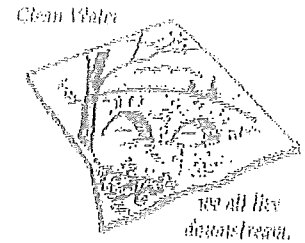


Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes April 16, 2025

On Wednesday, April 16, 2025, the Eldred Township Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

In Attendance: In attendance were Scott Clark, Chairperson, Susan McGinty, Vice-Chairperson, Gary Hoffman, Supervisor and Michael Gaul, Solicitor

Call to Order: The meeting was called to order at 7:05 P.M. by Chairperson Scott Clark, followed by the Pledge of Allegiance.

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

Public Comment on Non-Agenda Items: A small group of residents from Quinton Dr. and Schaffer Road came to the meeting to complain to the Board about the earth disturbance activities of a new resident on Quinton Drive, Francis (Frank) Clause. Mr. Clause installed some buildings and removed existing drainage pipes which has created a large and destructive amount of stormwater runoff on the neighboring properties. Resident Stephen Christiansen has had inspections of the damages on his property which was originally estimated to exceed \$5000.00 and is now estimated at over \$10,000.00. Mr. John Davis stated that it appears that Mr. Clause is setting up a commercial business in what is a Residential Zone and that he has the area all "torn up".

Mr. Hoffman said he believed this problem had been reported to the Monroe County Conservation District (MCCD).

Mr. Christiansen agreed that MCCD did inspect the property and issued a report with several violations but Mr. Clause has not remedied the problems. He stated that the MCCD seems unable to enforce its requirements.

Mr. Christiansen also said the problems the residents are having is in violation of the Eldred Township Stormwater Ordinance of 2007 and he would like the Township to get involved.

Solicitor Gaul said that it should be the Township Engineer that would review stormwater issues for the Township.

The residents asked when that would happen. Mr. Clark told them that the Board would follow up on the issue and keep them informed of the progress.

Mr. Christiansen submitted a set of documents containing the relevant information.

Additions or Changes to the Agenda: There were no changes to the agenda.

Approval of the Minutes: Approval of the minutes of March 19, 2025 was tabled by consensus of the Board.

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Treasurer's Report as presented, the balance in the PLIGIT, First Northern and Petty Cash accounts being a total amount of \$1,361,426.56. Motion carried (3-0).

Bills for Payment and Ratification:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the bills for payment and ratification from the General Fund in the amount of \$59,904.42. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$7,346.90. Motion carried (3-0).

Payroll:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payrolls for the weeks ending 3/22/2025 in the amount of \$14,979.96 and 4/5/2025 in the amount of \$12,955.18. including all withholding and fees. Motion carried (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: PW Supervisor Jonathan Gula reported that the PW employees have been sweeping streets, doing truck maintenance, cleaning out drain pipes and trimming trees. Mr. Gula reported that the Clean-up Days were a success with two 40-yard dumpsters being filled, many tires collected and a large amount of metal being sent to recycling.

Resignation: Ernest Moretz, the newest hire in the PW department resigned.

- There was a motion by Scott Clark and seconded by Susan McGinty to accept the resignation of Ernest Moretz. Motion carried (3-0).

Paving Bid:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the advertising of the 2025 paving bid specifications, subject to solicitor's review and approval. Motion carried (3-0).

Pt. Phillip Rd.: There was no update on Pt. Phillip Rd.

ETCC Report:

Blinds:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the purchase of blinds for the Community Center from Penn Blinds in the amount of \$12,155.00. Motion carried (3-0).

Cleaning Company:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the termination of the services of Happy Clean. Motion carried (3-0).

Parks and Recreation Report: Ann Velopolcek reported that at its next meeting the Committee will be deciding on dates and times to purchase plants and supplies, and for the planting of the garden area at the Village Center.

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

Zoning and Building Report: Return of Fire Escrow/108 Butternut St.

The Township has been holding a Fire Escrow for a fire that occurred at 108 Butternut St. The Zoning/Building Code officer inspected the property and determined that the escrow money can be returned. The Solicitor advised that the Board should first confirm that the Fire Escrow Ordinance's release procedures have been followed before authorizing release of the escrow. The Board took no action on the return of the fire escrow.

Planning Commission Report/CJERP Report:

Bower/ Borger Minor Subdivision Plan, Residual Tract Waiver: Solicitor Gaul explained that a residual tract waiver has been requested by the applicants in order to permit them to complete DEP Sewage Planning Module exemption requirements. Solicitor Gaul informed the Board that he recommended to the Planning Commission that the Township only grant the waiver if the Applicants agree to a covenant

restricting future development on the tract involved because the Township could be responsible for future sewage planning on the Lot once the Planning Module exemption is approved. Should the applicants wish to keep the option of future development open, Solicitor Gaul recommended that the Township require the landowner to undertake the necessary sewage planning at this time. This matter does not require Board action at this time.

K. Bush Appointment: In March, Kevin Bush was appointed to the Planning Commission. Chairman Clark announced that the Board confirmed that the term of his appointment is until 12/31/2026.

CJERP Report: It was announced at the CJERP meeting that the various Township's Zoning officers had met to review issues in their respective Townships. At its next meeting, CJERP will kick off the start of the updated Strategic Plan.

Kunkletown Volunteer Fire Company Report:

Brian Stankovich reported that:

The Fire Company responded to 5 calls in March, 18 year to date.

The Fireman's Festival will be held May 29th - 31st, 2025.

The firefighters will begin training soon.

The Fire Company has received word that the cost of the tanker they have ordered may increase up to \$11,000.00 for the cost of tariff surcharges.

Gary Hoffman reported that he and some of the firefighters attended a seminar regarding fires at commercial solar facilities. He will be submitting a draft report on the findings soon.

Generator Project:

Purchase of Generator

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the purchase of the generator and related equipment at a cost of \$44,735.00, with the possible addition of a tariff surcharge of \$1,330.00, from Winter Engine-Generator Service under Co-Stars contract #008-E22-963. Motion carried (3-0).

Installation Services

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve Solicitor Gaul to prepare bid specifications for the installation services for the generator. Motion carried (3-0).

Resolution 2025-03 Lot Joinder: Constantinou

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve Resolution 2025-03, approving a lot joinder for Robert Constantinou of lots 06.10A.1.9 and 06.10A.1.10 on Kings Lane at Kingswood Lake. Motion carried (3-0).

Computer Upgrades: CTL Purchase/Lease Proposals

After a brief discussion regarding the benefits and costs of leasing vs. outright purchase of new equipment:

- There was a motion by Susan McGinty and seconded by Scott Clark to purchase IT equipment from CTL in the amount of \$14,032.19 through Co-Stars contract #003-E22-555. Motion carried (3-0).

Farm Leases:

The Board tabled this agenda item by consensus.

Smale House Update: Jonathan Gula reported that during one of the longer periods of very low temperatures, a pipe burst in the basement. This caused water to spray onto the panel box and short-circuit the sump pump which led to water accumulating in the basement which caused an additional mold problem throughout the home. No action was taken at this time.

PMRS Pension Benefit Update:

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the advertising of the proposed Ordinance increasing the value of the pension multiplier from 1 to 1.8 % for service after January 1, 2025. Motion carried (3-0).

Audit Summary: The Township has received the 2024 annual audit.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the advertising of the 2024 Audit Summary and to make the audit report available for public view. Motion carried (3-0).

The Township Secretary also announced that the complete audit had also been posted the Township Building bulletin board.

Kuehner Field Estates Subdivision: Solicitor Gaul reported that the required subdivision improvements have been installed, but the developer is questioning its reimbursement responsibility for some of the Township's legal and engineering fees. The Township is still holding a letter of credit.

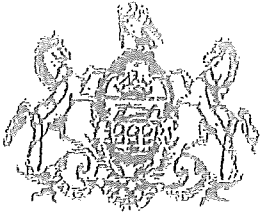
Public Comment: There was no public comment at this time.

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 7:50 P.M.

Respectfully submitted,

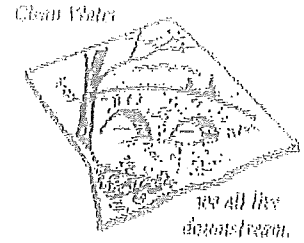
E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Eldred Township
Board of Supervisors
Minutes
March 19, 2025

On Wednesday March 19, 2025 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown RD. Kunkletown, Pa.

In Attendance: In attendance were Scott Clark, Chairperson, Susan McGinty, Vice-Chairperson, Gary Hoffman, Supervisor, and Michael Gaul, Solicitor.

Call to Order: The meeting was called to order at 7:05 P.M. by Chairperson Scott Clark followed by the Pledge of Allegiance.

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

Public Comment on Non-Agenda Items: James Leiding asked for an update on his complaint regarding 298 Church Rd. Solicitor Gaul responded that the matter is proceeding to court.

Additions or Changes to the Agenda:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to add the authorization to advertise for the newly created Township Administrator position . Motion carried (3-0).

Approval of the Minutes:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the minutes of February 19, 2025. Motion carried (3-0).

Authorize Proceeding to Court Filings for Zoning Violations:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the filings and cost of filings for Zoning violations for the following addresses and in the amounts listed:

305 Chestnut - \$221.75

298 Church - \$211.75

136 Weir Mountain - \$231.75

Motion carried (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,331,890.47. Motion carried (3-0).

Bills for Payment and Ratification:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment and ratification of bills from the General Fund in the amount of \$68,427.07. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment and ratification of bills from the State Fund in the amount of \$19,142.51. Motion carried (3-0).

Payroll:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payrolls for the weeks ending February 8, 2025 in the amount of \$17,290.75, February 22, 2025 in the amount of \$13,858.01, and March 8, 2025 in the amount of \$12,917.61 for a total of \$44,066.37, including all withholding and fees. Motion carried (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the PW weathered the winter alright to date. The salt shed is currently full as the final salt order has been received.

Street sweeping has begun with the broom attachment collecting excess anti-skid from the roads, which is being stock-piled at the municipal building and repurposed as needed.

Mr. Gula reported that about 30 dead trees were removed from the right-of-way on Frable Rd., to eliminate or reduce after hours calls relating to downed trees.

Mr. Gula and the secretary have prepared the Materials Bid for 2025. Solicitor Gaul will review it.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the advertising of the Materials Bid for 2025 contingent upon the Solicitors review and approval. Motion carried (3-0).

ETCC Report: Donna Deihl reported that the Prom Dress Sale will be taking place on March 29, 2025. Ms. Deihl said the PW had been working on the phone and they are working but they need an additional phone.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to purchase an additional Phone for the Community Center.

Parks and Recreation Report: Ann Velopolcek reported that the Parks Committee met. The Committee requested \$250.00 for the annual planting of the garden at the Village Center, for plants and mulch.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve \$250.00 for the Parks and Recreation Committee for the purpose stated above. Motion carried (3-0).

Historical Society Report: No Report

Zoning Report: No Report

Planning Commission Report/CJERP Report: Robert Boileau reported that the Planning Commission is reviewing a minor subdivision for 4 lots on Kuehner Rd.

Mr. Boileau mentioned that Mr. Hoffman will be attending a seminar given by the PA. State Fire Commissioners office about Commercial Solar Farms and emergency responses. Once that has taken place the Supervisors will be in a better position to review the proposed Ordinance the Planning Commission submitted to the Board on this subject.

New Appointment: Mr. Kevin Bush submitted a letter of interest in serving on the Planning Commission to fill one of the open vacancies. As an elected auditor, he must resign that position. He submitted a letter of resignation dated March 19, 2025, effective immediately.

- There was a motion by Scott Clark and seconded by Susan McGinty to accept the resignation of Mr. Kevin Bush from the Auditors and appoint him to the Planning Commission to fill the longest remaining term. (Motion carried (3-0).

There was no CJERP Report as CJERP did not meet in February.

Proposed Zoning and SALDO Amendments; Commercial Solar Facilities: No Action

Kunkletown Volunteer Fire Company Report: No Report

Update Generator Project Information: In Progress

Schedule Clean- Up Days:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve April 11, 2025 and April 12, 2025 as the Township Community Clean-Up Days. Motion carried (3-0).

Farm Leases: Tabled

IT: Termination of Services from Sensible Technology Solutions LLC:

The Supervisors received notice on March 3, 2025 that Sensible Technology Solutions LLC was terminating its services with the Township for IT Services effective May 31, 2025.

Review Proposal from Computing Technologies LLC (CTL) for Managed IT Services:

The Supervisors reviewed the proposal of CTL for Managed IT Services. The cost for set-up is \$1500.00 (one time fee) and a monthly maintenance fee of \$397.10 for 24/7 monitoring protection. Solicitor Gaul will review the proposal.

Action on CTL Managed IT Services Proposal:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the proposal of CTL for IT Managed Services contingent upon review and approval of the Solicitor. Motion carried (3-0).

Review Proposal from Computing Technologies LLC (CTL) for IT Hardware Upgrades:

The Supervisors received a proposal from CTL for new IT equipment to replace existing hardware no longer warrantied and to upgrade various switches, the firewall and desktop stations at a cost of \$14,032.19.

Action on CTL IT Hardware Proposal: There was no action taken at this time.

Review Proposal from NA Studios for Development of Web Site Design:

The Supervisors received and reviewed a proposal for a new website from NA Studios. The cost of the redesign could be \$5,700.00, depending on how many pages the Supervisors would like to include.

Action on NA Studios for Web Site Development:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve redesigning the Township's website with NA Studios at a cost not to exceed \$5,700.00. Motion carried (3-0).

Ratify Continuing Education (Mini-Boot Camp):

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the cost (\$99.00) of PSATS training for Susan McGinty. Motion carried (3-0).

Kuehner Field Estates Subdivision: Ann Velopolcek said Mr. Sander was in and requested an itemized list of the billings for Kuehner Fields. The Treasurer is compiling a list, which will be sent to Mr. Sander and his attorney.

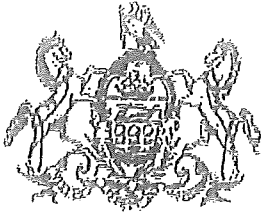
Public Comment: There was no public comment at this time.

Adjournment: There being no further business:

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

Respectfully submitted,

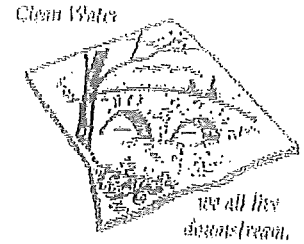
E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes February 19, 2025

On Wednesday, February 19, 2025, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA

In Attendance: In attendance were Scott Clark, Chairperson; Susan McGinty, Vice-Chairperson; Gary Hoffman, Supervisor and Solicitor Michael Gaul.

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

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

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

Additions or Changes to the Agenda:

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

Approval of the Minutes :

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

Treasurer's Report:

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

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

Bills for Payment and Ratification:

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

Payroll:

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

PMRS Pension Multiplier Change:

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

Reports (and Related Action Items):

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

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

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

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

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

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

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

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

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

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

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

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

Purchase, Backhoe Attachment:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

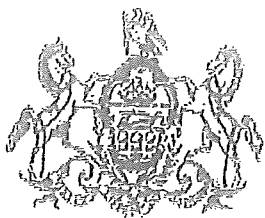
Public Comment: There was no public comment at this time.

Adjournment:

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

Respectfully submitted,

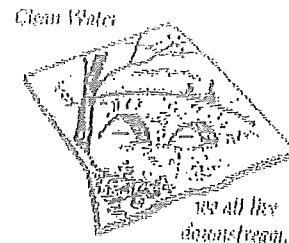
E. Ann Velopolcek, Secretary
Eldred Township



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



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

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

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

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

Election of Temporary Chairman:

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

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

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

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

Motion carried (3-0).

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

Election of Board of Supervisors Officers

Chairman:

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

Vice-Chairman:

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

Appointments and Other Approvals

Secretary/Administrative Assistant:

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

Treasurer:

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

Public Works Supervisor:

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

Right to Know Officer:

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

Township Solicitor:

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

Zoning and Codes Officer :

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

Building Code Official:

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

UCC Inspector:

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

Flood Plain Manager:

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

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

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

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

UCC Joint Board of Appeals Member:

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

Vacancy Board Chairman:

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

Pocono Mountains Council of Governments Representative

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

Voting Delegate to the PSATS State Convention:

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

Delegate to the Monroe County Tax Committee:

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

CJERP Regional Planning Committee Voting Member:

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

CJERP Regional Planning Committee, Alternate:

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

Monroe County Association of Township Officials:

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

Earned Income Tax Liaison:

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

Earned Income Tax Appeals Officer:

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

Planning Commission:

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

Zoning Hearing Board:

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

Emergency Management Coordinator:

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

Deputy Emergency Management Coordinator:

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

Primary Fire Protection for Eldred Township:

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

Kunkletown Volunteer Fire Company Fire Chief Approval:

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

Kunkletown Volunteer Fire Company Board of Directors, President:

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

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

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

Community Center Supervisor Liaison and Alternate:

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

Township Administration and Volunteer Coordinator to the ETCC Board:

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

Plant, Ground and Maintenance Emergency Response:

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

Volunteer Thrift Store Management:

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

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

Township Employees Cost of Living Increases:

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

All Other Benefits:

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

Mileage:

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

Legal Advertisements:

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

Depositories for Township Funds:

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

Approval of Treasurer's Bonds:

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

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

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

Regular Business Meeting Matters

Approval of the Minutes: December 18, 2024 - Tabled

Treasurer's Report:

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

Bills for Payment and Ratification:

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

Payroll:

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

Reports (and Related Action Items):

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

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

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

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

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

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

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

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

Parks and Recreation Report: On Hiatus

Historical Society Report: On Hiatus

Zoning Report: There was no Zoning Report

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

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

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

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

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

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

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

Motion carried (3-0).

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

Adjournment:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary