

Organizational Meeting Minutes

January 3, 2017

On January 3, 2017 the Eldred Township Board of Supervisors met for their 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, Gary Hoffman (Supervisors), Michael Gaul, Esq.

Call to Order: The meeting was called to order by Mary Anne Clausen at 7:30 P.M. followed by the Pledge of Allegiance.

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

Announcement of Executive Sessions: Mary Anne Clausen announced that there had been executive sessions on December 26 to discuss personnel, on December 28 by phone conference to discuss legal matters and immediately prior to this meeting to discuss pending legal matters.

Public Comment on Agenda: There was no Public Comment on the agenda.

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

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

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

Treasurer/Financial Coordinator: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Sylvia Gethen as Treasurer/Financial Coordinator. 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 representing, at the rate of \$125.00/hour. Motion carried (3-0).

Engineer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering, Brien Kocher representing, as the Township Engineers. Motion carried (3-0).

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

Sewage Enforcement Officer: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering, Jacob Schray and others representing, as the Sewage Enforcement Officer. Motion carried (3-0).

Zoning and Codes Officer: There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint SFM Consulting, Shawn McGlynn representing, as the Zoning and Codes Officer. Motion carried (3-0).

Building Code Official: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint SFM, Shawn McGlynn representing, as Building Code Official. Motion carried (3-0).

UCC Inspector: There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint SFM, Shawn McGlynn representing, as UCC Inspector 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 the UCC Joint Board of Appeals representative. Motion carried (3-0).

Earned Income Tax Collector: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Berkheimer Associates as Earned Income Tax Collector. Motion carried (3-0).

Earned Income Tax Liaison: There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Gary Hoffman as Earned Income Tax Liaison. Motion carried (3-0).

Earned Income Tax Appeals Officer: There was a motion by Mary Anne Clausen and seconded by 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 JoAnn Bush and seconded by Mary Anne Clausen to appoint Gary Hoffman as Emergency Management Coordinator. Motion Carried (2-0) Gary Hoffman abstaining.

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

Planning Commission Member: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Charles Phillips as a Planning Commission Member for a term of 4 years. Motion carried (3-0).

Planning Commission 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 representing as Planning Commission Solicitor at the rate of \$125.00/hour. Motion carried (3-0).

Treasurer’s Bond: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Travelers Insurance as the bonding company for the Treasurer’s Bond in the amount of \$700,000.00. Motion carried. (3-0).

Employee’s Bond: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Traveler’s Insurance as the bonding company for the Employees in the amount of \$700,000.00. Motion carried. (3-0).

Zoning Hearing Board Member: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Frank O’ Donnell as a Zoning Hearing Board Member for a term of 3 years. Motion carried. (3-0).

Zoning Hearing Board Solicitor: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Chad Martinez as the Zoning Hearing Board Solicitor at the 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 to be the representative to the State Convention. Motion carried. (3-0).

Employees- Full-time/ Part-time/ Benefits: Mary Anne Clausen announced that the Supervisors have received notice that members of the Road Crew have contacted a union to apply for Union representation.

There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to increase the salaries of the Road Master, Secretary and Treasurer by 2% as follows:

Treasurer/Financial Coordinator	\$15.00	to	\$15.30
Secretary/Administrative Assistant	\$14.48	to	\$14.71

Motion carried. (3-0).

There was a motion by Gary Hoffman and seconded by JoAnn Bush to increase the salary of Roadmaster Keith Kuehner by 2% as follows:

Roadmaster \$19.67 to \$20.06
Motion carried (3-0).

There was a motion by Mary Anne Clausen to increase the salary of Deborah George 2%. JoAnn Bush asked that the decision be deferred. Ms. Clausen withdrew her motion.

All other pay increases to be deferred pending the outcome of the Union Negotiations.

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

Gary Hoffman stated that the handbook is in the process of being updated and revised.

Mileage: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adopt the Federal government standard of .535/ mi. Motion carried. (3-0).

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

Kunkletown Volunteer Fire Company: Board of Directors, President Approval: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the election of Ray Miller as the President of the Board of Directors of the Kunkletown Volunteer Fire Company. Motion carried. (3-0).

Emergency Ambulance Covering Eldred Township: There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint the West End Ambulance Association and the official ambulance provider for Eldred Township. Motion carried. (3-0).

Monthly Meeting Dates and Times: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to set the meeting time and date of the Board of Supervisors at 7:30 on the first Wednesday of each month except for January when the meeting will be immediately following this Organizational meeting. (3-0).

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to authorize the Secretary to advertise the meeting times and dates of the Board of Supervisors (as above) and to approve and advertise meetings of the Planning Commission, on the third Thursday of each month at 7:00 P.M. at the Municipal Building. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded Mary Anne Clausen to approve and advertise the meeting time and dates of the Eldred Township Community Center Committee on the 2nd and 4th Wednesdays of each month at 6:00 P.M. at the Community Center. Motion carried. (3-0).

Ms. Clausen announced that the Parks and Recreation Commission has not yet finalized the dates and times of their meetings.

Depositories for Township Funds: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint the First Northern Bank and Trust and PLIGIT as the depositories of the Townships funds. Motion carried. (3-0).

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

Security Officers: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Constable Richard Salter III and Deputy Virginia Salter to serve as the Townships Security Officers. 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 as a representative to the Pocono Mountains Council of Governments. Motion carried. (3-0).

There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Keith Kuehner as the alternate representative to the Pocono Mountain Council of Governments. Motion carried. (3-0).

CJERP Regional Comprehensive Plan Committee Member: There was a motion by JoAnn Bush and seconded by Gary Hoffman to appoint Robert Boileau as the and Mary Anne Clausen to the CJERP Regional Comprehensive Plan Committee. Robert Boileau to be the voting member. Motion carried (3-0).

Parks and Recreation Commission: There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint the following for the terms stated below:

Ilene Eckhart	5 Years
Robert Boileau	4 Years
Annette Heist	3 Years
Michael Orth	2 Years
Shirley Krum	1 Year

Motion carried (3-0).

Eldred Township Community Center Policy Amendment: There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the revised Eldred Township Community Center Committee Policy (as attached to the minutes). 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 for 1-year terms to the positions as stated:

Coordinator:	Linda Kile
Financial Secretary:	Linda Kile; E. Ann Velopolcek
Director of Plant, Grounds and Maintenance	Carey Krum: John Kile (assistant)
Secretary:	Dora Tartar ; Ann Velopolcek (alt)
Marketing, Public Relations and Grant Research	Sue Pekala, Cindy Smith, Darcy Gannon
Thrift Shop Coordinator	Darcy Gannon, Shirley Krum (assistant)
Volunteer Coordinator	Donna Deihl, Cindy Smith
Fundraising	Donna Deihl, Cindy Smith

Motion carried (3-0).

Supervisors Liaisons to the Eldred Township Community Center: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Gary Hoffman as the Building Plant, Maintenance and Grounds Liaison and JoAnn Bush as the General Liaison to the Eldred Township Community Center. Motion carried (3-0)

Agricultural Security Area Committee Members: The appointment of members to the Agricultural Security Area Committee was deferred.

Earned Income Tax Collection Committee Alternate: There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint JoAnn Bush as an alternate to the Monroe County Earned Income Tax Committee. Motion carried (3-0).

Adjournment: There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn the meeting. Motion carried (3-0). Meeting adjourned at 8:09 P.M.

Respectfully Submitted,

E. Ann Velopolcek
Secretary

Meeting Minutes
January 3, 2017

On January 3, 2017 the Eldred Township Board of Supervisors met for a regular meeting at 8:10 P.M. (following the annual Organizational Meeting) at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. 18058

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

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

Public Comments on Agenda Items: There were no public comments on the agenda items.

Approval of Minutes:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of December 14, 2016. Motion carried (3-0).

Mary Anne Clausen asked about the Parks and Recreation Committee Meeting for January and was informed that there will be a meeting on January 23, 2017 at 7:00 P.M.

Treasurer's Report: JoAnn Bush asked that a correction be made to the unpaid bills detail, that the Lehigh Gap bill not be paid until work is completed, changing the total of the unpaid bills to the amount of \$15,246.23.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the unpaid bills in the amount of \$15,246.23. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the State Fund bills in the amount of \$2,593.30 Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurer's Report. Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payments for ratification in the amount of \$4,414.46. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the period ending 12/10/2016 in the amount of \$6,387.84. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll (correction) payment to James L. Smith in the amount of \$182.70. Motion carried (3-0).

Zoning Officer Report: Shawn McGlynn submitted a written zoning report indicating two permits in October both for residential garages, and five permits for November, a residential repair, a shed, a carport, a wood shed and a road encroachment.

Road Master's Report: Keith Kuehner reported that the Road Crew is dealing with weather related issues and repairing equipment.

Dale Weidman asked about the number of trucks available for plowing. He indicated that there were 5 employees to operate 7 trucks. Mary Anne Clausen responded that there are 4 Part-time employees available for plowing. Mr. Weidman complained that the road crew works too many continuous hours during a snow event and he believes this practice is unsafe. Mr. Hoffman replied that the Supervisors have been considering hiring an outside company to cover the hours necessary during such an event. Mr. Weidman reiterated the difficulty of working in harsh conditions for many hours in such circumstances, and the possible safety issues that could occur. Mr. Hoffman explained that he is in communication with the road crew during these events and that Mr. Kuehner is looking after the welfare of the crew when they are out plowing. Mr Kuehner stated that at any time, if a driver requests a break or to stop driving due to severe conditions, they are accommodated.

Parks and Recreation Commission Report: Mr. Boileau asked about the minutes of December 14, 2016. He asked if the Ordinance mentioned on page 2 was the Animal Husbandry Ordinance. Ms. Clausen answered that it was. He then asked about the same subject mentioned on Pg. 5 of the same minutes. Solicitor Gaul remarked that he feels that on page 5 the minutes should read "consideration of the enactment.

- There was a motion by Mary Anne Clausen to amend the minutes (pg.5) to include the word "potential" relating to enactment of the Ordinance at the hearing on February 8, 2017. Motion carried. 3-0.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to amend the December 14, 2016 pg. 3 to include the description of the Ordinance

noted, as the Animal Husbandry and Animal Products Processing proposed Ordinance. Motion carried (3-0).

Mr. Boileau asked about the notification of Parks and Recreation Commission members of Supervisor enacted motions. Solicitor Gaul said that all members of the Commission could be notified if that is what the Supervisors and Commission members wish.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to have the Secretary write a letter to the Parks and Recreation Commission requesting a workshop with the Supervisors and to advertise the meeting once the time and date have been decided.

Community Center Report:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the daily rental of Rachel Weidman at the normal rate. Motion carried (3-0).

Ms. Clausen asked the Secretary to announce to the assembly that Ms. Weidman also donated \$210.00 to the ETCC in addition to her rental.

Mr. Hoffman reported on the Footprint Zero proposal to replace the exterior lighting at the Community Center with improved LED lights for a cost of \$8,980 with a rebate by PPL of \$1,367 for a total cost to the Township of \$7,613.00 which will be paid out of the LSA Grant. He explained that at night the Community Center parking lots (front, side and rear) are very dark and pose a trip and fall hazard.

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Footprint Zero proposal for exterior lighting replacement. Motion carried (3-0).

Keith Kuehner asked if Footprint Zero was finished at the Municipal Building because there was one more fixture that needed replacement. The Secretary agreed to check to find out.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve an Art Exhibition at the Community Center on April 7 and 8, 2017. Motion carried (3-0).

Mr. Hoffman stated a few goals he anticipates the new Committee will address;
Restoring the Alarm System
Distributing keys
Replacing thermostats
Some other infrastructure issues that can be paid for with the Grant monies.

Other: Mr. Hoffman reported that there have been some complaints about the speed and weight limits on Kunkletown Rd. Ms. Bush has information from PennDot and is researching the various aspects of this issue. The Supervisors are looking into it.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to have Gary Hoffman become a member of PSATS Township Emergency Management Association for a cost of \$125.00. Motion carried (2-0). Gary Hoffman abstaining.

Dale Weidman asked about the roads budget as regards purchasing equipment. The Supervisors said there is money in the budget to purchase equipment this year.

Adjournment:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting Adjourned at 8:50 P.M.

Respectfully Submitted,

E. Ann Velopolcek

Minutes
February 1, 2017

On February 1, 2017 the Eldred Township, Monroe County, Board of Supervisors met for a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

Call to Order: The meeting was called to order at 7:32 P.M. by Chairman Mary Anne Clausen, followed by the Pledge of Allegiance.

Announcement of Executive Sessions: Ms. Clausen announced that the Supervisors had met in executive session on January 16, 2017 to discuss personnel and administrative matters, on January 31, 2017 by phone conference to discuss pending legal matters and immediately prior to this meeting to discuss pending legal, administrative and personnel matters.

Public Comment on Non-Agenda Items: There were no public comments on Non-Agenda items.

Auditor Vacancy: Ms. Clausen announced that the Township currently has a vacancy for an Auditor to replace JoAnna Russell who resigned this month. The position has no duties and the appointee cannot serve on any other Township committees. There were no volunteers for the position.

Ms. Clausen also announced that the Township is looking for temporary Part-Time help for plowing in a weather emergency.

Proposed Ordinance, Animal Husbandry:

- On a motion by Gary Hoffman and seconded by JoAnn Bush, after much discussion, review and input from The Eldred Township Planning Commission and the Monroe County Planning Commission and many residents of Eldred Township, that the Supervisors would not move forward with the proposed Ordinance and the hearing scheduled for February 8, 2017 is cancelled. Motion carried (3-0).

Ms. Clausen read a prepared statement reassuring the Agricultural Community that the Supervisors support, and have received much feedback from the residents in the Township that they also support the rural, largely agricultural esthetic of our community. She indicated that while the Board cannot ignore requests (complaints) by residents to investigate or consider changes, the Board is not insensitive to the needs of the greater community, including the Ag community.

Gary Hoffman commended the work of the Planning Commission in their review and recommendation to the Supervisors and stated that this process is successful when the procedure is followed.

Kunkletown Rod and Gun Club: Randy Weise of the Kunkletown Rod and Gun Club appeared before the Board to discuss the Township's easements across the Gun Club property along the Railbed Trail. He expressed concerns that the use of the trail is dangerous especially during any hunting season, that the Township and Gun Club may have a liability should anyone become injured while using the trail and that the trail is being used by four wheelers and people with horses (which are not permitted uses) and that there is no policing of the trail.

He asked the Supervisors to release the easement which would allow the Rod and Gun Club to close off the access to the trail and reduce the risks.

There was discussion about the original intent of the Township in acquiring the easement, the section the crosses the Tanzosh property and the Barlieb property. Vernon Barlieb agreed that there were issues such as littering and property damage that occurs on the access to the trail.

Ms. Clausen replied that the Supervisors are researching the properties, the easements, the use of the trail and the legal issues. There is a joint meeting on Friday February 3, 2017 with the Parks and Recreation Commission to discuss the Trail and Mock Park. The Supervisors will review the recommendations of the Parks Commission.

Solicitor Gaul added that in some cases the Gun Club could have some liability if there is an accident on their property or originating from their property. He suggested the Gun Club send a letter to the Board of Supervisors with their request specifically explained.

Mr. Hoffman listed the linear feet of the Trail bed and noted that it was a substantial amount of property from trail head to the end in Carbon County. He added that there is a lot of research to be done before any decision is made.

Approval of Minutes:

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

Treasurer’s Report:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the Treasurer’s Report. Motion carried (3-0).

- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the payment of the General Fund bills in the amount of \$29,478.49. Motion carried (3-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment of the State Fund bills in the amount of \$7,626.09. Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the form 941 bills for the dates 1/5/2017 in the amount of 42,046.50 and 1/19/2017 in the amount of \$1,732.24. Motion carried (3-0).

➤ There was a motion by Gary Hoffman and seconded by JoAnn Bush to ratify the following General Fund Bills:

PSATS	\$41.57
PMRS	\$1,892.88
PA Dept. of Revenue	\$17.28
PAUC Fund	\$30.36
H.A Berkheimer	\$458.57
PSATS	\$125.00
Laura Hoffman	\$1,184.55
QuickBooks	\$20.00
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Total	\$3770.21

Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to ratify the payroll payments for the weeks ending 12/24/2016 in the amount of \$8,990.85 and 1/7/2017 in the amount of \$6,950.56, Motion carried (3-0).

Roadmasters Report: Keith Kuehner reported that the road crew was working on vehicle repairs and cleaning up after the storm.

Kunkletown Volunteer Fire Company Report: Ray Miller reported that the Fire Company responded to 11 calls in the last month and this Sunday is a breakfast at the Fire Company.

Gary Hoffman announced that the Township is making a one-time appropriation in the amount of \$10,000.00 for gear.

CJERP: Robert Boileau announced that CJERP has come up with procedures for making zoning changes through the CJERP Committee.

Parks and Recreation Commission: Mary Anne Clausen announced that the first meeting this year of the Parks and Recreation Commission will be Friday, February, 3, 2017 at 6:30 P.M. at the Community Center immediately followed by a joint meeting with the Board of Supervisors.

Planning Commission Report: Robert Boileau reported that the Planning Commission sent a letter to the Supervisors to recommend they not adopt the animal Husbandry Ordinance based on the Planning Commission's and residents' concerns and comments that were expressed at the Planning meeting.

Community Center Report: Linda Kile reported that the Committee would like to have a Blood Drive on March 11, 2017.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a blood drive at the Community Center on March 11, 2017. Motion carried (3-0).

Ms. Kile asked for approval to open an E-Bay account to sell items donated to the Thrift shop. Solicitor Gaul advised to check the procedure for the disposal of Township assets. The Supervisors deferred the decision until more information could be gathered.

Ms. Kile reported that Royal Security has been at the building to evaluate the Security system.

- There was a motion by Mary Anne Clausen and seconded by Joann Bush to approve the purchase of propane for the emergency generator and to open an account with Suburban Propane provided the first purchase will fulfill the minimum annual purchase requirement. Motion carried (3-0).

Tax Collector Compensation Resolution: Ms. Clausen explained that the compensation for the Tax Collector must be set prior to the election, which will be this year. The Resolution was read (Resolution 2017-1). Helen Mackes asked why the rate was being changed. Ms. Clausen responded that our higher millage rate creates a higher salary for the Tax Collector compared to surrounding Townships and that we provide free office space for our tax collector. Ms. Mackes disagreed with the decision.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt Resolution 2017-1, setting the compensation for the Tax Collector of Eldred Township at 4.5 %.

Vector Control: The decision about a donation to Vector control was deferred.

Agricultural Security Area Advisory Committee Appointments: Mary Anne Clausen appointed the following to the Advisory Committee: Gary Hoffman- Chairman
Megan LeBlond
James Leiding
Jody Borger
Scott Smith

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the appointments.

Motion carried (2-0). Mary Anne Clausen abstaining.

Auditor Vacancy: There were no applicants for the vacancy. The decision was deferred.

Watermark Contract:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the contract from Watermark for the water filtration system in the Township building in the amount of \$168.00 bi-annually. Motion carried. (3-0).

Other:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to affirm the Kunkletown Volunteer Fire Company’s Fire Police Roster:

Kevin Silliman
Ray Miller
Terry Van Buskirk
Dave Kreiser
Alexander Bentley
Leon Frable
Kent Hoffman
Chad Borger

Michelle Silliman
Cheryl Frable
Richard Salter
Virginia Salter
John Kile
Jeffrey Hazleton
Scott Abraham
Jeff Lorah

Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Jackie Mock as a non-voting member of the Parks and Recreation commission. Motion carried (3-0).

Ms. Clausen announced that she has been approached by several residents asking the Supervisors to consider decreasing the speed limit on Meixsell Valley Road. There was discussion and public comment about what this would entail, i.e.: traffic study, costs, enforcement etc.

- There was a motion by MaryAnne Clausen and seconded by JoAnn Bush to have the Township secretary generate a letter to go to the residents of Meixsell Valley Road (Eldred Township) asking for feedback, and to Ross Township to notify them that a change was under consideration.

Motion carried (3-0).

Ms. Bush brought up the same issue regarding Kunkletown Rd. There has already been a recent traffic study. Since Kunkletown Road is a Penn Dot Road, Penn Dot is responsible for setting the speed for this road. Ms. Bush has been in touch with Penn Dot to find the process by which this determination is made.

- There was a motion by JoAnn Bush and seconded by MaryAnne Clausen to have an item on the website asking for community feedback about the idea.

After public comment it was decided to withdraw the motion. Ms. Bush will check into the next steps with Penndot and the secretary will find out the cost of the signage.

Public Comment: Dale Weidman asked about the purchase of a chip box for the road crew. Ms. Clausen replied that the roadmaster has been asked to prioritize purchases for the road department and the chip box has been recently repaired so that is not on the priority list. Ms. Clausen also said the township is aware that a capitol purchase fund is necessary and are creating such a fund.

There was some brief discussion about the Agricultural Security Area, the time frame for approvals and the procedure.

Adjournment:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 9:04 P.M.

Respectfully submitted,

E. Ann Velopolcek
Secretary

Minutes
March 1, 2017

On March 1, 2017 the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

Oaths of Office: Mary Anne Clausen administered the oaths of office to two members of the Kunkletown Volunteer Fire Company, Ray Miller and Leon Frable. She thanked the Fire Company personnel for the job they do and their service to the community.

Call to Order: The meeting was called to order at 7:37 by Mary Anne Clausen followed by the Pledge of Allegiance.

Announcement of Executive Sessions: Ms. Clausen announced that the Board had met in executive sessions on February 9, 2017 to swear in members of the Kunkletown Volunteer Fire Company, on February 10 in a phone conference to discuss personnel and administrative matters, on February 22 to discuss staff and administrative matters and prior to tonight's meeting to discuss pending legal matters.

Announcement: Ms. Clausen made an announcement that the garage/shop area is off limits to non-personnel for insurance and safety reasons. There are signs posted, however the notice has not been being adhered to.

Public Comment on Non-Agenda Items: Michael Orth asked about the intersection of Kuehner Dr. and Christman Rd. He stated that there is only one stop sign and he feels that it is unsafe. Keith Kuehner said before any additional signage (or other action could be taken) a traffic study would be necessary.

Meixsell Valley Rd.- Speed Limit: Ms. Clausen spoke about the results of the letters that went out to the residents of Meixsell Valley Rd. We received several

responses, all in favor of lowering the speed limit. Ms. Clausen gave several examples of problems, accidents, near misses and other safety issues related to this road. Lydia Boileau and Denise Yarashas spoke about their experiences related to the current speed limit on Meixsell Valley Rd. Mr. Hoffman also announced that Kunkletown Rd. is a PennDot road and the possibility of reducing the speed through Kunkletown would require Penn Dot cooperation.

Vernon Barlieb advised the Supervisors that there is also a speed problem on Chestnut Ridge Rd. due to multiple driveways entering the road. He feels that while the Township is considering speed reductions, they might want to look at this area also. Shirley Krum said Kuehner Dr. also has a problem especially with driveways and school bus stops. Ms. Clausen said she and her neighbors also complained some years ago of the same issues and no action was taken at that time.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to have Keith Kuehner contact LTAP regarding the costs involved in the process of lowering the speed limits on Meixsell Valley Rd. and Kuehner Dr. and PennDot about Chestnut Ridge Rd. and Kunkletown Rd., and placing additional stop signs at the intersection of Kuehner/Greenzweig/Silfies. Motion carried (3-0).

Keith Kuehner gave the Supervisors the cost estimate for placing speed limit signs on Meixsell Valley Rd. for 10 signs (every ½ mile on each side of the road) the best price would be \$784.00 plus installation.

Mr. Kuehner also pointed out that the State Police have jurisdiction enforcing the speed limits and that increased police presence would be necessary to enforce the change. Ms. Clausen said she did call the State Police and was told that complaints would be most useful if they contained the times of day the residents noticed people speeding.

Approval of the Minutes:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of February 1, 2017 Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of the joint meeting with the Parks and Recreation Commission on February 3, 2017 Motion carried (3-0).

Treasurer's Report:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurer's Report. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the General Fund bills in the amount of \$19,687.20. Motion carried (3-0).

There were no State Fund bills.

Vernon Barlieb asked about a bill to the United States Treasury for penalty and interest from 2011 in the amount of \$2,807.70.

Solicitor Gaul responded that in 2011 or 2012, W-2's were not provided to Social Security by the, then, treasurer in a timely fashion. There was a fine assessed based on the number of employees. There was a lengthy discussion about how this occurred, the notification process and this outcome. The current situation is that we are paying this bill, submitting a claim our bonding company and the outcome will be announced when there is a final decision.

Mr. Barlieb also asked about the Hanover bill (for a perc test), SFM (Zoning Salary) and the cost of the electric bill at the Community Center. He feels the amount seems high.

Dr. Baker asked about the legal fees, Ms. Clausen replied that there are 4 billings, the Township (general), the Planning Commission, the Community Center, and special litigation (Road Crew Union Representation).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the bills for ratification in the amount of \$18,501.02 Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payrolls for the periods ending January 21, 2017 in the amount of \$6,120.32 and February 4, 2017 in the amount of \$5,731.17. Motion carried (3-0).

Road Masters Report: Keith Kuehner reported that the road crew has been replacing street signs, removing fallen trees and general maintenance. Mr. Hoffman asked about where we stand with regards to snow removal. Mr. Kuehner answered that we are in good shape. We do need to purchase some more salt to fulfill our annual contract.

Kunkletown Fire Company Report: Ray Miller reported that there were 6 calls in the last month and breakfast is this Sunday.

Zoning Officers Report: The Zoning Officer issued one permit in the month of January and none in February.

CJERP: CJERP had no meeting in February.

Planning Commission: Robert Boileau reported that the Planning Commission reviewed the 2 ASA applications for addition. The Commission voted to approve the F. Scott Smith application to add parcel 06/3/1/13-2, 29.68 acres and parcel 06/6/1/25, 6 acres. The Commission discussed, then voted to reject the Kunkletown Rod and Gun Club application to add parcels 06/97386, 1.3 acres; 06/93788, 1.2 acres; 06/93789, .9 acres; and 06/93790, 7.8 acres, all parts of the old rail bed. The

reason given for the decision is that there are continuing questions about the rights-of-way and easements.

The Commission is continuing to work on the issues of mini-cell towers, windmills, agricultural products processing and medical marijuana. He reported that the State has issued the first 12 permits and that Monroe County is not included in this first round of permits.

Parks and Recreation Commission: Michael Orth reported that the Commission has spoken to Jessica Wright of the West End Heritage Center and she is preparing some recommendations for the Supervisors review.

Community Center: Linda Kile reported that the Center is moving forward with the Arts exhibition on April 7 and 8. There is a Community Day coming up on April 22. We are having a fundraiser at Slopeside restaurant at Blue Mountain. Mary Dolan is scheduling more stained glass classes.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising for the bids for the air conditioning with a return date in compliance with the Township Code. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify the lease of BriAnn Berger on February 18th at the standard rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by MaryAnne Clausen to approve the Volunteer Policy and related documents:
 1. Volunteer information sheet
 2. Volunteer application
 3. Volunteer release
 4. List of Volunteer jobs
 5. Medical emergency plan for Volunteers
 6. Foodborne Illness information sheet
 7. ETCCC Volunteer Polices

Motion carried (3-0).

Ms. Kile continued with the Thrift Store report. The Thrift Store has taken in \$2,989.00 so far in February and the hours are expanding to Wednesday, Thursday, Friday and Saturday from 9-3 and the first Sunday of each month from 8:30-1.

Ms. Clausen asked the Committee to provide a standard pricing policy to ensure consistency in pricing.

Doug Borger asked about the exterior lighting. Mr. Hoffman answered that Footprint Zero is proceeding with the replacement of the exterior fixtures with LED replacements, in accordance with our contract.

Agricultural Security Area: In accordance with regulations, Ms. Clausen announced the applications of Franklin S. Smith (2 parcels totaling 36 acres) and the Kunkletown Rod and Gun Club (4 parcels totaling 9.2 acres) parcels into the Agricultural Security Act.

Employee's Salary: Ms. Clausen explained that due to the application for union representation by some of the employees, the raise normally issued in January for Deborah George was deferred. It has been determined that Ms. George is not a part of the collective bargaining unit, therefore:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve a 2% raise to Deborah George (from \$14.77 to \$15.07/ hour) and to make that change retroactive to January 1, 2017. Motion carried (3-0).

Elected Auditors Letter:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to amend the previously approved standard annual letter to the Elected Auditors describing their duties and indicating that they must approve the previous year's minutes at their meeting. Motion carried (3-0).

Vernon Barlieb noted that, as this was not done in the past, we have never had approved Elected Auditors minutes.

IT Contract Amendment:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve an amendment to our IT contract with Sensible Technology Solutions LLC, automatically renewing the annual contract unless there is written notice by either party within 30 days of the termination date.

Burn Ordinance:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve forwarding the proposed Burn Ordinance to our Solicitor for attorney review. Motion carried. (3-0).

There was some discussion about the use of outdoor furnaces in the Township. Solicitor Gaul spoke about the updated DEP requirements for such furnaces. The current pending Burn Ordinance does not cover wood-fired outdoor furnaces.

Other: Mr. Hoffman announced that the Township has received a letter from the attorney for the Rod and Gun Club requesting that the Township terminate the easement over the Railbed trail.

Mr. Hoffman announced that the addresses on the Lower Smith Gap Drive are being reviewed. There is some confusion about numbering with addresses in the adjacent Township.

Secretary Ann Velopolcek reported that the printer in her office is no longer viable being obsolete and needs to be replaced. The Board asked her to look into the price of a replacement.

Public Comment: Helen Mackes read a statement about how the Tax Collection office came to be in the Township Building. Previous Supervisors planned the layout of the building, including having the Tax Collector work out of the Township Building as a convenience to the residents. She also reprimanded the Supervisors for the expense of the defeated “Animal Husbandry Ordinance” and advised that the Supervisors be more restrained when sending such work to the Solicitor.

A resident (who asked not to be identified) spoke on the subject of local prostitution rings that may be targeting young women. He asked for the residents to be observant and to report suspicious activity to the state police.

Shirley Krum reminded the assembly that there is a Red Cross Blood Drive on March 11 at the Community Center from 9:30-1:30.

Doug Borger asked about the well closures. Solicitor Gaul responded that the Township has received the reports of the licensed independent well company that closed the wells according to DEP regulations. Mr. Boileau pointed out that a visual observation would not be conclusive, but that the reports are complete. He added that the contractor would lose his license if he filed reports that were fraudulent.

Dr. Baker announced that Congressman Matt Cartwright would be at a local public meeting on the 14th of March.

Adjournment:

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

Respectfully submitted,

E. Ann Velopolcek
Secretary

Minutes
April 5, 2017

On April 5, 2017, the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

Call to Order: The meeting was called to order by Chairman Mary Anne Clausen at 7:38 P.M.

Announcements: Mary Anne Clausen announced that the Township has been approved to receive the LSA grant for the replacement of the Gower Rd. South bridge.

IT Bid Opening: Mary Anne Clausen opened the sealed bid for the IT procurement. There was one bid from Sensible Solutions Technology, our current provider. Solicitor Gaul reviewed the bid for comment later in the meeting.

Executive Sessions: Mary Anne Clausen announced that the Supervisors had an executive session on March 29 for administrative matters, on April 4 for personnel and administrative matters and immediately prior to tonight's meeting for pending legal matters.

Special Presentation: Mary Anne Clausen announced a special proclamation. Mrs Constance Andrews was honored for her many years of teaching in Eldred Township and her longevity, having recently celebrated her 100th birthday. Mary Anne Clausen proclaimed March 7 to be Constance Andrews Day. Mrs Andrews was in attendance to receive her Proclamation.

Chapple Creek Bridge Update: Thomas Boccuto of AECOM, project engineer and Todd Trabucco of Gibson-Thomas, engineer, presented an update regarding the proposed replacement of the Chapple Creek Bridge. The replacement is scheduled to start in the summer of 2018 and is expected to take 1 month.

There was a great deal of discussion about the proposed detour routes. Residents objected to the proposed detour that would take truck traffic down Fiddletown Rd., closing off Kleintop to all but local truck traffic. It was noted that a truck would have difficulty turning to cross the bridge at Dale Greenzweig's house and would not be able to turn left at the intersection of Fiddletown and Kunkletown Rd.

Public Comment on Non-Agenda Items: Michael Orth asked if the Township would consider requiring permits be issued for fireworks.

Approval of the Minutes: Mary Anne Clausen requested a small change to the proposed minutes. With that change;

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of March 1, 2017. Motion carried (3-0).

Treasurers Report:

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

Approval/Ratification of Bills:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the bills in the amount of \$19,687.20. Motion carried (3-0). Gary Hoffman abstaining on the bill for the Monroe County Communication Center.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the bills for ratification in the amount of \$7,205.50. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the following payrolls:

Weeks ending; February 18, 2017	\$6,432.52
March 4, 2017	\$7,185.00
March 18, 2017	\$9,192.53

Motion carried (3-0).

Old Mill Update: Mary Anne Clausen made a statement about the status of the Old Mill. She reported that the current property owner is in the process of demolishing the building. While the Board is not involved in this decision, they support the action based on an inspection of the building conducted by Hanover Engineering in July 2016. Gary Hoffman related some of the deficiencies in the building including falling ceilings, structural issues, water in the basement, and a great deal of damage from a fire. In addition, the building had asbestos which has been removed. Mary Anne Clausen added that the Township is interested in obtaining the property once the building is removed, for use as a public area. It was noted that the outstanding taxes on the building as of last year were over \$80,000.00 and that the taxing agencies, Monroe County and the Pleasant Valley School District (as well as Eldred Township) have indicated that they would be willing to grant an exoneration of the taxes for the property to become a public space.

Kunkletown Rod and Gun Club:

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the secretary to send a letter to the Kunkletown Rod and Gun Club's attorney responding to its request that the Township terminate our easement over the properties that comprise the Old Railroad Bed. Mary Anne Clausen reported that the original deed to Eldred Township from the Wildlands Conservancy that transferred the property to Eldred Township included a proviso that the property remains an open space area, open to the public as a walking trail. For that reason, the Township cannot rescind the Easement. Motion carried (3-0).

Road Master's Report: Keith Kuehner reported that the road crew has been replacing street signs. Sweeping streets will begin on Monday. He will soon be involved in the traffic study at Meixsell Valley Rd. He is also contacting the PVSD to determine how the signage for the school bus stops will be handled. Electronics recycling will begin on May 1 and continue until Sept. 30. Mary Anne Clausen asked who will be responsible for posting the bus stops. Mr. Kuehner replied that in some cases the homeowner, in others, the school district.

Kunkletown Volunteer Fire Company Report: Ray Miller reported that the Fire Company responded to six calls in the last month.

CJERP Report: Robert Boileau reported that CJERP met in March. They voted to provide a letter of support for Chestnuthill Township to apply for a grant to purchase the Hoffner property.

Planning Commission Report: Robert Boileau reported that the Planning Commission has made a recommendation to the Supervisors to change the definition of Agricultural Products Processing (APP) to exclude tanneries and slaughterhouses and to then include APP as a permitted use in the Township's Zoning Ordinance. Mary Anne Clausen added that she feels the definitions in our Zoning Ordinance need to be reviewed regarding this and other instances where uses are lumped together that do not make sense. The Supervisors would like to have a workshop on the topic of amendments to the definitions in the Zoning Ordinance.

Parks and Recreation Commission Report: Michael Orth reported that the Parks and Recreation Commission has completed a new proposed plan for Mock Park (phase 1 and 2) that consists of walking trails for the purpose of passive recreation. Fallon Horan of Monroe County Planning will be at the meeting on April 24. A grant has been submitted for signage at the park.

Community Center Report: Grant financed proposals:

- There was a motion by JoAnn Bush and Seconded by Gary Hoffman to approve the proposal from Harold Serfass to install handicapped access ramps in the sidewalks at the ETCC in the amount of \$1250.00 and chimney repairs in the amount of \$695.00 Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Meckes Painting for exterior painting in the amount of \$4000.00. Motion carried, (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal from Frable Plumbing in the amount of \$1370.00 for misc. plumbing repairs (as per list provided by building director) in the building. Motion carried (3-0).

A pricing policy for the ETCC Thrift Store was submitted by Linda Kile.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the ETCC Pricing Policy. Motion carried (3-0).

The subject of the surplus pipe (Road Dept.) came up and there was a discussion about the disposition of surplus Township assets. Solicitor Gaul read the municipal code related to this issue.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to allow the Roadmaster to dispose of the pipe to the highest bidder after getting three bids in accordance with the Municipal Code. Motion carried (3-0).

As a part of the Art Exhibition, the Committee contacted the Pleasant Valley High School Art Department to ask if the Art students would like to submit entries for a new logo for the ETCC. The Committee received entries from 6 students and voted at the last meeting to choose one.

- There was motion by JoAnn Bush and seconded by Gary Hoffman to approve the recommendation of the ETCC Committee for a new logo for the ETCC and to provide a gift (a \$25.00 gift card) to the student who submitted the winning entry. The winning entry was submitted by Kaylee Smith, Motion carried. (3-0).

Linda Kile asked for approval of the purchase of entry rugs for safety reasons for the ETCC.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the purchase of entry rugs not to exceed \$550.00. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the donation of surplus binders (approx. 30) to the Thrift Store. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the appointment of Heidi George to the ETCC Committee. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve an Incident Report form. Motion carried (3-0).

Linda Kile thanked Keith Kuehner for repairing the roof on the modular building. Ms. Kile asked the Supervisors to consider installing extension telephones in various parts of the building for convenience and safety purposes.

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for an executive session. Motion carried (3-0). Meeting adjourned at 10:10.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to reconvene the meeting. Motion carried (3-0). Meeting reconvened at 10:20.

Mary Anne Clausen announced that the Executive Session was to receive advice from the Solicitor.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve an extra room for the use of the Thrift Store on a temporary basis. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the month to month leases of Kelly Boyles (small room at the rate of \$250.00/month) and Lena Feen (lg. room at the rate of \$450.00/month). Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the lease of the West End Little League. Motion carried (3-0). Keith Kuehner asked that WELL be informed that they need to clean up any trash generated during games and practices.

PSATS Convention:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the attendance of Keith Kuehner, JoAnn Bush and Ann Velopolcek to the annual PSATS Annual Convention. Motion carried (3-0).

Employee Health Insurance:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Platinum 2 program for the employees. This is the current plan and the solicitor advised that no change should be made prior to contract negotiations with the Union. Motion carried (3-0).

PMRS:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the addition of Ann Velopolcek into the Pennsylvania Municipal Retirement System (the application will be retroactive to the start date of employment). Motion carried (3-0).

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to adjourn for executive session. Motion carried (3-0). Meeting adjourned at 10:30.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to reconvene the meeting Motion carried (3-0). Meeting reconvened at 10:40.

Mary Anne Clausen announced that the reason for the session was to consult with the Solicitor regarding the sealed bid for IT services.

IT Bids:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to reject the bid for IT services submitted by Sensible Technologies Solutions LLC and to rebid the contract. Motion carried (3-0).

Burn Ordinance:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to send the changes in the proposed burn ordinance, described in the handouts, to the solicitor for final review. Motion carried (3-0).

Declaration of Disaster:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to rescind the Declaration of Disaster related to winter storm Stella. No funds are available to Monroe County. Motion carried (3-0).

Resolution 2017-2

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve resolution 2017-2, a Resolution to destroy certain records, in accordance with Resolution 2016-5 (the Pennsylvania Municipal Records Manual) adopted May 11, 2016, the following records:
 - Copies of meeting minutes 1999-2003
 - Old informational brochures prior to 2003
 - Miscellaneous correspondence 1998-2003
 - Old LTAP Informational sheets

2 boxes 13.00 Cu. Ft.

Financial Records 1996-2009

44 boxes 286.00 Cu. Ft.

Motion carried (3-0).

Revised Septic Fees: Deferred

Other: Negotiating representatives for Union contract;

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint Chairman Mary Anne Clausen and Solicitor Michael Gaul as representatives to the upcoming negotiations with the Union for the Road Crew. Motion carried (3-0).

Zoning Ordinance/ Political Signs: Mary Anne Clausen explained that there is an ambiguity in our Zoning Ordinance regarding Political signs. This came up once before and Ms. Clausen thought it had been resolved at that time, but the current Zoning Ordinance still reflects the problem.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to instruct the Zoning Officer to not enforce collection of the zoning permit fee for political signs. Motion carried (2-0). Gary Hoffman abstaining.

Elected Auditor: Barbara Gawron, an elected auditor has resigned. A replacement must be appointed until January of 2020. There are no candidates presently. The Supervisors will attempt to find a replacement before next month's meeting.

ASA Committee and Hearing: Gary Hoffman read the letter to the Supervisors regarding the application for admission into the ASA. The application of F. Scott Smith was recommended to be approved. The application of the Kunkletown Rod and Gun Club was recommended to be denied as the soils do not meet the standard of the act for inclusion. The Board must have a hearing on the proposed additions to the ASA by July 22, 2017.

Truck Traffic: JoAnn Bush reported that Terry Costenbader of the Palmerton Council spoke to JoAnn about the increased truck traffic due to the dumping project ongoing in Palmerton.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to send a letter of support to Palmerton Borough indicating the negative impact the truck traffic is having in our community. Motion carried (3-0).

Solicitor Gaul advised that the discussion of revisions to the Employee handbook does not need to take place at a public meeting.

Public Comment: There was no public comment.

Adjournment: There as a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Motion carried. Meeting adjourned at 11:10 P.M.

Respectfully submitted,

E. Ann Velopolcek
Secretary

Board of Supervisors
Minutes
May 3, 2017

On May 3, 2017, the Eldred Township Board of Supervisors met in a regular meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown Pa.

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

Call to Order: The meeting was called to order at 7:30 P.M. by Mary Anne Clausen followed by the pledge of Allegiance.

Announcement of Executive Sessions. Mary Anne Clausen announced that the Board had conducted the following executive sessions: April 4, 2017, a phone conference with the Solicitor to discuss pending legal matters; April 26, 2017, a phone conference to discuss pending legal matters with the Solicitor, primarily upcoming contract negotiations; May 2, 2017, to discuss the agenda and to go over fees with our septic officer and immediately prior to tonight's meeting to review pending legal matters with our Solicitor.

Public Comment on Non-Agenda Items: Mary Anne Clausen announced that public comment is to be on matters before the Board or matters that could be before the Board and asked that the speaker limit his/her comments to two minutes. There was no public comment.

Bid Openings: Mary Anne Clausen opened bids for IT services and handed the bids to Solicitor Gaul for review. There were no bids for air conditioning at the ETCC.

The bid openings for road materials were opened at noon as per the advertised opening time and date.

Guest Speaker: The assembly was addressed by Ann Hutchinson of the Natural Lands Trust and Jeanne Ortiz of Audubon Pennsylvania on the subject of grant monies available for the purpose of conserving water quality in the Delaware River Basin. They presented a PowerPoint presentation explaining the areas of interest and the programs that have benefited from the grant program. They have small grants available in the \$5,000.00- \$15,000.00 range to help fund studies or programs for that purpose.

There was some discussion with the guests about the programs and how they would relate to Eldred Township. It was suggested that an Environmental Advisory Council be originated in Eldred to assist in identifying area of improvement, collecting information and working with existing organizations to coordinate activities.

Approval of Minutes: Solicitor Gaul asked that additional language be added to the minutes of April 5, 2017 page 7 of 8, under “other” paragraph 1, that should state “Road Crew, with any collective bargaining agreement being subject to approval by the Board of Supervisors as a whole.” With this addition:

- There was a motion by Gary Hoffman and Seconded by JoAnn Bush to approve the minutes of April 5, 2017. Motion carried (3-0).

Treasurer’s Report:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurer’s Report. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the General Fund bills in the amount of \$28,237.48. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment of the following bills:

Form 941 Tax Deposit	4/13/2017	\$2,2352.96
Form 941	4/27/2017	\$1,943.92
State Withholding	4/1/17-4/15/17	\$ 303.17
	4/16/17-4/30/17	\$ 239.55
State Sales Tax	March 2017	\$ 118.11

and to ratify the payment of certain bills from the General Fund in the amount of \$6,863.76.

Motion Carried (3-0).

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll for period ending 4/1/2017 in the amount of \$10,007.14 and period ending 4/15/2017 in the amount of \$7,934.42. Motion carried (3-0).

Road Masters Report: Keith Kuehner reported that the road crew is doing cleaning, patching and equipment repairs. He has estimated the scrap value of the pipe that is surplus at \$450.00 and estimates that it would cost more than that to transport it to a scrap yard. The Supervisors asked the Secretary to advertise the pipe on the email list to the highest bidder.

Kunkletown Volunteer Fire Company Report: Ray Miller reported that the Fire Company responded to 8 calls in the last month and that the Fire Company breakfast is this Sunday.

Zoning Officers Report: The Zoning Officer submitted a written report of his activities. He has issued 8 Zoning permits from January 1, 2017 to current.

CJERP Report: There was no CJERP report.

Planning Commission Report: Robert Boileau reported that the Planning Commission heard from guest speaker Janet Weidensaul about a Gypsy Moth Spraying program that she is coordinating for several Townships.

Mr. Boileau also responded, for the Planning Commission, to the letter from the Board of Supervisors dated April 7, 2017, requesting a workshop, and additional information to support its recommendation, and that the Planning Commission submit its recommendations to the Board on the other zoning matters under review prior to the workshop. Mr. Boileau stated he had been advised to present any changes individually to CJERP rather than to ask for multiple changes at one time. There was a brief discussion about how to proceed to have

Agricultural Products Processing as a permitted use but remove Tanneries and Slaughterhouses from the definition.

Parks and Recreation Commission Report: Michael Orth reported that the Parks and Recreation Commission met on April 24th and Fallon Horan of Monroe County Planning attended; she will be helping with the mapping of the trails etc. at Mock Park. The Commission applied for and received a grant for a sign for Mock Park. They are awaiting an estimate.

Community Center Report: The Thrift Shop generated \$3,475.00 in April and a total of \$8,441.65 year to date.

Gary Hoffman has received contributions for a lawn tractor for the use of the ETCC. He has comparison shopped and found the best price through Co-Stars from Kermit Kistler in New Tripoli. The unit is a John Deere X350 with a 42" deck.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of a lawn tractor for the ETCC through the Co-Stars Program from Kermit Kistler in the amount of \$2,635.19. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of 3 additional keypads for the ETCC from Royal Security in the amount of \$700.00. Motion carried (3-0).

Old Mill Update: Helen Mackes asked for an update on the Old Mill. Mary Anne Clausen replied that she has received information that the owner has contracted with a company for the demolition. Ms. Clausen also said there is an underground oil tank which is not empty. The Township is working on finding a company to drain the tank so it can be removed. Ms. Mackes asked if the water wheel and/or any of the grinding stones could be recovered, if they are still in the building. Gary Hoffman replied that he was in the building when Hanover did its inspection and he did not see either of those items. Ms. Clausen said the owners have been gracious about working with us and if the stones and wheel are still in the building, she will ask if they would recover them and donate them to the Township. Ms. Clausen also told the assembly that the Company has agreed to salvage and donate to the Township some of the bricks from the building.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve an amount of up to \$1000.00 to have the underground oil tank at the Old Mill pumped out and removed. Motion carried (3-0).

Resolution 2017-03: A Resolution for a Price Adjustment for Bituminous Materials of Small Quantities

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve Resolution 2017-03. Motion carried (3-0).

Bid Awards: IT- there was one bid for IT services from Sensible Solution Technology LLC.

- There was a motion to tentatively award the IT bid to Sensible Solutions Technologies LLC, pending the signing of a contract, in the amount of \$200.00/ quarter which includes a 4-hour retainer and \$50.00/ hour for any hours in excess of the retainer in quarter hour increments. Motion carried (3-0).

ETCC Air Conditioning: There were no bids for the Air Conditioning at the Community Center, however, one company responded with a letter regarding the bid specs. Based on this letter, Solicitor Gaul advised not to rebid the project with the same specifications. He suggested speaking to the respondent to see what changes could be made to create a successful bid package.

The following bids were received for Road Materials and Services:

2A- 300 tons	FOB (plant)	Lehigh Asphalt	\$10.00/ ton	Total	\$3,000.00
	Delivered		\$ 16.00/ton	Total	\$4,800.00
#3 Stone-100 tons	FOB(plant)	Lehigh Asphalt	\$12.00/ton	Total	
\$1,200.00					
	Delivered		\$17.25/ ton	Total	\$1,725.00
#8 Stone-700 tons	FOB(plant)	Lehigh Asphalt	\$14.00/ ton	Total	
\$9,800.00					
	Delivered as directed		\$20.00/ton	Total	\$14,000.00
#57- 100 tons	FOB (Plant)	Lehigh Asphalt	\$12.50/ ton	Total	
\$1,250.00					
	Delivered		\$17.75/ton	Total	\$1,775.00
#67-100tons		No Bids			
#4-100 Tons	FOB (plant)	Lehigh Asphalt	\$12.00/ton	Total	
\$1,200.00					
	Delivered		\$17.25/ ton	Total	\$1,725.00
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Gabion- 100 tons	FOB(plant)	No Bids			
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Patching Material-50 T	FOB (plant)	No Bids			
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18,000 Gallons E-3M oil		Midland Asphalt	\$1.80/ Gal.	Total	
\$21,600.00					
		Shiffer Bituminous	\$ 3.25/ Gal.	Total	
\$58,500.00					
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Seal Coat 26,485/ sq.yd.		Midland Asphalt	\$3.16/sy	Total	
\$83,692.60					
		Shiffer Bituminous	\$2.39/sy	Total	
\$63,299.15					
		AMS Asphalt	\$2.329/sy	Total	
\$61,683.57					

Pocono Spray Patching

\$2.34/sy Total \$61,974.90

Paving:

T378- Frable Rd. 1, 305		Pennsy Supply	\$88.55/ton	Total
	\$115,557.75			

		Bruce George	\$73.67/ton	Total	\$96,139.35
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	\$96,961.50	Lehigh Asphalt	\$74.30/ton	Total	
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T352 Upper Greenhill Rd. 153 tons		Pennsy Supply	\$91.20	
	Total 13,953.60			

		Bruce George	\$73.67/ton	Total	\$11,271.51
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	\$14,764.50	Lehigh Asphalt	\$96.50/ton	Total	
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Based on the above stated bids:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to award the following contracts:

Lehigh Asphalt- 300 T-2A
 100T-#3
 700T-#8
 100T- #57
 100T-#4

Shiffer Bituminous 18,000Gal.- E-3M Oil

AMS Asphalt 26,485/SY Seal Coat

Bruce George Paving T-385 Frable Drive
 T-352 Upper Greenhill Drive

Motion carried (3-0).

Royal Security:

There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Royal Security Service Contract for the Municipal Building in the Amount of \$175.00. Motion carried (3-0).

Appoint Auditor:

Being no candidates, the appointment was deferred.

Other:

- MaryAnne Clausen announced that the ASA Hearing would be held immediately prior to our June meeting. The hearing will take place on June 7, 2017 at 7:15 P.M.
 - There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the cost of Gary Hoffman attending an EMS Seminar on August 12, 2017 in the amount of \$50.00. Motion carried (3-0).
- Ms. Clausen announced that the next contract negotiation with the union for the Road Crew representation will be Thursday, June 12, 2017.
- JoAnn Bush asked for a donation of \$25.00 to Meals on Wheels. Mary Anne Clausen suggested deferring the donation until more information could be found. The decision was deferred.
- Ann Velopolcek asked for the Township to join the Pocono Arts Council. The decision was deferred.
- Robert Boileau asked for an update on the Gower Rd. Bridge. MaryAnne Clausen responded that applications for permits have been made and specifications will be prepared, however, the length of time needed to construct the bridge and because work may not be done after September, the replacement of the bridge will probably not occur until Spring 2018.
- Meixsell Valley Rd. update- Keith Kuehner reported that the line of sight and speed studies are completed and indicate that a reduction in speed to 40 MPH is warranted. The Township will need to pass an Ordinance to lower the speed limit. Keith will provide a similar Ordinance from Ross Township to the Secretary to use as a model.

Public Comment: There was no public comment.

Adjournment:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion passed (3-0) Meeting adjourned at 9:41 PM.

Respectfully submitted,

E. Ann Velopolcek
Secretary

