

Organizational Meeting Minutes

January 2, 2018

On January 2, 2018, the Eldred Township Board of Supervisors met for its annual Organizational meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

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

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

Announcement of Executive Sessions: Mary Anne Clausen announced that the Board had met in executive session by telephone with special counsel on December 7, 2017 to discuss ongoing negotiations and personnel; on December 19 and 20, 2017 to discuss personnel; on December 27, 2017 for personnel and to conduct interviews; on the evening on December 27 for interviews and personnel; and immediately before tonight's meeting to discuss personnel and legal issues.

Public Comment on Agenda Items: There was no public comment on the Agenda Items.

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

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

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

Treasurer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Brent Green as Treasurer. Motion carried (3-0).

Employee's Bond: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Traveler's Insurance as the bonding company for employees in the amount of \$500,000.00. Motion carried (3-0).

Township Solicitor: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint King Spry, Herman, Freund and Faul LLC, Michael Gaul, Esq. representing at a rate of \$155.00/hr. Motion carried (3-0).

Engineer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc., Brien Kocher P.E. representing, at the rate set pursuant to the fee schedule submitted (attached). Senior Engineer Rate \$110.00/Hr. Motion carried (3-0).

Road Master Position Name Change: There was a motion by JoAnn Bush and seconded by Gary Hoffman to change the name of the Roadmaster position to "Public Works Supervisor. Motion carried (3-0).

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

Sewage Enforcement Officer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc, Jacob Schray Representing at a rate of 69.90/hr. Motion carried (3-0).

Zoning and Codes Officer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint SFM Consulting, Shawn Mc Glynn representing, at a rate of \$65.00/hr., pursuant to the contract dated August 9, 2016. Motion carried (3-0).

Building Code Official: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint SFM Consulting, Shawn McGlynn representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10 pursuant to the contract of 8/9/2016. Motion carried (3-0).

UCC Inspector: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint SFM Consulting Shawn McGlynn Representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10, pursuant to the contract of 8/9/2016. Motion carried (3-0).

Flood Plain Manager: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint SFM Consulting, Shawn McGlynn representing, at a rate of \$65.00/hr., which is the same rate paid for his services as Code Enforcement Officer, pursuant with the contract dates August 9. 2016 Motion carried (3-0).

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

Delegate to the Monroe County Tax Committee: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Gary Hoffman as delegate to the Monroe County Tax Committee. Motion carried (3-0).

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

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

Deputy Emergency Management Coordinator: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Kevin Silliman as Deputy Emergency Management Coordinator. Motion carried (3-0).

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

Planning Commission Members: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Robert Boileau and Carey Krum as Planning Commissioners. Motion carried (3-0).

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

Zoning Hearing Board Members: There was a motion by and seconded by Mary Anne Clausen to appoint Megan LeBlond as a Zoning Hearing Board member for a term of 3 years. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Jack Yarashas as a Zoning Hearing Board member for a term of 2 years. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Dieter Metzger as a Zoning Hearing Board Alternate. Motion carried (3-0).

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to send thank-you letters to Frank O'Donnell and Albert Aumack for their many years of service as Zoning Hearing Board members. Motion carried (3-0).

Eldred Township Community Center Members: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the following as Eldred Township Community Center Committee members:

Donna Deihl

Heidi George

Shirley Krum

Carey Krum

John Kile

Linda Kile

Susan Pekala

Dora Tarter

E. Ann Velopolcek

Motion carried (3-0).

ETCCC Positions: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the Committee to the following positions:

Coordinator: Linda Kile

Financial Secretary: Linda Kile and Brent Green (as treasurer)

Director, Plant and Grounds: Keith Kuehner (as Public Works Supervisor); assistants, Carey Krum and John Kile

Secretary: Dora Tarter, Alternate, Susan Pekala

Public Relations: Susan Pekala

Thrift Shop Coordinator: Donna Deihl

Thrift Coordinator Assistants: Heidi George and Shirley Krum

Fundraising: All Members

Motion carried (3-0).

Recreation and Parks: The appointment for the Recreation and Parks Commission were deferred.

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

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

Employees' Salaries: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the following salaries for Township employees:

Secretary: \$16.00/hr.

Treasurer: \$14.50/hr. (to be reviewed in 60 Days)

Public Works Supervisor: \$20.46/hr.

Other Public Works/ Laborer Driver, F/T, P/T

All salaries for Public Works are frozen until the outcome of the Union Negotiations.

Custodian, Municipal Building: \$15.25/hr.

Custodian, ETCC: \$14.00/hr.

Motion carried (3-0).

All Other Benefits: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to continue existing benefits as stated in the Employees Handbook dated 2012. Motion carried (3-0).

Mileage: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to set the Mileage Reimbursement at the federally allowed rate of .545/mi. (54.5 cents/mile). Motion carried (3-0).

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

Kunkletown Volunteer Fire Company President Approval: There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Ray Miller as the Kunkletown Volunteer Fire Company President. Motion carried (3-0).

Emergency Ambulance Covering Eldred Township: There was a motion by Gary Hoffman and seconded by JoAnn Bush to designate the West End Ambulance Association as the Eldred Township and if they are unavailable to permit 911 to dispatch the closest available provider. Motion carried (3-0).

Monthly Meeting Dates and Times: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the meeting dates and time of the meetings for 2018 of the Board of Supervisors to be the 1st and 3rd Wednesday at 7:00 P.M (except January). Motion carried (3-0).

There was a motion by Mary Anne Clausen JoAnn Bush to approve the meeting dates and time of the Planning Commission meetings for 2018 to be the third Thursday of each month at 7:00 P.M. Motion carried (3-0).

There was a motion by Gary Hoffman Mary Anne Clausen to approve the meeting dates and time of the Eldred Township Community Center Committee for 2018 to be the second Thursday of each month at 3:00 P.M. Motion carried (3-0).

Advertisement of Meeting Dates and Times: There was a motion by Gary Hoffman Mary Anne Clausen to approve the Secretary to advertise meeting dates and times as stated above. Motion carried (3-0).

Depositories for Township Funds: There was a motion by Gary Hoffman Mary Anne Clausen to appoint Pligit and First Northern Bank and Trust as Depositories for Township Funds. Motion carried (3-0).

Open Records Officer: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint E. Ann Velopolcek as Open Records Officer for 2018. Motion carried (3-0).

Alternate Open Records Officer: deferred

Security Officers: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Richard and Virginia Salter as Security Officers for 2018. Motion carried (3-0).

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

CJERP Regional Planning Committee Voting Member: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Robert Boileau as CJERP Regional Planning Committee Voting Member. Motion carried (3-0).

CJERP Regional Planning Committee, Second Member: There was a motion by JoAnn Bush and seconded by Gary Hoffman Mary Anne Clausen as CJERP Regional Planning Committee, Second Member. Motion carried (3-0).

Supervisor Liaison to the Eldred Township Community Center: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint JoAnn Bush supervisor liaison to the Eldred Township Community Center. Motion carried (3-0).

Auditors: There was a motion by Mary Anne Clausen and seconded by to appoint Donna Mikol as Auditor for a term of 2 years. Motion carried (3-0).

There was a motion by and seconded by Gary Hoffman to appoint Karena Thek as auditor for a term of 2 years. Motion carried (3-0).

Special Counsel: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Flamm, Walton and Heimbach, Thomas Heimbach, Esq. representing, at a rate of \$245.00/hr. Motion carried (3-0).

Public Comment: There was no public comment.

Adjournment: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:05 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes
January 2, 2018

On January 2, 2018, the Eldred Township Board of Supervisors met in a regular meeting at 8:10 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

In Attendance: In attendance were Mary Anne Clausen, Chair; JoAnn Bush, Vice-Chair; Gary Hoffman, Supervisor.

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

Public Comment: There was no public comment.

Approval of Minutes:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of December 6, 2017. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of December 20, 2017. Motion carried (3-0).

Treasurers Report:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurers report as presented. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve payment of the unpaid bills as listed in the unpaid bills detail submitted. Motion carried (3-0).

Executive Session:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to break for executive session. Motion carried (3-0). Meeting adjourned at 8:20.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting, Ms. Clausen announced that the break had been to discuss a legal issue. Motion carried (3-0). Meeting reconvened at 8:22.

Treasurer's Report Cont.:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to ratify the purchase of two Knox (key safes) Boxes (1 each) for the Community Center and Municipal Building. In the amount of \$261.00 each, a total of \$522.00. The boxes allow access for emergency services. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to ratify the paid bills as stated in the Treasurer's report. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$5,926.64. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment of Form 941 tax bills in the amounts of \$1,462.10 (12/7/2017) and 1,845.34 (12/21/2017). Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment of the State Withholding Tax in the amounts of \$180.41 (12/1-12/15/2017) and \$199.47 (11/15-11/30/2017). Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payroll for the weeks ending 12/7/2017 in the amount of \$5,450.53 and 12/21/2017 in the amount of \$7,303.59. Motion carried (3-0).

Public Works Report: Keith Kuehner reported that the road crew has been inspecting and cleaning out pipes and removing snow and ice. The speed limit signs are in, but the weather is not favorable for installing them.

Planning Commission Report: Robert Boileau announced that the Planners sent three letters of recommendation to the Supervisors after the last planning meeting on December 21, 2017.

- The subjects were
- a. the opposition to H.B 1620- involving wireless communications, the planners are in favor of adopting Resolution 2018-01.
 - b. Short Term Rentals- the Planners recommend regulating Short Term Rentals in the township
 - c. A Well Ordinance- the Planners recommend the regulating and permitting well drilling in the township.

Resolution 2018-01:

- There was a motion Gary Hoffman and seconded by JoAnn Bush to approve Resolution 2018-01- A resolution in opposition of House Bill 1620 which would

limit the township's control over the rights-of-way in the township and other things related to wireless service companies. Motion carried (3-0).

Mary Anne Clausen spoke about the various other recommendations from the Planning Commission that involve Zoning and or SALDO revisions and suggested that the Supervisors would have time to look at those this spring and schedule workshops to go over the recommendations and facts the Planning Commission has studied. She would like to address multiple changes at one time.

Community Center:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Daily Lease of T. Bush at the regular rate. Motion carried (3-0).
- There was a motion JoAnn Bush and seconded by Mary Anne Clausen to ratify the Recurring Daily Lease of E. Pekurny for 7 days for softball practice in the Gym at the regular rate. Motion carried (3-0).

Job Description:

- There was a motion Gary Hoffman and seconded by Mary Anne Clausen to approve revising the job description for the (former) Road Crew and to change the job title from Driver/Laborer to Roads, Buildings and Grounds. Motion carried (3-0).

Resolution 2018-02: deferred

Kunkletown Volunteer Fire Company:

- There was a motion by Gary Hoffman Mary Anne Clausen to approve the designation of the Kunkletown Volunteer Fire Company as the authorized Volunteer Fire Company for Eldred Township. Motion carried (3-0).

Other: Mary Anne Clausen announced that an Eldred Township resident, Kyle Van Note, is being awarded the Carnegie Hero Fund Award for rescuing a woman from a burning car.

Gary Hoffman gave an update on the Chapple Creek bridge replacement. Penn Dot will not be starting the project until June. Silver Spring Blvd. will be closed during the entire project.

Adjournment: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:58 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Meeting Minutes
January 17, 2018

On January 17, 2018 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

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

Announcement of Executive Sessions: Mary Anne Clausen announced that the Supervisors had met in executive session on January 9 for personnel matters and on January 13th by phone for matters relating to personnel and negotiations.

Public Comment on Non-Agenda items: There was no Public Comment on non-agenda items. Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

Approval of Minutes: Mary Anne Clausen asked the secretary to clarify the rate of Shawn McGlynn at \$65.00/hr. as flood plain manager, with that proviso:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of the Organizational Meeting of January 2, 2018. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of the January 2, 2018 regular meeting. Motion carried (3-0).

Treasurer's Report:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as submitted. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve to payment of the unpaid bills as presented, with the understanding that the Royal Security and Serv-Pro bills will be paid upon verification that all work has been completed. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the ratification of the First BankCard payment in the amount of \$301.50 (as shown on the unpaid bills detail). Motion carried (3-0).

There were no bills for approval from the State Fund, nor payroll taxes to be approved.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the payroll for the week ending 1/6/2017. Motion carried (3-0).

Community Center Report:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the daily lease of T. Bush for May 20, 2018 at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Footprint Zero to install additional lighting at the Community Center (exterior) at a cost of 1,299.00. Motion carried (3-0).

Itsy Sweeney appeared before the Board to propose a new program at the Community Center, Adult Recreation. Ms. Sweeney presented several ideas including pickleball, an indoor game which would require some equipment. Ms. Sweeney would be the volunteer coordinator of this program and organize and carry out the program. The ETCC Committee has recommended the approval of this program.

The Supervisors asked the Secretary to find the lowest price for the equipment and send out updates and notices when the program is ready to begin.

Jim Cogan asked if the coordinator would be required to be present. The Supervisors replied that someone from the Committee should be present but that should Ms. Sweeney not be available, another Committee member could help if required.

Ms. Sweeney said her plan is still flexible but she would like to start the program with this activity and see how many people will come out to participate and possibly extend the program into the spring and summer and include other activities.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Itsy Sweeney to begin her program in February, on Tuesday and Thursday

evenings, and to purchase the equipment necessary up to a cost of \$500.00.
Motion carried (3-0).

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Recreation and Parks Commission Report: Ms. Clausen gave an update regarding the Parks. The Supervisors met with Christine Dettore who advised the Supervisors about grants that may be available. Ms. Dettore suggested that the Township not apply for a grant for the parking area at the Mock, Fiddletown campus. The parking area should not be excessively expensive and using Township monies relieves the Township of providing handicapped access until a larger project for the development of Mock Park is ready to be realized. Ms. Clausen also stated the opening the trails from the Wes-Flo site would be more cost effective and permit the park to be in use sooner.

Ms. Dettore feels that focusing on the Old Mill site would be the best use of time and resources, however the deadline for the grant application for this year is April 11 and we may not be ready with all the information we need for a grant application by that deadline.

Ms. Clausen reported that the legal issues regarding the survey have been turned over the Solicitor.

Ms. Clausen also has spoken to Dennis Virga of the Monroe County Vo-Tech and he said the landscaping class would be interested in doing designs for the Old Mill site as a class project if the logistics of a class visit can be worked out.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to instruct the Secretary to direct Hanover Engineering to obtain or assist the Board to obtain, the required permits to construct a small gravel parking lot off Fiddletown Rd. and to develop the Old Mill property into a town square, including such highway occupancy permits as may be required, to consult with the Board in connection with this, and to create such plans as may be necessary for those purposes. Also, to advise the board regarding the feasibility of creating two or three parking spaces off Wes Flo Court. Motion carried (3-0).

Mr. Boileau asked if an estimate of the engineering costs can be obtained. Ms. Clausen replied that she would ask the engineers.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman that the board contact (both) appropriate professionals and the Monroe County Vo Tech to arrange for the preparation of landscaping concepts for the development/landscaping of the Old Mill property. Motion carried (3-0).

Ms. Clausen announced that the Recreation and Parks Commission members have agreed to meet on the 4th Wednesday of each month at 7 P.M. beginning on February 28, 2018.

Ms. Clausen announced that the current Ordinance (98-2) does not fit the actual operations of the Committee and feel that this should be rectified.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to direct the Solicitor to advertise a hearing for an Ordinance to repeal Ordinance 98-2 and to prepare a proposed resolution establishing an advisory committee to the Board of Supervisors to advise the Board on Recreation and Park matters, as requested by the Board of Supervisors. Motion carried (3-0).

Ms. Clausen advised the Secretary to defer advertising the meeting dates and times pending the status changes in the Commission.

Ms. Clausen stated that the recent vacancies will be filled before the next meeting of the Committee. She then said she hopes the Committee will have a look at the Fiddletown site, with a focus on future planning for the site. The Supervisors would also like the Commissions opinions about the Wes Flo access and loop trails.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to send a letter to the Recreation and Parks Commission explaining these requests and changes.

Resolution 2018-02: A Resolution Changing the Name of an Eldred Township Bank Account and Changing the Signatories for the Accounts.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve Resolution 2018-02. Motion carried (3-0).

Consultant Appointment:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to hire Sylvia Gethen as a consultant, retroactive to January 2, 2018 at her previous rate of pay. Motion carried (3-0).

Outsourcing Payroll: JoAnn Bush announced that based on a recommendation by our former Treasurer, the Supervisors have received a proposal from JetPay for payroll processing.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of JetPay for the processing of the Township's payroll. Motion carried (3-0).

DCNR Grant Workshop:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Secretary to attend a DCNR Grant Workshop on January 18, 2018. There is no charge for this workshop.

Annual PSATS Convention:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve JoAnn Bush, Keith Kuehner and Ann Velopolcek to attend the PSATS Convention, April 22-25, 2018. Motion carried (3-0).

Office Security: The Supervisors will be posting a sign that there will be no unauthorized access to the garage or office areas. A stanchion will be ordered and placed in the lobby asking guests to sign in. If any visitor wishes to speak to an employee during business hours, the employee will be called, if they are available. Only visitors with legitimate business with an employee will be permitted access during business hours.

I-9 Employment Verification Forms: It has come to the attention of the Board recently that Homeland Security has an employment verification requirement for all employees. The Supervisors instructed the Secretary to distribute the forms, collect and verify the appropriate identification documents from all employees.

Correction: Mary Anne Clausen pointed out that there is a mistake in the 2017 Organizational Minutes, the Solicitors salary for the Township is incorrect.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve a correction to the 2017 Organizational Minutes that the rate for King, Spry Herman Freund and Faul, Michael Gaul representing for the Township is \$150.00/hour and for the Planning Commission, \$125.00/hour.

Public Comment: There was no public comment.

Adjournment:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:30 P.M.

Respectfully submitted,

E. Ann Velopolcek
Secretary

Minutes
February 21, 2018

On February 21, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

Call to Order: The meeting was called to order by Chairman Mary Anne Clausen.

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

Announcement of Executive Sessions: Mary Anne Clausen announced that the Supervisors had met in executive session on February 12, 2018 with special counsel for negotiations and immediately prior to this meeting with the Solicitor for pending legal matters.

Announcement: Mary Anne Clausen read the following statement of condolence into the record.

“It is with great sadness that we acknowledge the passing of Frank O’Donnell, a great friend to this Township and to this Board. He was passionate about and dedicated to preserving our beautiful environment here in Eldred, founding the Blue Mountain Preservation Society and participating in the Aquashicola/Pohopoco Watershed Conservancy. He also served on our Zoning Hearing Board from its inception until last Fall, when he was forced to resign for reasons of health. He and his wife Marion have long been regulars at both Township meetings and Planning Commission meetings, and both have provided great support to me during my tenure as supervisor. I know Gary and JoAnn feel the same way. We will all miss Frank greatly.”

Mary Anne Clausen then announced that our IT person, Mike Kolba, has been presented with an award from Accelerate Pennsylvania, a collaborative designed and intended to increase the Pennsylvania’s high-speed Internet. The award was for his work for promoting the goals of the group and making a presentation for them.

Public Comment on Non-Agenda Items:

Carl Rush appeared to gather

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information about Short Term Rentals. He has one and is concerned about regulation. Ms. Clausen deferred to Robert Boileau (Chair, Planning Commission). Mr Boileau explained what the Planners had discussed and why they were reviewing the issue. Solicitor

Gaul advised that there are many newspaper articles available for public review that describe the problems that some Townships have experienced. Mary Anne Clausen suggested Mr. Rush be notified if any further action by the Supervisors was anticipated. The Secretary will make a notation in the file.

Dale Weidman reported that he tried to notify the Township and County of a controlled burn on his property in Smith Gap. He was unable to connect with an appropriate agency. Gary Hoffman announced that because the County cannot have eyes on a burn, the Control Center does not have a way to determine a "Safe" burn. He also told Mr. Weidman that the County Burn Ordinance does not permit open burning.

Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

Approval of Minutes:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of January 17, 2018. Motion carried (3-0).

Hearing for Ordinance 2018-01:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the opening of a hearing for Ordinance 2018-01, an Ordinance to repeal Ordinance 99-2 creating the Recreation and Parks Commission.

Solicitor Gaul (presiding) summarized the ordinance, and entered exhibits as follows:

- T-1- a copy of the Ordinance
- T-2- Proof of Publication
- T-3- a copy of the posted Notice
- T-4- a affidavit of the Secretary (notice of posting)

Public Comment: There was no public comment

Supervisors Comment: There was no Supervisors comment

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to close the hearing. Motion carried (3-0). Hearing closed.

Consideration of Ordinance 2018-01 for Enactment:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt Ordinance 2018-01. Motion carried (3-0).

Resolution 2018-03: A Resolution That Establishes a Parks and Recreation Committee.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adopt Resolution 2018-03. Motion carried (3-0).

Appointment of Committee Members:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Robert Boileau, Michael Orth and Annette Heist, former members of the Parks and Recreation Commission, and Cindy Smith and Tony Giordano as members of the Parks and Recreation Committee. Motion carried (3-0).

The secretary was asked to send appointment letters.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to direct the Secretary to advertise the meeting dates and time. Motion carried (3-0).

Acceptance of Donation: the Board accepted the donation of a Frank Lovewell painting depicting Eldred Township from the Stone Bridge from Mr. and Mrs. John Kile. Mr. Kile presented the painting. The Secretary was directed to order a tag for the painting that says, "Gift of John and Linda Kile."

Hearing for Ordinance 2018-02:

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

Solicitor Gaul (presiding) briefly explained that the original commission was formed prior to the Pennsylvania Municipalities Planning Code and this new Ordinance will update our previous ordinance.

Solicitor Gaul entered exhibits as follows:

- T-1- A copy of the Ordinance 2018-02
- T-2- Proof of Publication
- T-3- Copy of the posted notice
- T-4- Affidavit of the Secretary (proof of posting)

Solicitor Gaul stated that the current members will continue to serve their current terms.

Public Comment: There was no public comment.

Supervisors' Comment: There was no Supervisors' comment.

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- was a motion by Gary Hoffman and seconded by Mary Anne Clausen to close of There the Hearing. Motion carried (3-0).

Consideration of Ordinance 2018-02 for Enactment:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adopt Ordinance 2018-02. Motion carried (3-0).

Treasurer's Report:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as presented. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve payment of the unpaid bills in the amount of \$52,025.36. deferring the Serv-Pro bill which has been in dispute in the amount of \$5,580.00. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the modified Serv-Pro Bill in the amount of \$4,580.00. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Gary Hoffman JoAnn Bush to approve the payment of the State Fund Bills in the amount of \$13,332.17. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by to approve the Pa State withholding for 1/18/2018 and 2/5/2018 in the amounts of \$319.79 and \$319.79 respectively. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the 941 Tax for the periods 1/04/2018, 1/05,2018, 1/18/2018 and 2/21/2018 and a Berkheimer EIT tax payment for a total of \$5797.10. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the weeks ending 2/2/2018 and 2/15/2018 in the amounts of \$7,192.38 and \$7,319.41 respectively. Motion carried (2-0).

Public Works Report: Gary Hoffman commended the Public Works crew on the snow removal during the recent snow event. The Township declared a snow emergency.

Dale Weidman complained that Point Phillip Rd. was not plowed quickly enough. Mr. Hoffman explained that there was an accident and some of the plows were diverted to that area. Ms. Clausen told Mr. Weidman that the Supervisors will review road priorities with the Public Works Supervisor.

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Planning Commission Report: Robert Boileau reported that the Planning Commission would like to see a notice posted on the Website to the effect that there may be additional Ordinances or changes to the posted Zoning and Saldo Ordinances and he thinks the Public Notices should also be posted. Mr. Boileau also noted that the Planning Secretary is required (MPC) to sign approved plans.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the posting of a notice on the website concerning amendments to the Zoning and SALDO Ordinances and to post legal notices. Motion carried (3-0).

Community Center Report:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily leases of Shafer, Ellis and Rudelitch at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the hiring of Sandy Borger as custodian at a salary of \$14.00/hr. for 8-12 hours/week. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve advertising the Seal Coat project bid for the ETCC parking lot as soon as the Township receives a determination about whether it must be bid at prevailing wage. Motion carried (3-0).

Emergency Management: Gary Hoffman reported that he will be meeting with several townships to discuss consolidating Emergency Management functions, in order to have a more cohesive and effective response.

Resolution 2018-04: First Northern Banking Resolution.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve Resolution 2018-04 to change the signatories for the bank accounts and adding an additional signature requirement. Motion carried (3-0).

Security: Gary Hoffman stated that he feels the Township Building needs improved security. After a brief discussion the Supervisors agreed to have an evaluation of the building.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve having the Secretary call the State Police to schedule a security evaluation. Motion carried (3-0).

Path Seminar:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer and Secretary to attend an accounting Seminar at a cost of \$80.00 each. Motion carried (3-0).

Other:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a proposal from Superheat for repairs to the boiler at the township building on the HVAC System in the amount of \$2900.00. Motion carried (3-0).

Lot Joinders: There was a discussion about creating a Resolution to address lot joinders in Eldred Township. The Solicitor has provided some model Resolutions and the Secretary will work on a document for Eldred.

Ms. Clausen announced that Helen Mackes is still at Gracedale and receiving visitors.

Gary Hoffman spoke about enhanced radio communications for large commercial buildings. He indicated there may be changes in the building codes to incorporate this.

Public Comment: There was no further public comment.

Adjournment:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:45.

Respectfully submitted,

E. Ann Velopolcek
Secretary

