



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes February 19, 2025

On Wednesday, February 19, 2025, 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 Scott Clark, Chairperson; Susan McGinty, Vice-Chairperson; Gary Hoffman, Supervisor and Solicitor Michael Gaul.

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

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

Public Comment on Non-Agenda Items: There was no public comment at this time.

Additions or Changes to the Agenda:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the posted agenda with the addition of a report about the heating system at the Post Office. Motion carried (3-0).

Approval of the Minutes :

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the minutes of January 6, 2025, as presented. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the minutes of December 18, 2024, as presented. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,340,384.34. Motion carried (3-0).

P.O. Box 600 • Kunkletown Rd. • Kunkletown, Pa. 18058
610 381-4252 • (fax) 610 381-4257 • www.eldredtwp.org

Bills for Payment and Ratification:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the bills for payment and ratification from the General Fund in the amount of \$77,807.67. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve bills for payment and ratification from the State Fund in the amount of \$25,846.12. Motion carried (3-0).

Payroll:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payroll for the weeks ending 12/28/2024 in the amount of \$17,541.33, the week ending 1/11/2025 in the amount of \$12,763.70 and the week ending 1/25/2025 in the amount of \$15,035.49. Motion carried (3-0).

PMRS Pension Multiplier Change:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to authorize James Phillips, Township Treasurer, to obtain a Resolution from PMRS allowing Eldred Township to change the multiplier for the employee pension from 1.0% to 1.8%. Motion carried (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the air handler in the ceiling of the Post Office failed. The coil and vent need to be replaced. Superheat is preparing an estimate.

The recent frequent snow and ice storms have created a shortage of salt for some municipalities, but Mr. Gula reported that Eldred is in good shape. The salt shed is full and we are nearing the end of the season and have one more delivery to request if needed.

Mr. Gula reported the PW has been plowing, doing vehicle maintenance, making brine and working a lot of overtime due to the constant storms. Mr. Gula thanked the PW employees for their efforts and especially Ray Miller, who retired on January 17, 2025 and returned in a Part-time capacity the following day to plow snow.

Mr. Gula reported that the PA system at the ETCC is completed and tree trimming will begin next week, weather permitting.

Authorize Ordinance for Pt. Phillip Rd. Speed and Weight Limits :

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the preparation of an Ordinance creating a speed and weight limits for Pt. Phillip Rd. and authorizing additional signage for speed and weight limits and curves. Motion carried (3-0).

New Truck: Mr. Clark said the Township will be replacing two old trucks with one new truck this year, and thanked Mr. Gula for bringing the total in under budget.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the purchase of a Ford F-350 truck from Miracle Ford, through the Co-Stars Program, at a cost of \$54,078.75, In addition, to purchase, several attachments, snow plow, salt box, lights and a lift gate from West End Rental, through the Co-Stars program, at a cost of \$25,735.00; a radio from Tu-Way Communications for \$4,360.13 and lettering at a cost of \$500.00, for a total approval of \$84,673.88. Motion carried (3-0).

Wex Fleet Card: As a backup in case of emergencies:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to apply for a WEX Fleet (credit) card to be used for fuel if needed. Motion carried (3-0).

Establishing Hours for new PT PW: The employment status of Mr. Miller has changed from Full-time to Part-time due to his retirement from Full-time employment.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to permit Part-time hours for Ray Miller to work of up to 416 hours for the year 2025 at a rate of \$23.30/hr. Motion carried (3-0).

Purchase, Backhoe Attachment:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the purchase of fork attachments (and connectors) from Medico, for the backhoe, at a cost not to exceed \$5580.00. Motion carried (3-0).

ETCC Report: Donna Deihl reported that the Thrift store is having its annual Prom Dress Sale on March 29, 2025 from 10-2. Donna also reported that there is a food drive taking place at the ETCC.

Susan McGinty remarked that the Board is waiting for samples of the blinds from the companies that provided quotes.

Zoning Report: Ann Velopolcek asked for approval to purchase a lateral filing cabinet for the Zoning office to replace one that is damaged.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the purchase of a lateral filing cabinet for a cost not to exceed \$175.00. Motion carried (3-0).

Planning Commission Report: The Planning Commission did not meet in February; however, a new Minor Subdivision Plan for Bower/Borger was deemed accepted for review. The first review of the plan will be at the meeting on March 12, 2025.

The Planning Commission sent the Board of Supervisors a proposed amendment to our current Zoning and SALDO Ordinances regarding Commercial Solar uses in the Township.

Mr. Hoffman announced that the Pennsylvania State Fire Commission will be holding a seminar on Solar Farms on March 26, 2025 at the State Fire Commission Training Academy from 6:30 to 10:30 P.M. regarding fire safety requirements for this use. He suggested delaying any further action of this Ordinance until after that Seminar. The item was tabled.

CJERP: Robert Boileau said that CJERP is gathering and reviewing possible amendments to the joint Zoning and SALDO Ordinances

Parks and Recreation Report: The Parks and Recreation Committee are on hiatus until March. No report.

Historical Society Report: The Historical Society is on hiatus until March. No report.

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire Company had 4 calls in January.

Mr Stankovich also reported that the Fire Company received an EMS grant that will allow the purchase of additional sets of turnout gear.

There will be a breakfast fundraiser at the Firehouse on March 2, 2025. This will be the last breakfast event until November 2, 2025.

Resolution 2025-02: A RESOLUTION OF THE ELDRED TOWNSHIP, MONROE COUNTY PENNSYLVANIA, BOARD OF SUPERVISORS, ADOPTING WRITTEN PROCEDURES ON HOW PROFESSIONAL SERVICES ARE CHOSEN FOR ITS PENSION PLANS IN ORDER TO COMPLY WITH ACT 44 OF 2009 AND THE AUDITOR GENERAL'S RECOMMENDATION.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Resolution 2025-02 creating guidelines for procuring alternate pension plans should the Township decide to stop using PMRS. Motion carried (3-0).

Meyner Center Report: The Board received the Lafayette College Robert B. and Helen S. Meyner Center report assessing the staffing needs of the Township going forward. With the anticipated retirements of the Secretary and Treasurer within the next 2 years, the Meyner Center has provided guidance for future staffing. Mr. Clark reviewed the overall report and several questions from the audience were answered by the Board. The report suggests the Township move to a system of having either a Township Manager or a Township Administrator. The Supervisors are taking the report under advisement.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to accept the report. Motion carried (3-0).

Update Generator Project Information: Gary Hoffman reported that the negotiations for the Generator are moving forward. There has been some difficulty since providers of the equipment do not do installations. This means two contracts and finding an installation company has been challenging.

Kuehner Field Estates Subdivision: Solicitor Gaul provided the Public Works Supervisor with the plan for trees, and, upon his inspection, the tree planting is complete, as agreed. The last remaining item is the payment of any outstanding fees.

Mr. Sander (S&D Land Development Company, LP) will be notified.

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

Adjournment:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary
Eldred Township



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty

Clean Water



BOARD OF SUPERVISORS ELDRED TOWNSHIP ORGANIZATIONAL AND REGULAR MEETING January 6, 2025

On Monday January 6, 2025 the Eldred Township Board of Supervisors met at 7:00 P.M. for a combined annual Organizational Meeting and Regular Monthly Meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA.

In Attendance: In attendance were Gary Hoffman, Scott Clark and Susan McGinty, the Eldred Township Board of Supervisors.

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

Election of Temporary Chairman:

- Scott Clark nominated Gary Hoffman as Temporary Chairman, which was seconded by Susan McGinty. There were no further nominations. The Supervisors voted unanimously to elect Gary Hoffman as Temporary Chairman (3-0).

Announcement of Executive Sessions: Mr. Hoffman announced that there was an executive session immediately preceding the meeting for pending legal matters.

Announcement of Recording of Meetings/Changes or Additions to the Agenda:

- There was a motion by Scott Clark and seconded by Susan McGinty to add the following items to the agenda:
 - Change in fee for cleaner at the ETCC
 - Correction of fee for Kirk Summa in the Public Agenda (\$6200.00 to \$6250.00)
 - Add appointments to Monroe County Association of Township Officials

Motion carried (3-0).

Public Comment on Agenda Items: There was no Public comment at this time.

Election of Board of Supervisors Officers

Chairman:

- Gary Hoffman nominated Scott Clark as Chairman of the Board of Supervisors, which was seconded by Susan McGinty. There were no further nominations. The Supervisors voted unanimously to elect Scott Clark as Chairman of the Board of Supervisors (3-0).

Vice-Chairman:

- Gary Hoffman nominated Susan McGinty as Vice-Chairman of the Board of Supervisors, which was seconded by Scott Clark. There were no further nominations. The Supervisors voted unanimously to elect Susan McGinty as Vice-Chairman of the Board of Supervisors (3-0).

Appointments and Other Approvals

Secretary/Administrative Assistant:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint E. Ann Velopolcek as Township Secretary/ Administrative Assistant. Motion carried (3-0).

Treasurer:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint James Phillips as Township Treasurer. Motion carried (3-0).

Public Works Supervisor:

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

Right to Know Officer:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint E. Ann Velopolcek as the Township's Right to Know Officer. Motion carried (3-0).

Township Solicitor:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to

appoint the Law Firm of King Spry, Herman, Freund and Faul LLC, Attorney Michael Gaul representing, as Township Solicitor at the rate of \$185.00/hr. Motion carried (3-0).

Planning Commission Solicitor:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint the Law Firm of King, Spry, Herman, Freund and Faul, LLC; Michael Gaul representing, as Planning Commission Solicitor at a rate of \$155.00/hour. Motion carried (3-0).

Zoning Hearing Board Solicitor:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint Attorney Chad Martinez as Solicitor for the Zoning Hearing Board at a rate of \$175.00/hr. Motion carried (3-0).

Solicitor for Labor Matters:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint Attorney David Stekel, of the Law Firm of Fitzpatrick, Lentz and Bubba as Special Counsel for labor matters at a rate of \$265.00/ hour. Motion carried (3-0).

Engineer:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint Hanover Engineering Associates Inc., Brien Kocher P.E. representing, as Township Engineer at the rate set pursuant to the fee schedule submitted. (Senior Engineer Rate \$143.50/hr.). Motion carried (3-0).

Sewage Enforcement Officer:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint Hanover Engineering Associates Inc, as Township Septic Enforcement Officer at the rate set pursuant to the fee schedule submitted. (\$99.00/hr.) and appointing the following as Certified Sewage Enforcement Officers:

Jacob Schray -03034

Scott Brown-01716

Luke Eggert- 04090

Christopher A. Taylor-03138

Nadia Einfalt-04198

Paul Saba-04167

Motion carried (3-0).

Zoning and Codes Officer :

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint SFM Consulting, Shawn McGlynn representing, as the Township Zoning and Code Enforcement Officer, pursuant to the contract dated August 9, 2016. Motion carried (3-0).

Building Code Official:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint SFM Consulting, Shawn McGlynn representing, the Township Building Code Official 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 Susan McGinty to appoint SFM Consulting, Shawn McGlynn Representing, as the Township UCC Inspector 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 Susan McGinty to appoint SFM Consulting, Shawn McGlynn representing, as the Township Flood Plain Manager, pursuant to the contract dated August 9, 2016. Motion carried (3-0).

Resolution 2025-01: A Resolution Appointing An Accounting Firm To Audit The Township Accounts For The Fiscal Year 2024

The Board considered proposed written Resolution 2025-01, titled "A RESOLUTION APPOINTING AN ACCOUNTING FIRM TO AUDIT THE TOWNSHIP ACCOUNTS FOR THE FISCAL YEAR 2024", which appoints Kirk Summa & Co. LLP, certified public accountants, to make an examination of all the accounts of the Township for the fiscal year 2024, and to replace the elected auditors, as authorized by 53 P.S. 65917(b), and sets the compensation for the auditor.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to adopt Resolution 2025-01 Appointing an Accounting Firm to Audit the Township's Accounts for the Fiscal Year 2024 (and Setting Compensation at a cost not to exceed \$6,250.00). Motion carried (3-0).

UCC Joint Board of Appeals Member:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint Bruce Gower as the Eldred Township member of the UCC Joint Board of Appeals. Motion carried (3-0).

Vacancy Board Chairman:

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

Pocono Mountains Council of Governments Representative

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Susan McGinty as the Township Representative to the Pocono Mountain Council of Governments. Motion carried (3-0).

Voting Delegate to the PSATS State Convention:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint Scott Clark as the Township Representative to the PSATS State Convention. Motion carried (3-0).

Delegate to the Monroe County Tax Committee:

- There was a motion by Scott Clark and seconded by Susan McGinty to appoint Gary Hoffman as the Township's Delegate to the Monroe County Tax Committee. Motion carried (3-0).

CJERP Regional Planning Committee Voting Member:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint Robert Boileau as the Township's voting member to the CJERP Regional Planning Committee. Motion carried (3-0).

CJERP Regional Planning Committee, Alternate:

- There was a motion by Gary Hoffman and seconded by Scott Clark to appoint Susan McGinty as the Township's Alternate Member to the CJERP Regional Planning Committee. Motion carried (3-0).

Monroe County Association of Township Officials:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint Scott Clark as the Township's Representative to the MCATO. Motion carried (3-0).

Earned Income Tax Liaison:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint James Phillips as Earned Income Liaison. Motion carried (3-0).

Earned Income Tax Appeals Officer:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint the Monroe County Earned Income Tax Collection Committee as the Earned Income Tax Appeals Officer. Motion carried (3-0).

Planning Commission:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint Scott Clark to the Eldred Township Planning Commission for a term of 4 Years. Motion carried (3-0)

Zoning Hearing Board:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint Jack Yarashas to the Eldred Township Zoning Hearing Board for a term of 3 years. Motion carried (3-0).

Emergency Management Coordinator:

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

Deputy Emergency Management Coordinator:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to appoint/nominate Jonathan Gula and Brian Stankovich as Deputy Emergency Management Coordinators. Motion carried (3-0).

Primary Fire Protection for Eldred Township:

- There was a motion by Gary Hoffman and seconded by Scott Clark to recognize the Kunkletown Volunteer Fire Company as Primary Fire Protection Provider for Eldred Township. Motion carried (3-0).

Kunkletown Volunteer Fire Company Fire Chief Approval:

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

Kunkletown Volunteer Fire Company Board of Directors, President:

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

Primary Advanced Life Support and Basic Life Support Emergency Medical Service Provider for Eldred Township:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the Lehigh Valley Emergency Medical Services as the recognized Primary Advanced Life Support and Basic Life Support Emergency Medical Service Provider for Eldred Township. Motion carried (3-0).

Community Center Supervisor Liaison and Alternate:

- There was a motion by Scott Clark and seconded by Gary Hoffman to appoint Susan McGinty as Liaison and Scott Clark as Alternate Liaison to the Eldred Township Community Center. Motion carried (3-0).

Township Administration and Volunteer Coordinator to the ETCC Board:

- There was a motion by Susan McGinty and seconded by to appoint E. Ann Velopolcek as Township Administration and Volunteer Coordinator to the ETCC Board. Motion carried (3-0).

Plant, Ground and Maintenance Emergency Response:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to appoint Jonathan Gula and the Eldred Township Public Works Department as Plant, Grounds and Emergency responders to the Eldred Township Community Center. Motion carried (3-0).

Volunteer Thrift Store Management:

- There was a motion by Susan McGinty and seconded by Scott Clark to appoint volunteers Donna Deihl, as Manager, Peri Marando, as Assistant Manager, and

- Lori Jacobs, as Administrative Assistant, for the Township Thrift Store in the Eldred Township Community Center. Motion carried (3-0).

Township Employees Cost of Living Increases:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to authorize an increase in salary of 3% for all employees for the year 2025. Motion carried (3-0).

All Other Benefits:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the benefits of all Township employees in accordance with the current Employee Handbook, as amended 1/20/2021. Motion carried (3-0).

Mileage:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve mileage reimbursement at the IRS Federally allowed rate \$ 0.70/mile for the year 2025. Motion carried (3-0).

Legal Advertisements:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Times News of Lehighton for the publication of the legal announcements of Eldred Township. Motion carried (3-0).

Depositories for Township Funds:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve Pligit and First Northern Bank and Trust as Depositories for Township Funds. Motion carried (3-0).

Approval of Treasurer's Bonds:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the bond for James Phillips, Treasurer, in the amount of \$1,125.00 for the bonded amount of \$800,000.00, and for E. Ann Velopolcek, Assistant Treasurer in the amount of \$435.00 for the bonded amount of \$200,000.00. Motion carried (3-0).

Monthly Meeting Dates and Times: (All meetings to take place at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. unless otherwise advertised.)

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the meeting dates and time for the Eldred Township Board of Supervisors to be the 3rd Wednesday of each month at 7:00 P.M (except January). Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the meeting dates and times for the Eldred Township Planning Commission to be the 2nd Wednesday of each month at 7:00 P.M. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the meeting dates and times for the Eldred Township Community Center Committee to be March 6, 2025 and October 2, 2025 at 3 P.M.
- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the meeting dates and times for the Eldred Township Parks and Recreation Committee to be the 2nd Tuesday of each month at 7:00 P.M. beginning March 11, 2025. Motion carried (3-0).

Regular Business Meeting Matters

Approval of the Minutes: December 18, 2024 - Tabled

Treasurer's Report:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the Treasurer's Report as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,349,607.73. Motion carried (3-0).

Bills for Payment and Ratification:

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the payment and ratification of bills from the General Fund in the amount of \$68,254.04. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payment of bills from the State Fund in the amount of \$1,143.00. Motion carried (3-0).

Payroll:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the payroll for the week ending 12/28/2024 in the amount of \$18,584.06. Motion carried (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the Public Works Dept. plowed snow last week. The PW are still working on the sound system at the Community Center and will be replacing the bollards at the Post office loading dock that have been damaged by delivery trucks.

ETCC Report: Donna Deihl reported that the Thrift store was closed for the holidays and will reopen on Wednesday January 8.

Ms. McGinty spoke about the cleaning services at the Center. She said she recently spoke to Barbieann Mackes and revised the job duties that the Township requires and has given a written list of the items to be completed. A rotation of the services has been agreed to as well as a fee. Happy Clean (Ms. Mackes' company) will provide the agreed upon services for a total of \$860.00/month.

Doug Borger asked about the Thrift Store proceeds and why there is not a separate Bank account for these funds.

Mr. Clark responded that those funds are placed in the general fund, in part to cover the costs of maintaining the building. He asked Mr. Borger what his concerns were. Mr. Borger disagrees with that decision and believes there should be separate accounting.

Ms. McGinty explained, in detail, that as required, the Community Center has separate line items (numbered by the "Chart of Accounts") which allows complete transparency regarding both the income and expenses of the Community Center and the Thrift Store. (Income prefix 351 and expenses prefix 451.)

Mr. Clark told Mr. Borger that he or any resident could request that information via a Right-To-Know Request at any time.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the modifications to the Services provided and rate for cleaning services by Happy Clean (as above). Motion carried (3-0).

Parks and Recreation Report: On Hiatus

Historical Society Report: On Hiatus

Zoning Report: There was no Zoning Report

Planning Commission Report/CJERP Report: Robert Boileau stated that the Board will soon be receiving a draft of an Ordinance related to commercial Solar Farms which the Planners have been working on for some time.

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire Company responded to a total of 63 calls in 2024, The firemen completed 542 Hours of training and donated 2106 hours of volunteer time in fundraising.

Mr. Stankovich thanked the Supervisors for their support throughout the year.

Update Generator Project Information: Mr Hoffman said he has received a scope of work and is working out details. He said he anticipates having more information soon.

Kuehner Field Estates Subdivision: Developer Request for Release of Letter of Credit

➤ There was a motion by Susan McGinty and seconded by Gary Hoffman to release the Letter of Credit from First Northern Bank and Trust in the amount of \$20,000.00, conditioned upon:

- the Public Works Department confirming the planting of trees (as agreed)
- the Developer's payment of all the Township's professional fees related to review, approval and inspection of the Kuehner Fields Subdivision Development, and the Developer's completion of the improvements.

Motion carried (3-0).

Public Comment: Donna Deihl announced that there will be a Polar Plunge Fundraiser event at Kingswood Lake on January 18 to benefit the Kunkletown Volunteer Fire Company, Tunnels to Towers and a resident in need of assistance.

Adjournment:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary