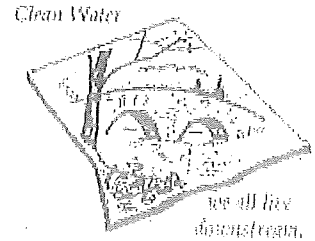


# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



## Organizational Meeting Minutes January 4, 2021

On January 4, 2021, the Eldred Township Board of Supervisors met for its annual Organizational meeting at 7:00 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA. 18058.

**In Attendance:** In attendance were Gary Hoffman, Supervisor; JoAnn Bush (virtually), Supervisor; Donna Mikol, Supervisor and Ryan Fields for Michael Gaul (King Spry), Solicitor.

Joining the meeting by internet and phone were Amy Leap (Times News), and Donna Deihl.

**Call to Order:** the meeting was called to Order at 7:00 P.M. by Supervisors Gary Hoffman.

**Announcement of Executive Sessions:** Mr. Hoffman announced that the Board met in executive session on December 30, 2020 for personnel matters.

**Announcement of Recording of Meetings:** Mr. Hoffman announced that the meeting was being recorded and that the meeting was open and available to the public via Microsoft Teams or by phone, which allowed attendees to listen and speak throughout the meeting.

**Public Comment on Agenda Items:** There was no Public Comment.

### **Chairman:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to appoint Gary Hoffman Chairman for the year 2021. Motion carried (2-0). Gary Hoffman abstaining.

### **Vice-Chairman:**

- There was a motion by Gary Hoffman and seconded by Donna Mikol to appoint JoAnn Bush as Vice-Chairman. Motion carried (2-0). JoAnn Bush abstaining.

**Secretary/Administrative Assistant:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint E. Ann Velopolcek as Township Secretary. Motion carried (3-0).

**Treasurer:**

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

**Public Works Supervisor:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint Frank Fehlinger as Public Works Supervisor. Motion carried (3-0).

**Appointments**

- There was a motion by Gary Hoffman and seconded by Donna Mikol to appoint the following professional services:

**Solicitor:** King Spry, Herman, Freund and Faul LLC, Michael Gaul as the representative, at a rate of \$165.00/hr. Motion carried (3-0).

**Planning Commission Solicitor:** King Spry, Herman, Freund and Faul, LLC, Michael Gaul as the representative. (\$135.00/hr.)

**Zoning Hearing Board Solicitor:** Chad Martinez, Esq,

**Labor Relations Solicitor:** Flamm, Walton, Heimbach

Motion carried (3-0).

**Township Engineer:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc. Brien Kocher P.E. as the representative , at the rate set pursuant to the fee schedule submitted. (Senior Engineer Rate \$119.00/hr.) Motion carried (3-0).

**Sewage Enforcement Officer:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc, (\$77.00/hr.), as the Sewage Officer, with the following individuals being the representatives:

Jacob Schray            Scott Brown            Robert Grim            Christopher Taylor

Motion carried (3-0).

**Zoning and Codes Officer:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint SFM Consulting, Shawn Mc Glynn as the representative, 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 JoAnn Bush to appoint SFM Consulting, Shawn McGlynn representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10 pursuant to the contract of 8/9/2016. Motion carried (3-0).

**Other Appointments**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to make the following appointments:

**UCC Inspector:** SFM Consulting Shawn McGlynn Representing, at a rate of 70 % of the fee schedule set in Resolutions 2016-09 and 2016-10, pursuant to the contract of 8/9/2016.

**Flood Plain Manager:** Appoint SFM Consulting, Shawn McGlynn representing, pursuant to the contract dated August 9, 2016.

**UCC Joint Board of Appeals Member:** Bruce Gower

**Vacancy Board Chairman:** Mike Kaspszyk

**Pocono Mountains Council of Governments Representative:** JoAnn Bush and Frank Fehlinger

**Voting Delegate to the State Convention:** JoAnn Bush

**Delegate to the Monroe County Tax Committee:** Gary Hoffman

**Open Records Officer:** Ann Velopolcek

**Security Officers:** Richard Salter, Virginia Salter (deputy)

**CJERP Regional Planning Committee Voting Member:** Robert Boileau

**CJERP Regional Planning Committee, Second Member: Donna Mikol**

**Earned Income Tax Liaison:**

**Earned Income Tax Appeals Officer:** Monroe County Earned Income Tax Collection Committee

**Auditor** ( to be determined)

**Planning Commission Members:** Scott Clark (4 yr. Term)

Motion carried (3-0).

**EMERGENCY SERVICES**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to appoint or approved the following:

**Emergency Management Coordinator:** Gary Hoffman

**Deputy Emergency Management Coordinator:** Kevin Silliman, Frank Fehlinger, Richard Sherer

**Designated Fire Protection:** Kunkletown Volunteer Fire Company (first due)

**Kunkletown Volunteer Fire Company Fire Chief Approval:** Brian Stankovich

**Kunkletown Volunteer Fire Company Board of Directors, President Approval:** Ray Miller

**Designated Primary EMS Provider:** West End Ambulance and 911

Motion carried (3-0).

**ETCC**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to appoint or approve the following:

**Supervisor Liaison to the Eldred Township Community Center:** JoAnn Bush

**Coordinator:** Ann Velopolcek

**Director of Plant, Grounds and Maintenance:** Eldred Twp. Public Works Department

Secretary:

**Volunteer Thrift Shop Manager:** Donna Deihl

**Volunteer Coordinator:** Ann Velopolcek

**Community Outreach Coordinator:**

**Meeting Dates and Time of ETCC Committee:** Third Thursday of each month at 3:00 P.M.

Motion carried (3-0).

**Employee Wages and Benefits**

**Salaries:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to authorize a pay increase of the administrative staff by 3%.(James Phillips, E. Ann Velopolcek, Frank Fehlinger).

Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Donna Mikol to set the rate for the existing Janitorial staff at \$16.00/hr. Motion carried (3-0).

**Public Works (new job classifications)**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to increase the pay rates for current employees as follows;

Class 1: FT CDL Truck Driver/Laborer/Heavy Equipment Operator	3%
Class 2: FT CDL Truck Driver/ Laborer/ Light Equipment Operator	1%
Current PT CDL Truck Driver/ Laborer/ Light Equipment Operator	1%

Motion carried (3-0).

**New Starting Rates for 2021:**

- There was a motion by and seconded by Donna Mikol to approve the following starting rates for new employees as follows:

Class 1: Full-time CDL Truck Driver/Laborer/Heavy Equipment Op.	\$18.50/hr.
Class 2: Full-time CDL Truck Driver/Laborer/Light Equipment Op.	\$17.50/hr.
Class 3: Full-Time Truck Driver Non-CDL/Laborer	\$15.00/hr.
Class 4: Part-time CDL Truck Driver/Laborer/Light Equipment Op.	\$17.00/hr.
Class 5: Part-time Non-CDL Truck Driver/Laborer	\$15.00/hr.
Class 6: Part-time (Non-Truck Driver) Unskilled Laborer/Flagger	\$13.50/hr.

**Janitorial Staff:**

\$13.50/hr.  
Motion carried (3-0).

- There was a motion by Donna Mikol and seconded by to approve a one-time payment for Covid-19 relief to the current Part-Time Public Works employees of \$250.00. Motion carried (3-0).

All Other Benefits: As stated in the Employees Handbook dated January 20, 2021.

**OTHER BUSINESS**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the following:

Mileage Reimbursement at the Federally Allowed Rate of .56/mi.

Monthly Meeting Dates and Times:

Board of Supervisors: 3<sup>rd</sup> Wednesday at 7:00 P.M (except January)  
Planning Commission: 2<sup>nd</sup> Wednesday at 7:00 P.M.  
ETCCC: 3<sup>rd</sup> Thursday at 3:00 P.M.

Authorizing the Secretary to advertise the (above) meeting dates and times.

Depositories for Township Funds: Pligit and First Northern Bank and Trust as  
Depositories for Township Funds.

Motion carried (3-0).

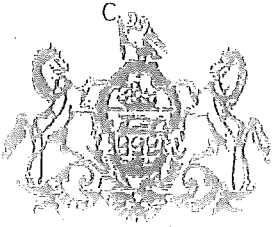
**RESOLUTION 2021-01:** Appoint Kirk Summa; Auditors of Financial Records (not to exceed \$5000.00). Deferred

**ADJOURNMENT:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 7:20 P.M.

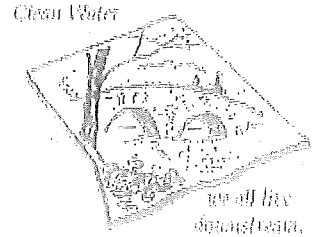
Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township



# Eldred Township Supervisors

Monroe County, Pennsylvania



Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor

BOS Minutes  
January 4, 2021

On January 4, 2021, the Eldred Township Supervisors met in a regular meeting immediately following its Organizational meeting at 7:20 P.M. at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA. 18058. The meeting was open and available to the public via Microsoft Teams or by phone, which allowed attendees to listen and speak throughout the meeting.

**In Attendance:** In attendance were Gary Hoffman, Supervisor; JoAnn Bush (virtually), Supervisor; Donna Mikol, Supervisor and Ryan Fields for Michael Gaul (King Spry), Solicitor.

Joining the meeting by internet and phone were Amy Leap (Times News), and Donna Deihl.

**Public Comment:** None

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of December 22, 2020. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the Treasurers Report as presented, the balance of the Petty Cash, Pligit and First Northern Accounts being \$461,107.56. Motion carried (3-0).

**Payment and Ratification of Accounts Payable:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of bills from the General Fund in the amount of \$69,786.51. Motion carried (3-0).

**Payroll:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payroll for the week ending 12/19/2020 in the amount of \$12,194.79. Motion carried (3-0).

**Other:** JoAnn Bush asked if the Thrift Store could reserve an additional \$50.00 as daily start-up fees.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the additional funds for the Thrift Store. Motion carried (3-0).

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

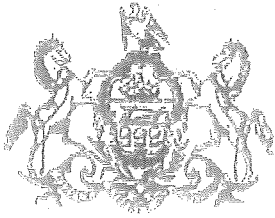
**Adjournment:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 7:25 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

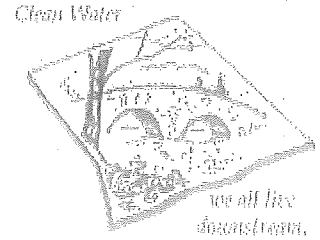




# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



## Minutes

February 17, 2021

On Wednesday, February 17, 2021 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. The meeting was held both in-person and virtually via the Microsoft Teams Application, due to the on-going Covid Pandemic.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Donna Mikol, Supervisor; Michael Gaul, Solicitor. and (virtually) JoAnn Bush, Vice-Chairman,

**Also in Attendance:** Also in attendance (virtually) were Robert Boileau, T. Denihan, James Fareri, James Leiding, Kimberly Mackes and Kristine Porter and in person, Dale Weidman and Stacey Correll. Other members of the public appeared in-person.

**Call to Order:** The meeting was called to order by Chairman Gary Hoffman at 7:00 P.M.

**Public Comment on Non-Agenda Items:** Dale Weidman and Stacey Correll complained that the snow removal on Pt. Phillip Rd. was inadequate during the storm that began on January 31, 2021 (Winter Storm Orlena) and resulted in a snowfall of 27-30 inches. Ms. Correll had to call for an ambulance at her home on Pt. Phillip Rd. and had to rely on a neighbor to clear the road. Ms. Correll also complained that an employee used a Township plow to remove snow at his personal residence.

Mr. Hoffman responded that the Supervisors were aware of the personnel issue and were handling it internally, personnel matters not being discussed in public meetings. Mr. Hoffman explained that the Road crew plowed snow for 31 hours and simply could not keep up with the intensity of the storm.

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded, and that the Board had met on executive session on February 15, 2021 for personnel reasons.

**Approval of the Minutes:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the minutes of January 20, 2021. Motion carried (3-0).

**Hearing: Show Cause/104 Fiddletown Rd.**

- There was a motion by Gary Hoffman and seconded by Donna Mikol to open the hearing to Show Cause in regards to the Zoning/Code Enforcement Officer's report of a dangerous building at 104 Fiddletown Road. Motion carried (3-0). The hearing was being held pursuant to the Township Dangerous Building Ordinance.

Stenographer Donna Kenderdine kept a stenographic record of the hearing.

Jeff Snyder attended the hearing on behalf of SFM Consulting, the Township Zoning/Code Enforcement Officer. Appearing (virtually) were Attorney James Fareri and Tim Denahan on behalf of ESSA. No one appeared on behalf of Yaple Properties LLC or Amy's Country Store LLC. No one also appeared on behalf of the Small Business Administration, LVEDC or SEEDCOPA.

Solicitor Gaul stated that on or about February 17, 2019 a fire occurred at 104 Fiddletown Rd. which damaged a structure on that property. On October 28, 2020, the Zoning/Code Enforcement Officer issued a report that the damaged structure constituted a dangerous building under the Eldred Township Ordinance #99-2, *Eldred Township Dangerous Buildings Ordinance*, and should be demolished.

In accordance with the Ordinance, the Township gave notice to the property owner, Yaple Properties, LLC, and other interested parties, to show cause why the building should not be demolished, with a hearing being scheduled for tonight to hear from the owner and other parties.

Solicitor Gaul identified several exhibits to establish that the owner and other interested parties had been given notice of tonight's hearing.

Solicitor Gaul stated that, because ESSA's representatives and other members of the public were appearing remotely, and could not see the exhibits, as well as other exhibits the zoning officer intended to present, he believed that it would be appropriate to continue the hearing to the Supervisor's March meeting, so that the exhibits could be posted to the Township website or shared electronically.

- There was a motion by Gary Hoffman and seconded by Donna Mikol to continue the hearing until March 17, 2021 at 7:00 P.M. Motion carried (3-0).

Solicitor Gaul stated that, because the next hearing date had been publicly announced during the hearing/meeting, there would be no additional notice given of the next hearing date.

- There was a motion by Gary Hoffman and seconded by Donna Mikol to close the hearing. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the Treasurer's Report as presented, the balance of the Pligit, First Northern and Petty Cash accounts being \$389,338.75. Motion carried (3-0).

**Bills For Approval:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the bills for approval and ratification from the General Fund in the amount of \$27,067.10. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the bills for approval and ratification from the State Fund in the amount of \$22,188.11. Motion carried (3-0).

**Payroll:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the payroll for the week ending January 16, 2021 in the amount of \$12,370.43. Motion carried (3-0).

**Public Works Supervisors Report:**

Frank Fehlinger reported that the road crew has been plowing snow and cleaning up the roads after the recent storms.

**ETCC Report:** No Report

**Planning Commission Report:** Robert Boileau reported that the Planning Commission is reviewing the Land Development Plan of Dollar General (plan accepted for review at the meeting), and a lot joinder application for Burger (recommended for approval).

Mr. Hoffman, responding to a letter the BOS received from the Planning Commission, reported that some residents have expressed interest in serving on a committee to look into creating a Village Center Overlay in Eldred Township. He asked that some models be reviewed to determine the scope of the project. Ms. Mikol will see that some preliminary research is done and reviewed before a decision is final about creating a committee.

**Recreation Report:** JoAnn Bush reported that there is a new grant round being offered by DCED. She also asked for approval to attend a webinar being given by PSATS. The Board was in agreement that she could attend.

JoAnn Bush asked Solicitor Gaul about the status of the Township and Mrs. Mock finalizing agreements related to the Township's prior acquisition of the Mock Property. Solicitor Gaul stated that he will contact Mrs. Mock's attorney to complete the process.

**Eldred Township Employee Handbook:** Deferred

**Resolution 2021-02:** Approving a Joinder Deed Application for Jeffrey and Deana Burger for Parcels 06/3/1/23-7 and 06/3/1/23-5.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adopt Resolution 2021-02, conditioned upon receipt of the proposed joinder deed, satisfactory to the Solicitor, which will be attached as an exhibit to the adopted Resolution. Motion carried (3-0).

**Other:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to ratify the Board of Supervisor's Declaration of Disaster in regard to Winter Storm Orlena, effective January 31, 2021. The Governor also issued a Declaration for the same storm. Motion carried (3-0).

**Public Comment:** Dale Weidman asked if there was any plan for the Smale house. Mr. Hoffman stated that there are no plans at this time.

Michael Meckes expressed concerns about some road conditions on Christman Rd. and Kuehner Dr, and asked if a "stop sign ahead" sign would be appropriate at Christman Rd.

Mr. Fehlinger said such signs are only placed when the sign is obscured by the path of the road, which is not the case here.

**Adjournment:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:17 P.M.

Respectfully Submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Minutes  
March 17, 2021

On Wednesday, March 17, 2021 the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. Due to the restrictions resulting from the Covid-19 pandemic, the meeting was held both in person and virtually through Microsoft Teams Meeting, including telephone option.

**In Attendance:** In attendance were Township Supervisors Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman (by virtual connection); and Donna Mikol, Supervisor.

Also in attendance, in person or virtually, were Michael Gaul, Solicitor, Dale Weidman, Frank Fehlinger, Ray Smith, Kristine Porter (Times News), Shawn McGlynn and Jeffery Snyder (SFM Consulting), Ryan Fields (King Spry), Tim Denehan (ESSA Bank), MaryAnne Clausen and Robert Boileau

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

**Announcement of Executive Sessions and Recording:** Mr Hoffman reported that the Supervisors met in executive session on March 14<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> 2021 for personnel matters.

**Public Comment on Non-Agenda Items:** Dale Weidman reported that there was an accident during a snowstorm on Pt. Phillips Rd. and asked what could be done about road safety.

Mr. Fehlinger responded that the Township has done everything they can to warn drivers about the sharp turns and steep incline, including posting signs and chevrons, lowering the speed limit etc.

Mr. Hoffman replied that the Township cannot make people drive slower. The road is challenging even in good weather, and with a cover of snow or ice can quickly become treacherous.

## **Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of February 17, 2021 meeting. Motion carried (3-0).

Hearing: Dangerous Structure; 104 Fiddletown Rd.

- There was a motion by Gary Hoffman and seconded by Donna Mikol to open the continuation of the Show Cause Hearing on whether the structure at 104 Fiddletown Rd. Kunkletown, PA constitutes a dangerous building, and Township remedial action. Motion passed 3-0. The hearing commenced at 7:14 P.M.

A stenographical record was kept of the hearing by stenographer Donna Kenderdine.

The following exhibits were made part of the record:

- T-1- Tax Assessment Information for 104 Fiddletown Rd.
- T-2- Title Search for 104 Fiddletown Rd.
- T-3- Dangerous Structure Report 10/28/2020 ( McGlynn)
- T-4- Notice to Show Cause, 11/20/2020
- T-5- Notice to show Cause, 1/22/2021
- T-6- Publication of Advertising Order
- T-7- Transfer of Loan, LVDEC to SEEDCOPA
- T-8- Copy of Deed for 104 Fiddletown Rd
- T-9- Correspondence to SEEDCOPA 2/10/2021
- T-10- Proof of Publication
- T-11 E-mail Thread

And Photo Exhibits from the Zoning Office

Z/C-1 through 12 showing the damage to the building from a fire on February 17, 2019.

Solicitor Gaul advised that the photos and documents were posted on the Township's website and were available for anyone to see. They were also sent to the owner of the property and the other interested parties prior to the meeting.

The only interested party to appear for the hearing was ESSA Bank, through its representative, Tim Denehan.

Zoning Officer Shawn McGlynn and Zoning Administrator Jeffery Snyder were sworn in.

Mr. McGlynn testified regarding the state of the structure. Mr. McGlynn gave a brief summary of his education, experience and qualifications for his position as Zoning Official. He then responded that in his opinion, due to the fire and subsequent neglect, the building cannot be salvaged. He stated that the fire did a great deal of damage and the water infiltration that occurred, due to the passage of time and the building not being secured, has made the structure unsafe and he believes it must be demolished.

Jeffery Snyder (Zoning Administrator) gave the same response. He described the photographs explaining that the fire burned through the roof, collapsed a good portion of the first and second floors and that water damage from the fire and the weather loosened

the stucco, created mold etc. and the building cannot be reconstructed. In addition, Mr. Snyder pointed out that as the structure was subject to a non-conforming use due to its setbacks, the Zoning Code would prohibit the structure being rebuilt, stating that a structure, eligible for a non-conforming use certificate, if significantly damaged, cannot legally be reconstructed.

Solicitor Gaul asked if Mr. Denehan (ESSA Bank) had any comments, questions or evidence to present. He did not.

Solicitor Gaul advised the Supervisors that a decision was not required at this time and that he would discuss the outcome with them in executive session, then proceed accordingly. The hearing should be continued to the Supervisor's meeting on April 21, 2021.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to accept the exhibits presented. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to close the hearing for tonight and to continue it the Supervisor's meeting on April 21, 2021, at 7:00 pm. Motion carried (3-0). Hearing adjourned at 7:43 P.M.

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

- There was a motion by JoAnn Bush and seconded by Donna Mikol to accept the Treasurer's Report as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$564,918.26. Motion carried (3-0).

#### **Approval and Ratification of Accounts Payable:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the bills for payment and ratification from the General Fund in the amount of \$25,111.53 Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payment of bills from the State Fund in the amount of \$32,885.59. Motion carried (3-0).

#### **Payroll:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payroll for the week ending February 12, 2021 in the amount of \$13,441.53 and for the week ending February 27, 2021 in the amount of \$11,373.91 including all withholding and Jet pay fees. Motion carried (3-0).

**Public Works Supervisors Report:** Frank Fehlinger reported that the Road Crew have been busy with snow removal and equipment maintenance.

There was a discussion about the amount of bond companies should post for projects that might impact Township roads such as timbering. Based on our Ordinance and a Penn Dot document the amount may be determined on a case by case basis, taking into consideration the project and its scope.

Mr. Hoffman suggested that the Township should take photos prior to, during and after any such project to have a record of any damage that may arise.

Mr. Fehlinger announced that the contract with AMS (sealcoating) is still in effect and that the company will be assisting the Road Crew by supplying materials at the Township building.

**Planning Commission Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to accept the resignation of Michael Kolba from his position on the Planning Commission. Motion carried (3-0).

Mrs. Bush asked the Secretary to compose a thank you letter. Mr. Kolba served on the Commission since January of 2016 (5 years).

Robert Boileau reported that the Planning Commission did not meet in March. Mr. Boileau update the Supervisors on the status of the pending Planning Commission business.

**CJERP Report:**

Mr. Boileau reported that CJERP has been discussing Agritourism and Marijuana regulations. He stated that the members are revising the definition of Agritourism and possibly creating a separate set of standards for wineries.

Regarding Marijuana, Solicitor Gaul stated that he expects the State will provide regulations for marijuana whether it remains for medical use (only) or becomes available as a recreational use.

- There was a motion by Gary Hoffman and seconded by Donna Mikol supporting the concept of a uniform definition of "Agritourism" within the CJERP shared use zoning regulations, but for each municipality to develop its own regulations concerning such use. Motion carried (3-0).

**ETCC Report:** Mrs. Bush announced that due to one of the Volunteers testing positive for Covid-19, the Thrift Store has been closed since the 12<sup>th</sup> and will reopen after a



5thorough cleaning on the 25<sup>th</sup>. All the volunteers have been self-quarantining for at least 14 days.

Mr. Hoffman requested the Thrift Store keep a sign-in sheet of visitors to facilitate tracing should it become necessary.

**Zoning Report:** Jeff Snyder reported that the Zoning Office has been busy with various permit and Building applications.

Mr. Hoffman requested that our Zoning Officer(s) attend the special CJERP meetings that are for zoning officers.

**Recreation Report:** Mock Park/Spring Trail Cleanup:

The Supervisors received a request for a spring clean-up at the trail at Mock Park. Mr. Hoffman referred the request to the Public Works Dept. to coordinate with the volunteers .

**Eldred Township Employee Handbook:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the revised Employee Handbook, effective as of January 20, 2021. The secretary will prepare and distribute copies for each employee. Motion carried (3-0).

**Clean Up Day:** The Supervisors decided on May 7 and 8 as the Spring clean-up days. The Secretary will coordinate with the Public Works Dept.

**Hazard Mitigation Reporting:** Mr. Hoffman reported that the Township has submitted to the County its hazard Mitigation Report and Risk assessment.

**Other:** Solicitor Gaul reported that he had spoken to the attorney for Mrs. Mock and anticipates the paperwork will be signed soon.

Mr Hoffman reported that he administered the Oaths of Office to the members of the Kunkletown Volunteer Fire Company Fire Police.

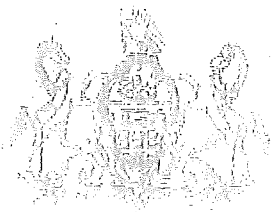
**Public Comment:** Robert Boileau wished all a Happy St. Patrick's Day.

**Adjournment:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:40 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Board of Supervisors  
Minutes  
April 21, 2021

On Wednesday, April 21, 2021, the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. Due to the Governors Emergency Orders, the meeting was held both in person and virtually through the Microsoft Teams Application.

**In Attendance:** In attendance were Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman; Donna Mikol, Supervisor and Michael Gaul, Solicitor.

**Also In attendance:** (virtually) Kris Porter (Times News), Robert Boileau, Annette Heist, Mary Anne Clausen, Joyce Blaskow.

**Hearing: Dangerous Structure,** 104 Fiddletown Rd. Kunkletown, PA.

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

Solicitor Gaul asked if there was anyone present representing Yaple LLC. There was not.

Solicitor Gaul asked if there was anyone present representing Essa Bank & Trust, The United States Small Business Administration, or the Lehigh Valley Economic Development Corporation. There was not.

Solicitor Gaul announced that he had prepared the Conclusions of Law in a decision following the previous hearing on the matter. The conclusions of law were:

- The Owner and other interested parties were given notice to show cause, and an opportunity to be heard as to whether the building constitutes a "Dangerous Structure" within the terms of Township Ordinance 99-2, Section 1, and whether the structure could be reasonably repaired, or required demolition.
- The fire damaged building at 104 Fiddletown Rd. Kunkletown Pa. constitutes a dangerous structure under the Township Ordinance.
- A committee of the Board of Supervisors and the Codes Enforcement Officer and Administrator finds that the building on the property cannot be reasonably repaired and should be demolished.

Solicitor Gaul the read the Order directing Yaple Properties LLC to demolish the building, to commence work not more than 10 days from the decision and complete the work within 60 days.

It further stated that should the owner fail to comply with the order, The Board of Supervisors shall cause the building to be demolished and the debris removed and shall cause the cost of such demolition plus a 10% penalty to be charged against the property as a Municipal Lien.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt the decision as presented. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn the hearing and open the regular meeting. Motion carried (3-0).

**Special Presentation:** Karena Thek (West End Pantry [WEP]) introduced Eagle Scout, Tyler Mann. Mr. Mann presented details of his (previously approved) Eagle Scout project at the Community Center to the Board. The Township agreed to have the Public Works Department (PW) assist Mr. Mann with some maintenance items during his project.

**Approval of the Minutes:**

- There was a motion by Jo Ann Bush and seconded by Donna Mikol to approve the minutes of March 17, 2021 Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Treasurer's Report as presented, the balance of the First Northern, Pligit and Petty Cash accounts in the General Fund being \$600,945.02. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the ratification and payment of bills from the General Fund in the amount of \$44,343.72. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the ratification and payment of bills from the State Fund in the amount of \$2,062.41. Motion carried (3-0).

**Payroll:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Payrolls for the weeks ending March 13, 2021 in the amount of \$11,584.54,

March 27, 2021 in the amount of \$13,487.07 and April 10, 2021 in the amount of \$12,336.15, including all withholding and fees. Motion carried (3-0).

**Public Comment on Non-Agenda Items:** Resident Mindy Miller stated that last week the PW workers assisted the PW Supervisor move into his new home on Township time and she objected.

Supervisor Hoffman responded that the assistance of the PW workers was to bring several thousand dollars' worth of materials and equipment, donated to the Township, by the PW Supervisor, to the Township garages. He informed Ms. Miller that the work had been approved, in advance, by all three Supervisors and that no deliveries were made to the PW Supervisor's home, only to the Municipal building. This is consistent with other materials being brought to the building such as stone, anti-skid, etc.

Other complaints were determined to be internal personnel matters which are not discussed at public meetings.

Resident Itsy Sweeny brought to the Supervisors attention that a resident on Buskirk Lane has been allowing an out of State (militia ) group to shoot high powered weapons during weekends, creating a very hostile living environment for the adjacent neighbors.

Resident Ilene Eckhart also complained about the excessive noise and stated that at the next incident, she will be reporting to the State Police. She also stated that at the property, the only residence burned down years ago, no replacement has been constructed and other that several outbuildings, the property has no legal residence.

Annette Heist said she feels trail improvements at Mock Park are too extreme. She feels that a committee should be appointed to evaluate the requirements of the park and advise the BOS.

Supervisor Hoffman explained that the scheduled maintenance was requested by other residents.

Joyce Blaskow and Mary Anne Clausen stated that they think the trail maintenance should proceed as planned.

The Supervisors decided to minimize the maintenance tasks at this time and reevaluate what needs to be done.

Mr. Joe Chillari complained that he does not think having a Dollar General Store in the Township is either necessary nor in the best interest of the residents. He pointed to the issues of crime, rural esthetics, and traffic safety.

Solicitor Gaul explained that the Township is required to have a commercial district. He went on to say that the Planners and Board cannot pick and choose the applications they accept but that if all the criteria are met for building and zoning codes, and all permits are approved on their merit (septic, building, zoning, well, etc.) and if all the requirements of the Ordinance are acceptable to the engineers, the DEP and the County Conservation District, that the Township cannot deny an applicant.

Donna Chillari asked the Supervisors to take into account the traffic/parking during "sales" which might exceed the number of normal spaces.

Laurie Ahner commented that the Township should be using "fair" hiring practices.

Mary Anne Clausen asked that the Supervisors take up the previously submitted proposed Zoning changes from 2019 and the idea of a Village Overlay District for the central business district of Kunkletown. She has a Model Ordinance that is similar to what she has in mind. The Township Secretary will distribute that Model to the Solicitor and the Supervisors.

Ms. Clausen also asked about the status of the volunteer request for clean-up at Mock Park Trail. The Secretary will send out an e-mail Update .

Karena Thek suggested a workshop with the volunteers, BOS and PW staff to discuss work to be done on the trail.

- There was a motion by Donna Mikol and seconded by JoAnn Bush approving the scheduling of a workshop for the Mock Park Trail and to postpone any widening of the trail bed at this time. Motion carried (3-0).

**Kuehner Fields:** Revision of a Major Subdivision, Lots 18,19,20, 21(20A)  
(This project has received conditional approval from the Planning Commission)

Steve Hawk appeared on behalf of Keystone Consulting Engineers and gave a brief overview of the project.

The owners of the 4 lots (now 3, as 20 and 21 have been joined) have requested to change the access of lots 18 and 19 to share the driveway with Lot 20A. This change required some other changes in the Stormwater Management Plan and a revision of the existing NPDES permit.

Solicitor Gaul had some questions and comments. He asked about the status and ownership of the NPDES Permit. Mr. Hawk replied that the permit was still in review and that the property owners are now co-owners, with the developers (S&D Land Development).

Solicitor Gaul commented that a waiver would be necessary for the driveway to cross property boundaries as our Ordinance does not permit this. He also stated that a Common Maintenance Agreement would be required. Mr. Gaul referenced the Hanover letter of April 8 and said that a final number for a financial security (bond) and final payment for engineering and legal would have to take place before final approval. No action was taken. When the final plan is submitted and all elements are fulfilled, the Board will vote on approval. The current extension is until May 31, 2021.

**Public Works Report:**

- There was a motion by Gary Hoffman and seconded by Donna Mikol to have the secretary place an ad for the hiring of Part-Time Temporary flaggers for the summer. Motion carried (3-0).

**ETCC Report:** JoAnn Bush reported that the Wedding Gown sale will be this Saturday. She announced that one of our tenants will be leaving and asked that that space be assigned to the Thrift Store.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the use of room 140 to the Thrift Store. Motion carried (3-0).

Ms. Bush said the Committee is requesting the meeting schedule be changed to every other month.

Karena Thek commented that the boiler, because there is no control system, runs all the time and it gets very hot in the building. She strongly recommends that a control system for that use become a top priority for funding.

**Planning Commission Report:** Robert Boileau reported that the Planners reviewed the application of Robert Kraus for an appeal of the Zoning Officers decision regarding a travel trailer placed upon his property, which his elderly father -in-law is residing in, in violation of our Zoning Ordinance.

The Planners also heard more information from the Dollar General project regarding the Subdivision and planning for the Store.

**CJERP Report:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to ratify a letter of support to the West End Park Association for a grant application for the park in Chestnuthill. Motion carried (3-0).

**Health Insurance:**

- There was a motion by Donna Mikol and seconded by to approve the Geisinger Tiered Health Insurance Plan PPO 250/RX Plan A for the eligible Full-Time

employees and their families (in accordance with the Eldred Township Employees Handbook Revised January 2021). Motion carried (3-0).

**Annual Audit Report:** The Township has received the annual audit from Kirk Summa and the advertising has taken place.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve receipt of the annual audit and the advertising of the Audit Summary. Motion carried (3-0).

Act 13 Refund of Property Transfer Tax: Due to a new state Law, a resident who recently purchased a farm is eligible for a refund of his property transfer tax.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve a transfer tax refund in the amount of \$625.00 to the owner of parcel . Motion carried (3-0).

**IT Contract:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve a contract for IT services with Sensible Services Technologies, LLC Motion carried (3-0).

The terms of the contract are:

- \$200.00 quarterly retainer to include up to 4 hours of service or consultation.
- An hourly rate of \$50.00 for time beyond the 4-hour retainer.
- A mark-up no greater than 10% for materials purchased.
- 2-one-year renewals with 60 days notification

**Other:**

Staff Training: There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Secretary and Treasurer to take an online training course in QuickBooks, not to exceed \$150.00 each. Motion carried (3-0).

Electric Contract: Deferrer

**Maintenance:**

The Supervisors approved the annual routine service inspection and repairs (if necessary) of the air conditioning units at the Municipal Building.

**Department of Health Covid Testing Site:**

There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the use of the outdoor space at the Community Center as a DOH Testing site. Motion carried (3-0).

Miscellaneous:

Solicitor Gaul explained that in the deed recorded for the Burger's Lot Joinder, the required language was not inserted, therefore he will be slightly revising the Resolution to reflect the change.

**Public Comment:** Mary Anne Clausen asked for consent for the Secretary to pursue a grant for funds for a plan to be developed to make use of the Township Owned properties in their entirety.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the research and development of a grant application for the purpose stated above. Motion carried (3-0).

Mr. Pete Trudich reported that there is a trash collection problem at 493 Silfies Rd. which is impacting his property. His case will be referred to the Zoning Office.

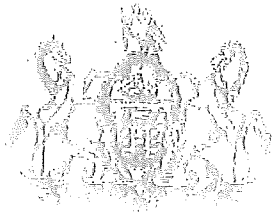
**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to adjourn. Motion carried (3-0). Meeting adjourned at 10:00 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

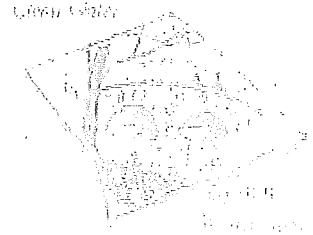




# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Minutes  
Special Meeting  
May 14, 2021

On Friday May 14, 2021 at 6:30 P.M. the Eldred Township Board of Supervisors held a special meeting. The purpose of the meeting was a workshop to discuss the maintenance and future plans for the various Eldred Township Open Spaces and Parks.

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

**Call to Order:** The meeting was called to order by Chairman Gary Hoffman, followed by the Pledge of Allegiance.

## **WORKSHOP: MAINTAINING AND DEVELOPING ELDRED TOWNSHIP'S OPEN SPACES AND PARK AREAS**

Mrs. Bush gave a brief overview of the current public lands the Township owns. They are:

Mock Park- Fiddletown Site  
Mock Park- Wes Flo Site  
The Eldred Township Community Center and its grounds  
The Town Square

Mrs. Bush explained that ongoing development and maintenance plans are really a job for a volunteer Committee rather than for the Board members who are busy with various other responsibilities.

Recently, a call went out for volunteers to help with the spring clean-up of the trail at the Wes-Flo site. Twelve residents responded. Of those, several volunteered to serve on a committee. They are:

Mary Anne Clausen  
Lydia Boileau  
Joe Pucci  
Diane Pucci  
Joyce Blaskow  
and JoAnn Bush, representing the Board

Ms. Boileau spoke regarding the trail and its maintenance. She feels that the trail should be kept as natural as possible, as if made by the local wildlife. She indicated that the walking space, planned for the perimeter and across the farm field have not been left unplanted, and that there is a drainage issue at the entry off West-Flo.

Judith Leiding remarked that at the parks in Chestnuthill, a resident has been creating story boards which are posted along the Trails to explain the origins of the various sections. She said the idea has been a success and recommended the Supervisors (or the Committee) try this in Eldred.

There was a brief discussion about involving different civic groups (Garden Clubs, Scouts etc.) to help with projects and maintenance.

**Other:** Due to new guidance from the Office of the Governor regarding the Covid-19 Declaration of Emergency:

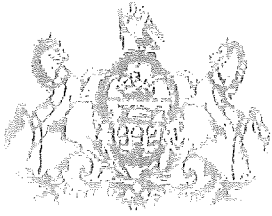
- There was a motion by Gary Hoffman and seconded by Donna Mikol to approve the increase in capacity of the Municipal meeting room to 50% (46 persons) and to notify the residents. Masks will still be required. Motion carried (3-0).

**Adjournment:** There being no further business:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Board of Supervisors  
Minutes  
June 16, 2021

On June 16, 2021 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. The meeting was open to the public in person and online through the Microsoft Teams Application.

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

**Call to Order:** Chairman Gary Hoffman called the meeting to order at 7:02 P.M., followed by the Pledge of Allegiance.

**Announcement of Executive Sessions and Recording:** Mr Hoffman reported that no executive sessions had occurred since the prior Board public meeting and that the meeting was being recorded.

**Award:** Local resident Jonathan Smith recently received his Eagle Scout designation. The Supervisors presented Mr. Smith with a Certificate of Achievement and letter of congratulations.

**Public Comment on Non- Agenda Items:** Mary Anne Clausen said that a sign placed at the Mock Park Fiddletown site warning of turbulent waters was placed in the wrong area and that, as such, was ineffective at deterring people from entering the dangerous area.

## **Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of May 19, 2021. Motion carried (3-0).

## **Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Treasurer's Report as presented, the balance in the PLIGIT, First Northern and Petty Cash accounts being \$822,699.33. Motion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the ratification of a paid bill from the State Fund in the amount of \$449.45. Motion carried (3-0).

**Payroll:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payrolls for the weeks ending: May 22, 2021 in the amount of \$11,131.23 and June 5, 2021 in the amount of \$9,338.16 all withholding and fees included. Motion carried (3-0).

**Public Works Supervisors Report:** JoAnn Bush announced that the Township is advertising for the Public Works Department both for full-time, part time and flagger positions.

**Historical Society Report:** Jalene Keiser reported that a grant has been submitted to the Monroe County Bar Association and another is in the process for a new parking area.

**ETCC Report:** Mr. Hoffman spoke about the American Relief Funds the Township expects to receive and said he would like to see an upgraded phone, CCTV and security system that will tie the ETCC and Municipal buildings closer together. The monies can only be used for specific purposes so the Township will need to have the projects approved.

**Zoning Report:** Deferred

**Planning Commission Report:** Chairman Robert Boileau reported that the Planners heard a presentation by Dollar General. At the meeting, the planners voted to recommend to the Board denial of the applicant's request for various waivers (mostly to do with landscaping). Mrs. Bush asked about the steep incline in that section of Kunkletown Rd. Mr. Boileau stated that as a State road this is an issue for PennDot. He added that in the Penn Dot (preliminary) review it mentioned an additional traffic lane in that area.

Solicitor Gaul explained that many of the issues will be up to other agencies to resolve. Traffic will be PennDot's responsibility. MCCD will determine the erosion and settlement control and drainage issues. PPL will have to make any changes for electrical service, etc. Further discussion was deferred at this time. Another submission is expected for the July planning meeting.

Mr. Boileau would also like to planners to review some model ordinances concerning Fireworks.

**CJERP Report:** Mr. Boileau announced that the next CJERP meeting will be June 24<sup>th</sup>. He expects the main topic will be the recovery Act funds.

**Open Space Committee Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the submission of the Keep Pennsylvania Beautiful Grant for the Village Square improvements, which is due June 30. Motion carried (3-0).

Ms. Clausen objected. She felt that the Village Square requires a professional landscape design and that the grant is being rushed through without enough public input.

There was a discussion about the grant amount (max. \$25,000.00) and the fact that with the amount of work to be done, this would only cover a portion of it, so it was decided to go forward, limiting the scope of work to the parking area and the removal of the existing shed and painting the building. Landscaping would be deferred.

**Veteran's Commission:**

- There was a motion to reappoint the following:

Archie Craig	3 years
Shirley Krum	4 years
Diane Huber	5 years

Motion Carried (3-0)

**Duct Cleaning:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the proposal of Stanley Steemer to clean and sanitize the ducts and clean the carpets in the main office and meeting room at a cost of \$1496.40. Motion carried (3-0).

**Change in Meeting Schedule:** It was announced that there would be no meeting in July.

**Other:** Mr. Hoffman said he has noticed that some residents are still without 911 signs. He wanted to remind the public that these are required by Ordinance and are available for purchase at the Township Building at a cost of \$25.00 to benefit the Fire Company.

**New Planning Commission Appointment:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the appointment of Debbie York to the Planning Commission to fulfill the term of Mike Kolba (expires Dec.31, 2023). Motion carried (3-0).

Donna Mikol reported on the meeting to discuss the idea of a Village Overlay District. She said she, Mary Anne Clausen and Ann Velopolcek met and made progress outlining the area of the proposed overlay district. A more complete report is being prepared and will be presented at a later date.

Solicitor Gaul reported that there has been no response for Ms. Yaple on the order to demolish the building at 104 Fiddletown Rd. He presented the Supervisors with several options for moving forward.

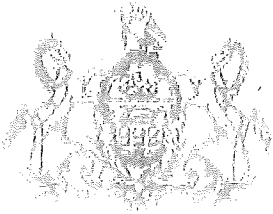
- There was a motion by Gary Hoffman and seconded by Gary Hoffman to approve sending the matter to the Zoning Office for citation by the codes officer. Motion carried (3-0).

**Adjournment:** There being no further business:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 8:37 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor

Board of Supervisors  
Regular Meeting  
August 18, 2021



On Wednesday, August 18, 2021 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 Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman; Donna Mikol, Supervisor and Michael Gaul, Solicitor.

**Call to Order:** The meeting was called to order by Chairman Gary Hoffman at 7:00 P.M. followed by the pledge of allegiance.

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

**Announcement of Recording and Executive Sessions:** Mr. Hoffman announced that the meeting was being recorded on the Microsoft teams application and by voice recorder, and that the Supervisors met in executive session on Tuesday August 17, 2021 for personnel matters.

## **Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Treasurer's Reports for July and August, as presented, the balances in the Pligit, First Northern and Petty cash accounts being:

July (21) 2021, \$982,031.45 and August 18, 2021 \$962,275.22.  
Motion carried (3-0).

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the opening of a new account with Pligit for the recently received ARPA Funds (\$150,147.98). Motion carried (3-0).

## **Payment and Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the ratification and payment of Bills as follows:

P.O. Box 600 · 490 Kunkletown Rd., Kunkletown PA. 18058  
610 381-4252 · fax 610 381-4257 · www.eldredtpw.org

July 21, 2021, \$10,671.50 and August 18, 2021, \$69,523.55.  
Motion carried (3-0).

**Payroll:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the payrolls for the periods as follows:

Periods ending : 06/19/2021- \$12,065.94  
07/03/2021- \$9,465.20  
07/17/2021- \$11,501.03  
07/31/2021- \$13,434.64

Motion carried (3-0).

**ARPA Accounting Contract:** Gary Hoffman announced that the Township (along with several other Monroe County Townships) has hired the accounting firm of Zelenkofske Axlerod LLC to assist the Township with compliance with federal regulations regarding the use of ARPA grant funds. Zelenkofske's total fee is \$10,000, which is payable from the proceeds of the ARPA funds. Zelenkofske's fee reflects a discount based on other Monroe County municipalities contracting with Zelenkofske, as well.

- There was a motion by Gary Hoffman and seconded by Donna Mikol to approve the contract with Zelenkofske as stated above. Motion carried (3-0).

**Public Works Report:** Frank Fehlinger reported that the PW Dept. has been cutting shoulders and replaced a pipe on Borger Rd. Mr. Fehlinger is getting estimates for a tailgate spreader for the Ford F550 truck. A new uniform company presented a proposal for a uniform service, including laundering. The cost will be \$50.65/week. Solicitor Gaul pointed out that if the contract is for 5 years that it would require 3 quotes. Mr. Fehlinger will see if a 3 yr. contract is possible.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the hiring of two new PW, Full-time employees, Ryan Nametko and Duane Evans, at a rate of \$17.50, with a probationary period of 90 days. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the purchase of a new Pressure washer from Northern tools at a cost of \$1,479.99. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Donna Mikol to approve the advertising of surplus equipment on the Municibid site. Motion carried (3-0).



**Historical Society Report:** Jalene Keiser reported that the Historical Society has applied for a grant to replace the siding on the rear of the building.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to waive the building permit fees for the Historical Society (the building is owned by the Township). Motion carried (3-0).

**ETCC Report:** JoAnn Bush reported that there were no meetings in July nor August. The Thrift Store is closed until September 1, 2021 for vacations, cleaning, inventory and restocking. She added that people are getting into the building when staff are busy in other areas and dropping off items which would not be accepted for donation.

**Zoning Report:** Solicitor Gaul presented for approval two proposed Resolutions. The first proposed Resolution adopts a new Residential Building Code Fee Schedule ("Proposed UCC Fee Schedule Resolution"). The second Resolution Establishes a Fee for an Application to the UCC Joint Board of Appeals ("Proposed UCC Appeal Fee Resolution").

The Proposed UCC Fee Schedule Resolution includes the addition of a fee for Split System Air Conditioning Units and changes to a flat fee for the resurfacing of roofing materials (shingles only).

There was discussion about the fee for the HVAC units. Ms. Keiser thought there should not be a fee for this addition. Doug Borger agreed.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to table action on the Proposed UCC Fee Schedule Resolution until the Building Code Official (Shawn McGlynn) can explain the changes. Motion carried (3-0).

The Proposed UCC Appeal Fee Resolution establishes an appeal application fee of \$1,250.00 (consistent with the other participating Joint Board members).

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the Proposed UCC Appeal Fee Resolution. Motion carried (3-0). (**Resolution 2021-04**).

Mary Anne Clausen, who recently had a hearing before the UCC Joint Board of Appeals has asked that her fee (\$1,250.00) be returned because at the time she made the application, Eldred Township had not set a fee.

- There was a motion by Donna Mikol and seconded by JoAnn Bush to return the fee for the UCC Board of Appeals to Mary Anne Clausen for the reason stated above. Motion carried (3-0).

**Well Inspections:** Tabled

**Planning Software:** Zoning Administrator Jeff Snyder and Secretary Ann Velopolcek attended a presentation from Iworx regarding Planning Data software. On recommendation of Shawn McGlynn several other companies offering similar services will be looked into. No action was taken at this time.

**Planning Commission Report:** Robert Boileau reported that Dollar General was not on the Agenda for the August 11, 2021 meeting, as the submission was not received in time.

On a recommendation by Hanover Engineering, the planners approved Brien Kocher (Hanover Engineering) to prepare an Ordinance revising the Zoning Ordinance § 707.7 (Schedule of Regulated Uses) to make closed Loop Geo-Thermal Heating Systems a permitted use in Wellhead Protection Zones 2 and 3. When the Ordinance is ready it will be presented to the Supervisors with a recommendation by the Planning Commission.

Mr. Boileau also said the Planners are looking at several Ordinances regarding Fireworks, mainly the days and times when they can be used within the Township. He said CJERP is also looking into this matter.

**CJERP Report:** Mr. Boileau said CJERP has been approached by the Pocono Wildlife Rehabilitation Organization. The founders and current operators are looking to retire and are seeking funding for the organization to continue afterward. It was suggested that perhaps a per capita fee donation by each Township might be possible. Mr. Hoffman asked Mr. Boileau to keep the Board informed about the progress of talks with CJERP.

**Open Space Report:** The Open Space Committee presented the Board a letter with various recommendations. They include:

- Maintenance of the Mock Park Trail,
- Authorization to set a date for volunteers to tidy the trail
- Signage for the trail
- The creation of parking rules and associated signage
- For the Board to arrange a meeting with Chris Stroline (Wildland Conservancy) to discuss ideas for the use of the Mock House.

**Kunkletown Post Office:** The Township has been approached by the Post Office for consideration of expanding its space. New developments in adjacent communities have increased the workflow and more parking and interior space is necessary.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve requesting the Township Engineer (Hanover Engineering, Brien Kocher

representing), to begin consultation with Post Office authorities regarding the requirements of a new addition. Motion carried (3-0).

**Kuehner Fields; Revised Letter of Credit (Security):** Due to the completion of various improvements and following an inspection and recommendation by Hanover Engineering:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to revise the amount of security required for improvements at Kuehner Fields from S&D Land Development to a total of \$59,101.41. Motion carried (3-0).

**Sunshine Law:** Solicitor Gaul explained that a recent change in the Sunshine Law will require that the Township post on our website the agendas for our meeting at least 24 hours in advance. This will pertain to the Board of Supervisors and Planning Commission meetings.

**Pick Up the Poconos/ Clean-Up Days:** Ann Velopolcek announced that the annual Pick Up the Poconos event will be Saturday, September 25 from 9:30-12:30. The Township has been scheduling its clean-up days at the same time.

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the Eldred Township Clean-up Event for Friday, September 24 from 7:30- 2:00 and Saturday, September 25, from 7:30-12:00 P.M. at a cost not to exceed \$2,000.00. Motion carried (3-0).

**PSATS Business Meeting:** Not having the annual convention due to Covid 19, PSATS has scheduled a Business Meeting for Thursday, October 14 and Friday, October 15, 2021.

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the fees and accommodation expense for JoAnn Bush and Ann Velopolcek to attend at \$60.00 (Registration Fee), \$165.00 (Accommodations) and Misc. travel expenses. Motion carried (3-0).

**Amend Employee Handbook:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the addition of Short-Term Disability and Life Insurance Benefits following the probationary period of 90 days for all full-time employees effective retroactively from 1/20/2021. Motion carried (3-0).

**Staff Education; PSATS Class**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the expense of a one-day class for Quickbooks for Secretary/Assistant

Treasurer Ann Velopolcek on October 19,2021 at a cost of \$135.00 plus travel. Motion carried (3-0).

**Other:** Mock Park Escrow Agreement:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the ratification of the Addendum to Escrow Agreement for the Mock Park, 23-acre parcel dated 7/8/2021. Motion carried (3-0).

Mr. Hoffman expressed his disappointment in the Census reporting for 2020. Only 60 percent of Eldred households reported which will mean reduced federal funding for the County and the Township.

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

**Adjournment:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Meeting adjourned at 9:10 P.M.

Respectfully submitted,

E. Ann Velopolcek

ELDRED TOWNSHIP  
TREASURER'S REPORT  
Sept. 15, 2021

<b>Balances at</b>	<b>09/14/21</b>		
PLGIT	General Fund Checking	\$24,062.90	
	Plus Account	\$483,478.47	
	ARPA Funds	\$150,148.68	
	Subtotal		\$657,690.05
<b>1st Northern Bank</b>	Business Checking Account (MN 2)	(\$41.37)	
	DCNR (Parks) Account (MN 3)	\$106.24	
	State Fund Checking(Liquid Fuels) (MN 4)	\$959.20	
	State Fund Savings (Liquid Fuels) (BS 1)	\$149,179.56	
	General Savings Account (BS 2)	\$19,417.63	
	Fire Ins. Escrow Account (BS 3)	\$18,586.34	
	Fire Protect. Tax Account (BS 9)	\$36,248.36	
	Capital Equip. Reserve Acct. t. (BS 10)	\$36,248.41	
	Subtotal		\$260,704.37
<b>Petty Cash</b>	General Fund	\$37.20	
	Community Center Account	\$100.00	
	Subtotal		\$137.20
<b>TOTAL ACCOUNT BALANCES</b>			\$918,531.62

Total General Fund		\$31,658.85
State Highway Aid Fund		
#230	Paid Bills to be ratified:	
	09/07/21 Lehigh Hanson - Aggregate	\$3,682.67
	Subtotal	\$3,682.67
09/15/21	Unpaid Bills { #232 - #232 }	\$1,611.60
	Total Highway Aid Fund	\$5,294.27

Payroll and Payroll Tax Payments		
08/26/21	Net Employee Payroll Period End. 08/14/21- EFT	\$10,536.00
08/26/21	Fed/PA/Local Tax With. Payroll Period End. 08/14/21 & Employer (Twp.) liability portion - EFT	\$3,702.85
08/27/21	NCR fee for 08/14/21 payroll service - EFT	\$99.10
	Subtotal	\$14,337.95
09/09/21	Net Employee Payroll Period End. 08/28/21 - EFT	\$10,098.24
09/09/21	Fed/PA/Local Tax With. Payroll Period End. 08/28/21 & Employer (Twp.) liability portion - EFT	\$3,497.18
09/10/21	NCR fee for 09/09/21 payroll service - EFT	\$99.10
	Subtotal	\$13,694.52
Total Payroll and Payroll Tax/Fee Payments		\$28,032.47

General Fund		
Paid Bills to be ratified:		
#228	08/27/21 PMRS - Emp. Contributions for August 2021	\$1,439.25
#12278	08/27/21 Stephenson Equipment Inc. - parts for Boon	\$75.81
EFT	09/01/21 Geisinger Health - Emp. Health Insur. SEPT.	\$6,137.52
#229	09/03/21 AFLAC - Emp. Voluntary Insur. AUG. 2021	\$51.84
#12279	09/03/21 Blue Ridge Comm. - phone/internet SEPT 21	\$388.37
#12280	09/03/21 Brodheadsville Auto Parts - account purcha	\$89.80
#230	09/03/21 Colonial Life - Emp. Voluntary Insur. SEPT. 2	\$168.40
#12281	09/03/21 Cyphers Truck Parts - Truck parts AUGUST	\$139.90
#12282	09/03/21 Larry Follweiler - Disposal of Tires	\$276.75
#12283	09/03/21 PP&L Elec. Utilities - electric former Smale t	\$18.75
#12284	09/03/21 Pleasant Valley Ace - credit purchase AUG. ;	\$54.94
#12285	09/03/21 Service Tire Truck Centers, Inc. - tire for oil c	\$110.01
	Subtotal	\$8,951.34
09/15/21	Unpaid Bills ( #12286 - #12299 )	\$22,707.51

11:39 AM  
09/14/21

ELDRED TOWNSHIP  
Unpaid Bills Detail  
As of September 15, 2021

Type	Date	Num	Due Date	Split	Open Balance
GFL ENVIRONMENTAL					
Bill	09/15/2021	09/02/...	09/24/2021	451.379 BLDG...	199.40
Bill	09/15/2021	INV. #...	09/24/2021	409.370 BUILD...	126.02
Total GFL ENVIRONMENTAL					325.42 #12286
H. A. THOMPSON					
Bill	09/15/2021	INV. #...	09/20/2021	466.354 WOR...	550.00
Total H. A. THOMPSON					550.00 #12287
HANOVER ENGINEERING ASSOC., INC					
Bill	09/15/2021	INV. #...	09/15/2021	413.140 SEW...	609.54
Bill	09/15/2021	INV. #1...	09/21/2021	413.140 SEW...	115.50
Bill	09/15/2021	INV. #...	09/21/2021	408.10 ENGIN...	357.00
Bill	09/15/2021	INV. #...	09/21/2021	408.310 ENGL...	425.85
Bill	09/15/2021	INV. #...	09/21/2021	413.140 SEW...	316.81
Bill	09/15/2021	INV. #...	09/21/2021	413.140 SEW...	192.50
Bill	09/15/2021	INV. #...	09/21/2021	413.140 SEW...	213.25
Bill	09/15/2021	INV. #...	09/21/2021	408.10 ENGIN...	238.00
Bill	09/15/2021	INV. #...	09/21/2021	408.310 ENGL...	2,617.50
Bill	09/15/2021	INV. #...	09/21/2021	413.140 SEW...	115.50
Bill	09/15/2021	INV. #...	09/21/2021	413.140 SEW...	154.00
Bill	09/15/2021	INV. #...	09/21/2021	408.310 ENGL...	605.98
Bill	09/15/2021	INV. #...	09/21/2021	408.310 ENGL...	356.10
Total HANOVER ENGINEERING ASSOC., INC					6,316.93 #12288
KING, SPRY, HERMAN, FREUND & FAUL, LLC					
Bill	09/15/2021	INV. #...	09/22/2021	404.141 LEGA...	4,026.00
Bill	09/15/2021	INV. #...	09/22/2021	404.300 LEGA...	702.00
Bill	09/15/2021	INV. #...	09/22/2021	404.300 LEGA...	528.00
Bill	09/15/2021	INV. #...	09/22/2021	404.300 LEGA...	495.00
Bill	09/15/2021	INV. #...	09/22/2021	404.310 LEGA...	511.50
Bill	09/15/2021	INV. #...	09/22/2021	404.310 LEGA...	2,112.00
Bill	09/15/2021	INV. #...	09/22/2021	404.300 LEGA...	59.00
Total KING, SPRY, HERMAN, FREUND & FAUL, LLC					8,473.50 #12289
LOWE'S					
Credit	09/15/2021	09/02/...		451.379 BLDG...	-4.33
Bill	09/15/2021	INV. #...	09/22/2021	451.379 BLDG...	75.04
Bill	09/15/2021	INV. #...	09/22/2021	430.26 SMALL...	99.55
Bill	09/15/2021	INV. #...	09/22/2021	454.25 PARK...	77.24
Bill	09/15/2021	INV. #...	09/22/2021	451.379 BLDG...	482.26
Bill	09/15/2021	INV. #...	09/22/2021	451.379 BLDG...	661.70
Bill	09/15/2021	INV. #...	09/22/2021	438.610 GEN...	234.53
Total LOWE'S					1,624.99 #12290
MS. MARY ANNE CLAUSEN					
Bill	09/15/2021		09/21/2021	389.00 MISCE...	1,250.00
Total MS. MARY ANNE CLAUSEN					1,250.00 #12291
P P L ELECTRIC UTILITIES					
Bill	09/15/2021	08/20/...	09/22/2021	409.361 ELEC...	178.51
Bill	09/15/2021	08/20/...	09/22/2021	409.361 ELEC...	111.00
Bill	09/15/2021	08/20/...	09/22/2021	451.351 ELEC...	997.19
Total P P L ELECTRIC UTILITIES					1,286.70 #12292
PROSSER LABORATORIES					
Bill	09/15/2021	INV. #...	09/21/2021	451.379 BLDG...	107.00
Total PROSSER LABORATORIES					107.00 #12293
PSATS CDL PROGRAM					
Bill	09/15/2021	INV. #...	09/16/2021	438.47 CDL P...	161.00
Total PSATS CDL PROGRAM					161.00 #12294

11:39 AM  
09/14/21

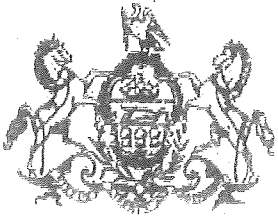
ELDRED TOWNSHIP  
Unpaid Bills Detail  
As of September 15, 2021

Type	Date	Num	Due Date	Split	Open Balance
QUENCH USA, INC.					
Bill	09/15/2021	INV. #...	09/20/2021	451.21 OFFIC...	114.00
Total QUENCH USA, INC.					114.00 #12295
QUILL CORP.					
Bill	09/15/2021	INV. #...	09/17/2021	400.210 OFFI...	49.99
Total QUILL CORP.					49.99 #12296
SENSIBLE TECHNOLOGY SOLUTIONS, LLC					
Bill	09/15/2021	INV. #...	09/20/2021	407.310 IT SU...	200.00
Total SENSIBLE TECHNOLOGY SOLUTIONS, LLC					200.00 #12297
SFM CONSULTING LLC					
Bill	09/15/2021	INV. #...	09/21/2021	413.310 BCO...	660.16
Bill	09/15/2021	INV. #...	09/21/2021	414.310 ZONI...	1,430.00
Total SFM CONSULTING LLC					2,090.16 #12298
WARNER'S PROPANE & OIL					
Bill	09/15/2021	INV. #...	09/15/2021	438.610 GEN...	24.00
Bill	09/15/2021	INV. #...	09/17/2021	438.610 GEN...	133.62
Total WARNER'S PROPANE & OIL					157.62 #12299
TOTAL					22,707.51

2:26 PM

STATE FUND - ELDRED TOWNSHIP  
Unpaid Bills Detail - State Fund  
As of September 15, 2021

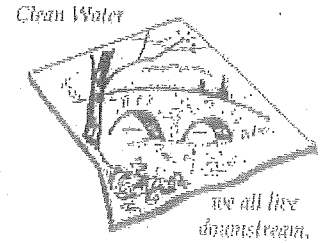
Type	Date	Num	Split	Open Balance
CRAFCO, INC.				
Bill	09/15/2021	INV. #...	35.438,61 GEN CONST REP HIGH...	990.00
Total CRAFCO, INC.				990.00 #231
SERVICE TIRE TRUCK CENTERS, INC.				
Bill	09/15/2021	INV. #...	35.430,31 VEH.&EQUIP. REPAIRS	621.60
Total SERVICE TIRE TRUCK CENTERS, INC.				621.60 #232
TOTAL				1,611.60



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



## Board of Supervisors Minutes September 15, 2021

On Wednesday, September 15, 2021 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. the meeting was held both in person and via the Microsoft Team app.

**In Attendance:** In Attendance were Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman; Donna Mikol, Supervisor, Michael Gaul, Solicitor and Brien Kocher, Engineer.

**Call to Order:** The meeting was called to order by Chairman Gary Hoffman followed by the Pledge of Allegiance.

**Announcement of Executive Sessions, Recording and Any Other Agenda Items:** Mr. Hoffman reported that the Supervisors met in executive session on September 13, 2021 for personnel matters and immediately prior to this meeting to discuss pending legal matters with the Solicitor.

Mr. Hoffman announced that the meeting was being recorded.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to amend the agenda to include a request for relief from required isolation distance for a well at 110 James Lane Kunkletown, and to add a discussion regarding the possible dedication of Sandstone Ct. (Kuehner Fields) to the Township as the township engineer was present to discuss both issues. Motion carried (3-0).

**Public Comment on Non-Agenda Items:** Resident George Russell appeared before the Board to report that Buskirk Lane has severe storm water damage and is in need of repair. Public Works Supervisor Frank Fehlinger said he is aware of the problem and a temporary solution is planned until funds can be sought to make permanent changes.

**Dollar General Minor Subdivision Plan:** Justin Ross (LIVIC Civil) appeared for Dollar General. Mr. Ross gave an overview of the project to the Supervisors. Solicitor Gaul listed a set of agreements that need to be prepared and agreed upon, prior to final Land Development Plan approval and recording:

Improvements Agreement  
Stormwater Agreement

P.O. Box 600 • 490 Kunkletown Rd., Kunkletown PA. 18058  
610 381-4252 • fax 610 381-4257 • www.eldredtp.org

Indemnity Agreement, in the event the BOS approves the Township being the applicant on one of the HOP applications (storm drainage) as required by PennDOT Shared Driveway Access Agreement (between owners of the proposed subdivided lots)

The Dollar General will also need to provide a Letter of Credit to guarantee the installation of the required improvements.

Mr. Ross noted that the company is still awaiting NPDES, E&S and HOP Approvals from various outside agencies.

He requested two items from the Township:

- a. the Penn Dot requirement that the Township be the applicant for an HOP Permit for a stormwater catch basin that will be in the PennDot right-of way.
- b. a waiver for relief from Township SALDO §607-16E

Solicitor Gaul had some additional comments and requirements (Conditions) for approval.

1. The Buyer is listed as CGP Acquisitions LLC and asked about the relationship between that LLC and the DG Kunkletown LLC and asked for a letter of explanation. Mr. Ross said he can provide that.
2. The LLC operating agreement authorizing Steve Camp to act as manager of the entity.
3. Refinement of the language of the Notes and Certifications on the plan acceptable to the Solicitor and Township Engineer
4. Notation of the easements on both the Minor Subdivision and Land Development plans.
5. No Occupancy Certificate shall be granted until final inspections and the Township has signed off on the plans
6. A cost estimate for the parking area
7. (from Mr. Kocher) A copy of the PennDot driveway HOP application.
8. A metes and bounds description of the easements

After much discussion:

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the Waiver request for relief from §607.16(E) of the Eldred Township Subdivision and Land Development Ordinance. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the Faust/Kunkletown DG, LLC subdivision plan, subject to the following conditions:

1. To satisfactorily address the Hanover Engineering Review Letter of September 7, 2021
2. Receipt of all third-party approvals, (PennDot HOP for Driveway)
3. All Monuments to be set or financial security applied acceptable to the Township Solicitor
4. Cost estimates for any required improvements
5. All professional services paid
6. Notes, Certifications, Covenants and Restrictions noted on plan satisfactory to the Township Solicitor
7. Approval of the Easement Agreement between the Property Owner and Kunkletown DG LLC
8. Recording costs to be paid by the Applicant
9. Easement language added to the Plan satisfactory to the Township Solicitor and Engineer
10. Improvement Agreement to the extent necessary for the monuments to be placed
11. Providing documentation to confirm the transfer of rights between CGP Acquisitions and Development LLC ("CGP") and Kunkletown DG, LLC, or its interest in the property.
12. Providing a copy of the operating agreement between CGP to confirm authority of CGP officer(s)
13. Providing a copy of the operating agreement of Kunkletown DG LLC, to confirm authority of CGP officer(s)
14. A copy of the proposed new deed

Motion Carried (3-0).

**Dollar General Land Development Plan:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to accept the applicant's offer to grant the Board of Supervisors an extension, under the PMPC, until October 31, 2021 for the Board's decision on the Land Development Plan. Motion carried (3-0).



**Kuehner Fields: Dedication of Sandstone Ct.:** Engineer Brien Kocher said most of the improvements are completed at Kuehner Fields, and Sandstone Ct. may now be ready for dedication to the Township as was anticipated when the project was approved in 2006.

There is a procedure that begins with a formal request by the Developer. The Secretary will prepare a letter.

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of August 18, 2021. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the Treasurer's Report as presented, the balances in the Pligit, First Northern and Petty Cash accounts being \$918,531.62. Motion carried (3-0).

**Approval and Ratification of Accounts Payable:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the bills for payment and ratification from the General Fund in the amount of \$22,707.51. Motion carried (3-0).

**Payroll:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the payrolls for the weeks ending 8/14/2021 in the amount of \$14,337.95 and 8/28/2021 in the amount of \$13,694.52, including all withholding and fees. Motion carried (3-0).

**Public Works Supervisors Report:** Frank Fehlinger reported that the PW has been cleaning up after Hurricane Ida, cleaning out pipes and repairing shoulders.

**Historical Society Report:** There was no report from the Historical Society

**ETCC Report:** At the request of Karena Thek:

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the use of the gym at the Community Center for the WEP Fall Festival on Sunday, October 24, 2021. Motion carried (3-0).

**Zoning Report:** After a brief discussion:

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve Resolution 2021-06, Revising the Residential Building Code Fee Schedule. Motion carried (3-0).

Dangerous Structure Report, 237 Gower Rd. Kunkletown: The Zoning Office prepared a report with photos of the dilapidated condition of the dwelling and outbuildings on this abandoned house. After a brief discussion,

- There was a motion by Gary Hoffman and seconded by Donna Mikol to instruct the secretary to have the Zoning Office contact the property owner to request the buildings be demolished prior to any formal action by the Township. Motion carried (3-0).

**Planning Commission Report:** Ms. Velopolcek reported that the Planners recommended the conditional approval of the Dollar General Minor Subdivision and Land Development Plan to the Board of Supervisors.

**CJERP Report:** There was no CJERP Report.

**Open Spaces Report:** Mrs. Bush reported that the Committee voted on a name for the gathering space in Town "The Village Square at the Stone Arch Bridge".

The Committee also scheduled a date for the Trail clean-up, Sunday October 3, 2021 at 9:30 A.M.

There was discussion about widening the trail enough to allow ATV's (used by the Fire Company to access remote areas in emergencies) to be able to pass in the case of an emergency.

There was also a discussion about contacting the lease holder (the Serfass brothers) to see if they could keep open portions of the trail prior to a new lease signing.

**Kunkletown Volunteer Fire Company:** Worker's Comp. Insurance Resolution 2021-07: Deferred

**Appoint Additional SEO's:** At the request of Hanover Engineering:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to appoint Justin Robbins, SEOC# 04079 and Luke Eggert, SEOC# 04090 as Township SEO's. Motion carried (3-0).

They will be assisting Jacob Schray and Scott Brown with SEO business in the Township.

**Trick or Treat:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to schedule Trick or Treat night for Sunday, October 31 from 4-6 P.M. Motion carried (3-0).

**Declaration of Disaster Emergency:**

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve The Declaration of Emergency Disaster as of August 31, 2021 due to Hurricane Ida which left significant damage within the Township to roads and creeks. Motion carried (3-0).

**Budget Workshops:** Deferred

**Well Exemption:** Scott Brown (SEO, Hanover engineering) submitted a narrative regarding a septic system that failed at 110 James Lane, Kunkletown. A new system needs to be installed, and as a result a new well is also required. Because of the size of the lot (.3 acre) the normal isolation distance requirement (100') cannot be met. The proposed well will be approx. 60 feet from the Septic, which is the longest distance available. Mr. Brown noted that this is a great improvement over the current proximity of 10 feet.

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve the waiver of the isolation distance for 110 James Lane, Kunkletown for the reasons stated above, conditioned upon the applicant signing an indemnity agreement. Motion carried (3-0).

**Other:** Update on Eagle Scout Project: JoAnn Bush read a letter from Tyler Mann, an Eagle Scout candidate who is doing his project at the Community Center. He will be adding a bench and leaving the replacement of mulch to the Township. He was also unable to provide a basketball area but is adding two hopscotch games and will paint and restore some of the playground equipment.

**Public Comment:** Don Moore asked about the status of the section of the Rail Trail which crosses the Tanzosh property. He is unhappy about the lack of progress in determining whether the Township has an easement across that piece. He noted that there are signs up on locked gates and he wanted to know if those were placed by the Township.

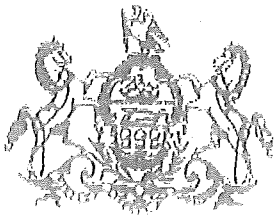
Solicitor Gaul advised the Supervisors not to comment at this time as there are legal issues regarding this topic.

**Adjournment:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 9:45 P.M.

Respectfully submitted,

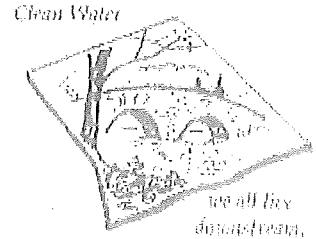
E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Minutes  
October 12, 2021

On Tuesday, October 12, 2021 the Eldred Township Supervisors met in a special meeting at 4:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa. The purpose of the meeting was a budget workshop.

**In Attendance:** In attendance were Gary Hoffman, Chairman; Joann Bush, Vice-Chairman; James Phillips, Treasurer, Frank Fehlinger, Public Works Supervisor. Also in attendance were Charles Ogle and Blaine Silfies.

**Budget Workshop:** Treasurer James Phillips presented and explained a proposed budget for the year 2022. No Action was taken at this meeting.

**Pension Multiplier:** Mr. Phillips explained that the Township receives reimbursement from the State for the Township's contribution to the employee's pension plan. The State has a maximum amount of (possible) reimbursement and at this time the Township is not contributing that full amount. Increasing the Pension multiplier would increase the state reimbursement and the pension amount the employee's would receive. This would provide an incentive for employees to stay in the Township's employ and increase the employee's pension amount at no additional cost to the Township.

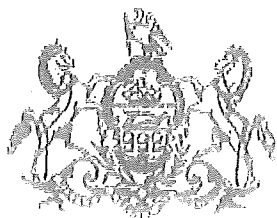
No Action was taken at this time.

**Adjournment:** There being no further business:

- There was a motion by JoAnn Bush to adjourn. Motion carried (2-0). Meeting adjourned at 6:00 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor



Board of Supervisors  
Minutes  
October 20, 2021

On Wednesday, October 20, 2021 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building 790 Kunkletown Rd. Kunkletown, PA. 18058 the meeting was held in-person and via Microsoft teams.

**In Attendance:** In attendance were Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman, Donna Mikol, Supervisor, Michael Gaul, Solicitor, and Brien Kocher, Engineer.

**Also in attendance were:** Justin Ross, LIVIC Civil and Jason Lang, Buchalter Capital Growth.

**Call to Order:** The meeting was called to order by Chairman Gary Hoffman at 7:15 P.M. followed by the Pledge of Allegiance.

**Announcement of Executive Sessions, Recording and Any Other Agenda Items:** Mr. Hoffman announced that the Board met in executive session immediately prior to this meeting with the Solicitor for pending legal matters, and that the meeting was being recorded.

**Public Comment on Non-Agenda Items:** Diane Bittenbender (Eldred Township Veterans Commission) announced that the Veterans Commission is looking for new members, that the new president is Kevin Silliman and the new Vice-President is Archie Craig. Ms. Bittenbender announced a ceremony for Veterans Day, Thursday November 11, 2021 at 11 A.M. at the Veterans Memorial at the Municipal Building. The Township Secretary was asked to send out announcements.

**Dollar General Land Development Plan:** Mr. Ross stated that he was present tonight to request conditional approval of the Kunkletown DG, LLC's ("KDG's") Land Development Plans. He said that KDG has provided most of the documents that were requested at the last meeting.

Solicitor Gaul noted that the Board still needed to make a decision on whether the Township would agree to KDG's request that the Township be the applicant for the storm system HOP on the PennDOT right of way, which is a requirement of PennDOT. As previously discussed, if the Township would agree to do so, the Township would require the developer to sign an indemnity agreement, which the developer has agreed to do. Solicitor Gaul stated that he prepared the substantial form of an indemnity agreement and circulated it to the Board prior to the meeting.

Robert Boileau again expressed his belief that the requirements of the SALDO have not been met in regard to the names of the Corporate Officers being on the plan. Solicitor Gaul responded that as an LLC, the organization of KDG and requirements are a bit different. Buchalter Capital Growth provided him a copy of the form of the Operating Agreement for KDG. He is satisfied with

P.O. Box 600 • 490 Kunkletown Rd., Kunkletown PA. 18058  
610 381-4252 • fax 610 381-4257 • www.eldredtpw.org

the document he has received naming the LLC Special Manager as the individual authorized to sign, provided that KDG submits a signed, completed copy of the document. Mr. Lang stated that they were in the process of doing so.

Solicitor Gaul stated that, based on the conditional approval of KDG's Subdivision Plan, the Planning Commission's recommendation, and prior discussion, he had prepared a draft Resolution granting conditional approval of the Kunkletown DG Land development Plan (Resolution 2021-08), and circulated it to the Board for review prior to the meeting.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopting Resolution 2021-08, granting conditional approval of the Kunkletown DG LLC Land Development Plan, the conditions as stated below.

1. Satisfactorily addressing the comments of the Hanover Engineering review letter of September 7, 2021.
2. Acquiring all the required third-party approvals including the PennDOT HOP, E&S and NPDES plan approvals.
3. Unconditional approval and recording of the Minor Subdivision.
4. Cost estimates acceptable to the Township Engineer for the required improvements.
5. An Improvements Agreement satisfactory to the Township Solicitor (with security).
6. A Stormwater Management Agreement acceptable to the Township Solicitor.
7. An Indemnity Agreement satisfactory to the Township solicitor in regard to improvements under the PennDOT HOP required to be in the Township's name.
8. Financial Security satisfactory to the Township Solicitor and Engineer for the required improvements and inspections (Letter of Credit).
9. Revision of Plan's Notes and Certifications, Covenants and Restrictions satisfactory to the Township Solicitor and Engineer .
10. The Township Solicitor and Engineer review and approve the form of the Easement agreement between the property owner and DG.
11. The Easement language be added to the plan satisfactory to the Township solicitor and Engineer.
12. Payment of all professional services.
13. An escrow for all future inspections of the stormwater facilities.
14. The fee in lieu of Open Space.
15. A signed copy of the operating agreement of Kunkletown DG LLC confirming the authority of the manager.
16. The approved NPDES and, PCMS and E&S Plans be included in the plans.

17. All conditions to be met within 180 days of the signing of the Resolution.

Motion carried (3-0).

Solicitor Gaul stated that there was still the matter of the HOP application and Indemnity Agreement.

There was a motion by Gary Hoffman and seconded by JoAnn bush to authorize KDG to submit the HOP application to PennDOT for storm drainage improvements in the Township's name, provided (1) KDG execute and deliver an Indemnity Agreement satisfactory to the Solicitor, and (2) the Township Engineer be copied on all communications between KDG and PennDOT, and be given access to the application file created by KDG and/or maintained by PennDOT. Motion carried 3-0.

There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the substantial form of the Indemnity Agreement prepared by the Solicitor, with such modifications as approved by the Township official(s) executing it, and authorize the Township Supervisors, individually and collectively, to execute and deliver the final form of the Indemnity Agreement on behalf of the Township. Motion carried 3-0.

#### **Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the minutes of September 15, 2021. Motion carried (3-0).

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

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the Treasurer's Report as presented, the balance of the First Northern , Petty Cash and Pligit accounts being \$907,471.41. Motion carried (3-0).

#### **Approval and Ratification of Accounts Payable:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payment and ratification of bills from the General fund in the amount of \$94,806.42. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payment or bills from the State Fund in the amount of \$28,163.78. Motion carried (3-0).
- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the payrolls for the weeks ending 9/11/2021 in the amount of 12,321.99, 9/25/2021 in the amount of \$15,173.04 and 10/09/2021 in the amount of \$12,863.19, including all withholding and fees. Motion carried (3-0).

**Public Works Supervisor's Report:** P.W. Supervisor Frank Fehlinger reported that the PW Dept. have been busy rolling and chipping various roads. They will be working on Buskirk Lane next week.

Dale Weidman asked about resurfacing the parking lot at the Village Square. Mr. Fehlinger said new stone will be down before the winter with plans to pave eventually.

**Historical Society Report:** Secretary Ann Velopolcek reported that she had a visit from an architect from Buffalo N.Y. who has recently uncovered many thousand white clay bricks that originated from the Chestnut Ridge White Clay and Terra Cotta Brick Company in Kunkletown. They were the bricks used by Frank Lloyd Wright to face the interior of the Larkin Building built in 1906 and demolished in 1950. He will be sending Eldred Historical Society one. Also Mr. Borger of Fiddletown Road has offered to donate the original safe from that company. The Supervisors agreed to store it at the Municipal Building until the Historical Society can place it in their headquarters.

**ETCC Report:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve a Craft Fair November 7, 2021, from 10-3. Motion carried (3-0).

The Secretary was contacted by the West End Lacrosse League about using the gym for the team to keep in shape over the winter. The room is available Sunday-Wednesday each weekday. There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the use of the Gym (with a lease) as stated above. Motion carried (3-0).

**Zoning Report:** Well Inspections:

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the assignment of Well Inspections in Eldred Township to SFC consulting at their normal hourly rate. Motion carried (3-0).

Ground Source Heat Pumps: Amendment of Zoning Ordinance: Solicitor Gaul is working on the Ordinance and will have it by next month's meeting. If the Board desires to expedite the review process, the Board could authorize the Solicitor to distribute the draft ordinance to the Planning Commissions for review and recommendation, once it is prepared, instead of waiting until the next meeting. The substance of the proposed GSHP Zoning Amendment is based on the work already done by the Township engineer, and previously reviewed by the Township Planning Commission:

- There was a motion by Gary Hoffman and seconded by Donna Mikol to authorize the Solicitor to distribute the draft Ordinance, when it is prepared, to the County and Township Planning Commissions for review and recommendation. Motion carried (3-0).

**Planning Commission Report:** The Planning Commission did not meet in October.

**CJERP Report:** There was no report from CJERP.

**Open Spaces Report:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve the submission of a grant in the amount of \$2,500.00 from the Pennsylvania Recreation and Parks Society to pay for or defray the cost of developing a plan for the Village Square. Motion carried (3-0).



Mr. Hoffman and Joseph Pucci will be plotting a trail on the map to be posted at the trail entrance.

The Supervisors will also be meeting with the Serfass Brothers to discuss the trail and its maintenance. Mr. Boileau has offered to help with the mowing.

Joyce Blaskow is continuing to work on a website for Mock Park.

**Kunkletown Volunteer Fire Company Report:      Resolution 2021-07**

We were recently contacted by our insurance company to decide, then pass a Resolution providing Workers Compensation for non-responding Fire Company volunteers who are members when they are working in other jobs for the Fire Company. (such as fundraising, cleaning the building or equipment etc.)

- There was a motion by Donna Mikol and seconded by Gary Hoffman to approve Resolution 2021-07, Providing Workers Compensation coverage to non-responding Volunteer members working on behalf of the Fire Company. Motion carried (3-0).

**Kuehner Fields Road Dedication:** No action was taken at this time.

**Modification of Pension Plan:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve the modification for the Township's pension plan to increase the multiplier (Township Contribution). The exact number to be determined after further discussion with PMRS. Motion carried (3-0).

**Borger/Kocher Minor Subdivision:**

- There was a motion by JoAnn Bush and seconded by Donna Mikol to approve Kocher/Borger's request for a 90 day extension on their deadline to satisfy the conditions to the approval of their Minor Subdivision Plan. Motion carried (3-0). The deadline for the conditions to be satisfied is now Tuesday January 18, 2022.

**Budget Workshops:** Mr. Hoffman announced that there will be a budget workshop on October 23, 2021 9:30 A.M.

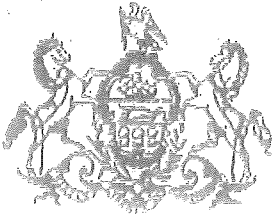
**Public Comment:** There was no public comment.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary  
Eldred Township



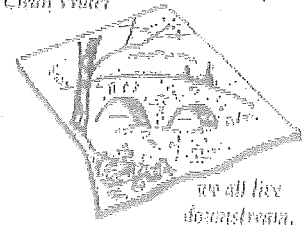
# Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman; Chairman  
JoAnn Bush; Vice Chairman  
Donna Mikol; Supervisor

Board of Supervisors  
Minutes  
October 30, 2021

Clean Water



On Saturday October 30, 2021 the Eldred Township supervisors met in a special meeting at 9:30 A.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown Pa. The purpose of the meeting was to prepare a budget for the year 2022 and any other matters that may come before the Board.

In Attendance: In attendance were Gary Hoffman, Chairman; JoAnn Bush, Vice-Chairman; Donna Mikol, Supervisor; Frank Fehlinger Public Works Supervisor

**Call To Order:** The meeting was called to Order by Chairman Gary Hoffman at 9:30 A.M.

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

### **Approve Agenda and Additional Items:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to approve adding a report about the American Rescue Funds after a meeting with accountant Jeffery Weiss of Zelenofske Associates. Motion carried. (3-0).

**Dangerous Structure:** 104 Fiddletown Rd. Kunkletown Pa.

- There was a motion by Donna Mikol and Seconded by JoAnn Bush to notify the Township engineer (Brien Kocher, Hanover Engineering) to prepare a bid spec for advertising the demolition of the structure. Motion carried (3-0).

**Budget Workshop:** Treasurer James Phillips went over a few modifications in the budget based on the meeting on October 12, 2021 and the meeting with the accountant firm on the 28<sup>th</sup>. The Supervisors were informed that the lost revenue calculation (\$303,9813.95) was greater than the amount the Township was receiving, so those funds could be placed in the General Fund and used for any governmental purpose other than those specifically exempted, Pension Additions, Rainy Day Funds and Debt Repayment.

Some projects that were mentioned were replacing the roof on the Municipal and ETCC buildings, generators for the Municipal Building, Transfer switch for the

ETCC, replacing some lost revenue for the Kunkletown Volunteer Fire Company (they calculate they lost \$42,000.00 due to lack of fundraising), installing a pavilion at the location of the current ballfield.

**Adjournment:**

- There was a motion by Donna Mikol and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 11:00 A.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary