire entrance property, which requires disturbance. The amount of disturbance is as minimized as reasonably possible and is similar to that allowed by a residential driveway.

In regard to the Eldred Township Planning Commissions comments; 3, 4 and 5 have to do with approval of outside agencies. Comment 6 and 7 are zoning office issues, and are being addressed. Therefore, on motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was unanimously voted to conditionally approve the Walter Mock Park Land Development Plan with the following conditions: 1) All Conditional Use Hearing objectives are satisfied. 2) The Monroe County Conservation District approves the E & S plan. (3-0)

St. Matthew's Church Subdivision George Fetch was present for this plan. He stated that there will be a lot consolidation to join all lots, except the one for the Jupiter Tavern property. There will be 2 deeds, one for the church and one for the tavern. The Eldred Township Planning Commission had recommended the St. Matthew's Church Subdivision and Land Development Plan be approved by the Board of Supervisors. On motion by Sharon Solt and with a second by Clair Borger, consent was made to approve the four page plan with the lot lines to be more clearly indicated (2-0). Gretchen Gannon Pettit abstained from the vote since she has an interest in the property.

2013 Seal Coat Bid Openings The Township advertised in the Pocono Record for sealed bids to seal coat T-365 Smale Lane (8,450 square yards), T-373 Getz Dowl Road (10,580 square yards), and T-377 Engler Lane (1,056 square yards) for a total of 20,086 square yards. Sealed bids were received and opened at the meeting from:

Asphalt Maintenance Solutions at \$2.26 per square yard, total cost \$45,394.36.

Pocono Spray Patching at \$2.15 per square yard, total cost \$43,184.90.

Dosch King at \$2.04 per square yard, total cost \$40,975.44.

Solicitor Kaspzyk reviewed the bids and found them to be complete. Clair Borger made a motion to award the bid for the 2013 seal coat project to Dosch King; conditioned that they have all state approvals. Gretchen Gannon Pettit made a second to the motion, which was unanimously approved. (3-0)

2013 Materials Bid Openings The Township advertised in the Pocono Record for sealed bids for materials and received two bids which were opened at the meeting. The bids were as follows:

Hanson Aggregates, Inc.

100 Tons #2A - FOB plant - \$6.80 per ton, Total \$680.00
Delivered - \$10.55 per ton, Total \$1055.00
250 Tons #3 - FOB plant - \$9.55 per ton, Total \$2,387.50
Delivered - \$13.30 per ton, Total \$3,325.00
50 Tons Bituminous Cold Patching - FOB plant - \$95.00 per ton, Total \$4,750.00
- Delivered - \$98.70 per ton, Total \$4,937.50
850 Tons #8, 1% loss by wash - FOB plant - \$12.75 ton, Total \$10,837.50
Delivered - \$16.50 ton, Total \$14,025.00
300 Tons #57, 1% loss by wash - FOB plant - \$11.50 per ton, Total \$3,450.00
Delivered - \$15.25 per ton, Total \$4,575.00
300 Tons #67, 1% loss by wash - FOB plant - \$11.50 per ton, Total \$3,450.00
Delivered - \$15.25 per ton, Total \$4,575.00

Lehigh Asphalt Co.

100 Tons #2A - FOB plant - \$8.50 per ton, Total \$850.00
Delivered as directed - \$13.50 per ton, Total \$1,350.00
250 Tons #3 - FOB plant - \$10.00 per ton, Total \$2,500.00
Delivered as directed - \$15.00 per ton, Total \$3,750.00
50 Tons Bituminous Cold Patching - FOB plant - no bid
- Delivered - no bid
850 Tons #8, 1% loss by wash - FOB plant - \$11.85 ton, Total \$10,072.50
Delivered as directed - \$16.85 ton, Total \$14,322.50
300 Tons #57, 1% loss by wash - FOB plant - \$10.00 per ton, Total \$3,000.00
Delivered as directed - \$15.00 per ton, Total \$4,500.00
300 Tons #67, 1% loss by wash - FOB plant - \$11.00 per ton, Total \$3,300.00
Delivered as directed - \$16.00 per ton, Total \$4,800.00

Solicitor Kaspszyk reviewed the bids and found them to be complete. Clair Borger made a motion to award the bid for the 2013 material bids to Hanson Aggregates; their overall prices were better and the proximity of their pick up site is closer than Lehigh Asphalt. Gretchen Gannon Pettit made a second to the motion, which was unanimously approved. (3-0)

Other Clair Borger mentioned there will be a Conditional Use Hearing for the Mock Park on July 3, 2013 at 7 pm before the Supervisors meeting.

Public Comments There were no public comments.

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Gretchen Gannon Pettit, to adjourn the meeting at 8:30 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Supervisor's Meeting June 5, 2013... page 5 of 5

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
July 3, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit
Solicitor: Michael Kaspszyk
In Absentia: Sharon Solt

Meeting Called to Order Clair Borger called the meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Clair Borger; it was voted to approve the June 5, 2013 Meeting Minutes. (2-0)

Treasurer's Report On motion by Gretchen Gannon Pettit, seconded by Clair Borger, it was voted to approve (2-0) the July 3, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 298,514.17	
First Niagara Bank State Money Market	129,542.89	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	3,133.56	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	18,908.74	
PLGIT - Payroll	4,849.51	
PLGIT - Parks/Land		9,758.85
PLGIT - Building Maintenance & Repairs		1,524.85
Petty Cash	24.78	
Total	<u>\$ 455,403.58</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **General Fund Bills** dated 7/5/13 in the amount of **\$13,430.70**. (2-0)

On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **State Fund Bills** dated 7/5/13 in the amount of **\$3,059.84**. (2-0)

On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **6/27/13 Form 941 payment** in the amount of **\$2,332.98** and the **7/11/13 Form 941 payment** in the amount of **\$2,153.78**. (2-0)

On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to pay the **6/1/13 - 6/15/13 State Withholding Payment** in the amount of **\$351.73** and the **6/16/13 - 6/30/13 State Withholding Payment** in the amount of **\$280.73** (2-0)

Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Clair Borger, it was voted to approve the **payroll for the period ending June 15, 2013** in the amount of **\$9,143.82**, and the **payroll for the period ending June 29, 2013** in the amount of **\$8,494.89**. (2-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been patching, cleaning shoulders and mowing along the township roads. He also said they are putting chips down on Borger and Bollinger Roads.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of June 2013:

- Three (3) building permits were issued; 2 pole barns and a replacement of a single wide mobile home with a double wide mobile home.
- He had three (3) inquiries about a shed on Getz Dawl Rd, a new home on Kunkletown Road for Detweiler, and a two car garage on Mountain View Drive.
- He completed eleven (11) site surveys; ten were for building sites and one was a complaint about burning on Molasses Valley Road, to which he issued a cease and desist order.

Walter W. Mock Park Land Development Plan Conditional Use Hearing

Solicitor Kaspszyk explained that there was a conditional use hearing for the Walter W. Mock Park property in regard to the slope requirements (section 704.1 of zoning ordinance) for the proposed access road, held at 7 pm prior to the Supervisors meeting. He stated that there were two objectors, Richard Zilmer and his wife Laurie Zilmer, who stated their opinions and asked questions of the township engineer Randall Wright. Solicitor Kaspszyk stated that a conditional use is a permitted use that normally is only denied if the applicant cannot comply with the requirements of Section 704.1 of the Eldred Township Zoning Ordinance.

Mr. Kaspszyk explained the policy and procedure to the residents present. He said that the board could make a decision or table until another time. Gretchen Gannon Pettit made a motion to approve the conditional use application for the Walter W. Mock Park; Clair Borger made a second to the motion, motion carried. (2-0)

Other

Gretchen Gannon Pettit said that there was a tree down and she called Jeffrey Borger (PENNDOT foreman) because it was on a state road, and it was removed from the roadway.

Public Comments

Part time road crew worker Dale Weidman said in his opinion nothing has changed with the number of **flagmen** for road work, he said he believes they are two men short and he has discussed this with the Roadmaster but there have been no new hires. Supervisor Borger said the board will discuss this with the Roadmaster.

Richard Zilmer asked when the **next scheduled audit** is prepared. He was told that there is an independent auditor and that the secretary would have the information concerning the audit.

Joseph Cardello reported that the residents at the Dowling home on Smale Lane are **burning malodorous household garbage** items at night, usually every 2-3 weeks. He has called the constable and the state police however they continue to burn without regard for the neighborhood. It was suggested that Mr. Cardello contact the constable.

Supervisor's Meeting July 3, 2013... page 3 of 3

Arthur Bender, in regard to the **Conditional Use Hearing** for the Walter Mock Park, asked why the township has a hearing. Solicitor Kaspszyk stated there is a legal standard and the township supervisors are following procedure. He said there is no financial gain to any of the supervisors; therefore there is no conflict of interest.

Joseph Cardello also questioned the **burned out 57 Hotel** property and asked if a potential buyer has the responsibility for removal of the remains. Zoning officer Helm said he has visited the site and is in the process of assisting to get the debris removed through demolition, weather permitting.

Adjournment: Being no further business, Gretchen Gannon Pettit made a motion, with a second by Clair Borger, to adjourn the meeting at 8:00 p.m. (2-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
August 14, 2013

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Clair Borger; it was voted to approve the July 3, 2013 Meeting Minutes. Sharon Solt abstained since she was not present at the meeting. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was voted to approve (3-0) the August 14, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 328,184.85	
First Niagara Bank State Money Market	129,588.78	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	2,633.58	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	19,877.79	
PLGIT - Payroll	4,692.96	
PLGIT - Parks/Land		9,758.85
PLGIT - Building Maintenance & Repairs		1,524.85
Petty Cash	18.19	
Total	<u>\$ 485,426.08</u>	

Approval of Bills On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **General Fund Bills** dated **8/14/13** in the amount of **\$47,386.93**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **State Fund Bills** dated **8/14/13** in the amount of **\$45,022.08**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **7/25/13 Form 941 payment** in the amount of **\$2,043.88**, the **8/8/13 Form 941 payment** in the amount of **\$2,000.46**, and the **8/22/13 Form 941 payment** in the amount of **\$1,961.82**. (3-0)

Supervisor's Meeting August 14, 2013... page 2 of 3

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **7/1/13 - 7/15/13 State Withholding Payment** in the amount of **\$260.82**, the **7/16/13 - 7/31/13 State Withholding Payment** in the amount of **\$250.21**, and the **8/1/13 - 8/15/13 State Withholding Payment** in the amount of **\$233.54** (3-0)

Approval of Payroll On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to approve the **payroll for the period ending July 13, 2013** in the amount of **\$8,149.59**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending July 27, 2013** in the amount of **\$7,579.80**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to approve the **payroll for the period ending August 10, 2013** in the amount of **\$7,698.28**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the seal coating has been completed on Getz Dawl Road, Smale Lane and Engler Lane. He stated that the road crew has completed patching and is now trimming brush.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of July 2013:

- Five (5) building permits were issued; 3 accessory sheds, one (1) above ground pool, and one (1) deck.
- He had no property improvement inquiries.
- He completed seventeen (17) site surveys; ranging from setback inspections for permits to complaints about residences.

Open Space Inventory Dawn Gorham and Carol Hillestad, representing the Pocono Mountain Heritage Lands Trust, were present to inform the board about their project to identify and map the existing conservation easements, state game lands, and permanently preserved lands. They want to be able to show how the public spaces are linked to each other within the county. In addition to mapping, they will have a website where one can access to find public lands and obtain information on the activities that are available on the lands. The township will provide a link to their website when it is completed.

Other Solicitor Kaspszyk stated that he provided a written decision concerning the Walter W. Mock Park Condition Use Hearing to the board. A copy will be sent to the objectors, Mr. and Mrs. Zilmer.

Clair Borger recognized a Boy Scout, Matthew Rogers, who was attending the meeting in order to meet scouting requirements.

Public Comments Joseph Cardello questioned the status on an old trailer on the Dowling property. The zoning officer stated that the trailer will be removed within the proper time limit and cannot be used for storage.

Supervisor's Meeting August 14, 2013... page 3 of 3

Adjournment: Being no further business, Gretchen Gannon Pettit made a motion, with a second by Sharon Solt, to adjourn the meeting at 8:00 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
September 4, 2013

Attendance

Supervisors: Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk
In Absentia: Clair Borger

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:37 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Sharon Solt and with a second by Gretchen Gannon Pettit; it was voted to approve the August 14, 2013 Meeting Minutes. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was voted to approve (2-0) the September 4, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 280,589.29	
First Niagara Bank State Money Market	81,470.91	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	2,461.18	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	25,410.40	
PLGIT - Payroll	107.58	
PLGIT - Parks/Land		9,759.70
PLGIT - Building Maintenance & Repairs		1,524.98
Petty Cash	100.00	
Total	<u>\$ 390,569.29</u>	

Approval of Bills On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **General Fund Bills** dated **9/6/13** in the amount of **\$4,267.80**. (2-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **9/5/13 Form 941 payment** in the amount of **\$2,328.56**. (2-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **8/16/13 - 8/31/13 State Withholding Payment** in the amount of **\$236.35** (2-0)

Approval of Payroll On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to approve the **payroll for the period ending August 24, 2013** in the amount of **\$9,487.15**. (2-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been replacing signs and maintaining the road shoulders. Solicitor Kaspszyk mentioned that the road crew has done a good job with the trail maintenance. Mr. Kuehner also said that the electronic recycling will continue for 2 more weeks and then put on hold until Spring of 2014. Items should be brought between 6:30 a.m. and 3:00 p.m.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of August 2013:

- Seven (7) building permits were issued; two (2) pole barns, three (3) accessory sheds, one (1) driveway, and one (1) sunroom addition.
- He had three (3) property improvement inquiries; Kunkletown Pub property, Kormann property and McCloskey property.
- He completed fifteen (15) site surveys; nine (9) building sites, one (1) night time burning on Silfies Rd., two (2) barking dogs complaints, one (1) for cars parked in the circle at Skyline Rd and two (2) garbage dumping complaints. The county dog warden does not respond to our zoning officer's phone calls; this is problematic and alternatives were discussed but no directive was given. Al Aulmack asked about dogs running loose and what to do. Solicitor Kaspszyk said that is a liability issue if the dog would bite someone, but there are state leash laws that should be followed.

2014 Minimum Municipal Obligation Sharon Solt reported that every year the township prepares a Minimum Municipal Obligation for the following year's Pension Plan. This is the amount that the township pays for their share of the employee's pension plan. Mrs. Solt prepared the obligation, and it must be approved at this board meeting. On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was voted to approve the 2014 MMO in the amount of \$4201.00 and forward same to PMRS.

Other Sharon Solt reminded the public that the **Chestnuthill Township 250th Anniversary celebration and parade** is being held at the West End Fair grounds on Saturday, September 7th. The parade will begin at 10:00, games and festivities will run throughout the day. Additionally there are anniversary history books, t-shirts, mugs and caps for sale there.

Public Comments Joseph Cardello again questioned the status of an old trailer on the Dowling property. The zoning officer stated that the trailer will be removed within the proper time limit and cannot be used for storage. He asked the status on the **demolition** of the 57 Hotel. The zoning officer said that the owner has notified him that they are going to proceed with the demolition shortly.

Killian Korman questioned the availability of having 3 horses on his 3.6 acre property. He had wanted to subdivide the property and sell it in 2 parcels, but has since changed his mind. There was discussion about that possibility at the last meeting. There is an interested party that would like **horses**, but even though the township ordinance was changed to lower the acreage needed, Mr. Korman's property is not large enough for 3 horses. Mr. Korman also asked if he could be refunded the sewage fees for the submission he submitted; he was told that any fees not billed by the sewage officer could be refunded if he submits a withdrawal letter.

Supervisor's Meeting September 4, 2013... page 3 of 3

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Gretchen Gannon Pettit, to adjourn the meeting at 8:10 p.m. (2-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
October 2, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:32 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Sharon Solt; it was voted to approve the September 4, 2013 Meeting Minutes. Clair Borger abstained since he was not present at that meeting. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was voted to approve (3-0) the October 2, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 270,159.91	
First Niagara Bank State Money Market	81,470.91	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	2,461.18	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,352.94
PLGIT - General Fund	15,768.42	
PLGIT - Payroll	4,693.05	
PLGIT - Parks/Land		9,759.70
PLGIT - Building Maintenance & Repairs		1,524.98
Petty Cash	90.21	
Total	<u>\$ 375,073.61</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated 10/4/13 in the amount of **\$26,960.36**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **9/1/13 Form 941 payment** in the amount of **\$1,877.42** and the **10/3/13 Form 941 payment** in the amount of **\$1,917.72**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **9/1/13 - 9/15/13 State Withholding Payment** in the amount of **\$291.28**, and the **9/16/13 - 9/30/13 State Withholding Payment** in the amount of **\$228.64** (3-0)

Approval of Payroll On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to approve the **payroll for the period ending September 7, 2013** in the amount of **\$7,469.00** the **payroll for the period ending September 21, 2013** in the amount of **\$7,606.05**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been replacing signs that were stolen and cutting overhead brush along the roads.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of September 2013:

- Seven (7) building permits were issued; two (2) pole barns, three (3) accessory sheds, one (1) driveway, and one (1) sunroom addition.
- He had three (3) property improvement inquiries; Kunkletown Pub property, Kormann property and McCloskey property.
- He completed fifteen (15) site surveys; nine (9) building sites, one (1) night time burning on Silfies Rd., two (2) barking dogs complaints, one (1) for cars parked in the circle at Skyline Rd and two (2) garbage dumping complaints. The county dog warden does not respond to our zoning officer's phone calls; this is problematic and alternatives were discussed but no directive was given. Al Aulmack asked about dogs running loose and what to do. Solicitor Kaspszyk said that is a liability issue if the dog would bite someone, but there are state leash laws that should be followed.

Kunkletown Volunteer Fire Company Land Development Plan and Waivers Jessica Rehrig was present to represent Bensch and Company for this plan to build a (4) four bay truck garage at 597 Kunkletown Road. The plan was recommended for approval of the waivers and the plan by the Eldred Township Planning Commission. After review by the Board of Supervisors, on motion by Sharon Solt and with a second by Gretchen Gannon Pettit it was unanimously (3-0) voted to approve the following (3) three waivers:

- 1. Section 403.1 Existing Resources ad Site Analysis Plan.
- 2. Section 403.2 Final Resource Impact and Conservation Plan
- 3. Section 608.2 Monuments, B. Placement, 3c., Monuments shall be placed "one at the intersection of street right-of-way lines with exterior property lines."

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was unanimously voted to approve the Kunkletown Volunteer Fire Company Land Development Plan. (3-0)

Mrs. Bush's Personal Care Home Land Development Improvements Extension Request.

A letter was submitted by Curt Bush listing the improvements made in the past year. The applicant asked for a one year extension since they are continuing to complete the new wing of the personal care home. On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, unanimous approval was given for a one year extension to their 2003 land development plan. (3-0) If another extension is needed at that time, there must be written communication outlining what improvements have been completed in this one year extension.

Time Capsule Sharon Solt reported that as part of the Chestnuthill Township Anniversary celebration, each township was asked to create a time capsule to be buried and opened years in the future. Anyone interested in donating an item or idea should see the secretary.

Supervisor's Meeting October 2, 2013... page of 3

Other It was noted that:

- The Kunkletown Volunteer Fire Company will host an open house on Thursday October 10, 2013 from 6 to 9 p.m. in support of Fire Prevention month. The public is invited.
- The Eldred Township Halloween Parade will be held on Sunday, October 20, 2013 at noon, starting at the church grove.
- The Eldred Township Historical Society will host a Gift Card and Longaberger Basket Bingo at the Kunkletown Fire Hall on Sunday, October 13, 2013 starting at 1 p.m.
- Election Day is approaching. Everyone is encouraged to make their voices heard by voting on Tuesday, November 5, 2013.

Public Comments There were no public comments at this time.

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Gretchen Gannon Pettit, to adjourn the meeting at 8:07 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
November 6, 2013**

Attendance

Supervisors: Clair Borger, Gretchen Gannon Pettit, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Clair Borger called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Gretchen Gannon Pettit and with a second by Sharon Solt; it was unanimously voted to approve the October 2, 2013 Meeting Minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit, it was voted to approve (3-0) the November 6, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 274,599.66	
First Niagara Bank State Money Market	81,470.91	
First Niagara Bank State Checking	429.93	
First Niagara Bank Business Checking	2,336.19	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,353.29
PLGIT - General Fund	11,807.09	
PLGIT - Payroll	10,546.16	
PLGIT - Parks/Land		9,759.94
PLGIT - Building Maintenance & Repairs		1,525.02
Petty Cash	67.50	
Total	<u>\$ 381,257.44</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **11/6/13** in the amount of **\$46,256.01**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **State Fund Bills** dated **11/6/13** in the amount of **\$3,659.20**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **10/17/13 Form 941 payment** in the amount of **\$1,966.02** and the **10/31/13 Form 941 payment** in the amount of **\$1,815.00**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **10/1/13 - 10/15/13 State Withholding Payment** in the amount of **\$233.52**, and the **10/16/13 - 10/31/13 State Withholding Payment** in the amount of **\$460.74** (3-0)

Approval of Payroll On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending October 5, 2013** in the amount of **\$7,606.05**. (3-0)

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to approve the **payroll for the period ending October 19, 2013** in the amount of **\$7,758.65**. (3-0)

On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending November 2, 2013** in the amount of **\$7,591.40**. (3-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been cleaning leaves from shoulders and pipes and hauling in cinders. He reported that the burned out Hotel 57 has been cleaned up and graded.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of October 2013:

- Five (5) building permits were issued; one (1) pole barns, two (2) accessory sheds, and one (1) driveway.
- He had three (1) property improvement inquiries; for timber harvest.
- He completed ten (10) site surveys; five (5) building sites, five (5) phone calls about dumping along the roads (Correll Rd., Meixsell Valley Rd., and Lower Smith Gap Road), and had some open burning complaints which proved to be household goods and brush.

West End Community Ambulance - Terri Rovito Ms. Rovito was not present so the matter was tabled.

Resolution 2013-1 Resolution for Monroe County Municipal Waste Management Plan Jim Lambert presented information concerning the upcoming 10 year plan for waste management. In regard to Act 101, the county formed a committee to study and propose the 10 year plan. In the implementation process there were 2 bids accepted and property was bought for landfills that will be exclusively used by MCMWMA haulers. Mr. Lambert said that by 2024 disposal will be less expensive than it is now, adding that the plan has no mandates. On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was unanimously voted to approve Resolution 2013-1, ratifying the county approved plan. (3-0)

CJERP Updates Christine Meinhart Fritz explained that the CJERP Committee has sought to form a 3 person board (with 1 alternate member) to serve as the building code board of appeals. She said that Attorney Jim Ferrari has drafted the documentation to adopt an Intergovernmental Cooperation Agreement for a Construction Code Joint Board of Appeals and an Ordinance Authorizing the Supervisors to enter into an agreement for the board. After explanation of the process, Gretchen Gannon Pettit made a motion authorizing Jim Ferrari to advertise for the hearing for the ordinance at the December 4th meeting at 7:30; Sharon Solt made a second to the motion, which was unanimously passed. (3-0)

Other It was noted that:

1. Solicitor Michael Kaspszyk stated that the township should soon be receiving the auditors' contract proposal to audit the 2013 books. Sharon Solt made a motion to authorize Solicitor Kaspszyk to prepare a resolution to appoint Kirk Summa & Co as the auditing firm to audit the 2013 books, with a second to the motion by Gretchen Gannon Pettit; the motion was unanimously approved. (3-0)
2. The Supervisors held an executive session prior to the meeting to discuss the post office lease.
3. Clair Borger read a letter from Trustees Insurance, the health care provider for the full time employees, stating that due to the regulations of the Affordable Health Care Act, the Trustmark Insurance broker company has decided to withdraw their coverage between us and the Aetna provider. Beginning in January 2013, the township fulltime employees will have the same coverage directly with Aetna, but at a substantially higher premium.

Public Comments There were no public comments at this time.

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Gretchen Gannon Pettit, to adjourn the meeting at 8:10 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Eilerslie Helm

**ELDRED TOWNSHIP BOARD OF SUPERVISORS MEETING
December 4, 2013**

Attendance

Supervisors: Clair Borger, Sharon Solt
Solicitor: Michael Kaspszyk
In Absentia: Gretchen Gannon Pettit

Public Hearing There was a public hearing to address the proposed ordinance for authorizing the entry into an intergovernmental cooperative agreement with respect to the establishment of a joint board of appeals. The hearing ran from 7:30 to 7:39.

Meeting Called to Order Clair Borger called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Sharon Solt and with a second by Clair Borger; it was unanimously voted to approve the November 6, 2013 Meeting Minutes. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Clair Borger, it was voted to approve (2-0) the December 4, 2013 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 232,821.96	
First Niagara Bank State Money Market	77,480.97	
First Niagara Bank State Checking	770.73	
First Niagara Bank Business Checking	2,310.29	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,353.99
PLGIT - General Fund	34,811.68	
PLGIT - Payroll	5,050.40	
PLGIT - Parks/Land		9,759.94
PLGIT - Building Maintenance & Repairs		1,525.02
Petty Cash	83.55	
Total	\$ 353,329.58	

Approval of Bills On motion by Sharon Solt and with a second by Clair Borger, it was voted to pay the **General Fund Bills** dated **12/4/13** in the amount of **\$31,443.66**. (2-0)

On motion by Sharon Solt and with a second by Clair Borger, it was voted to pay the **State Fund Bills** dated **12/4/13** in the amount of **\$4,043.87**. (2-0)

On motion by Sharon Solt and with a second by Clair Borger, it was voted to pay the **11/14/13 Form 941 payment** in the amount of **\$1,903.48**; the **11/28/13 Form 941 payment** in the amount of **\$1,722.34**; the **12/12/13 Form 941 payment** in the amount of **\$2,551.08**. (2-0)

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On motion by Sharon Solt and with a second by Clair Borger, it was voted to pay the **11/1/13 - 11/15/13 State Withholding Payment** in the amount of **\$233.07**, and the **11/16/13 - 11/30/13 State Withholding Payment** in the amount of **\$214.56** (2-0)

Approval of Payroll On motion by Sharon Solt and with a second by Clair Borger, it was voted to approve the **payroll for the period ending November 16, 2013** in the amount of **\$7,833.88**. (2-0)

On motion by Sharon Solt and with a second by Clair Borger, it was voted to approve the **payroll for the period ending November 30, 2013** in the amount of **\$10,746.02**. (2-0)

Road Master Report Roadmaster Keith Kuehner reported that the road crew is caught up with trimming the shoulders, they have completed replacing signs that have been stolen or missing and they are getting geared up for the season of snow plowing.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of November 2013:

- No building permits were issued.
- He had no property improvement inquiries.
- He completed thirteen (13) site surveys; six (6) from building sites, seven (7) phone calls about dumping along the roads (Correll Rd., Meixsell Valley Rd., and Lower Smith Gap Road, Church Road and Bollinger Road), and had several open burning complaints which proved to be household goods and brush.

Mr. Helm asked if the township could purchase **2 game cameras** to assist him in determining who is dumping garbage along township roads. He indicated that the cameras we had in the past worked very well, but that they were returned to Monroe County at their request. On motion by Sharon Solt and with a second by Clair Borger, it was voted to purchase 2 game cameras to be used for the purpose of identifying people who are throwing garbage along township roads. (2-0)

Robert Beers - Princess Lake Subdivision Questions Mr. Beers presented a subdivision map for the Princess Lake Subdivision that was approved by the Eldred Township Board of Supervisors in 1979. He explained that Johnny Borger bought the road network and lake (now called Knott's Lake) of the Princess Lake Subdivision. There is a house on that parcel and they want to turn everything over to a homeowner's association but deed out the house first. The parcel A Deed says everyone has the right to use it, except for the house parcel which is 1.5 acres, since it is not subject to the common easement. Mr. Borger is questioning whether they need to come to the township to deed that parcel from Knott's Lake to himself. After further discussion, Solicitor Kaspszyk said he does not think that this is a township SALDO issue; he stated that it would be an association or taxing issue.

Ernest III & Diana A. Laudenslager Final Lot Line Adjustment The Laudenslager plan was submitted to incorporate some lands from an adjoining Lehigh Portland Cement Company parcel to the Laudenslager's parcel. The plan was before the Eldred Township Planning Commission who reviewed the plan and recommended it for approval. It was noted that the township is not addressing an easement issue on the plan; the township is just addressing the lot line issue. After discussion and review, Sharon Solt made a motion to approve the Ernest III & Diana A. Laudenslager Plan with a second to the motion by Clair Borger. The motion carried. (2-0)

Subdivision of Lands of Gower Estates 180 day Extension Request Ricky Gower submitted a request to extend the length of his submitted plan for another 180 days, to June 29, 2013. On motion by Sharon Solt and with a second by Clair Borger, it was voted to approve the 180 day extension for the Gower Estates Plan, until June 29, 2013. (2-0)

Resolution 2013-2 Appointment of Auditing Firm to Audit the 2013 Accounts On motion by Sharon Solt and with a second by Clair Borger, it was voted to appoint Kirk Summa and Company to audit the 2013 financial accounts for Eldred Township at a cost not to exceed \$4,750.00. The motion passed unanimously. (2-0)

Ordinance 2013-2 An Ordinance of the Eldred Township Board of Supervisors Authorizing the Entry Into an Intergovernmental Cooperative Agreement With Respect to the Establishment of a Joint Board of Appeals to Hear Appeals, Requests for Variances or Extensions of Time Under the Provisions of the Uniform Construction Code and Authorizing Other Necessary Action. Eldred Township is a member of the CJERP (Chestnuthill, Jackson, Eldred, Ross and Polk Townships) Regional Comprehensive Plan and Committee. In consideration that the townships may need to hear possible appeals by applicants, the committee recommended forming a joint board of appeals. On motion by Sharon Solt and with a second by Clair Borger, it was voted to approve Ordinance 2013-2, authorizing the Eldred Township Board of Supervisors to enter into an intergovernmental cooperative agreement concerning a joint board of appeals. (2-0)

On motion by Sharon Solt and with a second by Clair Borger, it was voted to execute the Intergovernmental Cooperative Agreement. (2-0)

On motion by Sharon Solt and with a second by Clair Borger, it was voted to appoint Bruce Gower as the Eldred Township member of the Joint Board of Appeals. (2-0)

2014 General Fund and State Fund Budgets Clair Borger stated that the board held a budget workshop and worked with the amount to prepare a proposed budget for both the general Fund and the State Fund. The budget was advertised and posted at the township. There will be no increase to township taxes, holding to 9.5 mills. On motion by Sharon Solt and with a second by Clair Borger, it was voted to adopt the **2014 General Fund Budget in the amount of \$776,203.00.** Motion carried. (2-0)

On motion by Sharon Solt and with a second by Clair Borger, it was voted to adopt the **2014 State Fund Budget in the amount of \$183,832.26.** Motion carried. (2-0)

Christmas Tree Recycling The township will accept Christmas trees to be recycled from Monday to Friday, 7 a.m. to 3 p.m. Residents should remove any decorations and/or tinsel before bringing the trees to the township garage.

Other

TuWay Radio – Sharon reported that 2 radios were sent out for repair; however one radio cannot be repaired. A quote of \$878.25 was given from TuWay Radio to purchase a new radio. On motion by Sharon Solt and with a second by Clair Borger, it was voted to purchase a new radio at the cost of \$878.25. Motion carried. (2-0)

Creative Safety Products Advertisement – Sharon Solt reported that the Deputy Phil magazine which is given to our elementary age school children is in the process of being updated. The advertisement that we have purchased in the past is \$399.00. On motion by Sharon Solt and with a second by Clair Borger, it was voted to purchase the ad in the amount of \$399.00. Motion carried. (2-0)

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State Police Fines – Sharon Solt reported that the semi-annual state police fines were deposited in township account in the amount of \$1,257.29.

Supervisor Clair Borger retirement – Sharon Solt stated that Clair Borger is retiring from his Supervisors position effective December 31, 2013. He has served the residents as a member of the Road Crew, as Roadmaster and as Supervisor, totaling 25 years. He was thanked for his dedication and commitment to the township, and was presented with a gift card. Resident Tracy Brotzman said that when he was employed at the township he worked with Clair and stated that Clair was knowledgeable and likable in his duties. Resident Helen Mackes stated that she will miss Clair and appreciates the many times he has helped her while she was working in the municipal building.

Public Comments Tracy Brotzman said that he has a portable radio and would be willing to let the township have it as a backup radio.

Helen Mackes reported that the historic Post Office work is continuing and that a section has been removed, the next step is window replacement.

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Clair Borger, to adjourn the meeting at 8:35 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm