

Minutes of Board of Supervisors  
Regular Meeting of  
August 15, 2018

On August 15, 2018 the Eldred Township Board of Supervisors met for its regular meeting at 7:00 p.m. at the Eldred Township Municipal Building, 490 Kunkletown Road, Kunkletown PA.

**In Attendance:**

Mary Anne Clausen, Chairperson; JoAnn Bush, Vice Chairperson, and Gary Hoffman, Supervisor. Also attending: Solicitor Michael Gaul, James Phillips, Treasurer.

**Call To Order:**

Chairperson Clausen called the meeting to order at 7:03 p.m. followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:**

Ms. Clausen announced that the Board had met in executive sessions on Saturday, July 28, 2018 by telephone for pending legal matters, Friday, August 10, 2018 (Clausen and Hoffman only) for personnel matters, Tuesday, August 14, 2018 for an interview and personnel matters and immediately prior to this meeting for pending legal matters.

**Public Comments on Non-Agenda Items:**

Ms. Clausen announced that Public Comment will be available throughout the meeting but asked that everyone please limit their comments appropriately.

James Leiding asked how the Board appoints members of Committees, are all applicants interviewed? Ms. Clausen said the Board has discretion whether to conduct interviews or not. Mr. Leiding also questioned why non-Township residents are being considered for the Parks and Recreation Board? Ms. Clausen said the Parks

and Recreation Committee like all such Boards appointed by the Supervisors is advisory only, and the Supervisors still control all funding issues.

Dale Weidman thanked the Board for hiring a part-time Public Works employee, but one more is needed. Mr. Weidman also said a PW employee was operating the boom mower last week during a rainstorm and that was unsafe.

Judy Leiding asked when a decision on interviewing Committee members was made? Ms. Bush said no decision has been made concerning interviews, and that will have to be discussed by the Board later.

Diane Bittenbender gave a report from the new Veterans Memorial Committee. They are proposing to sell mums as a fundraiser, to be delivered to the Community Center on September 22, 2018. Ms. Bittenbender said they are also requesting permission to serve refreshments in the Township Building meeting room on Veterans Day 2018, since this will be the 20<sup>th</sup> anniversary of our memorial.

- Ms. Clausen made a motion, seconded by Ms. Bush, to approve the requests by the Veterans Committee as stated' the motion carried 3-0.

Mr. Hoffman asked if the Committee meetings are publicly advertised, and suggested that Secretary Ann Velopolcek could place a notice on the Township website.

### **Minutes of July 18, 2018 Regular Meeting**

- Ms. Clausen made a motion, seconded by Ms. Bush, to approve the minutes of the July 18, 2018 meeting with the two following corrections: 1) under "Superheat Proposal" on page 4 adding the amount of the annual service contract proposal (\$720); and 2) the approved Strong Women Program (Byrne contract) is an informational meeting.

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

- Ms. Bush made a motion, seconded by Ms. Clausen, to approve the Treasurer's Report dated August 15, 2018 as submitted; the motion carried 3-0.

### **Approval/Ratification of Bills:**

- Ms. Bush made a motion, seconded by Ms. Clausen, to approve the General Fund Bills, ratifying bills paid and the bills to be paid as listed; the motion carried 3-0. Doug Berger questioned the \$12,500 payment to the Kunkletown Fire Co.; Ms. Clausen stated that the Township annually has contributed \$25,000 to the Volunteer Fire

Dept. and this is the second semi-annual payment.

- Ms. Bush made a motion, seconded by Mr. Hoffman, to approve the State Fund Bills as listed; the motion carried 3-0.
- Ms. Clausen made a motion, seconded by Ms. Bush, to ratify approval of the payroll and payroll tax payments as listed. Ms. Clausen noted there were two pay periods for approval since the last meeting, pay dates of August 2<sup>nd</sup> and August 16<sup>th</sup>; the motion carried 3-0.

#### **PW Supervisor Report:**

Ms. Clausen reported that Public Works Supervisor, Keith Kuehner has submitted his resignation to take another position, after fourteen years of employment with the Township.

- Ms. Clausen made a motion, seconded by Mr. Hoffman, to accept the resignation of Keith Kuehner, with regret and expressions of well wishes for his future employment. The motion carried 3-0.

Ms. Clausen said the Board has advertised for applicants for the PW Supervisor position and will be moving forward to fill the position as soon as possible.

#### **Planning Commission Report:**

Robert Boileau noted the Planning Commission will meet tomorrow night and gave a brief report on the Broglio Subdivision, and the Synagro biosolids application.

#### **Parks and Recreation Report:**

Ms. Clausen noted that Cindy Smith has submitted her resignation from the Committee.

- Ms. Clausen made a motion, seconded by Ms. Bush, to accept the resignation of Cindy Smith from the Parks and Recreation Commission; the motion carried 3-0.

Mr. Boileau noted that Monroe County Commissioners had disbanded the entire County Recreation Department several years ago, and now all parks and recreation responsibilities fall back onto the municipalities.

#### **Eldred Township Community Center (ETCC) Report:**

- Ms. Clausen made a motion, seconded by Ms. Bush, to accept the resignation of Heidi George from the ETCC Committee; the motion carried 3-0.

Shirley Krum noted the good job done chipping the parking lot at the ETCC, but said now the parking lines need to be repainted.

Doug Borger said the Board should make more public reference that the Thrift Store is generating good income. Ms. Bush agreed, and said the volunteers do a good job to see that the ETCC “operates in the black”.

**Resolution 2018-05 – Lot Joinders:**

Ms. Clausen said the proposed Resolution amends the procedure for applying for a lot joinder.

- Ms. Clausen made a motion, seconded by Ms. Bush, to authorize adoption of the proposed Resolution subject to adding that a copy of the proposed joinder deed shall be submitted to the Township for review prior to approval and subject to the change of the name of the Office, if necessary; the motion carried 3-0.

Mr. Boileau asked whether it is required that the County tax maps be revised to show the joinder deed action? Mr. Gaul said that is not required; and cautioned that an applicant needs to be sure whether to proceed with a joinder because it cannot necessarily be reversed easily.

**Resolution 2018-11 – Records Destruction:**

- Ms. Clausen made a motion, seconded by Ms. Bush, to authorize adoption of the proposed Resolution to approve disposal of certain municipal records as listed in the Resolution, in conformance with the Township’s intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual.  
The motion carried 3-0.

Ms. Clausen said the Board may want to consider bringing in a mobile shredder contractor to do the municipal records and offer the service to residents at the same time.

**Regional Emergency Services Center - Memorandum of Understanding with Chestnuthill Township:**

Robert Boileau noted that each municipality is required to provide for emergency management services locally, and this proposal just enables the Township to “come to the table” regarding participation in the proposed new joint Emergency Operations Center (EOC) proposed by Chestnuthill Township. Mr. Hoffman said the concept is good, and the Township should enter into discussions with Chestnuthill Township.

- Ms. Bush made a motion, seconded by Ms. Clausen, to approve the proposed Memorandum of Understanding with Chestnuthill Township regarding the proposed regional EOC facility; the motion carried 3-0.
- After discussion, Mr. Hoffman made a motion, seconded by Ms. Bush, to appoint Kevin Silliman as the Township representative for the proposed EOC planning process; the motion carried 3-0.
- Ms. Clausen made a motion, seconded by Ms. Bush, to authorize sending a letter of support for Chestnuthill Townships' efforts to obtain grant funding for the proposed West End Regional EOC facility; the motion carried 3-0.

**Penn Future – Letter of Support:**

Ms. Clausen said Penn Futures has asked the Township to submit a letter of support for its efforts to support water quality protections for Pennsylvania's streams. Charles Ogle explained that Penn Futures is petitioning the PA Department of Environmental Protection (DEP) not to give in to other Petitioners who do not want to see Cranberry Creek and Paradise Creek be designated as Exceptional Value streams.

- Mr. Hoffman made a motion, seconded by Ms. Clausen, to authorize sending to Penn Futures the letter of support as requested; the motion carried 3-0.

**Ratification of New Hire for Public Works:**

- Ms. Clausen made a motion, seconded by Mr. Hoffman, to ratify the hiring of David Kreiser as a part-time non-bargaining unit public works employee at the hourly rate of \$15.25 per hour effective July 16, 2018; the motion carried 3-0.

**Worker's Compensation Insurance:**

Ms. Clausen said the Township's Worker's Compensation Insurance Policy covering township employees and volunteer firefighters is up for renewal in September, and the company offers an installment payment option. Mr. Phillips said there is a \$15 installment payment fee.

- After discussion, Ms. Clausen made a motion, seconded by Mr. Hoffman, to authorize payment of the annual policy premium of \$23,484 in full; the motion carried 3-0.

**Litter:**

Ms. Clausen said the Board has continued the efforts to address litter control and recently Secretary Ann Velopolcek attended a meeting regarding the "Pickup the Poconos" program. Ms. Bush explained that this group is holding an event date on September 29, 2018 and is encouraging businesses or individuals to participate. They

are looking for volunteers to commit to working on picking up litter at designated road locations.

Judy Leiding suggested that Pleasant Valley School District be contacted to see if older students who must perform community service could be signed up to participate in this program.

- Ms. Clausen made a motion, seconded by Mr. Hoffman, to authorize Eldred Township to participate in this event; the motion carried 3-0.

Ms. Clausen noted that the Board had received a letter request from a resident to install “No Littering” signs along the road near their residence and discussed whether the Township should contact all residents along a certain stretch of road concerning installation of such signs by the Township. Mr. Hoffman questioned whether the Township could install such signs on State Roads? Ms. Clausen said we can check with PennDOT on that; and suggested that the Township install signs with a positive message, such as “Keep Eldred Township Beautiful, Don’t Litter, at the entrance points into the Township. Ms. Clausen said she would request PW Supervisor Kuehner to list the number of such entrance points into the Township to get a count on the number of signs required, and therefore, the cost.

#### **Public Works Radio:**

Mr. Hoffman explained that one of the public works mobile radios is no longer functioning, but instead of replacing it now with a new unit the radio from the Municipal Office will be switched out to the vehicle, and he is working on getting a used radio for use at the Office.

#### **Contribution to Program for Deputy Phil:**

- Ms. Clausen made a motion, seconded by Mr. Hoffman, to authorize placing a Township ad in the program booklet for Deputy Phil at a cost of \$199 for a 1/6-page ad, the same size and cost as last year; the motion carried 3-0.

#### **Aquashicola/Pohopco Watershed Conservancy – Membership:**

- Ms. Clausen made a motion, seconded by Ms. Bush, to authorize Township membership in the Aquashicola/Pohopco Watershed Conservancy; the motion carried 3-0.

Charlie Ogle endorsed the Board’s action and said the watershed group monitors stream quality in the local creeks and assists other organizations that support water quality.

**Other Matters:**

Ms. Clausen noted that a request for a municipal land use letter was received by the applicant for the Nestle Hill Subdivision regarding their application for renewal of the NPDES stormwater permit for the residential subdivision, which received preliminary approval from the Township in 2008. The preliminary approval has subsequently been extended as a result of the Development Permit Extension Act enacted by the State Legislature.

- Ms. Clausen made a motion, seconded by Mr. Hoffman, to authorize Treasurer Phillips to submit a basic response letter on behalf of the Township; the motion carried 3-0.

**Public Comments:**

Dale Weidman asked for the name of the new Public Works employee and was advised David Kreiser.

Judy Leiding thanked the Board for their work on the litter issues.

**Adjournment:**

- Mr. Hoffman made a motion, seconded by Ms. Bush, to adjourn the meeting at 8:52 p.m.; the motion carried 3-0.

Respectfully submitted,

James S. Phillips, Acting Secretary

Board of Supervisors  
Minutes  
July 18, 2018

On July 18, 2018 the Eldred Township Board of Supervisors met for its regular monthly 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, Gary Hoffman; Supervisor.

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen at 7:08 P.M. followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive sessions on June 28 with Special Counsel for labor, personnel and legal matters, on July 10 by phone for personnel matters, on July 17 for personnel matters, on July 18 to conduct interviews, and immediately prior to this meeting for personnel matters

**Announcements:** Ms. Clausen announced that Public Comment will be available throughout the meeting. She asked that commentators please limit comments to 2 minutes and only once on each topic. Ms. Clausen also announced that anyone recording the meeting should make an announcement in advance.

Gary Hoffman announced that the fire company is in dire need of volunteers and also needs volunteers for the fair stand this week.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen that the Township provide a link on our Township website to the fire company website. Motion carried (3-0).

Ms. Clausen announced that there will be an event at the Frantz Schoolhouse this Sunday (July 22, 2018) honoring all the workers from the textile mills. Mills were a major employer in the area for many years.

**Public Comment on Non-Agenda Items:** Desiree Jaeckle asked if Mrs. Bush had looked into Habitat for Humanity to revitalize the down town area. The Secretary will look into Habitat's programs to see if there is a compatible program and report back to Ms. Jaeckle.



Ms. Jaeckle also announced that she had not erected “no littering” signs. Ms. Clausen announced that the Pocono Vacation Bureau and Monroe County are beginning a new program “Pick Up the Poconos” that will be a county wide effort. Ms. Clausen also said if there is an area that people dump regularly, the Township has a trail cam that can be used to catch the violators in the act.

Judith Leiding stated that she has no objection to signs. She thinks they would be effective. Ms. Clausen said that there have been some negative comments. Should a resident request signs, the Township will poll the neighbors for consensus then, if there is consensus, put up signs in that area.

Ms. Jaeckle asked if the Food Pantry and the Community Center could include a “no littering” note on their handouts. Earl Smale suggested placing trash cans in various places and to provide some increased recycling events.

Keith Kuehner stated that he feels any signs we use should be approved PennDot signs.

### **Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of June 20, 2018. Motion carried (2-0). Mary Anne Clausen abstaining as she was not in attendance at the meeting.

### **Treasurer’s Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurer’s Report indicating a balance in the Pligit and First Northern accounts of \$604,386.97. Motion carried (3-0).

### **Approval/Ratification of Bills:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the bills for ratification in the amount of \$51,028.28. Motion Carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the bills from the General Fund in the amount of \$32,101.20. Motion carried (3-0). Gary Hoffman abstaining on the billing for the Monroe County Control Center in the amount of \$1571.40.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the bills from the State Fund in the amount of \$4,785.12. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payrolls for the period ending 6/23/2018 and 7/6/2018 in the amounts of \$8280.91 and \$7,131.85 respectively, including withholding and the Jet Pay fee for a total of \$19,993.92. Motion carried (3-0).

**PW Supervisor's Report:** Keith Kuehner reported that the seal coating has been done on Keystone and Bollinger Rds. and our portion of Carney Rd. The PW Dept. has been working on patching and he has been meeting with contractors to get estimates on repairs for the ETCC and the Municipal Building. Ms. Clausen remarked that Mr. Kuehner has been working with someone regarding the Caboose. He will be getting estimates for sandblasting the caboose.

**Planning Commission Report:**

Mr. Boileau announced that the Planning Commission did not meet in June and will not meet in July.

Ms. Clausen announced that Carey Krum, has submitted his resignation to the Planning Commission in order to have more time to devote to the Community Center. She commended Mr. Krum for his Community Service.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept the resignation of Carey Krum from the Planning Commission. Motion carried (3-0).

JoAnn Bush commented that it is very important and increasingly difficult to get people to volunteer for the Township's various Committees and Commissions.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Cathy Martinelli to the Planning Commission. Motion carried (3-0).

**ETCC Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the proposal for the replacement of a door on the modular to Lehigh Gap, the lowest price received, in the amount of \$1555.00. Motion carried (3-0).

Gary Hoffman announced that although an agreement was reached to increase the Food Pantry rent to \$300.00, the Thrift Store is providing sufficient income to allow the rent to continue at \$200.00/month.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Byrne lease for the Strong Women Program. Motion carried (3-0).

**Parks and Recreation Report:** Mary Anne Clausen announced that the Parks and Rec Committee has requested a website for the park.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Parks and Recreation Committee to create a website for the Parks and to have Chair Cindy Smith be the editor of that website. Also, to approve the website to be linked to the Eldred Township website. Motion carried (3-0).

Ms. Clausen announced that Tony and Renee Giordano have submitted letters of resignation from the Parks and Recreation Committee.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to accept the resignations of Tony and Renee Giordano from the Parks and Recreation Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Mary Anne Clausen to the Parks and Recreation Committee. Motion carried (3-0).

**PW Supervisor Salary:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a salary increase for the Public Works Supervisor in an amount of 5% retroactive to January 1, 2018. The new rate of pay for the PW Supervisor will be \$21.48/hr. Motion carried (3-0).

**Telephone Installations:**

Gary Hoffman announced that the Township is installing two additional telephones, one in response to a requirement of Labor and Industry and one in the archive room.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the expense of the additional phone lines. Motion carried (3-0).

**Old Mill Grading:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to award a contract for grading at the Old Mill property to Little Gap Landscaping in the amount of \$2,100.00. Motion carried (3-0).

Earl Smale asked what the Supervisors were planning to do with the well that exists on the property. The Supervisors replied that they intend to seal the well but to keep it for possible future use.

**Superheat Proposal:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a Maintenance Contract for the Municipal Building air conditioning. Motion carried (3-0).

**Veteran's Commission:**

There was a lengthy discussion about the status of the Commission.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the following to staggered terms:

Kevin Silliman	1 year
Archie Craig	2 years
Shirley Krum	3 years
Diane Huber	4 years
Diane Bittenbender	5 years

Motion carried (3-0).

Marlene Prutzman will remain on the committee as an ex-officio member until any amendments can be made to the Ordinance.

**Other:** At the June 20, 2018 meeting a motion was made regarding the advertising and preparation of an amendment to the Eldred Township Building code exempting certain permit requirements.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to amend the previous motion to read:

“to prepare and advertise for a public hearing and possible enactment of a Township Building Code Amendment exempting certain repair replacement and maintenance work on certain buildings from the township building code application, review and permit requirement including without limitation roofing replacements and repairs which do not include structural changes.”

Motion carried (3-0).

**Public Comment:** Desiree Jaeckle expressed concern about appointees to Township positions with regards to Nestle Water. She asked that the Supervisors thoroughly research the intentions of any candidates before appointing them to positions.

Gary Hoffman reported that a company, Synegro, has notified the Township of their intention to use sludge (biosolids) in the Township on private property. There was a discussion about the use of sludge and the options the Township may have in regulating this use.

Gary Hoffman reported that there was a security breach at the Post Office and that the security cameras the Township installed were valuable in revealing information about the violators. The video has been turned over to the FBI for investigation.

Mr. Hoffman also reported that the Township is planning an Volunteers Appreciation Event in the Fall.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
June 20, 2018

On Wednesday, June 20, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

**In Attendance:** In attendance were JoAnn Bush, Vice Chairman, and Gary Hoffman, Supervisor.

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

**Announcement of Executive Sessions:** JoAnn Bush announced that the Board met in executive session on June 13, 2018 by phone with the solicitor for pending legal matters.

**Public Comment:** There was no public comment.

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of June 6, 2018. Motion carried (2-0).

**Treasurer's Report:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurers Report as presented. Motion carried (2-0). The balance in the General fund, Pligit and 1st Northern accounts and petty cash being \$666,728.56.

**Bills for Approval:**

- There was a motion by Gary Hoffman JoAnn Bush to approve the payment of bills from the general fund in the amount of \$112,168.23. Motion carried (2-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of bills from the State Fund in the amount of \$262.17. Motion carried (2-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Payroll for the period ending 6/9/2018 in the amount of \$8537.31, including withholding and the Jetpay fee. Motion carried (2-0).

**P.W. Supervisors Report:** Gary Hoffman reported that Silver Spring Blvd. is now closed for the bridge replacement and that Penn Dot has been working on the repairs of the bridge at Silver Spring and Kunkletown Rds.

Dale Weidman asked about the repairs in progress on the mower. Gary Hoffman responded that the mower had been taken for the repairs that were necessary and we do not have a time frame yet for its return.

**Zoning Report:** The Zoning Officer has requested approval to proceed with a civil action against a timber harvest on Fiddletown Rd.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Zoning Office to proceed with the civil action as requested. Motion carried (2-0).

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Shisslak Roofing to make roof repairs at the Community Center in the amount up to \$9500.00 Motion carried (2-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the change of the meeting day of the ETCC committee to the third Thursday of each month at 3:00 P.M. and to authorize the first meeting as an emergency meeting on 6/21/2018. Motion carried (2-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the appointment of Amanda Zellers as a member of the ETCC committee. Motion carried (2-0).

Gary Hoffman announced that he had attended a presentation ceremony at the Lehigh Valley Health Network- Pocono to receive the donation of a New AED from its foundation. The value of the AED is approximately \$6000.00 a letter of thanks will be sent.

JoAnn Bush announced that the ETCC has been contacted by Keri Byrnes of the Penn State Extension to conduct a women's strength training series at the ETCC. She will have a presentation meeting to determine interest and have asked for a fee reduction to meet their program guidelines of \$5.00 from our hourly fee of \$10.00. The Supervisors approved the initial presentation but deferred a decision about the fee reduction until the ETCC committee could discuss the program and make a recommendation.

**Collective Bargaining Agreement:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the execution of the collective bargaining agreement with Teamsters 773. Motion carried (2-0).

**Resolution 2018-11:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve Resolution 2018-11, a resolution to amend Eldred Township Resolution 2004-04, setting the fees for zoning permits by decreasing the fee for a permit for any one story detached accessory buildings with a floor space of 120 Sq. Ft or less, which structure is also exempt from a building code permit to \$15.00. Motion carried (2-0).

**Veterans Commission:** There was a discussion about the Veteran's Commission and its membership. Marlene Prutzman, an original member, stated that she would like to see the Commission expanded so that more members could be voting members. The Commission does not have a good way of having additional volunteers. She also stated that there are currently 3 Commissioners. Herself, Janet Smith, who is resigning and Lorraine Everett, who has moved and has not been attending meetings. She said that she is intending to remain as long as possible but is not sure how long she can continue. The retiring members would like to still be active but not serve as Commissioners.

JoAnn Bush responded that she feels that any members who served and are retiring but wish to remain active could become "honorary members" but lose their voting privilege. Ms. Bush also suggested that anyone wishing to serve should submit a letter of interest to the Supervisors.

Ms. Bush suggested that the Commissioners meet with the new volunteers and decide how they wish to proceed and bring their recommendations to the Supervisors. Appointments were deferred.

**UCC Ordinance Amendment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to authorize the Solicitor to prepare and advertise for a public hearing and possible enactment of a Township building code amendment exempting certain repair, replacement and maintenance work on residential dwellings from the Township building code application, review and permit requirement including without limitation roof replacements and repairs which do not involve structural changes. Motion carried (2-0).

**Notary Approval:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Secretary to acquire a Notary Commission including education, testing and joining a Notary Association for a cost not to exceed 350.00. Motion carried (2-0).

**Other:** JoAnn Bush announced that Monroe County and the Pocono Vacation Bureau have a new program “Pick Up the Poconos”, an anti-littering program. The program will be discussed at the next COG meeting on 6/25/2018 at 10 A.M. at the public safety center. The meeting is open to the public.

JoAnn Bush announced that the Township has received the information about the PennDOT Adopt-a-Highway Program and that information is available to anyone interested.

**Kuehner Fields:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Kuehner Fields First Addendum to the Kuehner Fields Development Agreement and for the Chair or Vice-Chair to execute the document. Motion carried (2-0).

JoAnn Bush asked the Secretary to advise the Zoning Officer of a dangerous building situation on the property of Lorraine Everett, an old barn behind the Springhouse that is obstructing the view and creating a traffic hazard.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the PW supervisor to develop specifications and acquire estimates for a generator for the Municipal Building and the Post Office. Motion carried (2-0).

Gary Hoffman announced that the Supervisors had met with Trooper David Peters to analyze security at the Municipal Building and get recommendations to enhance the safety within the building for both staff and the public.



Ray Miller commented about people bringing things to the Electronics Recycling that are not included on the recycling list.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush that the Township schedule a recycling event in the fall. Motion carried (2-0).

Also, the Secretary will send out another update asking for the cooperation of residents in this matter.

Mr. Miller asked if there was a timeframe for the replacement of the 2 remaining garage doors. Mr. Hoffman will speak to the PW supervisor and include this on the upcoming budget.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the PW Supervisor to acquire estimates for new garage doors. Motion carried (2-0).

**Adjournment:**

- There was a motion by JoAnn Bush Gary Hoffman to adjourn. Motion carried (2-0). Meeting adjourned at 8:20.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
May 16, 2018

On Wednesday, May 16, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

**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 at 7:00 by Chairman Mary Anne Clausen followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced executive sessions on May 6, 2018 by telephone for personnel and administrative matters, on May 7, 2018 with special counsel by telephone for personnel, on May 14, 2018 for personnel and immediately preceding this meeting for personnel and administrative matters.

**Award Road Contracts: Seal Coating, Materials, In-Place Paving:** The awarding of the bids was tabled until the June 6 meeting.

Keith Kuehner explained some of the bids to the Supervisors.

The tabulation is as follows:

Seal Coating and Paving:

2018 Road Bids					
<b><u>Paving (Gower Rd.)</u></b>					
	Scratch/Unit	Scratch /Total	Wear/Unit	Wear/Coat	Total
Lehigh Asphalt					
	\$85.40	\$31,171.00	\$75.50	\$110,079.00	\$141,250.00
Hanson	\$100.00	\$36,500.00	\$71.00	\$103,518.00	\$140,018.00
<b><u>Seal Coating</u></b>					
Shiffer Bituminous	\$2.75	\$43,271.00	\$2.75	\$15,683.25	\$58,954.50
Pocono Spray Patch	\$2.84	\$44,687.40	\$2.84	\$16,196.52	\$60,883.92
AMS	\$2.82	\$44,372.70	\$2.82	\$16,082.46	\$60,455.16

2018 Materials Tabulation				
	Lehigh Asphalt	Hanson Aggregates	Eureka Stone Quar	Shiffer Bituminous
300T 2A				
Picked Up/Total	\$10.20/\$3,060.00	\$7.55/\$2,265.00	\$6.05/\$1,815.00	
Delivered/ Total	\$16.45/\$4,935.00	\$12.25/\$3,675.00	\$10.80/\$3,240.00	
100T #3				
Picked Up/Total	\$12.50/\$1,250.00	\$11.90/41,190.00	\$9.45/\$945.00	
Delivered/ Total	\$18.75/\$1,875.00	\$16.60/\$1,660.00	\$14.20/\$1,420.00	
Bituminous	No Bid	No Bid		
Picked Up/Total			\$115.00/\$5,750.00	
Delivered/ Total			\$119.00/\$5,987.50	
500T #8				
Picked Up/Total	\$14.75/\$7,375.00	\$17.00/\$8,500.00	No Bid	
Delivered/ Total	\$21.00/\$10,500.00	\$21.70/\$10,850.00		
100T #57				
Picked Up/Total	\$12.50/\$1,250.00	\$13.85/\$1,385.00	No Bid	
Delivered/ Total	\$18.75/\$1,875.00	\$18.55/\$1,855.00		
100T #67				
Picked Up/Total	\$13.00/\$1,300.00	\$14.90/\$1,490.00	No Bid	
Delivered/ Total	\$19.25/\$1,925.00	\$19.60/\$1,960.00		
100T #4				
Picked Up/Total	12.50/\$1,250.00	\$12.90/\$1,290.00	\$9.65/\$945.00	
Delivered/ Total	\$18.75/\$1,875.00	\$17.60/\$1,760.00	\$14.20/\$1,420.00	
100T Gabion	No Bid			
Picked Up/Total		\$15.70/\$1,570.00	\$10.50/\$1,050.00	
Delivered/ Total		\$20.40/\$2,040.00	\$15.25/\$1,525.00	
15,000 Gal. (E-3m oil)	No Bid	No Bid	No Bid	\$3.25/\$48,750.00
Picked Up/Total				
Delivered/ Total				

**Public Comment on Non-Agenda Items:** There was no 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:**

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

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented, including the Pligit, First Northern and petty cash accounts totaling \$641,788.52. Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the ratification and payment of bills totaling \$10,460.55. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve payment of bills from the State Fund in the amount of \$2,220.79. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll in the amount of \$7,985.64 including net Local, State and Federal withholding and Jetpay. Motion carried (3-0).

**PW Supervisor's Report:** Keith Kuehner reported that the PW has been cleaning up storm damage, patching the ETCC parking lot and the roads.

**ETCC Report:** JoAnn Bush reported that security is being improved. The stolen AED was returned. Settlement has been approved by the insurance company for the roof repairs due to storm damage.

**Parks and Recreation: Approval:** June 2 Event, Mock Park.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve an event on June 2, 2018 at 11 A.M. Motion carried (3-0).

Renee Giordano explained the proposed event to the Supervisors. She thanked Gary Hoffman for the maps he was able to provide. The event is an opening event for Mock Park. Tony Giordano added that Dale Greenzweig has offered his property for parking for the event.

**Approval: Revised Land Development Plan, Mrs. Bush's Personal Care Home:**

Discussion of the Final Development Plan for Mrs. Bush's was deferred.

**Resignation: Auditor, Mikol:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept the resignation of Donna Mikol as auditor as she will be serving on the Planning Commission. Motion carried (3-0).

**Vernon Frable Minor Subdivision:** Tax Assessor Determination Letter

Ann Velopolcek explained that the Monroe County Tax Assessor has requested a letter from the Township agreeing that the taxes assessed on Lot 2 of the subdivision shall be paid to Polk Township, the parcel being entirely in Polk Township and based on an informal agreement from 2009 in which then Supervisor Ilene Eckhart agreed to this plan at a meeting with the Frables and Polk Township.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve an agreement in which Polk Township will receive the taxes on Lot 2 of the Vernon Frable Minor subdivision, pending solicitors review. Motion carried (3-0).

**Regional Emergency Operations Center: Participation**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve a letter of support for the concept of a Regional Operations Center that would serve the 5 CJERP Townships. Motion carried (3-0).

**Rail Trail:** (clarification) The Supervisors directed the Secretary to send letter of clarification and apology to the Kunkletown Rod and Gun Club explain that the Township's intent was to have the "No Trespassing" signs and not to require the gates be opened as stated in the letter sent by our Solicitor. Motion carried (3-0).

**Other:**

**Veteran's Commission:** Mary Anne Clausen asked about the rose bushes that have been planted. JoAnn Bush explained that the Veteran's Commission is planning, due to diminished membership, to turn over the Commission to the Township. In preparation, the Commission has landscaped the Memorial to be more maintenance free. The Supervisors directed the Secretary to send out a press release and e-mail update to encourage new membership for the Commission.

JoAnn Bush asked if the Township would provide an additional bench for the Memorial.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the purchase of an additional bench in an amount up to \$200.00.

Power Outages: There was a discussion about getting a generator for the building since we have been experiencing frequent power outages.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to have Keith Kuehner collect specifications for a propane fired generator. Motion carried (3-0).

Kunkletown Volunteer Fire Company: Gary Hoffman reported that throughout the State, volunteer fire companies are having difficulty recruiting new volunteers due to time constraints and the rigorous training that is required of new volunteers.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to send a letter to DCED regarding enlisting their help in advising the Fire Company on ways to recruit and retain volunteers. Motion carried (3-0).

Gary Hoffman reported that the Township has been contacted by UGI for a meeting concerning the impact of their pipeline construction. Mary Anne Clausen suggested that a public meeting might be in order.

Gary Hoffman reported that our radios were down due to a battery failure, that the battery had been replaced and that he also ordered new batteries for the mobile units.

JoAnn Bush announced the closure dates for Silver Spring Blvd. for the bridge replacement over Chapple Creek. There was a discussion about the detour routes and other local bridge repairs and replacements. Keith Kuehner would like to have a meeting with PennDot about the detour routes. He is concerned about the use of small roads by heavy traffic during the construction.

Gary Hoffman reported that Office of Emergency Management (OEM) has a 2006 Dodge 2500 crew cab truck that the Township could use if the price was good.

- There was a motion by and seconded by Mary Anne Clausen to contact Bruce Henry of the OEM with a letter of interest regarding the possible purchase of the truck. Motion carried (3-0).

#### Committee Reports:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to move the Committee Reports to the agendas of the third Wednesday meeting. Motion carried (3-0).

Old Mill: Mary Anne Clausen asked about getting a Highway Occupancy Permit for the Old Mill Property. Tony Giordano (Parks and Recreation) suggested that a rendition of the project be submitted prior to submitting that request.

Mr. Giordano had previously suggested that a rendition of a landscape proposal of the Old Mill Property would be helpful.

It was discussed and decided that Ms. Clausen will work on that.

**Public Comment:** Dale Weidman asked if there were any plans to regrade and seed the Old Mill Property until such time as a more formal plan be approved. Keith Kuehner added that the lot needs to be shaped to provide proper drainage.

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 7:25 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
May 2, 2018

On Wednesday, May 2, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

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

**Call to Order:** The meeting was called to order at 7:05 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in Executive Session just prior to tonight's meeting with the Solicitor for pending legal matters.

**Public Comment on Non-Agenda Items:** Archie Craig made a request from the Veteran's Commission to remove some landscaping from the Veterans Memorial. He explained that the shrubbery is overgrown and needs to be removed. They will be replaced with stone that will require little maintenance. The Veterans Commission will pay for the work. Solicitor Gaul asked that the landscaper provide a Certificate of Liability which includes the Township as an additional insured.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the request by the Veteran's Commission to change the landscaping at the Memorial. Motion carried (3-0).

Renee Giordano reported on the Earth Day Church Rd. clean-up. She indicated that the day was a success, many people joined in and collected bags of trash and tires. She commended Penn Dot for their help in removing the trash that was collected. Ms. Giordano thanked the Supervisors for their cooperation in publicizing the event, offering the Township truck and helping collect trash. Ms. Giordano presented the Supervisors a plaque in appreciation of their efforts.

Desiree Jaeckle commented about the litter collecting along Township roads and asked if the Supervisors could look into posting signs, enforcement and generally making a greater effort to curb the littering in the Township. The Supervisors said they would look into the statutes and see what could be done.



Mr. Chuck Hayes of Cub Scout Pack 118 in Kunkletown appeared before the Board to ask if the Cub Scouts could use the ballfield on May 18 for a kickball tournament. He said the Cub Scouts insurance will cover them for the event. The Board of Supervisors asked for them to sign a Hold Harmless and get a certificate of Insurance naming the Township as an additional insured.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the use of the Ballfield by the cub Scouts on May 18, 2018, with the conditions as stated above. Motion carried (3-0).

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

**Gower Rd. Bridge Bid Results, Award of Project Contract:**  
read the bid results as follows:

Mary Anne Clausen

Gower Road South Bridge Project Bid Tabulation	
Company	Base Bid
E.F. Possinger and Sons, Inc.	\$238,150.00
Leeward Construction	\$301,480.00
DESCCO Design	\$333,417.00
Professional Construction Contractors Inc.	\$337,985.00
Lehigh Asphalt Paving construction, Inc	\$353,914.00
JPS Construction Co.	\$399,000.00
Kobalt Construction	\$430,650.00
NorthEast Site Contractors	\$472,258.20

Solicitor Gaul announced that there was a discrepancy on the Penn Bid site between the bids and the summary tabulation, which could not be revised because of the program. Paper bids were also uploaded and Possinger was the low bidder. Possinger confirmed the bid in an email.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to waive the irregularity in the on-line bid. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to tentatively award the contract to E.F. Possinger and sons, Inc in the amount of \$238,150.00 with the following conditions:
  - The bid is compliant with the bid specifications (Review by Hanover Engineering)

- The required bonds for performance and payment are forthcoming and the contract signed.
- The Township obtains the necessary Easements from the adjacent property owners.

Motion carried (3-0).

**Hearing Ordinance 2018-03; Amending the Eldred Township Zoning Ordinance, Schedule of Uses:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to open the **Public Hearing** on proposed Ordinance 2018-03. Motion carried (3-0).

Solicitor Gaul presented the following exhibits:

- T-1 – A copy of the Proposed Ordinance
- T-2 – A Copy of the Public Notice
- T-3 – A copy of the Required Advertisement
- T-4 – A letter of review by the Monroe County Planning Commission
- t-5 – A letter of review from the Eldred Township Planning Commission
- T-6 – A copy of the proof of Publication from the Times News
- T-7 – A copies of letters sent to CJERP, Monroe County Planning Commission and the Monroe County Law Library.

Solicitor Gaul explained the Ordinance and why it was being proposed.

Public Comment: There was no public comment.

Supervisors' Comment: There was no Supervisors' comment.

**Enactment of Ordinance 2018-03:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the enactment of Ordinance 2018-03

**Approval of Minutes:**

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of April 18, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Treasurers Report as presented.

The balance of funds in all accounts is \$567,743.85. Motion carried (2-0). JoAnn Bush abstaining because she did not have a chance to review the report.

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the bills for approval from the general fund in the amount of \$12,812.14. Motion carried (2-0). Joann Bush abstaining.
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending 4/26/2018 in the amount of \$8,359.37 as follows:
  - Net employee Payroll \$6,168.91
  - Tax withholding \$2,102.82
  - Jet Pay Fee \$87.64.

Motion carried (3-0).

- There was a motion by Gary Hoffman seconded by Mary Anne Clausen to ratify the payroll that had been deferred for the week ending 3/29/2018 in the amount of \$8,295.56 (including a payment to Jet pay in the amount of \$85.96). Motion carried (3-0).

**PW Supervisor's Report:** Ann Velopolcek read a statement from the PW Supervisor, Keith Kuehner: The road crew has been putting the winter equipment away, sweeping roads and getting patching equipment ready and getting the ETCC parking lot ready for the seal coat project.

Mary Anne Clausen spoke about the hiring of extra Road Crew personnel. Gary Hoffman suggested deferring the issue to the labor counsel. Solicitor Gaul suggested creating a complete program for any new employees including number of employees needed, salary, hours etc. before advertising for help.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission discussed with a potential applicant for a minor subdivision, the need for separate septic testing for a remaining tract that will be used exclusively for agricultural purposes. They determined that with the proper disclaimer, such testing is not necessary.

**ETCC Report:** Ann Velopolcek reported that there has not been any communication from the insurance adjuster regarding the roof damage. The adjuster met with the contractor to begin the process.

**Parks and Recreation Report:** Tony Giordano reported that the focus of the Committee is getting a plan for the loop trail at Mock Park. He emphasized that the

goal was preservation and creating a walking park for the residents of the Township, not to over-develop the park as a tourist destination. Mr. Giordano also praised Mrs. Mock for her generosity and contribution to preserving the land with which she was endowed.

The Parks Committee would also like to have an event at the Fiddletown site on June 2, 2018, open to the public, to introduce the park to the residents. Mrs. Clausen thanked the Giordano's for their contribution to preserving the Frantz Schoolhouse and their service on the Committee. She pointed out that the issue with having an event at the Fiddletown site is parking. There is currently no parking lot at the site. The Supervisors asked that the Parks Committee work on finding a solution and then come back to the Board.

**Kuehner Fields; Lot Joinder:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to defer the discussion of the lot joinder. Motion carried (3-0).

**Resolution 2018-09; Price Adjustment of Bituminous Materials for Small Quantities:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2018-09, a Resolution for The Price Adjustment of Bituminous Materials for Small Quantities. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to break for an executive Session. Motion carried (3-0). Meeting adjourned at 8:22 P.M.
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to reconvene. Motion carried (3-0). Meeting reconvened 8:40 P.M.

Mary Anne Clausen announced that the reason for the executive session was for advice on legal matters.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to amend the previous motion regarding the awarding of the contract for the Gower Rd. Bridge to add the approval of the Monroe County Industrial Development Authority. Motion carried (3-0).

**IT Services:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the advertising of a bid for IT Services. Motion carried (3-0).

**Other:** Gary Hoffman reported that the Zoning Officer has received 2 reports of littering. Dieter Metzger suggested that the Township should do what they can to raise awareness.

Gary Hoffman also reported on the regional emergency operation center being built in Chestnuthill Twp. He reported that the volunteer Fire Companies are very low on volunteers due to training requirements.

Mr. Hoffman explained the EMS billing from the County and announced that costs have been reduced due to increased efficiency in that office.

There was a brief discussion about the possible (property) tax incentive for volunteer firefighters. The Township does not have in place the resolution required to provide this benefit.

**Public Comment:** There was no further Public Comment

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 9:05 P.M.

Respectfully submitted,

E. Ann Velopolcek

Supervisors Minutes  
April 18, 2018

On April 18, 2018 the Eldred Township, Monroe County, Board of Supervisors met in a regular meeting 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, at 7:03 P.M. followed by the Pledge of Allegiance.

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

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board met in executive sessions on April 10, 2018 to discuss personnel issues and on April 17, 2018 to discuss administrative and personnel issues.

**Special Recognition:** Mary Anne Clausen made a special presentation of a Certificate of Recognition to resident Kyle Van Note who along with another person rescued a man from a burning car in August of 2016. For his bravery, he was awarded the Carnegie Heroism Award. Detective Van Note is a member of the Pocono Mountain Regional Police Investigation Unit and was accompanied by his supervisor, Lt. Steve Williams.

**Public Comment On Non-Agenda Items:** Dale Weidman brought information to the Supervisors about staffing the Road Crew for the spring/summer road maintenance program. He has concerns about safety if the road crew is understaffed. The Supervisors thanked him for his information and will take such under advisement.

Mr. Hoffman updated the assembly on the ongoing Union negotiations. He said the Township is currently awaiting a response from the Union. He also stated that once the negotiations are completed, the contract will be available for public review.

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 Gary Hoffman and seconded by Mary Anne Clausen to approve the Minutes of April 4, 2018 Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurers Report as presented. The total balance for all accounts is \$494,884.95. Motion carried (3-0).

There is a questionable debit from Quickbooks. The Treasurer will look into the charge.

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush approve the payment of the unpaid bills in the amount of \$21,497.98. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment from the State Fund in the amount of \$683.43. Motion carried (3-0).

There was a question about a \$17.00 quarterly tax liability draft on the report. The supervisors agreed to approve the tax payments and ask the Treasurer to explain that charge. With that proviso:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the period ending 4/12/2018 in the amount of \$7,742.07, the withholding in the amount of \$2975.69 (which includes the \$17.00 draft in question) and the payment to JetPay in the amount of \$101.04 for a total of \$10,818.80. Motion carried (3-0).

**PW Supervisor Report:** Ann Velopolcek (for Keith Kuehner) reported that the Road crew has been restocking anti-skid, cleaning and repairing equipment, cleaning pipe inlet, cleaning up storm damage. They will begin road sweeping next week.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily rental of Sue Pekala at the regular rate on April 25, 2018. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Doris Zellers to the ETCC Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve a craft class at the ETCC (date to be determined) for Mother's Day. Amanda Zellers will be the craft leader. Motion carried (3-0).

The Thrift store has requested some purchases. After some discussion:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve:
  - the purchase of 8- 6ft. tables for a cost not to exceed \$300.00
  - the purchase of 5 shelving units for a cost not to exceed \$200.00
  - the purchase of an outdoor sign for a cost not to exceed \$400.00. Motion carried (3-0).

Ann Velopolcek gave an update on the following:

The Children's Story Hour: Volunteers have responded so the proposed program can move forward.

Roof Damage: The roofer and the insurance adjuster met today to assess the damage and come up with a plan for the repairs.

**Parks and Recreation Report:** Mary Anne Clausen reported that that there had been no response to the Committee's latest correspondence and got the Board's agreement that there should be a response saying that we were looking forward to the info the committee proposed to gather, and mentioning that the loop trail should be a priority.

**Planning Commission Report:** Mary Anne Clausen announced that the loss of Helen Mackes leaves a vacancy on the Planning Commission.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the appointment of Donna Mikol to fill the vacancy, following her resignation as a Township Auditor. Motion carried (3-0).

Robert Boileau updated the Supervisors regarding the items coming before the Planning Commission at the next meeting on April 19, 2018.

**Agricultural Security Area:** As there are pending applications for additions to the Agricultural Security Area, and one of the previous committee is now serving on the Zoning Hearing Board there is a vacancy on the committee.

The committee will now consist of:

Gary Hoffman, Supervisor, Committee Chair  
Cathy Martinelli  
F. Scott Smith

Jody Borger  
James Leiding

**Royal Security:** Due to some recent vandalism at the Post Office, the Township researched installing security cameras as an addition to our existing system to cover the areas of the building not covered. Without the cameras, USPS management may direct our postmaster to reduce the lobby hours to 12 hours from 24, something not afforded customers in other local post offices.



- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the installation of 2 cameras by Royal Security and connection to our system in the amount of \$770.00. Motion carried (3-0).

**Rail Trail:** Mary Anne Clausen explained that there are some questions regarding title issues for the parcels that comprise the Rail Trail that need to be resolved.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to instruct the Solicitor to investigate the title issues and if he sees the need for clarification, to do what he needs to advise on solutions to any discrepancies. Motion carried (3-0).

**First Northern Banking Resolution:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve Resolution 2018-08 to change the signatories for the accounts. Motion carried (3-0).

**Other:** Mary Anne Clausen announced that the West End Food Pantry is seeking a grant and has asked for a letter of support from the Township.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a Letter of Support for the West End Food Pantry's grant application.

Gary Hoffman is requesting that the Township hold recycling events twice a year, in spring and fall.

Mary Anne Clausen added that we are seeking a mobile shredder company. Ann has found one but they have not gotten back to us.

Mr. Hoffman would like to use a Township truck to assist in the Church Rd. clean-up next weekend if it is needed. There was no objection.

Gary Hoffman reported on the 2 bridges that are slated for replacement at Rt. 209 in Kresgeville and on Silver Spring Blvd. over Chapple Creek. The Kresgeville bridge will be one lane and alternating traffic beginning in May and on Silver Spring Blvd. the project will begin after school closes.

**Adjournment:**

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:02 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Minutes  
April 4, 2018

On April 4, 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.

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

**Call to Order:** The meeting was called to order by Chairman, Mary Anne Clausen at 7:10 P.M.

**Announcement of Executive Session:** Mary Anne Clausen announced executive sessions on April 3, 2018 with special counsel to discuss ongoing negotiations and immediately prior to this meeting with the solicitor to discuss pending legal matters.

**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.

**Historical Society:** Jaylene Kaiser appeared before the Board to request that the Historical Society be able to continue to meet at the Township building on the 3<sup>rd</sup> Tuesdays at 6:30 P.M. The Board agreed. The secretary will get a key and an alarm code for Ms. Kaiser. Ms. Kaiser gave a brief update on the Society's activities.

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of March 26, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurers Report as presented. The balance of all funds is \$513,231.60. Motion carried (3-0).

**Approval/ Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of bills from the General Fund in the amount of \$7,311.63 and from the State Fund in the amount of \$4,436.74. Motion carried (3-0).

Approval of the payroll and withholding was deferred.

**PW Supervisors Report:** There was a brief discussion about the P.W. crew painting the Caboose. JoAnn Bush has the paint colors and has been in touch with the P.W. Supervisor regarding the project.

**Parks and Recreation Committee Report:** Mary Anne Clausen reported that the Committee had met and discussed putting boundary markers around the perimeter of the park so people using the park did not wander onto private property. She also reported that Cindy Smith, who owns a metal detector, will attempt to find the property markers at the Wes Flo access. They also discussed installing the loop trail, perhaps with the help of some Boy Scout troops. The issue of exempting the Township owned properties from zoning restrictions was sent to Planning and will be discussed at an upcoming meeting.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Superheat for a maintenance contract on the HVAC system at the ETCC for an amount of \$2,750.00. Motion carried (3-0).

**Sealcoating Bids:** The Township received 4 bids for the Sealcoating project for the ETCC parking lot

Seal Coating Bids	Unit Price	Total
Shiffer Bituminous Service Co.	7.05	\$35,814.00
Pocono Spray Patching	4.58	\$23,276.80
Midland Asphalt Materials Inc.	5.96	\$30,276.80
AMS	5.36	\$27,228.80

The award of the contract was deferred until the end of the meeting when the Solicitor had the opportunity to review the bids.

**Health Insurance:** Because the Township is involved in ongoing negotiations with the Union, the present plan will be continued.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the continuation of the current plan, Highmark Bluecare Custom Platinum 2 at a cost of \$2,612.96/ month an increase of \$203.61/month. Motion carried (3-0).

**Lot Joinder Resolution:** Deferred

**Gower Rd. Bridge:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the Gower Rd. Bridge, Invitation to Bidders. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to authorize the Township to enter into and to authorize Chairman MaryAnne Clausen to sign easements with Patty Hawk and Steven Kresge as provided for in the engineering plans provided by Hanover Engineering and as approved by the Solicitor. Motion carried (3-0).

Mary Anne Clausen asked the secretary to contact Hanover to schedule a pre-bid meeting.

**Other:** Gary Hoffman reported that a portion of the roof of the Community Center blew off during the high winds (today), that emergency repairs were taking place and our insurance company notified.

JoAnn Bush announced that there has been some minor vandalism at the ETCC, she feels that it is necessary to have a monitor during parties and increase the rent in the ETCC to cover the expense. She will bring this to the ETCC Committee for discussion.

The Solicitor indicated that such a person could be a 1099 independent contractor (if the total is over \$600.00/yr.) and be paid out of the general fund.

Mary Anne Clausen asked Tony Giordano to explain his idea for Earth Day 2018 (April 22). Mr. Giordano would like to have a clean-up of Church Rd., and would like the Township to co-sponsor the event with the Schoolhouse. The Schoolhouse will provide trash bags and gloves and the Township will provide vests. The secretary was asked to contact the insurance company to make sure we would be covered.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Solicitor to send a letter to the Rod and Gun Club to have them remove the "No Trespassing" sign for the gate on the Old Rail Trail. The trail is required by deed to be open to the public except for the posted closures due to hunting seasons. Motion carried (2-1). Gary Hoffman opposing.

Mary Anne Clausen asked about the stanchion that was approved. JoAnn Bush responded that it was not ordered because we instituted a sign in policy and signage in the lobby that appears to be working well and we may not need it.

There was a discussion about the recent vandalism at the Post Office. Gary Hoffman reported that the Federal authorities are investigating since that P.O. is a federal entity. Also, the Post Office has requested security cameras. The Supervisors briefly discussed whose responsibility that would be and who would pay for the equipment. Mr. Hoffman suggested that any security cameras installed at the P.O. be linked into our current system. Ms. Clausen asked for comment from the public.

Several people expressed their opinions and ideas. No action was taken at this time.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to break for a brief executive discussion. Motion carried (3-0). Meeting adjourned at 8:00.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting. Motion carried (3-0). Meeting reconvened at 8:15.

**Award of Contract; Seal Coating:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the awarding of the contract for the Seal Coating Project at the ETCC, based on the bids received, upon proof of the payment of performance bonds, insurance and the Solicitor's review. Motion carried (3-0).

**Public Comment:** Dale Weidman asked if the Township was getting close to an end of negotiations with the Union. Solicitor Gaul advised that this is not a subject for discussion, that negotiations have a set of rules attached and that the special counsel would need to be consulted before any information is disclosed. Ms. Clausen told Mr. Weidman that the Supervisors will discuss this with the special counsel and have an update ready for the next meeting.

Mr. Weidman also expressed his opinion that the Township should have more help with snow plowing. He believes a shortage of staff can lead to a safety problem.

Jim Stone of RGM Hardwoods spoke about his application for timber harvesting of 2/7/2018, which was denied. He feels that the Township regulation regarding timber harvesting is not legal and exceeds the Pennsylvania State law. The solicitor advised that the Township has received his correspondence and will be responsive to his concerns, but that they have not had time to review all the issues. Mr. Stone asked to be included on the next agenda. Solicitor Gaul said this does not need to be addressed at a public meeting. Ms. Clausen advised that our solicitor does not attend our newly scheduled third Wednesday meetings, and that as the matter is now before the solicitor, the Board would not be able to respond to anything he presented on April 18 other than to refer it to the solicitor.

**Adjournment:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:33 P.M.

Respectfully submitted,

E. Ann Velopolcek



Minutes  
March 26, 2018

On March 26, 2018 the Eldred Township Board of Supervisors held a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building at 490 Kunkletown Rd. Kunkletown, PA. 18058.

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

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen at 7:35 P.M. followed by the pledge of allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisors had met in executive session on February 26 and March 6 by phone with Special Counsel for negotiations, March 7 by telephone for personnel, negotiations and administrative matters and prior to tonight's meeting with the Solicitor for pending legal matters.

**Special Announcement:** Ms. Clausen read the following statement, which at the request of all the supervisors, will be included in the minutes:

"It is difficult to put words to the loss we have suffered at the passing of Helen Mackes, a vital pillar of our community for many, many years. She served it in ways almost too numerous to mention, as Planner and long-time Chair-person of the Planning Commission, as Tax Collector, as an officer of the Historical Society, as a realtor, as Secretary of the West End Dems, a member of the veterans group which created our local veterans Memorial and also, informally as story teller and local historian in chief. She was a regular at Township meetings and had been for many years – on occasion she would tell me how things had been done when her father was a Supervisor. We have marked her empty chair tonight with daffodils.

On a personal level, I am grateful to Helen for many things. She introduced me to local politics and also to bingo at the firehouse. Without her, I still wouldn't know what a dauber is. I will miss seeing her outside the polls on Election Day. But what won her my greatest respect, and also that of so many other people, was the wisdom and strength of her convictions. Her take on things was always the product of intelligence, a strong sense of fairness and a large dose of practicality; and once she formed an opinion, she wasn't afraid to hold to it, and act on it, regardless of whether or not it was popular.



I speak for the Board in extending our condolence to her family, and our appreciation for all she has done for her Township.”

Ms. Clausen also offered the Board’s condolences to the Anthony family on the death of Zachery Anthony a former resident who died fighting a fire in York very recently.

**Public Comment:** There was no Public Comment at this time. Public comment will be taken on agenda items during the course of the meeting

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of February 21, 2018 Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer’s Report as presented. The balance of all funds as of March 26, 2018 was \$519,133.72. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the unpaid bills from the General Fund in the amount of \$44,098.66. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending 3/2/2018 in the amount of \$7,192.38. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush the State Fund in the amount of \$19,356.22. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Federal 941 and State 501 withholding tax in the amount of \$1,326.40. Motion carried (3-0).

**Labor and Industry:** Gary Hoffman explained that the Township and Community Center have both been recently inspected by the Department of Labor and Industry and several violations were found that have been taken care of.

**Community Center Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the daily leases of Ganz on March 25, 2018 and Frantz on April 22, 2018 at the regular rate. Motion carried (3-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the cost of the repair of the Well pump at a cost of \$3,420.79. Motion carried (3-0).

There was discussion about the estimates for roof repairs necessary at the Community Center. The secretary was asked to get revised estimates from two of the companies to include the cost of the replacement.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to authorize the cost of accessing and repairing the roof for an amount not to exceed \$9,500.00 for the removal of the stones and replacement of the roofing up to 1500 sq. Motion carried (3-0).

There was a discussion about the closing of the Carola Sauers Children's Library at the Community Center. Mr. Sauers no longer has the time to devote to the project. Ms. Clausen asked of the Township could solicit a volunteer to do a children's reading program. Ms. Bush expressed disappointment that Mr. Sauers did not leave any books for the Center since he made use of the room for 3 years at no cost.

**Parks and Recreation Committee:** Ms. Clausen will report to the Parks and Recreation Committee about funds available.

**Treasurer Resignation:**

- There was a motion by Mary Anne Clausen and seconded by to accept the resignation of Brent Green as Treasurer. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Brent Green as a consultant on an as needed basis at his previous rate of \$14.00/ hr. Motion carried (3-0).

**Treasurer; Hiring:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the hiring of James Phillips as Treasurer for a minimum of 14 hours/week at a rate of \$20.00/ hr. Motion carried (2-0) Gary Hoffman abstaining due to a previous professional relationship with Mr. Phillips.

**Job Descriptions:** Public Works Supervisor

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a new Job Description for the position of Public Works Supervisor. Motion carried (3-0).

Public Works Roads

- There was a motion by JoAnn Bush and seconded by to remove the words " Department of Public Works" for the heading and include "crew to the job description so it will read Roads, Building and Grounds Crew". Motion carried (3-0).

**Public Works Resignation:**

There was a motion by and seconded by Gary Hoffman to accept the resignation of Archie Craig from the Public Works Crew. Motion carried (3-0).

**Parks and Recreation Committee:**

Resignation:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept the resignation of Michael Orth from the Parks and Recreation Committee. Motion carried (3-0).

Appointments:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Renee Giordano to the Eldred Township Parks and Recreation Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to re-appoint Jacqueline Mock as a non-voting member of the Parks and Recreation Committee. Motion carried (3-0).

**Resolution 2018-06:** A Resolution to appoint a Chief Administrative Officer to the Pennsylvania Municipal Retirement System non-uniformed Pension Plan.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2018-06, appointing James Phillips as the Chief Administrative Officer to the Pennsylvania Municipal Retirement System non-uniformed Pension Plan. Motion carried (3-0).

**Resolution 2018-07:** A Resolution to modify the bank accounts with First Northern Bank and Trust.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve Resolution 2018-07. Motion carried (3-0).

**Ordinance 2018-03:** A proposal to amend the Eldred Township Zoning Ordinance 2014-04, Establishing A New Definition for Township Facilities; Amending the Schedule of Uses to Permit by Right Township Facilities in Each Township Zoning District; and Providing for Other Miscellaneous Matters.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to send the proposed Ordinance to the Planning Commission and other agencies for review. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to schedule a hearing for the proposed Ordinance and intent to enact, for May 2, 2018 at 7:00 P.M. and to send the Notice for publication. Motion carried (3-0).

**Mock Park:** Ms. Clausen will contact Hanover to begin the process of obtaining a Highway Occupancy Permit for the Mock Park, Fiddletown site.

**Old Mill:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to authorize the Chairman to sign the new deed and for the Solicitor to record the deed with the Monroe County Recorder of Deeds. Motion carried (3-0).

**CJERP Letter of Support:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to ratify the signing of a letter of support for a DCNR grant application for the West End Regional Park. Motion carried (3-0).

**ASA: Request for Modification/Additions**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to acknowledge the receipt of three applications for addition into the Eldred Township Agricultural Security Area. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for a brief executive session. Motion carried (3-0). Meeting adjourned at 8:30 P.M.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting after a brief Executive session regarding pending legal matters. Motion carried (3-0). Meeting reconvened at 8:40 P.M.

**Other:** Gary Hoffman reported that he attended the Monroe County Tax Collection Committee meeting.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the cost of the Planning Commission members to attend a PATH Seminar in planning at a cost of \$50.00/person. Motion carried (3-0).

**ISO:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve a meeting with Virginia Fields of ISO to prepare a report that analyzes our zoning and codes Ordinances and enforcement. Motion carried (3-0).

Ms. Clausen asked the Secretary to look into the cost of the Township providing a shredding company to come to the Township for a day for the benefit of the residents.

**Lanternfly Signs:** There was a discussion about where to place the lanternfly signs that we received from the Conservation District and who should choose the locations of those signs. It was decided that the Public Works Supervisor had the most knowledge of the roads and was the correct person to find good locations and to install the signs.

**Kuehner Fields:** The Township has received a letter from Steve Hartz, attorney for Kuehner Fields requesting an extension of the Land Development Plan.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the extension of the approval of the Kuehner Fields Development Plan contingent upon the Developers signing an extension agreement satisfactory to the Solicitor including financial security for the cost estimate of any improvement not completed based on engineer review. Motion carried (3-0).

**Public Comment:** Dale Weidman asked about the “at will” status on the job descriptions. Solicitor Gaul explained that in Pennsylvania, all employees are “at will” unless they have a contract or are part of a bargaining unit.

Mr. Weidman then commended the roads crew for the snow removal they did during the previous week.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek



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 Supervisor 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

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.

- 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.

**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 joiners 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





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.

- 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



## 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 1<sup>st</sup> and 3<sup>rd</sup> 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  
May 16, 2018

On Wednesday, May 16, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

**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 at 7:00 by Chairman Mary Anne Clausen followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced executive sessions on May 6, 2018 by telephone for personnel and administrative matters, on May 7, 2018 with special counsel by telephone for personnel, on May 14, 2018 for personnel and immediately preceding this meeting for personnel and administrative matters.

**Award Road Contracts: Seal Coating, Materials, In-Place Paving:** The awarding of the bids was tabled until the June 6 meeting.

Keith Kuehner explained some of the bids to the Supervisors.

The tabulation is as follows:

Seal Coating and Paving:

2018 Road Bids					
<b>Paving (Gower Rd.)</b>					
	Scratch/Unit	Scratch /Total	Wear/Unit	Wear/Coat	Total
Lehigh Asphalt					
	\$85.40	\$31,171.00	\$75.50	\$110,079.00	\$141,250.00
Hanson	\$100.00	\$36,500.00	\$71.00	\$103,518.00	\$140,018.00
<b>Seal Coating</b>					
Shiffer Bituminous	\$2.75	\$43,271.00	\$2.75	\$15,683.25	\$58,954.50
Pocono Spray Patch	\$2.84	\$44,687.40	\$2.84	\$16,196.52	\$60,883.92
AMS	\$2.82	\$44,372.70	\$2.82	\$16,082.46	\$60,455.16

2018 Materials Tabulation				
	Lehigh Asphalt	Hanson Aggregates	Eureka Stone Quar	Shiffer Bituminous
300T 2A				
Picked Up/Total	\$10.20/\$3,060.00	\$7.55/\$2,265.00	\$6.05/\$1,815.00	
Delivered/ Total	\$16.45/\$4,935.00	\$12.25/\$3,675.00	\$10.80/\$3,240.00	
100T #3				
Picked Up/Total	\$12.50/\$1,250.00	\$11.90/41,190.00	\$9.45/\$945.00	
Delivered/ Total	\$18.75/\$1,875.00	\$16.60/\$1,660.00	\$14.20/\$1,420.00	
Bituminous	No Bid	No Bid		
Picked Up/Total			\$115.00/\$5,750.00	
Delivered/ Total			\$119.00/\$5,987.50	
500T #8				
Picked Up/Total	\$14.75/\$7,375.00	\$17.00/\$8,500.00	No Bid	
Delivered/ Total	\$21.00/\$10,500.00	\$21.70/\$10,850.00		
100T #57				
Picked Up/Total	\$12.50/\$1,250.00	\$13.85/\$1,385.00	No Bid	
Delivered/ Total	\$18.75/\$1,875.00	\$18.55/\$1,855.00		
100T #67				
Picked Up/Total	\$13.00/\$1,300.00	\$14.90/\$1,490.00	No Bid	
Delivered/ Total	\$19.25/\$1,925.00	\$19.60/\$1,960.00		
100T #4				
Picked Up/Total	12.50/\$1,250.00	\$12.90/\$1,290.00	\$9.65/\$945.00	
Delivered/ Total	\$18.75/\$1,875.00	\$17.60/\$1,760.00	\$14.20/\$1,420.00	
100T Gabion	No Bid			
Picked Up/Total		\$15.70/\$1,570.00	\$10.50/\$1,050.00	
Delivered/ Total		\$20.40/\$2,040.00	\$15.25/\$1,525.00	
15,000 Gal. (E-3m oil)	No Bid	No Bid	No Bid	\$3.25/\$48,750.00
Picked Up/Total				
Delivered/ Total				

**Public Comment on Non-Agenda Items:** There was no 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:**

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

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented, including the Pligit, First Northern and petty cash accounts totaling \$641,788.52. Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the ratification and payment of bills totaling \$10,460.55. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve payment of bills from the State Fund in the amount of \$2,220.79. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll in the amount of \$7,985.64 including net Local, State and Federal withholding and Jetpay. Motion carried (3-0).

**PW Supervisor's Report:** Keith Kuehner reported that the PW has been cleaning up storm damage, patching the ETCC parking lot and the roads.

**ETCC Report:** JoAnn Bush reported that security is being improved. The stolen AED was returned. Settlement has been approved by the insurance company for the roof repairs due to storm damage.

**Parks and Recreation: Approval:** June 2 Event, Mock Park.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve an event on June 2, 2018 at 11 A.M. Motion carried (3-0).

Renee Giordano explained the proposed event to the Supervisors. She thanked Gary Hoffman for the maps he was able to provide. The event is an opening event for Mock Park. Tony Giordano added that Dale Greenzweig has offered his property for parking for the event.

**Approval: Revised Land Development Plan, Mrs. Bush's Personal Care Home:**

Discussion of the Final Development Plan for Mrs. Bush's was deferred.

**Resignation: Auditor, Mikol:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept the resignation of Donna Mikol as auditor as she will be serving on the Planning Commission. Motion carried (3-0).

**Vernon Frable Minor Subdivision:** Tax Assessor Determination Letter

Ann Velopolcek explained that the Monroe County Tax Assessor has requested a letter from the Township agreeing that the taxes assessed on Lot 2 of the subdivision shall be paid to Polk Township, the parcel being entirely in Polk Township and based on an informal agreement from 2009 in which then Supervisor Ilene Eckhart agreed to this plan at a meeting with the Frables and Polk Township.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve an agreement in which Polk Township will receive the taxes on Lot 2 of the Vernon Frable Minor subdivision, pending solicitors review. Motion carried (3-0).

**Regional Emergency Operations Center: Participation**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve a letter of support for the concept of a Regional Operations Center that would serve the 5 CJERP Townships. Motion carried (3-0).

**Rail Trail:** (clarification) The Supervisors directed the Secretary to send letter of clarification and apology to the Kunkletown Rod and Gun Club explain that the Township's intent was to have the "No Trespassing" signs and not to require the gates be opened as stated in the letter sent by our Solicitor. Motion carried (3-0).

**Other:**

**Veteran's Commission:** Mary Anne Clausen asked about the rose bushes that have been planted. JoAnn Bush explained that the Veteran's Commission is planning, due to diminished membership, to turn over the Commission to the Township. In preparation, the Commission has landscaped the Memorial to be more maintenance free. The Supervisors directed the Secretary to send out a press release and e-mail update to encourage new membership for the Commission.

JoAnn Bush asked if the Township would provide an additional bench for the Memorial.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the purchase of an additional bench in an amount up to \$200.00.

Power Outages: There was a discussion about getting a generator for the building since we have been experiencing frequent power outages.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to have Keith Kuehner collect specifications for a propane fired generator. Motion carried (3-0).

Kunkletown Volunteer Fire Company: Gary Hoffman reported that throughout the State, volunteer fire companies are having difficulty recruiting new volunteers due to time constraints and the rigorous training that is required of new volunteers.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to send a letter to DCED regarding enlisting their help in advising the Fire Company on ways to recruit and retain volunteers. Motion carried (3-0).

Gary Hoffman reported that the Township has been contacted by UGI for a meeting concerning the impact of their pipeline construction. Mary Anne Clausen suggested that a public meeting might be in order.

Gary Hoffman reported that our radios were down due to a battery failure, that the battery had been replaced and that he also ordered new batteries for the mobile units.

JoAnn Bush announced the closure dates for Silver Spring Blvd. for the bridge replacement over Chapple Creek. There was a discussion about the detour routes and other local bridge repairs and replacements. Keith Kuehner would like to have a meeting with PennDot about the detour routes. He is concerned about the use of small roads by heavy traffic during the construction.

Gary Hoffman reported that Office of Emergency Management (OEM) has a 2006 Dodge 2500 crew cab truck that the Township could use if the price was good.

- There was a motion by and seconded by Mary Anne Clausen to contact Bruce Henry of the OEM with a letter of interest regarding the possible purchase of the truck. Motion carried (3-0).

#### Committee Reports:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to move the Committee Reports to the agendas of the third Wednesday meeting. Motion carried (3-0).

Old Mill: Mary Anne Clausen asked about getting a Highway Occupancy Permit for the Old Mill Property. Tony Giordano (Parks and Recreation) suggested that a rendition of the project be submitted prior to submitting that request.

Mr. Giordano had previously suggested that a rendition of a landscape proposal of the Old Mill Property would be helpful.

It was discussed and decided that Ms. Clausen will work on that.

**Public Comment:** Dale Weidman asked if there were any plans to regrade and seed the Old Mill Property until such time as a more formal plan be approved. Keith Kuehner added that the lot needs to be shaped to provide proper drainage.

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 7:25 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
May 2, 2018

On Wednesday, May 2, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

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

**Call to Order:** The meeting was called to order at 7:05 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in Executive Session just prior to tonight's meeting with the Solicitor for pending legal matters.

**Public Comment on Non-Agenda Items:** Archie Craig made a request from the Veteran's Commission to remove some landscaping from the Veterans Memorial. He explained that the shrubbery is overgrown and needs to be removed. They will be replaced with stone that will require little maintenance. The Veterans Commission will pay for the work. Solicitor Gaul asked that the landscaper provide a Certificate of Liability which includes the Township as an additional insured.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the request by the Veteran's Commission to change the landscaping at the Memorial. Motion carried (3-0).

Renee Giordano reported on the Earth Day Church Rd. clean-up. She indicated that the day was a success, many people joined in and collected bags of trash and tires. She commended Penn Dot for their help in removing the trash that was collected. Ms. Giordano thanked the Supervisors for their cooperation in publicizing the event, offering the Township truck and helping collect trash. Ms. Giordano presented the Supervisors a plaque in appreciation of their efforts.

Desiree Jaeckle commented about the litter collecting along Township roads and asked if the Supervisors could look into posting signs, enforcement and generally making a greater effort to curb the littering in the Township. The Supervisors said they would look into the statutes and see what could be done.



Mr. Chuck Hayes of Cub Scout Pack 118 in Kunkletown appeared before the Board to ask if the Cub Scouts could use the ballfield on May 18 for a kickball tournament. He said the Cub Scouts insurance will cover them for the event. The Board of Supervisors asked for them to sign a Hold Harmless and get a certificate of Insurance naming the Township as an additional insured.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the use of the Ballfield by the cub Scouts on May 18, 2018, with the conditions as stated above. Motion carried (3-0).

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

**Gower Rd. Bridge Bid Results, Award of Project Contract:**  
read the bid results as follows:

Mary Anne Clausen

Gower Road South Bridge Project Bid Tabulation	
Company	Base Bid
E.F. Possinger and Sons, Inc.	\$238,150.00
Leeward Construction	\$301,480.00
DESCCO Design	\$333,417.00
Professional Construction Contractors Inc.	\$337,985.00
Lehigh Asphalt Paving construction, Inc	\$353,914.00
JPS Construction Co.	\$399,000.00
Kobalt Construction	\$430,650.00
NorthEast Site Contractors	\$472,258.20

Solicitor Gaul announced that there was a discrepancy on the Penn Bid site between the bids and the summary tabulation, which could not be revised because of the program. Paper bids were also uploaded and Possinger was the low bidder. Possinger confirmed the bid in an email.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to waive the irregularity in the on-line bid. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to tentatively award the contract to E.F. Possinger and sons, Inc in the amount of \$238,150.00 with the following conditions:

- The bid is compliant with the bid specifications (Review by Hanover Engineering)

- The required bonds for performance and payment are forthcoming and the contract signed.
- The Township obtains the necessary Easements from the adjacent property owners.

Motion carried (3-0).

**Hearing Ordinance 2018-03; Amending the Eldred Township Zoning Ordinance, Schedule of Uses:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to open the **Public Hearing** on proposed Ordinance 2018-03. Motion carried (3-0).

Solicitor Gaul presented the following exhibits:

- T-1 – A copy of the Proposed Ordinance
- T-2 – A Copy of the Public Notice
- T-3 – A copy of the Required Advertisement
- T-4 – A letter of review by the Monroe County Planning Commission
- t-5 – A letter of review from the Eldred Township Planning Commission
- T-6 – A copy of the proof of Publication from the Times News
- T-7 – A copies of letters sent to CJERP, Monroe County Planning Commission and the Monroe County Law Library.

Solicitor Gaul explained the Ordinance and why it was being proposed.

Public Comment: There was no public comment.

Supervisors' Comment: There was no Supervisors' comment.

**Enactment of Ordinance 2018-03:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the enactment of Ordinance 2018-03

**Approval of Minutes:**

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of April 18, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the Treasurers Report as presented.

The balance of funds in all accounts is \$567,743.85. Motion carried (2-0).  
JoAnn Bush abstaining because she did not have a chance to review the report.

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the bills for approval from the general fund in the amount of \$12,812.14. Motion carried (2-0). Joann Bush abstaining.
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending 4/26/2018 in the amount of \$8,359.37 as follows:
  - Net employee Payroll \$6,168.91
  - Tax withholding \$2,102.82
  - Jet Pay Fee \$87.64.

Motion carried (3-0).

- There was a motion by Gary Hoffman seconded by Mary Anne Clausen to ratify the payroll that had been deferred for the week ending 3/29/2018 in the amount of \$8,295.56 (including a payment to Jet pay in the amount of \$85.96). Motion carried (3-0).

**PW Supervisor's Report:** Ann Velopolcek read a statement from the PW Supervisor, Keith Kuehner: The road crew has been putting the winter equipment away, sweeping roads and getting patching equipment ready and getting the ETCC parking lot ready for the seal coat project.

Mary Anne Clausen spoke about the hiring of extra Road Crew personnel. Gary Hoffman suggested deferring the issue to the labor counsel. Solicitor Gaul suggested creating a complete program for any new employees including number of employees needed, salary, hours etc. before advertising for help.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission discussed with a potential applicant for a minor subdivision, the need for separate septic testing for a remaining tract that will be used exclusively for agricultural purposes. They determined that with the proper disclaimer, such testing is not necessary.

**ETCC Report:** Ann Velopolcek reported that there has not been any communication from the insurance adjuster regarding the roof damage. The adjuster met with the contractor to begin the process.

**Parks and Recreation Report:** Tony Giordano reported that the focus of the Committee is getting a plan for the loop trail at Mock Park. He emphasized that the

goal was preservation and creating a walking park for the residents of the Township, not to over-develop the park as a tourist destination. Mr. Giordano also praised Mrs. Mock for her generosity and contribution to preserving the land with which she was endowed.

The Parks Committee would also like to have an event at the Fiddletown site on June 2, 2018, open to the public, to introduce the park to the residents. Mrs. Clausen thanked the Giordano's for their contribution to preserving the Frantz Schoolhouse and their service on the Committee. She pointed out that the issue with having an event at the Fiddletown site is parking. There is currently no parking lot at the site. The Supervisors asked that the Parks Committee work on finding a solution and then come back to the Board.

#### **Kuehner Fields; Lot Joinder:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to defer the discussion of the lot joinder. Motion carried (3-0).

#### **Resolution 2018-09; Price Adjustment of Bituminous Materials for Small Quantities:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2018-09, a Resolution for The Price Adjustment of Bituminous Materials for Small Quantities. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to break for an executive Session. Motion carried (3-0). Meeting adjourned at 8:22 P.M.
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to reconvene. Motion carried (3-0). Meeting reconvened 8:40 P.M.

Mary Anne Clausen announced that the reason for the executive session was for advice on legal matters.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to amend the previous motion regarding the awarding of the contract for the Gower Rd. Bridge to add the approval of the Monroe County Industrial Development Authority. Motion carried (3-0).

#### **IT Services:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the advertising of a bid for IT Services. Motion carried (3-0).

**Other:** Gary Hoffman reported that the Zoning Officer has received 2 reports of littering. Dieter Metzger suggested that the Township should do what they can to raise awareness.

Gary Hoffman also reported on the regional emergency operation center being built in Chestnuthill Twp. He reported that the volunteer Fire Companies are very low on volunteers due to training requirements.

Mr. Hoffman explained the EMS billing from the County and announced that costs have been reduced due to increased efficiency in that office.

There was a brief discussion about the possible (property) tax incentive for volunteer firefighters. The Township does not have in place the resolution required to provide this benefit.

**Public Comment:** There was no further Public Comment

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 9:05 P.M.

Respectfully submitted,

E. Ann Velopolcek

Supervisors Minutes  
April 18, 2018

On April 18, 2018 the Eldred Township, Monroe County, Board of Supervisors met in a regular meeting 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, at 7:03 P.M. followed by the Pledge of Allegiance.

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

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board met in executive sessions on April 10, 2018 to discuss personnel issues and on April 17, 2018 to discuss administrative and personnel issues.

**Special Recognition:** Mary Anne Clausen made a special presentation of a Certificate of Recognition to resident Kyle Van Note who along with another person rescued a man from a burning car in August of 2016. For his bravery, he was awarded the Carnegie Heroism Award. Detective Van Note is a member of the Pocono Mountain Regional Police Investigation Unit and was accompanied by his supervisor, Lt. Steve Williams.

**Public Comment On Non-Agenda Items:** Dale Weidman brought information to the Supervisors about staffing the Road Crew for the spring/summer road maintenance program. He has concerns about safety if the road crew is understaffed. The Supervisors thanked him for his information and will take such under advisement.

Mr. Hoffman updated the assembly on the ongoing Union negotiations. He said the Township is currently awaiting a response from the Union. He also stated that once the negotiations are completed, the contract will be available for public review.

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 Gary Hoffman and seconded by Mary Anne Clausen to approve the Minutes of April 4, 2018 Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurers Report as presented. The total balance for all accounts is \$494,884.95. Motion carried (3-0).

There is a questionable debit from Quickbooks. The Treasurer will look into the charge.

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush approve the payment of the unpaid bills in the amount of \$21,497.98. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment from the State Fund in the amount of \$683.43. Motion carried (3-0).

There was a question about a \$17.00 quarterly tax liability draft on the report. The supervisors agreed to approve the tax payments and ask the Treasurer to explain that charge. With that proviso:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the period ending 4/12/2018 in the amount of \$7,742.07, the withholding in the amount of \$2975.69 (which includes the \$17.00 draft in question) and the payment to JetPay in the amount of \$101.04 for a total of \$10,818.80. Motion carried (3-0).

**PW Supervisor Report:** Ann Velopolcek (for Keith Kuehner) reported that the Road crew has been restocking anti-skid, cleaning and repairing equipment, cleaning pipe inlet, cleaning up storm damage. They will begin road sweeping next week.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily rental of Sue Pekala at the regular rate on April 25, 2018. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Doris Zellers to the ETCC Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve a craft class at the ETCC (date to be determined) for Mother's Day. Amanda Zellers will be the craft leader. Motion carried (3-0).

The Thrift store has requested some purchases. After some discussion:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve:
  - the purchase of 8- 6ft. tables for a cost not to exceed \$300.00
  - the purchase of 5 shelving units for a cost not to exceed \$200.00
  - the purchase of an outdoor sign for a cost not to exceed \$400.00. Motion carried (3-0).

Ann Velopolcek gave an update on the following:

The Children's Story Hour: Volunteers have responded so the proposed program can move forward.

Roof Damage: The roofer and the insurance adjuster met today to assess the damage and come up with a plan for the repairs.

**Parks and Recreation Report:** Mary Anne Clausen reported that that there had been no response to the Committee's latest correspondence and got the Board's agreement that there should be a response saying that we were looking forward to the info the committee proposed to gather, and mentioning that the loop trail should be a priority.

**Planning Commission Report:** Mary Anne Clausen announced that the loss of Helen Mackes leaves a vacancy on the Planning Commission.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the appointment of Donna Mikol to fill the vacancy, following her resignation as a Township Auditor. Motion carried (3-0).

Robert Boileau updated the Supervisors regarding the items coming before the Planning Commission at the next meeting on April 19, 2018.

**Agricultural Security Area:** As there are pending applications for additions to the Agricultural Security Area, and one of the previous committee is now serving on the Zoning Hearing Board there is a vacancy on the committee.

The committee will now consist of:

Gary Hoffman, Supervisor, Committee Chair  
Cathy Martinelli  
F. Scott Smith

Jody Borger  
James Leiding

**Royal Security:** Due to some recent vandalism at the Post Office, the Township researched installing security cameras as an addition to our existing system to cover the areas of the building not covered. Without the cameras, USPS management may direct our postmaster to reduce the lobby hours to 12 hours from 24, something not afforded customers in other local post offices.



- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the installation of 2 cameras by Royal Security and connection to our system in the amount of \$770.00. Motion carried (3-0).

**Rail Trail:** Mary Anne Clausen explained that there are some questions regarding title issues for the parcels that comprise the Rail Trail that need to be resolved.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to instruct the Solicitor to investigate the title issues and if he sees the need for clarification, to do what he needs to advise on solutions to any discrepancies. Motion carried (3-0).

**First Northern Banking Resolution:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve Resolution 2018-08 to change the signatories for the accounts. Motion carried (3-0).

**Other:** Mary Anne Clausen announced that the West End Food Pantry is seeking a grant and has asked for a letter of support from the Township.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a Letter of Support for the West End Food Pantry's grant application.

Gary Hoffman is requesting that the Township hold recycling events twice a year, in spring and fall.

Mary Anne Clausen added that we are seeking a mobile shredder company. Ann has found one but they have not gotten back to us.

Mr. Hoffman would like to use a Township truck to assist in the Church Rd. clean-up next weekend if it is needed. There was no objection.

Gary Hoffman reported on the 2 bridges that are slated for replacement at Rt. 209 in Kresgeville and on Silver Spring Blvd. over Chapple Creek. The Kresgeville bridge will be one lane and alternating traffic beginning in May and on Silver Spring Blvd. the project will begin after school closes.

**Adjournment:**

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:02 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Minutes  
April 4, 2018

On April 4, 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.

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

**Call to Order:** The meeting was called to order by Chairman, Mary Anne Clausen at 7:10 P.M.

**Announcement of Executive Session:** Mary Anne Clausen announced executive sessions on April 3, 2018 with special counsel to discuss ongoing negotiations and immediately prior to this meeting with the solicitor to discuss pending legal matters.

**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.

**Historical Society:** Jaylene Kaiser appeared before the Board to request that the Historical Society be able to continue to meet at the Township building on the 3<sup>rd</sup> Tuesdays at 6:30 P.M. The Board agreed. The secretary will get a key and an alarm code for Ms. Kaiser. Ms. Kaiser gave a brief update on the Society's activities.

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of March 26, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurers Report as presented. The balance of all funds is \$513,231.60. Motion carried (3-0).

**Approval/ Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of bills from the General Fund in the amount of \$7,311.63 and from the State Fund in the amount of \$4,436.74. Motion carried (3-0).

Approval of the payroll and withholding was deferred.

**PW Supervisors Report:** There was a brief discussion about the P.W. crew painting the Caboose. JoAnn Bush has the paint colors and has been in touch with the P.W. Supervisor regarding the project.

**Parks and Recreation Committee Report:** Mary Anne Clausen reported that the Committee had met and discussed putting boundary markers around the perimeter of the park so people using the park did not wander onto private property. She also reported that Cindy Smith, who owns a metal detector, will attempt to find the property markers at the Wes Flo access. They also discussed installing the loop trail, perhaps with the help of some Boy Scout troops. The issue of exempting the Township owned properties from zoning restrictions was sent to Planning and will be discussed at an upcoming meeting.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Superheat for a maintenance contract on the HVAC system at the ETCC for an amount of \$2,750.00. Motion carried (3-0).

**Sealcoating Bids:** The Township received 4 bids for the Sealcoating project for the ETCC parking lot

Seal Coating Bids	Unit Price	Total
Shiffer Bituminous Service Co.	7.05	\$35,814.00
Pocono Spray Patching	4.58	\$23,276.80
Midland Asphalt Materials Inc.	5.96	\$30,276.80
AMS	5.36	\$27,228.80

The award of the contract was deferred until the end of the meeting when the Solicitor had the opportunity to review the bids.

**Health Insurance:** Because the Township is involved in ongoing negotiations with the Union, the present plan will be continued.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the continuation of the current plan, Highmark Bluecare Custom Platinum 2 at a cost of \$2,612.96/ month an increase of \$203.61/month. Motion carried (3-0).

**Lot Joinder Resolution:** Deferred

**Gower Rd. Bridge:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the Gower Rd. Bridge, Invitation to Bidders. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to authorize the Township to enter into and to authorize Chairman MaryAnne Clausen to sign easements with Patty Hawk and Steven Kresge as provided for in the engineering plans provided by Hanover Engineering and as approved by the Solicitor. Motion carried (3-0).

Mary Anne Clausen asked the secretary to contact Hanover to schedule a pre-bid meeting.

**Other:** Gary Hoffman reported that a portion of the roof of the Community Center blew off during the high winds (today), that emergency repairs were taking place and our insurance company notified.

JoAnn Bush announced that there has been some minor vandalism at the ETCC, she feels that it is necessary to have a monitor during parties and increase the rent in the ETCC to cover the expense. She will bring this to the ETCC Committee for discussion.

The Solicitor indicated that such a person could be a 1099 independent contractor (if the total is over \$600.00/yr.) and be paid out of the general fund.

Mary Anne Clausen asked Tony Giordano to explain his idea for Earth Day 2018 (April 22). Mr. Giordano would like to have a clean-up of Church Rd., and would like the Township to co-sponsor the event with the Schoolhouse. The Schoolhouse will provide trash bags and gloves and the Township will provide vests. The secretary was asked to contact the insurance company to make sure we would be covered.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Solicitor to send a letter to the Rod and Gun Club to have them remove the "No Trespassing" sign for the gate on the Old Rail Trail. The trail is required by deed to be open to the public except for the posted closures due to hunting seasons. Motion carried (2-1). Gary Hoffman opposing.

Mary Anne Clausen asked about the stanchion that was approved. JoAnn Bush responded that it was not ordered because we instituted a sign in policy and signage in the lobby that appears to be working well and we may not need it.

There was a discussion about the recent vandalism at the Post Office. Gary Hoffman reported that the Federal authorities are investigating since that P.O. is a federal entity. Also, the Post Office has requested security cameras. The Supervisors briefly discussed whose responsibility that would be and who would pay for the equipment. Mr. Hoffman suggested that any security cameras installed at the P.O. be linked into our current system. Ms. Clausen asked for comment from the public.

Several people expressed their opinions and ideas. No action was taken at this time.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to break for a brief executive discussion. Motion carried (3-0). Meeting adjourned at 8:00.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting. Motion carried (3-0). Meeting reconvened at 8:15.

**Award of Contract; Seal Coating:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the awarding of the contract for the Seal Coating Project at the ETCC, based on the bids received, upon proof of the payment of performance bonds, insurance and the Solicitor's review. Motion carried (3-0).

**Public Comment:** Dale Weidman asked if the Township was getting close to an end of negotiations with the Union. Solicitor Gaul advised that this is not a subject for discussion, that negotiations have a set of rules attached and that the special counsel would need to be consulted before any information is disclosed. Ms. Clausen told Mr. Weidman that the Supervisors will discuss this with the special counsel and have an update ready for the next meeting.

Mr. Weidman also expressed his opinion that the Township should have more help with snow plowing. He believes a shortage of staff can lead to a safety problem.

Jim Stone of RGM Hardwoods spoke about his application for timber harvesting of 2/7/2018, which was denied. He feels that the Township regulation regarding timber harvesting is not legal and exceeds the Pennsylvania State law. The solicitor advised that the Township has received his correspondence and will be responsive to his concerns, but that they have not had time to review all the issues. Mr. Stone asked to be included on the next agenda. Solicitor Gaul said this does not need to be addressed at a public meeting. Ms. Clausen advised that our solicitor does not attend our newly scheduled third Wednesday meetings, and that as the matter is now before the solicitor, the Board would not be able to respond to anything he presented on April 18 other than to refer it to the solicitor.

**Adjournment:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:33 P.M.

Respectfully submitted,

E. Ann Velopolcek



Minutes  
March 26, 2018

On March 26, 2018 the Eldred Township Board of Supervisors held a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building at 490 Kunkletown Rd. Kunkletown, PA. 18058.

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

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen at 7:35 P.M. followed by the pledge of allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisors had met in executive session on February 26 and March 6 by phone with Special Counsel for negotiations, March 7 by telephone for personnel, negotiations and administrative matters and prior to tonight's meeting with the Solicitor for pending legal matters.

**Special Announcement:** Ms. Clausen read the following statement, which at the request of all the supervisors, will be included in the minutes:

"It is difficult to put words to the loss we have suffered at the passing of Helen Mackes, a vital pillar of our community for many, many years. She served it in ways almost too numerous to mention, as Planner and long-time Chair-person of the Planning Commission, as Tax Collector, as an officer of the Historical Society, as a realtor, as Secretary of the West End Dems, a member of the veterans group which created our local veterans Memorial and also, informally as story teller and local historian in chief. She was a regular at Township meetings and had been for many years – on occasion she would tell me how things had been done when her father was a Supervisor. We have marked her empty chair tonight with daffodils.

On a personal level, I am grateful to Helen for many things. She introduced me to local politics and also to bingo at the firehouse. Without her, I still wouldn't know what a dauber is. I will miss seeing her outside the polls on Election Day. But what won her my greatest respect, and also that of so many other people, was the wisdom and strength of her convictions. Her take on things was always the product of intelligence, a strong sense of fairness and a large dose of practicality; and once she formed an opinion, she wasn't afraid to hold to it, and act on it, regardless of whether or not it was popular.



I speak for the Board in extending our condolence to her family, and our appreciation for all she has done for her Township.”

Ms. Clausen also offered the Board’s condolences to the Anthony family on the death of Zachery Anthony a former resident who died fighting a fire in York very recently.

**Public Comment:** There was no Public Comment at this time. Public comment will be taken on agenda items during the course of the meeting

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of February 21, 2018 Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer’s Report as presented. The balance of all funds as of March 26, 2018 was \$519,133.72. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the unpaid bills from the General Fund in the amount of \$44,098.66. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the payroll for the week ending 3/2/2018 in the amount of \$7,192.38. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush the State Fund in the amount of \$19,356.22. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Federal 941 and State 501 withholding tax in the amount of \$1,326.40. Motion carried (3-0).

**Labor and Industry:** Gary Hoffman explained that the Township and Community Center have both been recently inspected by the Department of Labor and Industry and several violations were found that have been taken care of.

**Community Center Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the daily leases of Ganz on March 25, 2018 and Frantz on April 22, 2018 at the regular rate. Motion carried (3-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the cost of the repair of the Well pump at a cost of \$3,420.79. Motion carried (3-0).

There was discussion about the estimates for roof repairs necessary at the Community Center. The secretary was asked to get revised estimates from two of the companies to include the cost of the replacement.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to authorize the cost of accessing and repairing the roof for an amount not to exceed \$9,500.00 for the removal of the stones and replacement of the roofing up to 1500 sq. Motion carried (3-0).

There was a discussion about the closing of the Carola Sauers Children's Library at the Community Center. Mr. Sauers no longer has the time to devote to the project. Ms. Clausen asked of the Township could solicit a volunteer to do a children's reading program. Ms. Bush expressed disappointment that Mr. Sauers did not leave any books for the Center since he made use of the room for 3 years at no cost.

**Parks and Recreation Committee:** Ms. Clausen will report to the Parks and Recreation Committee about funds available.

**Treasurer Resignation:**

- There was a motion by Mary Anne Clausen and seconded by to accept the resignation of Brent Green as Treasurer. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Brent Green as a consultant on an as needed basis at his previous rate of \$14.00/ hr. Motion carried (3-0).

**Treasurer; Hiring:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the hiring of James Phillips as Treasurer for a minimum of 14 hours/week at a rate of \$20.00/ hr. Motion carried (2-0) Gary Hoffman abstaining due to a previous professional relationship with Mr. Phillips.

**Job Descriptions:** Public Works Supervisor

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a new Job Description for the position of Public Works Supervisor. Motion carried (3-0).

Public Works Roads

- There was a motion by JoAnn Bush and seconded by to remove the words " Department of Public Works" for the heading and include "crew to the job description so it will read Roads, Building and Grounds Crew". Motion carried (3-0).

**Public Works Resignation:**

There was a motion by and seconded by Gary Hoffman to accept the resignation of Archie Craig from the Public Works Crew. Motion carried (3-0).

**Parks and Recreation Committee:**

Resignation:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to accept the resignation of Michael Orth from the Parks and Recreation Committee. Motion carried (3-0).

Appointments:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Renee Giordano to the Eldred Township Parks and Recreation Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to re-appoint Jacqueline Mock as a non-voting member of the Parks and Recreation Committee. Motion carried (3-0).

**Resolution 2018-06:** A Resolution to appoint a Chief Administrative Officer to the Pennsylvania Municipal Retirement System non-uniformed Pension Plan.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2018-06, appointing James Phillips as the Chief Administrative Officer to the Pennsylvania Municipal Retirement System non-uniformed Pension Plan. Motion carried (3-0).

**Resolution 2018-07:** A Resolution to modify the bank accounts with First Northern Bank and Trust.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve Resolution 2018-07. Motion carried (3-0).

**Ordinance 2018-03:** A proposal to amend the Eldred Township Zoning Ordinance 2014-04, Establishing A New Definition for Township Facilities; Amending the Schedule of Uses to Permit by Right Township Facilities in Each Township Zoning District; and Providing for Other Miscellaneous Matters.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to send the proposed Ordinance to the Planning Commission and other agencies for review. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to schedule a hearing for the proposed Ordinance and intent to enact, for May 2, 2018 at 7:00 P.M. and to send the Notice for publication. Motion carried (3-0).

**Mock Park:** Ms. Clausen will contact Hanover to begin the process of obtaining a Highway Occupancy Permit for the Mock Park, Fiddletown site.

**Old Mill:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to authorize the Chairman to sign the new deed and for the Solicitor to record the deed with the Monroe County Recorder of Deeds. Motion carried (3-0).

**CJERP Letter of Support:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to ratify the signing of a letter of support for a DCNR grant application for the West End Regional Park. Motion carried (3-0).

**ASA: Request for Modification/Additions**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to acknowledge the receipt of three applications for addition into the Eldred Township Agricultural Security Area. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for a brief executive session. Motion carried (3-0). Meeting adjourned at 8:30 P.M.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting after a brief Executive session regarding pending legal matters. Motion carried (3-0). Meeting reconvened at 8:40 P.M.

**Other:** Gary Hoffman reported that he attended the Monroe County Tax Collection Committee meeting.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the cost of the Planning Commission members to attend a PATH Seminar in planning at a cost of \$50.00/person. Motion carried (3-0).

**ISO:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve a meeting with Virginia Fields of ISO to prepare a report that analyzes our zoning and codes Ordinances and enforcement. Motion carried (3-0).

Ms. Clausen asked the Secretary to look into the cost of the Township providing a shredding company to come to the Township for a day for the benefit of the residents.

**Lanternfly Signs:** There was a discussion about where to place the lanternfly signs that we received from the Conservation District and who should choose the locations of those signs. It was decided that the Public Works Supervisor had the most knowledge of the roads and was the correct person to find good locations and to install the signs.

**Kuehner Fields:** The Township has received a letter from Steve Hartz, attorney for Kuehner Fields requesting an extension of the Land Development Plan.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the extension of the approval of the Kuehner Fields Development Plan contingent upon the Developers signing an extension agreement satisfactory to the Solicitor including financial security for the cost estimate of any improvement not completed based on engineer review. Motion carried (3-0).

**Public Comment:** Dale Weidman asked about the “at will” status on the job descriptions. Solicitor Gaul explained that in Pennsylvania, all employees are “at will” unless they have a contract or are part of a bargaining unit.

Mr. Weidman then commended the roads crew for the snow removal they did during the previous week.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek



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 Supervisor 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

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.

- 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.

**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 joiners 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





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.

- 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



## 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 1<sup>st</sup> and 3<sup>rd</sup> 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