

Minutes  
December 28, 2018

On Friday, December 28, 2018, the Eldred Township Board of Supervisors met in a rescheduled regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa. at 4:00 P.M.

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

**Call to Order:** The meeting was called to order at 4:00 by Chairman Mary Anne Clausen followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive session prior to the December 5, 2018 meeting with the Solicitor for pending legal matters, on December 13, 2018 for personnel, on December 20, 2018 for personnel and real estate and prior to this meeting with the Solicitor for pending legal matters.

**Public Comment:** Ms. Clausen announced the guidelines for public comment and stated that public comment would be taken throughout the meeting prior to any official action. Public Comment will also be available at the end of the meeting. Each person will have two minutes to comment and once on each topic.

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of December 5, 2018. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurers Report as presented, the balance in the PLIGIT and 1<sup>st</sup> Northern Accounts being \$424,006.51. Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payment and ratification of bills in the amount of \$25, 853.25 from the General fund. Motion carried (3-0).

**Approval of Payroll:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the week ending 11/24/2018 in the amount of \$9,368.46 and for the week ending 12/8/2018 in the amount of \$8,525.42 including all withholding and fees. Motion carried (3-0).

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Recurring (fee waived) lease of Tim Nordmeyer for 1 year for the Gym for basketball (open to the public) on Wednesday evenings from 6-8.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the daily leases of Carpenito- 1/12/2019, Wheelis -12/29/2018 and Price - 2/9/2019 at the regular rate. Motion carried (3-0).

**Resolution 2018-18: A Resolution Approving the Budget and Setting the Tax Levy for the Fiscal Year 2019.**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve Resolution 2018-18. Motion carried (3-0).

**Resolution 2018-19: A Resolution Authorizing Eldred Township's Acquisition of a New John Deere Tractor and Tiger Boom Mower and financing the Purchase Through a Lease Purchase Agreement with F.N.B. Commercial Leasing.**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve Resolution 2018-19, the purchase price being \$147,639.00. Motion carried (3-0).

**Other:** Gary Hoffman stated that he received a petition from the residents of Wes Flo Court requesting the proposal to install a parking area in Mock Park with the access being Wes Flo Ct. be rejected. The concerns of the residents are as follows:

- Safety and Security
- Maintenance Concerns
- Environmental Concerns

The original petition will be available for viewing in the Mock Park Correspondence file.

**Public Comment:** Related to the Proposal for a parking area off Wes Flo Ct.:

Marianne Nichols commented that all the residents on Wes Flo signed the petition. She also spoke about comments made at the Parks and Recreation meeting. She expressed a concern about the timing of the resident's interaction with the Committee and the BOS as it concerns the Wes Flo access.

Janet Dickens asked about speeding on the road. MaryAnne Clausen explained the process of having a speed limit designation for Township roads.

Ms. Dickens also asked if a speed bump was possible. The Supervisors will look into it. Ms. Dickens hand delivered a letter to the Supervisors regarding her concerns and comment about the Wes Flo Access to Mock Park.

William Borger reported that he spoke to adjoining property owner Robert Dorshimer and they both believe a survey should be completed prior to any new activity on the Road.

Kristy Harris asked that the Supervisors reconsider the access.

Danielle Serfass reported suspected criminal activity on Wes Flo. She stated that the State Police have not been responsive to complaints. She also feels that a parking area would attract illicit activities and trash. She also indicated there could be a problem of hunter safety.

Jeremy Batchler also had questions about the boundaries and the possibility of the above stated issues at the Park.

James Dickens stated an objection to Mr Moore speaking last.

Don Moore stated that he is working on park issues for the Board. He made the point that the proposal does not involve the Borice property. He spoke to Dennis Smale, the original surveyor of the Wes Flo subdivision and together with the Mock surveys he feels that his conclusions about the boundaries is accurate, however he has no issue with having the line surveyed. In his conversations with Mr. Dorshimer, Mr. Dorshimer stated he does not have any boundary with Wes Flo Ct.

Mr. Moore then gave a brief explanation of events surrounding the death of David Johnson in the Princess Creek 50 years ago. He stated that he visited the area and it cannot be accessed from the proposed path to the creek (Fiddletown site) due to the tributary from the Mock House property having no navigable bank. He does not see any need for any restrictions since it is currently in use by fishermen with no problems reported.

Jacqueline Mock stated that the Park is in fact in memorial to her father-in-law (not her husband) Walter C. Mock who bought the property in 1935 and restored the

house and that her intent was to create a conservancy and prevent development. She expressed her remorse that the residents are having speeding and criminal activity on the street. She stated that there have been problems there for many years since the area is remote and that hunting has also been an issue with suspected out of state hunters and she hopes that this renewed interest in the park can help resolve some problems.

Jim Leiding requested that the Supervisors (and committees) not schedule meetings within 2 days of holidays to permit greater public participation.

Board Response: Mr. Hoffman indicated that the Supervisors are interested in the comments and concerns of the residents and that no proposals have been approved.

Mary Anne Clausen stated that the Board has not approved any proposals and that is the reason the parking lot is not on the agenda. She explained that the Parks and Recreation is an advisory committee and proposals come to the Board for consideration.

Ms. Clausen responded to Ms. Dickens letter as follows:

She responded that the Parks and Recreation Committee members can be reached through the Secretary.

Ms. Clausen advised that our meeting times and dates are on the website and that we publish the dates and times each year in January as required by law and that special meetings are advertised in the Times News, posted at the Township Building and sent out as updates on our email list.

She explained that with limited staff, the Township has been attempting to publish our agenda on the website, however we often have last minute additions or changes and rather than publish incorrect information, sometimes it might not get posted.

Parks and Recreation Minutes are submitted by the Parks and Recreation secretary who has limited time and does the best she can. Those minutes are available, after they are approved, at the Township building through the Secretary.

Individual notices of agenda items cannot be sent as staffing does not permit.

Solicitor Gaul gave a brief history of public comment and advised that individual notice of agenda items is not a requirement of the Sunshine Act, however any constituent can be access the Supervisors when they are available or through correspondence. He also indicated that the time for comment on the Park has not passed but is under current consideration. He specified that during the public comment periods, comment is directed at the Board and is not a discussion or question/answer session nor should there be discussion amongst the audience members.

Solicitor Gaul further explained the process of advertising meetings, special meetings and hearings and the reasons for the published notices. He explained that if there is objection to the Board's action, there is a time limit for a legal challenge of any decision.

Mr. Hoffman remarked that there is a website, publicnotice.com, where every public notice published in Pennsylvania is available for review.

Ms. Clausen added that the Supervisors are not always the best persons to answer questions. She explained that often the Secretary or other staff may have documents etc. that would contain the most accurate information

Randy Serfass asked if the Park is under construction.

After some clarification Ms. Clausen replied that the Fiddletown Rd. parking lot is under construction.

Ms. Dickens asked if the Township has plans to install "no parking" signs on the cul-de-sac.

Ms. Clausen replied that the Supervisors have not discussed it.

Mr. Moore added that the trail off Wes Flo is a new trail and that it has had some clearing done recently. He asked that the Supervisors provide guidance about the trail being under construction.

Robert Boileau added that the next meeting is the Organizational meeting and that there are several Committees, Commissions etc. that residents can be appointed to serve on, should they wish.

Mr. Dickens stated that he did not find notice of the meeting on the website. He advised that he has experience with websites and would be willing to help.

**Adjournment:**

There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 5:15 P.M.

Respectfully submitted,

Secretary

Minutes  
December 5, 2018

On December 5, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen, followed by the pledge of allegiance.

**Announcements:** Ms. Clausen announced that the flag at the Township Building was flown at half-staff in honor of slain Zoning Officer Mike Tripus of Paradise Township. She stated that this is the second local shooting at a Township building in the last few years and that the Board is looking into additional security options.

Ms. Clausen also thanked the Kunkletown Volunteer Fire Department for patrolling Kunkletown and Fiddletown Rd. on Halloween and its contribution toward keeping the community safe.

Ms. Clausen then praised the West End Food Pantry for the work it is doing. She visited the facility during its recent open house and was very impressed with the program and its organization.

**Announcement of Executive Sessions:** The Board met in executive session on November 11 by telephone for Real Estate on November 29 for Real Estate and personnel and by telephone with the Solicitor for pending legal matters.

**Public Comment on Non-Agenda Items:** Ms. Clausen announced the public comment policy of having comment after each motion throughout the meeting and asked for comment to be limited to one minute per person per subject.

Archie Craig noted that the flag is currently at half-staff in honor of the passing of President George Bush who passed away on November 31, 2018. He also thanked Supervisor Hoffman for the nice letter he sent to the Veteran's Commission regarding the recent Veteran's Day Ceremony.

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of November 7, 2018. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the minutes of November 15, 2018 with the addition of a decimal in the dollar amount of the truck (\$1.00). Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as presented, the balance in the Pligit and 1<sup>st</sup> Northern General Fund accounts being \$431,466.34. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment and ratification of bills from the General Fund in the amount of \$239,499.46. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the State Fund Bills in the amount of \$14,244.58. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the week ending October 27, 2018 in the amount of \$11,187.84 and for the week ending November 11, 2018 in the amount of \$10,049.69, all withholding, and fees included. Motion carried (3-0).

**Public Works Supervisors Report:** Ann Velopolcek reported that the PW crew has been painting the interior of the building and working at the Fiddletown Rd. site removing trees. The truck has arrived and is being prepped for winter.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission will be discussing ways to strengthen our Zoning Ordinance regarding Biosolids at the next meeting on December 20, 2018.

**Parks and Recreation Committee Report:** Don Moore reported on progress he has made regarding the Wes Flo access to the park. The Committee will be reviewing and preparing recommendations at the next meeting for  
Park Rules  
Farming  
Signage  
Grant applications for next year

He reported that the PVHS National Honor Society is interested in fundraising for a parking area off the Wes Flo entrance. He has done some preliminary work on the necessary permits, right-of-way, and costs.

Marianne Nichols indicated that she was opposed to a parking area and access off Wes Flo Ct. She believes it will create traffic and perhaps invite criminal activity into the neighborhood. James Leiding read a letter from Wes Flo resident John Borice, also not in favor of the plan based on increased traffic.

Doug Borger again brought up that there had been a death in the creek and is not in favor of the path to the creek from the Fiddletown site. Archie Craig agreed.

Richard Zilmer asked if this was a proposal before the Board. Ms. Clausen said yes. Then Mr. Zilmer asked what the process of approval is and where this (the Wes Flo Parking lot) is in the process. Ms. Clausen said the proposal is before the Board for consideration.

There was a lengthy discourse about these two issues. After this Ms. Clausen said she felt that moving forward with a parking lot at Wes Flo was premature as there are cost constraints and the timing is not conducive to a spring 2019 project.

Mr. Moore said that the National Honor Society may withdraw if the project does not move forward.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to send a letter to the National Honor Society explaining that there is not enough time to pursue the project for the spring of 2019, including an invitation to the next P&R meeting. Motion carried (3-0).

Ms. Nichols asked that a letter be sent to the Wes Flo residents informing them of the meeting and topic of discussion and the Supervisors agreed to send a letter.

**ETCC Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Recurring Daily Lease of Itsy Sweeney to have Adult Recess on Thursday evenings from 7-8:30 until spring. Motion carried (3-0).

**Treasurers Bond:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the purchase of a \$500,000.00 treasurers bond for Treasurer James Phillips at a cost of \$830.00 and for \$200,000.00 for the Assistant Treasurer E. Ann Velopolcek at a cost of \$435.00. Motion carried (3-0).

**Proposed Budget:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the 2019 proposed budget which will be adopted on December 28, 2018. Motion carried (3-0).

**Contribution:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the annual contribution to the Chestnutridge Seniors in the amount of \$500.00. Motion carried (3-0).

**Settlement of Enforcement Action:** Solicitor Gaul gave some background information about the violation and the proceedings.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the settlement of the actions against Broglio Farm Estate in the amount of \$8,338.38 and DCS logging in the amount of \$2,120.25. Motion carried (3-0).

**Wingert Property:** Deferred

**Contribution: Kunkletown Volunteer Fire Company**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the second annual donation to the Kunkletown Volunteer Fire Company, in the amount of \$12,500.00. Motion carried (3-0).

**Hanson Contract:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to terminate the contract for paving with Hanson Aggregates. Due to the extremely wet summer, Hanson is behind schedule and cannot pave the road before spring 2019. Motion carried (3-0).

**Purchase:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the purchase of a plow for the new truck in the amount of \$5,660 and 2 spreaders in the amount of 3925.00. Motion carried (3-0).

**New Hire:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the hiring of Kenneth Fuls as a non-bargaining unit hire to plow snow (as necessary) at a rate of \$15.25/hr. Motion carried (3-0).

**Accountant:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the Township's intention to hire an accountant to audit the Township accounts for the year 2018. Motion carried (3-0).

**Advertise Organization Meeting:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the advertising of the 2019 Organization Meeting and first meeting of the Board on January 7, 2019 at 7:00 P.M. Motion carried (3-0).

**Other:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the final cost of the bucket truck in the amount of \$83,375.00 Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the placement of an ATM machine at the ETCC Thrift Store subject to a suitable agreement with the vendor. Motion carried (3-0).

Virginia Salter explained that there has been a problem in the parking lot with dogs during food pantry distributions. After some discussion, the issue is being referred to the West End Food Pantry for further review.

**Public Comment:** Richard Zilmer asked that the issue brought up regarding water safety at Mock Park be included in the minutes.

Donna Deihl restated the concerns about the water hazard. Gary Hoffman suggested that an independent expert look at the hazard and evaluate it for the Township.

Dr. Leiding stated that he believes development of Mock Park should be deferred until the Township acquires the Mock House and property.

Marianne Nichols asked about Mrs. Mock's involvement in the park's development. JoAnn Bush responded that Mrs. Mock is a non-voting member of the Committee and as such she is informed about current issues and has the opportunity to comment, but that at this time, she is not involved in making decisions about what is happening with the park development.

Ms. Clausen made a statement that while Mrs. Mock is an ex-officio member of the Committee, she is informed about what is being planned, however, she does not have a vote on the Committee.

Ms. Clausen also stated her opinion that Mock Park will become increasingly valuable as the Township develops and becomes more densely populated, and that the Supervisors, while taking into consideration the concerns of the present residents, need to also look to the future and what the needs will be going forward, and that there is support for the Park's development in the community.

Don Moore asked for further direction from the Supervisors concerning the park development and the role of the Committee. He spoke about the long-term goals of the Supervisors in developing the Eldred Township Parks, Mock, the Rail Trail etc.

Ms. Clausen agreed that the Supervisors wish to set a course and stay with it.

Mr. Hoffman stated that the current Board is working to make the most of decisions that were made in the past.

Donna Deihl asked about the location of the Rail Trail. Ms. Clausen spoke briefly about the Rail Trail's location and how it relates to Carbon County.

Adjournment:

- There was a motion by MaryAnne Clausen and seconded by JoAnn Bush to adjourn. Meeting adjourned at 9:40 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
November 15, 2018

On Thursday, November 15, 2018, the Eldred Township Supervisors met at 11:30 A.M. in a special meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice-Chairman, Gary Hoffman, Supervisor, James Phillips, Treasurer and Frank Fehlinger, Public Works Supervisor.

**Call to Order:** The meeting was called to order at 11:40 A.M. by Chairman Mary Anne Clausen.

**Uniforms:** Prices and quantities for uniforms was discussed.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve an amount up to \$2,457.00 for the Public Works Dept workers for uniforms for the year ending December 31, 2018. Motion carried (3-0).

**Gower Rd. South Bridge:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve a change order received from E.F. Possinger through Hanover Engineering in the amount of \$12,373.90 for pumping flood waters at the construction site. Motion carried (3-0).

**Public Works Resignation:** Frank Fehlinger reported that James Smith has verbally given his resignation effective immediately. Mary Anne Clausen asked the secretary to send a letter to Mr. Smith confirming his resignation and thanking him for his years of service.

**Building Maintenance:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the proposal of Builders Door and Hardware, Inc. for repairing the automatic door closers at a cost of \$475.00. Motion carried (3-0).

**Surplus Truck Purchase:** Gary Hoffman reported that the County will sell the Township a pick-up truck for a total cost of \$1.00, the truck being surplus.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the purchase of a surplus truck for a cost of \$1.00. Motion carried (3-0).

The Supervisors asked the secretary to provide an authorization letter to Mr. Fehlinger to be signatory for the paperwork (registration etc.) for the truck.

**Budget:** There was a lengthy discussion about budget line items. No meeting has been set for adoption of a final budget.

**Asbestos Inspection:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the proposal of ACM in the amount of \$\$530.00 plus lab samples at \$25.00 ea.

**Adjournment:**

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adjourn. Meeting adjourned at 2:10 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
November 7, 2018

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

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

**Call to Order:** The meeting was called to order at 7:06 P.M. by Chairman Mary Anne Clausen.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board met in executive session on October 25, 2018 for budget matters, Tuesday October 30, 2018 and (by telephone), on November 5, 2018 (by telephone) for real estate matters and immediately prior to this meeting, with the Solicitor, for pending legal matters.

**Public Comment:** There was no comment on Non-Agenda items. Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

**Approval of the Minutes:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of October 17, 2018 with the addition of the executive session following that meeting. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of October 25, 2018. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurers Report as presented the total of all accounts being \$361,332.83.

Doug Borger asked about the ETCC account being closed. Ms. Clausen responded that the account was closed having been inactive for a matter of months. She explained that all the income and expenses for the ETCC are recorded on numbered line items in accordance with the Chart of Accounts.

Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the ratification of bills in the amount of \$14,064.82 and the payment of bills in the amount of \$29,140.87, a total of \$43,205.69 from the General Fund. Motion carried (2-0). Mary Anne Clausen abstaining because she did not have an opportunity to review the accounts.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$326.31. Motion carried (2-0). Mary Anne Clausen abstaining for the reason stated above.
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the week ending October 13, 2018 in the amount of \$12,527.80 including all withholding and JetPay fees. Motion carried (3-0).

**PW Supervisors Report:** Frank Fehlinger reported that the PW has completed cutting gutters for the year, placed all the “No Littering” signs, replaced three missing street name signs and have begun the interior painting of the Municipal building,

They will be repairing the intersection of Butternut and Frable Roads next week. The Gower Rd. Bridge is completed, and the road will open tomorrow.

**ETCC Report:** JoAnn Bush announced that the water sanitation system at the ETCC will be reinstated as a requirement of the DEP. Prosser labs has provided a proposal for the reinstatement and maintenance contract for a period of 1 year.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Prosser Labs contract proposal for the maintenance of the water system at the ETCC at the rate of \$70.00/ hour for repairs and maintenance. Motion carried (3-0).

**Parks and Recreation Report:**

Resolution 2018-15: A Resolution to Prohibit the Applications of Biosolids on Township Owned Properties.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adopt Resolution 2018-15. Motion carried (3-0).

Funding: A proposal was presented to the Board by the Parks and Recreation Committee for a funding grant, which is a matching grant, that will become available from the County for 2019. This grant would be used to create a path from the parking lot at the Fiddletown site to the Princess run, picnic tables, signage and other similar items.

There was a discussion about attributing the costs when using the PW to do the work. It was agreed that line item to be used is line 454.720 of the 2018 Budget for work done this year.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Township PW to remove the necessary trees and install a parking lot at the Fiddletown Rd. site of Mock Park. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve an application for a County grant, providing the grant application cost does not to exceed \$350.00. Motion carried (3-0).

**Non-Bargaining Unit Hire, Public Works:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the hiring of Ricky Gower as a non-bargaining unit, temporary, part-time employee (to help with emergency snow-plowing) at a rate of \$15.25, subject to his updating his contact information. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the offer by Mr. Hoffman to volunteer to help with emergency snow-plowing. Motion carried (2-0). (Mr. Hoffman abstaining).

There was a discussion about Mr. Hoffman's worker's comp insurance during his volunteer hours. The secretary was asked to check with our insurers to determine the coverage.

**Auditor Appointment:**

- There was a motion by Gary Hoffman and seconded by to approve the appointment of Mike Froehlich to serve as auditor to complete the term of Donna Mikol whose term would have ended On December 31, 2019. Motion carried (3-0).

Solicitor Gaul asked the secretary to notify the Board of Elections.

**Bio-Solids Update:** Ms. Clausen gave a brief update about the status of the biosolids issue.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to refer the question of strengthening our Zoning Ordinance or creating an independent Ordinance to give the Township better protection against the spreading of Biosolid materials to the Planning Commission along with all relevant documents. Motion carried (3-0).

Solicitor Gaul asked if this issue would be better served by having the special counsel review the Ordinance and come up with some recommendations, rather than the Planning Commission. He felt that it would be more productive and save the Planning Commission time to have that guidance.

Ms. Clausen replied that in the discussion at CJERP, the members did not wish to take that course, and that our Counsel did give some guidance about areas that could be looked at. She agreed that the Planning Commission might come up with ideas that are not useful.

Solicitor Gaul asked Robert Boileau (Planning Commission Chair) his opinion.

Mr. Boileau responded that he feels that holding the DEP to the regulations regarding the permitting and application, according to its own requirements, is the area he feels would be most successful.

Ms. Clausen listed the areas recommended by the Special Counsel for review. They said they could:

- try to draft a stand-alone Ordinance
- review our Ordinance to see if it could be strengthened
- review all the CJERP ordinances and try to do something on the regional level

Ms. Clausen said that when she brought these up at the CJERP meeting, they suggested that this could go to a planner rather than Special Counsel. Her feeling is that the Special Counsel would be more cutting edge on this topic than a planner, and CJERP wanted time to review the issues themselves.

Mr. Boileau was in favor of moving forward without CJERP.

Solicitor Gaul suggested getting prices from Special Counsel then have the Planning Commission work with Curtin Heefner.

Mr. Boileau is in favor of having the Planning Commission review things first then consult with Special Counsel.

Ms. Clausen agreed to contact Special Counsel for an estimate.

JoAnn Bush reported on a conversation she had with John Borman from the Upper Mt. Bethel group fighting the biosolids permit in their Township. He suggested

petitions, appeals of permits, lawsuits by private property owners and a letter writing campaign to keep pressure on the legislators.

Patrice Junta agreed that a multi-pronged approach would be necessary. She suggested several things: review and amend the Zoning Ordinance as possible, create a declaration that any local action would not prejudice us joining a larger group (i.e.: lawsuits), keep the residents updated about any new issues or progress.

Solicitor Gaul pointed out that a stand-alone Ordinance would not be a part of the Zoning Ordinance. He also stated that whatever the Township does, because the use of biosolids is permitted by the State, the Township will not be able to prohibit the use.

James Leiding asked how to challenge the DEP if they are not following its own rules.

Solicitor Gaul advised that if they are violating the regulation it can be addressed through legal action, by suing the DEP through the Environmental Hearing Board or as a private citizen in the Commonwealth Court or the Environmental Hearing Board.

Ms. Junta stated that she believes that there have been violations.

Archie Craig suggested that multiple municipalities might combine to influence legislators.

Ms. Clausen stated that she believes that a citizen's action group would be most successful.

Doug Borger added that Jody Borger is still operating in the Township and that any rules we make will also apply to his business.

Other: Ms. Clausen announced that the November 21 meeting is cancelled and that if another meeting is required before the December 5 meeting it will be advertised.

Ms. Clausen also announced that the boom mower unexpectedly failed and will need to be replaced at an estimated cost of \$140,000.00, so the Supervisors are looking for ways to finance the purchase. A loan may be available to help pay for half of the bucket truck at a 2% interest rate to free up some money for the mower, therefore:

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adopt Resolution 2018-16, allowing the application for the loan. Motion carried (3-0).

**Public Comment:** JoAnn Bush announced the Veterans Ceremony that will take place on Sunday, November 11, 2018 at 11 A.M. and invited the assembly.

Dale Weidman commended the Board for hiring additional staff for the Roads Dept. He also asked what the Township would be doing with the old equipment that is being replaced. There was discussion about using Municibid or a public auction. Solicitor Gaul added that either is acceptable.

Doug Borger asked if the Supervisors were looking into purchasing the Smale house. Ms. Clausen responded that Real Estate is a subject for executive session and that if any decision was going to be made, it would be announced at a public meeting. Mr. Borger is opposed to the idea.

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
October 17, 2018

On Wednesday October 17, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA.

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

**Call to Order:** The meeting was called to order at 7:06 P.M. by Chairman, Mary Anne Clausen.

**Announcement of Executive Sessions:** Ms. Clausen 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:** Ms. Clausen announced that Public Comment on agenda items will be available throughout the meeting and additional comments will be heard at the end of the meeting.

**Approval of the Minutes:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of October 3, 2018. Motion carried (2-0), Gary Hoffman abstaining due to his absence at the meeting.

**Treasurer's Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer's Report as presented. The total of all accounts being \$394,644.98. Motion carried (3-0).

**Approval of Unpaid Bills:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment and ratification of the bills from the general fund as presented for a total of \$36,791.05. Motion carried (3-0).

There were no bills pending for the State fund.

**Payroll:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll in the total amount of \$12,312.05 which included withholding and JetPay. Motion carried (3-0).

**Biosolids Update:** Ms. Clausen reported that the Supervisors have determined that appealing the permit would be prohibitively expensive and that the Supervisors feel that the best way forward is, to the extent it is possible, to strengthen our zoning Ordinance as a comprehensive approach to resolving the issues. She added that the state law limits the Township's authority.

Don Moore announced that there will be a hearing for the proposed Synagro plant in Plainfield Township, that hearing being scheduled for Nov. 7, 2018. He stated that Senator Scavello wishes to have a hearing about the general issue of biosolids use in Pennsylvania.

Patrice Junta asked about the State law restrictions and indicated her strong objection to the use of biosolids.

Desiree Jaeckle asked if the adverse health effect being reported might be a cause for a complaint to a Department of Health. Solicitor Gaul responded that he thinks that is the correct track for complaints and suggested the State Department of Health.

**Broglia Minor Subdivision:** Steve Gitch, of Keystone Consulting Engineers appeared, to explain the project to the Board. Solicitor Gaul stated that the Township Planning Commission, County Planning Commission and Township engineers had reviewed the plan and suggested some waivers and required conditions.

After some discussion:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the following:

SALDO Waivers (by section):

- §305.5- A Septic Planning waiver contingent upon the execution of a Planning and Non-Building Declaration, the form required by DEP and the compliance with the Township Engineer's review letter of August 13, 2018.
- §404.2s- Providing a professional wetland delineation.
- §607.16.1- A setback requirement for adjoining driveway and farm access road of less than 10 feet, contingent upon the accessway being acceptable to the Township Engineer.
- §608- A waiver of monumentation with concrete monuments permitting the developer to use iron pins in their place at all unmarked exterior corners.

Motion carried (3-0).

Following:

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the plan with the following conditions:
  - compliance with the comments of Hanover Engineers review letters of August 13, 2018 and October 16, 2018, except to the extent that the waivers are granted by the Board.
  - The developer providing draft deeds for the new lots, with the applicable non-building waiver and easement references
  - Satisfactorily addressing the portion of the driveway extending to lot 2 either by an easement, moving the property line or a note satisfactory to the Township Engineer.

Motion carried (3-0).

**Old Mill Update:** Ms. Clausen stated that the Supervisors have researched the accessway to the south of the Old Stone Arch Bridge area and determined that the Townships access is in the right-of way and that if Mr. Gower has any concerns, he should bring those before the Board.

Don Moore commented that he understands that the Board is asking for information (from our Engineers) to be able to apply for a grant for the development of the Town Square.

Judi Leiding asked if there was a problem with the parking area of the Old Post Office which is in the proposed park area. Ms. Clausen replied that the proposed use would not impact the use for parking for the Old Post Office as the area would be for public parking.

**Resolution 2018-14-A Resolution in Opposition to House Bill 2564, Entitled “Small Wireless Facilities Deployment Act”:**

Solicitor Gaul explained that the reason the Township considered this Resolution is that the House Bill removes the authority of the Township to regulate the placement, use and fees of Mini-cell facilities, as well as review timeframes and inspections, from a zoning and right-of way standpoint.

The Planning Commission studied this issue and determined that the Township should work to retain as much regulatory authority as possible.

Mr. Hoffman stated that at some point, he feels that this use will become an “essential service” as other utilities are, and that the Township will lose regulatory authority, should that occur.

- There was a motion by and seconded by Gary Hoffman to adopt Resolution 2018-14. Motion carried (3-0).

Other: Ms. Clausen announced that the Township is once again looking for a person interested in serving as a Township Auditor. She explained the current limited duties of the Auditor and the meeting requirements.

Ms. Clausen announced that the Township will be posting (whenever possible) the agendas for the Board of Supervisors meetings. She explained that, often, the agendas are subject to change until close to the meeting dates and this has been a challenge to posting.

Ms. Clausen announced that our PW Supervisor is having a difficult time finding anyone to paint the caboose and asked if anyone knows someone willing to do so, please have them contact Mr. Fehlinger.

**Public Comment:** Patrice Junta spoke about the biosolids issue and asked what an appropriate path forward would be to protest the use of biosolids in the Township. She believes the DEP did not use proper procedure in issuing the current permit. Ms. Clause said the Township would be interested in any information Ms. Junta has that would support her position and that the Township would forward any relevant information to our consulting attorneys for review.

Don Moore reported that he has completed the first trail clearing at Mock Park and that some cutting and filling still needs to be done to properly grade the trail. While investigating the Wes Flo entrance he was able to speak with the adjacent property owners and settled some questions about the boundaries, locating pins etc. He and Mrs. Mock will be meeting with the PVHS National Honor Society students tomorrow to begin a program to involve the NHS in the Mock project. Mr. Moore also thanked Fallon Horan of the Monroe County Planning Commission for her support and involvement in planning the trail and the park.

Ms. Clausen thanked Mr. Moore for all his hard work and ingenuity in completing the trail and other work he has been doing with the Parks and Recreation Committee.

Mr. Hoffman advised that during development the Township must remain vigilant to adhere to the Zilmer agreement. Ms. Clausen replied that the area currently under development is not near the Zilmer property.

**Adjournment:** Being no objection, the meeting was adjourned at 8:35 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
October 25, 2018

On October 25, 2018 the Eldred Township Board of Supervisors met at 9 A.M for a special meeting the purpose of which was a budget workshop and any other business that would come before the Board, at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, Pa. 18058.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice- Chairman; Gary Hoffman; Supervisor, James Phillips; Treasurer and Frank Fehlinger; PW Supervisor.

**Call to Order:** The meeting was called to order at 9:00 A. M.

**Budget Discussion:** Details of the budget were discussed.

**Executive Session:** The meeting broke at 11:45 A.M. for an executive session for real estate and personnel matters. The meeting reconvened at 12:30. P.M.

**Public Works:** After a brief discussion:

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to authorize the purchase of replacement small tool items for the PW department not to exceed \$2000.00. Motion carried (3-0).

The Supervisors discussed the request for an allowance for up to \$200.00/year/man for jeans. They asked the Treasurer to find a cost for (sweatshirt) hoodies and t-shirts with the Township name and in the appropriate color and asked the secretary to get prices for jeans. The decision was deferred until all the information was gathered.

**ETCC:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to ratify the purchase of racks for the ETCC Thrift Store in the amount of \$150.00. Motion carried (3-0).

**Biosolids Update:** Resolution (2018-15): The Supervisors instructed the Secretary to create a resolution to prohibit the use of bio-solids on any Township owned properties.

Ms. Clausen reported that CJERP agreed to consider the matter after reviewing the relevant regulations under State Law. The members recognized that what it might do is limited by State Law.

**Mock Park:** There was a discussion about the cutting of the trees at Mock Park, Fiddletown site for the accessway. Mr. Fehlinger believes the PW crew can do that work. He will inspect the site for confirmation.

The Supervisors made the decision to cancel the meeting scheduled for November 21, 2018 and to schedule another budget workshop at the Nov. 7<sup>th</sup> meeting.

**Adjournment:** The meeting was adjourned at 1:30 P.M.

Respectfully Submitted ,

E. Ann Velopolcek, Secretary

Minutes  
October 3, 2018

On Wednesday October 3, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA.

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

**Call to Order:** The meeting was called to order at 7:00 P.M. by Chairman, Mary Anne Clausen.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive session on September 20, 2018 after the budget meeting for personnel and administrative matters, on September 25, 2018 for real estate and administrative matters and on September 27, 2018, for real estate, personnel and pending legal matters for interviews and administrative matters and immediately prior to this meeting for administrative matters.

**Public Comment on Non-Agenda Items:** Ms. Clausen announced that Public Comment on agenda items will be available throughout the meeting. Ms. Clausen also announced that anyone recording the meeting should make an announcement in advance.

**Pick Up the Poconos Event Report:** JoAnn Bush reported that the event was successful. The 19 volunteers collected 55 bags of trash and 66 tires were sent for recycling. The Public Works department collected the bags along the roadside and delivered them to the ETCC. We coordinated our fall clean up with the event and County Waste donated a dumpster for our use.

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the minutes of September 19, 2018 with a revision under "Other" to read:

"In response to a letter from the Supervisors, the Historical Society reports that it has encountered some roadblocks in its effort to have the historic post office

power washed and primed. It is now looking for volunteers with knowledge construction who can assist the Society in determining what needs to be done and in what order, and who can also help it get estimates for the necessary work. Its goal is to get information that will allow it to determine what needs to be done immediately, and also to get estimates to use for a grant request for the remaining work.”

Motion carried (2-0).

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of September 20, 2018, September 25, 2018, September 27, 2018 and September 29, 2018. Motion carried (2-0).

**Treasurer’s Report:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer’s Report as presented. The balance of the General Fund, including Pligit, First Northern and petty cash totals \$416,268.42. Motion carried (2-0).

**Approval of Accounts Payable:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of the accounts payable, General Fund, in the amount of \$32,302.38. Motion carried (2-0). (There were no accounts payable from the State Fund.)

**Approval of Payroll:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payroll for the payroll period ending 9/15/2018 including withholding and service fees in the amount of \$9130.25. Motion carried (2-0).

**Bio-solids Update:** Ms. Clausen reported that our Special Counsel for this matter, Curtin Heefner, has advised that the Supervisors not discuss some of the communications with the attorneys, due to attorney/client privilege.

Ms. Clausen said the Supervisors had discussed the filing of a possible appeal however the cost of doing so is prohibitive (\$100-\$600K). Other options being discussed were the monitoring of the site and revising our ordinances.

Mr. Blaine Silfies informed the Supervisors that several of the wells on adjacent properties are very shallow and he is concerned about possible pollution of the water. Those wells are on the properties of himself, Alvin Meckes Jr. and Lucas George.

The Supervisors explained that the DEP is the regulatory authority involved and that there is legislation pending that addresses the use of biosolids issue. The Supervisors

recommended letters to local and state legislators to ask for relief in the law. House Bill 2281 was brought up.

Mr. Randall Meckes expressed his concern about possible pollution of the stream. He added that he felt the regulations were not being enforced because there are no signs posted on the property.

Shirley Krum complained about the odor and the fact that she and her husband are experiencing upper respiratory problems.

Desiree Jaeckle said these are the same complaints that the Upper Mt. Bethel citizens had when they filed suit.

Archie Craig asked if this issue could be brought before CJERP. Ms. Clausen replied that this would be a subject for discussion at CJERP and that the next meeting is scheduled for October 18 at 7:00 P.M. at the Chestnuthill Township Building.

Mr. Meckes added that the cost of the water testing is \$240.00 at a local laboratory.

**Public Works Supervisors Report:** Frank Fehlinger reported that PW was patching roads, cutting gutters and that the line striping has been completed.

**ETCC Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the following Daily leases for private parties:  
Dean- Nov. 18, Jones- October 7, Strohl- October 14 and Tartar- Nov. 3. All at the regular rate. Motion carried (2-0).

Trunk or Treat at the ETCC was announced for October 27, 2018, from 2-3:30 and Halloween Trick or Treat night on October 31 from 6-8.

**Parks and Recreation Report:** Joyce Blaskow announced that the P&R Committee has sent a letter to the BOS prioritizing the projects they have proposed for the upcoming year. they are:

- The Grant application and permits, etc. for the Old Mill Property
- The parking area off Fiddletown Rd. and the procurement and placement of a sign with the Park rules and regulations
- The construction of a path on the Fiddletown Site to the creek below
- The development of a walking trail off the Wes-Flo entrance

Ms. Clausen announced that the Supervisors will be pursuing a grant for the Old Mill site as well as the accompanying permits and engineering plans.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush that in anticipation of preparing a grant application the township engage our solicitor and other professionals as needed to determine outstanding issues, including whether a HOP is required to develop the Old Mill property into a park or town square. The solicitor to be paid at his regular rate and other professionals to be paid up to an amount not to exceed \$1000.

There was a brief discussion of the property lines and survey reports regarding the south side of the bridge. Mr. Silfies offered to provide a copy of the survey he did for the firehouse that included several markers of the Old Mill Property.

**New Hire:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the hiring of Archie Craig as a part-time non-bargaining unit employee for the PW department at a rate of \$15.25/ hr. with no other benefits. Motion carried (2-0).

**Appointment:** The appointment of a new auditor was deferred.

**Gower Rd. Bridge:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a contract change order for additional necessary drilling for the Gower Rd. Bridge installation, provided we receive all the (LSA Grant) required documents from Possinger, at a cost of \$5,886.10. Motion carried (2-0).

**Electrical Repairs:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of electrical repairs required by the Pa. Dept. of Labor and Industry in an amount not to exceed \$5,500.00 by Paul Brennan Electrical. Motion carried (2-0). Motion carried (2-0).

**Other:** JoAnn Bush informed the assembly that the Monroe County Council of Governments(COG) is planning to create a public awareness campaign about the opioid crisis. She will keep the community updated.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (2-0). Meeting adjourned at 8:45.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
September 27, 2018

On September 27, 2018 the Eldred Township Supervisors met in a special meeting at 490 Kunkletown Rd. Kunkletown Pa. at 9:00 A.M.

**In Attendance:** In attendance were Mary Anne Clausen, Chairman; JoAnn Bush, Vice-Chairman; Gary Hoffman; Supervisors, James Phillips, Treasurer; Frank Fehlinger PW Supervisor

**Call to Order:** The meeting was called to order at 9:05 by chairman Mary Anne Clausen.

**Budget:** The budget was discussed. Due to a scheduling conflict, the meeting scheduled for October 18, 2018 will be cancelled. There will be another meeting on October 23, 2018 for budget and other such business that may come before the Board at 9:00 A.M.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 12:20 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
September 25, 2018

On Tuesday, September 25, 2018 the Eldred Township Supervisors met in a special meeting at 490 Kunkletown Rd. Kunkletown Pa. at 9:00 A.M.

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

**Call to Order:** The meeting was called to order at 9:00 by Chairman Mary Anne Clausen.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive session on September 20 for personnel matters and immediately prior to this meeting for real estate and administrative matters.

**ETCC:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the repair of the modular at the ETCC by Little Gap Home Improvement in the amount of \$6800.00. Motion carried (3-0).

**Letter of Support:** Ross Township

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve a letter of support to Ross Township for its application for an LSA grant to purchase a generator.

**Budget:** There was discussion of the budget.

**New Truck Purchase:** There was a discussion about the necessity to purchase a new tractor with attachments for various jobs since our old one is no longer working and how to pay for them. The immediate need is for the tractor and a mower. The costs are tractor, \$82,052.00 and the mower: \$61,000. No action was taken at this time.

**Caboose:** There was a discussion about the sandblasting and painting of the caboose. The PW Supervisor is in the process of getting estimates.

Mr. Hoffman departed the meeting at 10:45.

**DCNR Grant Workshop:** Ms. Clausen announced that the DCNR is having a Grant workshop on October 25 and asked if the secretary would be willing to go. It was agreed that A. Velopolcek would attend the workshop.

**Halloween:** JoAnn Bush announced that COG set the Halloween date for the County at its meeting. Eldred will have Trick or Treat night on Wed. October 31 from 6-8.

**Adjournment:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (2-0). Meeting adjourned at 11:10.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
September 20, 2018

On Thursday, September 20, 2018 the Eldred Township Supervisors met in Special session at 9:00 A.M. at 490 Kunkletown Rd. Kunkletown Pa.

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

**Call to Order:** The meeting was called to order at 9:15 A.M. by Chairman Mary Anne Clausen.

**Old Mill:** The supervisors reviewed artists' renditions of the of the Old Mill Property and the engineer's plan for proposed parking.

**Budget:** The proposed 2019 Budget was discussed.

**Executive Session:** The Board moved to executive session to discuss personnel matters.

**Next Budget Workshop:** The next budget workshop will be on Tuesday September 24, 2018 at 1200 P.M.

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 11:50 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
September 19, 2018

On Wednesday September 19, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA.

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

**Call to Order:** The meeting was called to order at 7:00 P.M. by Chairman Mary Anne Clausen.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive session on September 18 by telephone for personnel, administrative and legal matters and immediately prior to this meeting for pending legal matters.

**Public Comment on Non-Agenda Items:** there was no public comment on non-agenda items.

**Approval of the Minutes:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the minutes of September 5, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented, the total of all funds being \$373,686.49. Motion carried (3-0).

**Approval/Ratification of Bills:**

- There was a motion by Mary Anne Clausen and seconded by to approve the Payment of bills in the amount of \$8,806.44. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payroll in the amount of \$9,334.85 for the week ending 8/31/2018. Motion carried (3-0).

**Update Biosludge: Synagro:** Mary Anne Clausen announced that the Township has received information about possible courses of action from special counsel, Curtin Heefner.

- a. The individual permit application for the Johnson farm can be appealed, however this would only be for that property and if successful may only require Synagro to monitor the property.
  - b. The Township could, with the cooperation of the surrounding properties, monitor those properties.
  - c. Our ordinance could be revised, but we are restricted by the State law.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to allow the Township to appeal the DEP's permit and to retain special counsel for that purpose.

Public Comment (on the motion):

Solicitor Gaul pointed out that while the Supervisors may decide whether or not to pursue an appeal if they deem that to be in the best interest of the Township. that the individual property owners who feel that have negatively affected by the application, should not rely on the Township's possible appeal and should take steps necessary to protect their own interests in the matter.

Archie Craig asked if having sampling of the product done at the field is an option.

Solicitor Gaul replied that that is an option, but it would require an agreement with Synagro. Solicitor Gaul also stated that there are already regulations in place for the use of sludge and that any change would need to be science based not based on anecdotes.

Robert Boileau stated that he feels a letter should be sent to the adjacent property owners stating that they should not rely upon the Township's actions to protect their interests. The secretary was asked to create the letter for approval.

Bob Nichols added that in one Township, the Township entered into an agreement with the local farmers that in exchange for not using biosolids, the Township would provide them seed to overplant their fields in the winter to replace the need for biosolids as fertilizer.

Ms. Clausen said the Supervisors would explore an option like that. Solicitor Gaul remarked that there is a cost involved and that all options should be weighed.

Desiree Jaeckel spoke about HB 2281 which addresses the Townships ability to have more control of the use of biosolids in the Township. Senator Scavello mentioned to her that he is working on such a bill.

Don Moore said he spoke to Senator Scavello and was told the same thing but that the hearing that he was told about has been postponed and he does not feel that HB 2281 can be passed due to certain provisions of the bill.

Motion carried (3-0).

**Caboose: Deferred**

**ETCC: Repairs of Door and Wall in Modular:** Deferred

**Pick Up the Poconos Event:** JoAnn Bush announced that several residents have signed up for the event. All will meet at the Township Building at 9:00 A.M. Ann Velopolcek announced that he Township recycling event will be on the same day at the Community Center from 8:00- 12:00 P.M.

**Other:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to ratify an ETCC Recurring Daily Lease: Mirella Bulawa regular rate. Motion carried (3-0).

Mary Anne Clausen gave an update on the Old Post Office. The Historical Society is looking into have the building power washed and a coat of primer paint. They are seeking volunteers to help with the project.

**Public Comment:** Mary Anne Nichols asked if any appeal for sludge permits would be applied to future projects. Solicitor Gaul replied that only issued permits can be appealed, not proposed or future permits. He stated that the Supervisors will rely upon the advice of special counsel.

Doug Borger said he spoke to representatives from Synagro. He learned that Synagro is not paying farmers to spread sludge.

Reiner Jaeckle reported that in his opinion the problem with the product is the heavy metals and the industrial contaminants, which cannot be removed from the product. His concern is that those contaminants and metals will end up over time in the aquifer.

Don Moore stated that his Township is fighting a plant that is proposed in his Township. He said that under the current law, townships hands are tied to require any additional testing beyond what the State requires.

Desiree Jaeckle said that with Class B solids harvesting is delayed by up to 38 months.

Gary Hoffman announced that the Gower Rd Bridge has been installed.

**Adjournment:**

There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 7:45 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
September 5, 2018

On Wednesday September 5, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA.

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

**Call to Order:** The meeting was called to order at 7:06 P.M. by Chairman Mary Anne Clausen.

**Announcement of Executive Sessions:** Ms. Clausen announced that the Board had met in executive session on Tuesday, September 4, 2018 for interviews and administrative matters and immediately prior to this meeting for administrative matters.

**PW Supervisor:** Ms. Clausen introduced Frank Fehlinger to the assembly, and briefly described his resume. Then:

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to hire Frank Fehlinger as PW Supervisor at a rate of \$25.00/ hour, with 2 weeks' vacation in this year and subsequent years, health insurance to begin immediately and all other benefits stated in the Employees handbook, retroactive to September 4, 2018. Motion carried (3-0).

**Penn East Pipeline:** Pam Witmer of UGI spoke about a recent change on the path of the proposed PennEast Pipeline. The State Game Commission and the National Park Service have requested the pipeline cross the Appalachian Trail at the same site the PPL high tension lines, to minimize the impact of the pipeline. This will bring the pipeline into Eldred Township on state game lands. Ms. Witmer brought a map of the revised map and advised that the Township will be receiving a new map when the filing with the Federal Energy Regulatory Commission (FERC) is completed.

**Public Comment on Non-Agenda Items:** Archie Craig asked about the Post Office using the State Flag on its pole. Gary Hoffman responded that they were asked and had agreed.

Steve Molo asked if there were any plans to re-pave Getz Dawl Rd. The Supervisors were not aware of any plan to do so.

**Approval of the Minutes:**

- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the minutes of August 15, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to approve the Treasurer's Report as presented, the balance of all funds being \$485,959.14. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the payment and ratification of bills from the General Fund in the amount of \$117,177.43. Motion carried (3-0).
- There was a motion by Ms. Clausen and seconded by Jo Ann Bush to approve the payment of bills from the State Fund in the amount of \$11,119.24. Motion carried (3-0).
- There was a motion by Ms. Clausen and seconded by Jo Ann Bush to approve the payroll for the week of 8/30/2018 including taxes and the Jet Pay fee in the amount of \$10,066.55. Motion carried (3-0).

**Planning Commission Report:** Ms. Clausen announced that the Planning Commission will continue the consideration of the Broglio subdivision and discuss ongoing concerns regarding the land application of Biosolids at its next meeting on Sept. 20, 2018.

**Parks and Recreation Report:**

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to appoint the following to the Parks and Recreation Committee:

Joyce Blaskow, Judith Leiding, Don Moore and Lorie Zilmer

Terms to expire on December 31, 2018. Motion carried (3-0).  
James Leiding suggested that the Supervisors create a nominations committee to research and recommend persons to serve on the various committees.

The Supervisors will take the suggestion under advisement.

**ETCC Report:**

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to accept the resignation of Amanda Zellers from the ETCC Committee. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve a change to the ETCC Short Term and Recurring Lease Policy to include the language “ Where a bona fide organization proposes to charge a fee for a program that would otherwise qualify for a fee waiver under this paragraph, and its ability to pay is limited by an established policy of that organization, the Board of Supervisors may, in its discretion, waive or reduce fees for an hourly or recurring daily lease, after consideration of all relevant factors including but not limited to the value of the program to the community”. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the recurring lease of the Strong Women’s Program, Mondays and Wednesdays from October 1- November 7, 2018, 6-7 P.M. at a cost of \$5.00/ hour, a program requirement. Motion carried (3-0).

**Scheduling Budget Workshops:** JoAnn Bush announced that the Supervisors would be meeting for special sessions to prepare the budget for 2019. Those meetings will take place on September 20, 2018, September 25, 2018, September 27, 2018 and October 18, 2018 at 9:00 A.M.

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to direct the Secretary to advertise those meetings. Motion carried (3-0).

**Appointment of PW Consultant:**

- There was a motion by Mary Anne Clausen and seconded by Jo Ann Bush to approve the hiring of Keith Kuehner as Public Works Consultant at \$22.00/hr. Motion carried (3-0).

**Anti-Litter Signs:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the purchase of up to 24 “No Littering” signs 18”x24” (horizontal) and to read “Keep Us Beautiful Please Don’t Litter”, to be placed on existing sign posts at the entry points of the Township, at a rate of \$36.00/sign, for a maximum of \$864.00 and an additional \$5.00/sign for hardware if necessary, the signs to be PennDot approved to meet state regulations. Motion carried (3-0).

**Tu-Way Radio:**

- There was a motion by and seconded by Mary Anne Clausen to approve the purchase of a new radio to replace one in other use from Tu-Way radio at a cost of up to \$2591.96, other estimates still being considered. Motion carried (3-0).

**Bio-Solids:** On July 10, 2018 the Township received notification that Synagro had applied to DEP to use a bio-solid product on and Eldred Township farm.

Shawn McGlynn, Zoning and Codes Officer, Explained to the assembly the regulatory process of such applications. He emphasized that the DEP has full regulatory authority over issuing permits to bio-solids companies and evaluating farmland for suitability. He stated that in most cases the current State laws, including the Right to Farm Act (Act 3 of 1982), the Nutrient Management Act (Act 38 of 2005), etc. has removed regulatory authority from the Townships.

After a lengthy discussion with much public comment opposed to the use of sludge form this source:

The issues are the lack of Township authority, harmful odors and fumes from the product, long term ramifications, such and a build-up of toxic substances in the soils and/or runoff and infiltration into private and public water sources, and the general overall health problems that residents of other Townships have experienced and reported in connection with the use of sludge products.

- There was a motion by Gary Hoffman and seconded by Jo Ann Bush to retain the services of Curtin and Heefner, attorney at Law, to explore any options that the Township might have to mediate or regain some regulatory authority over the use of sludge on local properties. Motion carried (3-0).

Mary Anne Clausen reported that there are two bills currently pending that would address some of these issues H.B. 2281 and S.B. 60.

The Supervisors gave the phone numbers of State Senator Marion Scavello, State Representative Jack Rader and DEP representative Tim Craven to the assembly with a recommendation that they become informed about these bills and contact their elected representative to express their concerns and support for changes to be made regarding this topic.

Ms. Clausen also told the assembly that although our Solicitor, Michael Gaul, was not at this meeting, that he has been apprised of the situation and is being updated continuously and will be in attendance at the next meeting.

James Leiding asked if the Township could collect a sample of the material for testing. Michael Kaspszyk advised that consent should be received from Synagro before any such sampling took place and Charles Ogle added that a certified

laboratory technician be hired to do that collection and maintain a proper chain of custody.

Mr. McGlynn suggested that the Township look at ways they might review the Zoning Ordinance to be able to address some of the issues but warned that in the past, in his experience the Attorney General's office is aggressive in litigating any attempt to circumvent or supersede the State laws.

**Other:**

- There was a motion by Jo Ann Bush and seconded by Gary Hoffman to purchase an "contents" rider for the ETCC at a cost of \$250.00 from H.A. Thompson Insurance. Motion carried (3-0).
- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to contribute a \$50.00 gift card to the COG Golf Tournament. Motion carried (3-0).
- There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to contribute a \$100.00 gift card to the Historical Society's Bingo Fundraiser in memory of Helen Mackes, Frank O'Donnell and Elmer Frantz. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to revise a motion from the last meeting to pay the Worker's Comp. Insurance in Installments rather than in one payment. Motion carried (3-0).

**Public Comment:**

There was additional comment regarding the bio-solids issue:

Dr. Baker noted that there was a precedent for the "environment" to be considered as an Individual for legal purposes.

The rating of streams as it pertains to protecting against runoff was discussed.

Patrice Giunta expressed concerns about the proposed pipeline.

**Adjournment:**

There was a motion by Jo Ann Bush and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0).

Respectfully submitted,

E. Ann Velopolcek, Secretary

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

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

**In Attendance:**

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

**Call To Order:**

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

**Announcement of Executive Sessions:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PW Supervisor Report:**

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

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

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

**Planning Commission Report:**

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

**Parks and Recreation Report:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Penn Future – Letter of Support:**

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

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

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

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

**Worker's Compensation Insurance:**

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

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

**Litter:**

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

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

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

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

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

**Public Works Radio:**

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

**Contribution to Program for Deputy Phil:**

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

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

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

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

**Other Matters:**

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

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

**Public Comments:**

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

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

**Adjournment:**

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

Respectfully submitted,

James S. Phillips, Acting Secretary

Board of Supervisors  
Minutes  
July 18, 2018

On July 18, 2018 the Eldred Township Board of Supervisors met for its regular monthly meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

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

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

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

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

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

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

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

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

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

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

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

### **Approval of Minutes:**

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

### **Treasurer’s Report:**

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

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

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

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

**Planning Commission Report:**

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

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

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

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

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

**ETCC Report:**

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

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

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

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

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

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

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

**PW Supervisor Salary:**

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

**Telephone Installations:**

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

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

**Old Mill Grading:**

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

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

**Superheat Proposal:**

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

**Veteran's Commission:**

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

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

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

Motion carried (3-0).

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

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

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

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

Motion carried (3-0).

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

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

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
June 20, 2018

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

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

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

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

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

**Approval of Minutes:**

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

**Treasurer's Report:**

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

**Bills for Approval:**

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

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

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

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

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

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

**ETCC Report:**

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

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

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

**Collective Bargaining Agreement:**

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

**Resolution 2018-11:**

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

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

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

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

**UCC Ordinance Amendment:**

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

**Notary Approval:**

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

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

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

**Kuehner Fields:**

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

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

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

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

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

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

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

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
June 6, 2018

On Wednesday, June 6, 2018 the Eldred Township Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. at 7:00 P.M.

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

**Call to Order:** The meeting was called to order at 7:00 by Chairman Mary Anne Clausen followed by the Pledge of Allegiance.

**Announcement of Executive Sessions:** Chairman Mary Anne Clausen announced that the Board met in executive session on May 29, 2018 for interviews and personnel matters, on May 30, 2018 for personnel and administrative matters and immediately preceding this meeting with the Solicitor for pending legal matters.

**Public Comment on Non-Agenda Items:** Renee Giordano announced that there is a time capsule, begun at the Mock Park opening that will be available for people to add to, should they choose.

Judith Leiding asked the Supervisors what could be done about littering which she sees as an increasing problem. There was as some discussion about this issue. The secretary will research PennDot's Adopt-a-Highway program to see if it could be adapted to the Township.

A resident asked about the traffic and speed limit on Kunkletown Rd. She was advised that Kunkletown Rd. is a State road and that the Township does not have jurisdiction over State roads.

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

**Agricultural Security Modification Hearing: Mager, Mager, Vasil:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to open the hearing. Motion carried (3-0).

Solicitor Gaul gave a brief explanation of the applications as follows:

S. Craig Mager        68 Acres on Roth Rd.  
Derek Mager         40.3 acres on Frable Rd.  
Esther Mager-Vasil  37.86 acres on Frable Rd.

Solicitor Gaul then presented and labeled the Exhibits;

- T-1 The Applications
- T-2 Public Notice
- T-3 Proof of Publication
- T-4 Secretary's Affidavit of Posting
- T-5 Notice of ASA Committee Meeting
- T-6 ASA Committee Minutes
- T-7 ASA Committee Letter to BOS
- T-8 Letter to Applicants
- T-9 Planning Commission Letter to BOS
- T-10 Public Notice of Hearing
- T-11 Proof of Publication of Public Notice of Hearing
- T-12 Secretary's Affidavit of Posting
- T-13 Letter to Applicants, Notice of Hearing

Public Comment: There was no Public Comment.

Supervisors Comment: Mary Anne Clausen stated the both the ASA Committee and the Eldred Township Planning Commission recommended approval of the inclusion of these parcels into the Agricultural Security Area.

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

**Resolution 2018-10:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt Resolution 2018-10; a Resolution approving the addition of the above parcels into the Eldred Township Agricultural Security Area. Motion carried (3-0).

**Approval of Minutes: May 16, 2018:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of May 16, 2018. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as presented. Motion carried (3-0).

The balance of the PLIGIT, First Northern and Petty Cash Accounts is \$680,393.48.

Donna Deihl asked if a detailed report of the Thrift Store Profit and Loss is available. Mary Anne Clausen said that report is available upon request.

**Approval/Ratification of Bills:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment and ratification of the unpaid bills from the General Fund in the amount of \$20,574.15, subject to confirmation of the Flamm Walton bill. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the payment of bills from the State Fund in the amount of \$1,614.14. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Payroll for the date ending May 24, 2018 in the amount of \$8,301.97 which includes salaries, withholding and Jet Pay.

**IT Bids: Announce Award:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to award the IT contract to Sensible Technology Solutions (Mike Kolba, Representing) at the hourly rate of \$50.00 with a 4-hour, \$200.00 retainer. Motion carried (3-0).

**Award Road Contracts: Seal Coating, Materials, In-Place Paving:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to award the following contracts based on bids received 5/16/2018. Motion carried (3-0).

Materials:

Eureka Stone Quarry	300T #2A
	100T #3
	100T #4
	100T Gabion Stone
	50T Bituminous Patching Material

Shiffer Bituminous	15,000 Gal. Oil (E-3M)
Hanson Aggregates	100T # 57
	100T # 67
	500T # 8

Mary Anne Clausen explained that what the Township has determined is that, based on the distance to pick up materials, Hanson is the most cost effective choice for the Township.

Seal Coating: Shiffer Bituminous in the amount of \$58,954.50.

Paving (Gower Rd.): Hanson Aggregates in the amount of \$ 140,018.00.

**PW Supervisor's Report:** The PW Supervisor reports that the Crew have been cleaning and patching the Roads. He has not yet received the estimates for the Generator.

Mary Anne Clausen explained that the Supervisors have asked the PW Supervisor to get estimates for a path in Mock Park down to the Princess Run. There was a lengthy discussion about this. The Supervisors estimate that the path would not require engineering, and using some labor from the road crew, the cost estimates would be under \$20,000.00. It was decided that Ms. Clausen and the PW Supervisor will mark an area for the path to assist the landscaping companies to create estimates.

**Zoning Report: Civil Action**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Zoning Officer to move forward with the civil action for the property at 586 Fiddletown Rd. as requested. Motion carried (3-0).

**ETCC Report:** After some discussion:

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to increase the daily rental amount for private parties from \$50.00 to \$100.00/day and to only permit the Gym and the Community rooms for this purpose. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the following events sponsored by the Community Center subject to the approval of all events by the ETCC Committee and receipt of all required clearances:
  - June 16, 2018- Donuts with Dad, Amanda Zellers, Sponsor
  - June 22, 2018- Sip and Paint, Doris Zellers, Sponsor
  - July 11,18,25 and Aug. 1- Children's Summer Day Camp, Amanda Zellers, sponsorMotion carried (3-0).

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the extension of the ETCC LSA Grant until June 30, 2019. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Donna Deihl to the ETCC Committee. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the use of the sewing room by the 4-H with Doris Zellers. Motion carried (3-0).

**Parks and Recreation Report:** The Board received a letter from the P&R Committee with 10 requests. There was some discussion about the requests.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve a response letter to be sent to the Parks and Recreation Committee. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the expense of up to \$100.00 for the purpose of supplies to mark the loop trail in Mock Park.

**Mrs. Bush's Personal Care Home:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the final "As Built" plan for Mrs. Bush's Personal Care Home. Motion carried (2-0). JoAnn Bush abstaining.

**Collective Bargaining Agreement:** Gary Hoffman announced that the Township has completed its negotiation regarding the union Contract with Teamsters 773. He read a list of the items covered.

The term of the contract is retroactive from Jan. 1, 2018 until Dec. 31, 2020.

Raises will be 5% for 2018, 3% for 2019 and 3% for 2020. As of Jan 1, 2020, Full-time and Part-time will be paid at the same rate.

Health Insurance: Employees will pay 50% of the cost of any future increases and 50% of any Spousal benefit. If an employee opts out of health insurance a \$250.00 stipend will apply.

Gary Hoffman requested that there be a 14-day review period before the Supervisors ratify the contract. The Secretary will post the contract on the bulletin board, website and it send out as an update.

**Other:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the ratification of a letter from CJERP to Chestnuthill Township for a

grant for restoration of the Merwinsburg Hotel and the surrounding property.  
Motion carried (3-0).

Gary Hoffman announced that the detour for the bridge replacement of the **Chapple Creek Bridge** will begin on June 18, 2018.

Gary Hoffman announced that the Community Center is receiving an AED as a donation as a result of a grant from the Lehigh Valley Health Network.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Owner's Affidavit for the joining of Lots 20 and 21 at Kuehner Fields. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the substantial form of the first addendum to the Kuehner Fields Land Development Agreement with the final agreement to be signed by the Chairman and Vice-Chairman with such incidental changes as they may approve in consultation with the Solicitor. Motion carried (3-0).

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

**Adjournment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adjourn. Motion carried (3-0). Meeting adjourned at 9:50. P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
May 16, 2018

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

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

**Call to Order:** The meeting was called to order at 7:00 by Chairman Mary Anne Clausen followed by the Pledge of Allegiance.

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

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

Keith Kuehner explained some of the bids to the Supervisors.

The tabulation is as follows:

Seal Coating and Paving:

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

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

**Public Comment on Non-Agenda Items:** There was no comment on Non-Agenda items. Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

**Approval of Minutes:**

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

**Treasurer's Report:**

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

**Approval/Ratification of Bills:**

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

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

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

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

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

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

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

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

**Resignation: Auditor, Mikol:**

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

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

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

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

**Regional Emergency Operations Center: Participation**

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

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

**Other:**

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

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

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

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

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

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

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

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

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

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

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

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

#### Committee Reports:

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

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

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
May 2, 2018

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

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

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

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

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

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

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

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

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

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

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

**Gower Rd. Bridge Bid Results, Award of Project Contract:**

Mary Anne Clausen

read the bid results as follows:

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

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

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

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

Motion carried (3-0).

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

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

Solicitor Gaul presented the following exhibits:

T-1 – A copy of the Proposed Ordinance

T-2 – A Copy of the Public Notice

T-3 - A copy of the Required Advertisement

T-4 - A letter of review by the Monroe County Planning Commission

t-5 – A letter of review from the Eldred Township Planning Commission

T-6 – A copy of the proof of Publication from the Times News

T-7 – A copies of letters sent to CJERP, Monroe County Planning Commission and the Monroe County Law Library.

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

Public Comment: There was no public comment.

Supervisors' Comment: There was no Supervisors' comment.

**Enactment of Ordinance 2018-03:**

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

**Approval of Minutes:**

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

**Treasurer's Report:**

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

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

**Approval/Ratification of Bills:**

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

Motion carried (3-0).

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

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

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

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

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

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

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

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

**Kuehner Fields; Lot Joinder:**

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

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

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

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

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

**IT Services:**

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

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

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

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

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek

Supervisors Minutes  
April 18, 2018

On April 18, 2018 the Eldred Township, Monroe County, Board of Supervisors met in a regular meeting at the Eldred Township Municipal Building 490 Kunkletown Rd. Kunkletown, PA.

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen, at 7:03 P.M. followed by the Pledge of Allegiance.

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

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

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

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

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

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

**Approval of Minutes:**

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

**Treasurer's Report:**

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

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

**Approval/Ratification of Bills:**

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

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

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

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

**ETCC Report:**

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

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

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

Ann Velopolcek gave an update on the following:

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

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

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

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

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

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

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

The committee will now consist of:

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

Jody Borger  
James Leiding

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

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

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

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

**First Northern Banking Resolution:**

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

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

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

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

Mary Anne Clausen added that we are seeking a mobile shredder company. Ann has found one but they have no gotten back to us.

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek, Secretary

Minutes  
April 4, 2018

On April 4, 2018, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

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

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

**Public Comment on Non-Agenda Items:** There was no public comment on non-agenda items. Ms. Clausen announced that opportunity for public comment for agenda items will be offered throughout the meeting and after each motion.

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

**Approval of Minutes:**

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

**Treasurer's Report:**

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

**Approval/ Ratification of Bills:**

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

Approval of the payroll and withholding was deferred.

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

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

**ETCC Report:**

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

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

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

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

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

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

**Lot Joinder Resolution:** Deferred

**Gower Rd. Bridge:**

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

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

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

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

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

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

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

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

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

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

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

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

**Award of Contract; Seal Coating:**

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

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

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek

Minutes  
March 26, 2018

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

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

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

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

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

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

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

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

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

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

**Approval of the Minutes:**

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

**Treasurers Report:**

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

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

**Community Center Report:**

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

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

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

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

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

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

**Treasurer Resignation:**

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

**Treasurer; Hiring:**

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

**Job Descriptions:** Public Works Supervisor

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

Public Works Roads

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

**Public Works Resignation:**

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

**Parks and Recreation Committee:**

Resignation:

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

Appointments:

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

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

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

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

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

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

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

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

**Old Mill:**

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

**CJERP Letter of Support:**

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

**ASA: Request for Modification/Additions**

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

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

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

**ISO:**

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

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

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

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

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

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

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

**Adjournment:**

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

Respectfully submitted,

E. Ann Velopolcek

Minutes  
February 21, 2018

On February 21, 2018 the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

**Call to Order:** The meeting was called to order by Chairman Mary Anne Clausen.

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

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Supervisor had met in executive session on February 12, 2018 with special counsel for negotiations and immediately prior to this meeting with the Solicitor for pending legal matters.

**Announcement:** Mary Anne Clausen read the following statement of condolence into the record.

“It is with great sadness that we acknowledge the passing of Frank O’Donnell, a great friend to this Township and to this Board. He was passionate about and dedicated to preserving our beautiful environment here in Eldred, founding the Blue Mountain Preservation Society and participating in the Aquashicola/Pohopoco Watershed Conservancy. He also served on our Zoning Hearing Board from its inception until last Fall, when he was forced to resign for reasons of health. He and his wife Marion have long been regulars at both Township meetings and Planning Commission meetings, and both have provided great support to me during my tenure as supervisor. I know Gary and JoAnn feel the same way. We will all miss Frank greatly.”

Mary Anne Clausen then announced that our IT person, Mike Kolba, has been presented with an award from Accelerate Pennsylvania, a collaborative designed and intended to increase the Pennsylvania’s high-speed Internet. The award was for his work for promoting the goals of the group and making a presentation for them.

**Public Comment on Non-Agenda Items:** Carl Rush appeared to gather

information about Short Term Rentals. He has one and is concerned about regulation. Ms. Clausen deferred to Robert Boileau (Chair, Planning Commission). Mr Boileau explained what the Planners had discussed and why they were reviewing the issue. Solicitor

Gaul advised that there are many newspaper articles available for public review that describe the problems that some Townships have experienced. Mary Anne Clausen suggested Mr. Rush be notified if any further action by the Supervisors was anticipated. The Secretary will make a notation in the file.

Dale Weidman reported that he tried to notify the Township and County of a controlled burn on his property in Smith Gap. He was unable to connect with an appropriate agency. Gary Hoffman announced that because the County cannot have eyes on a burn, the Control Center does not have a way to determine a "Safe" burn. He also told Mr. Weidman that the County Burn Ordinance does not permit open burning.

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

**Approval of Minutes:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the minutes of January 17, 2018. Motion carried (3-0).

**Hearing for Ordinance 2018-01:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the opening of a hearing for Ordinance 2018-01, an Ordinance to repeal Ordinance 99-2 creating the Recreation and Parks Commission.

Solicitor Gaul (presiding) summarized the ordinance, and entered exhibits as follows:

- T-1- a copy of the Ordinance
- T-2- Proof of Publication
- T-3- a copy of the posted Notice
- T-4- a affidavit of the Secretary (notice of posting)

Public Comment: There was no public comment

Supervisors Comment: There was no Supervisors comment

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to close the hearing. Motion carried (3-0). Hearing closed.

**Consideration of Ordinance 2018-01 for Enactment:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to adopt Ordinance 2018-01. Motion carried (3-0).

**Resolution 2018-03:** A Resolution That Establishes a Parks and Recreation Committee.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to adopt Resolution 2018-03. Motion carried (3-0).

**Appointment of Committee Members:**

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Robert Boileau, Michael Orth and Annette Heist, former members of the Parks and Recreation Commission, and Cindy Smith and Tony Giordano as members of the Parks and Recreation Committee. Motion carried (3-0).

The secretary was asked to send appointment letters.

There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to direct the Secretary to advertise the meeting dates and time. Motion carried (3-0).

**Acceptance of Donation:** The Board accepted the donation of a Frank Lovewell painting depicting Eldred Township from the Stone Bridge from Mr. and Mrs. John Kile. Mr. Kile presented the painting. The Secretary was directed to order a tag for the painting that says, "Gift of John and Linda Kile."

**Hearing for Ordinance 2018-02:**

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

Solicitor Gaul (presiding) briefly explained that the original commission was formed prior to the Pennsylvania Municipalities Planning Code and this new Ordinance will update our previous ordinance.

Solicitor Gaul entered exhibits as follows:

- T-1- A copy of the Ordinance 2018-02
- T-2- Proof of Publication
- T-3- Copy of the posted notice
- T-4- Affidavit of the Secretary (proof of posting)

Solicitor Gaul stated that the current members will continue to serve their current terms.

Public Comment: There was no public comment.

Supervisors' Comment: There was no Supervisors' comment.

- was a motion by Gary Hoffman and seconded by Mary Anne Clausen to close of There the Hearing. Motion carried (3-0).

**Consideration of Ordinance 2018-02 for Enactment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adopt Ordinance 2018-02. Motion carried (3-0).

**Treasurer's Report:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the Treasurer's Report as presented. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve payment of the unpaid bills in the amount of \$52,025.36. deferring the Serv-Pro bill which has been in dispute in the amount of \$5,580.00. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the modified Serv-Pro Bill in the amount of \$4,580.00. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Gary Hoffman JoAnn Bush to approve the payment of the State Fund Bills in the amount of \$13,332.17. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by to approve the Pa State withholding for 1/18/2018 and 2/5/2018 in the amounts of \$319.79 and \$319.79 respectively. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payment of the 941 Tax for the periods 1/04/2018, 1/05,2018, 1/18/2018 and 2/21/2018 and a Berkheimer EIT tax payment for a total of \$5797.10. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the payroll for the weeks ending 2/2/2018 and 2/15/2018 in the amounts of \$7,192.38 and \$7,319.41 respectively. Motion carried (2-0).

**Public Works Report:** Gary Hoffman commended the Public Works crew on the snow removal during the recent snow event. The Township declared a snow emergency. Dale Weidman complained that Point Phillip Rd. was not plowed quickly enough. Mr. Hoffman explained that there was an accident and some of the plows were diverted to that area. Ms. Clausen told Mr. Weidman that the Supervisors will review road priorities with the Public Works Supervisor.

**Planning Commission Report:** Robert Boileau reported that the Planning Commission would like to see a notice posted on the Website to the effect that there may be additional Ordinances or changes to the posted Zoning and Saldo Ordinances and he thinks the Public Notices should also be posted. Mr. Boileau also noted that the Planning Secretary is required (MPC) to sign approved plans.

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the posting of a notice on the website concerning amendments to the Zoning and SALDO Ordinances and to post legal notices. Motion carried (3-0).

**Community Center Report:**

- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the daily leases of Shafer, Ellis and Rudelitch at the regular rate. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve the hiring of Sandy Borger as custodian at a salary of \$14.00/hr. for 8-12 hours/week. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve advertising the Seal Coat project bid for the ETCC parking lot as soon as the Township receives a determination about whether it must be bid at prevailing wage. Motion carried (3-0).

**Emergency Management:** Gary Hoffman reported that he will be meeting with several townships to discuss consolidating Emergency Management functions, in order to have a more cohesive and effective response.

**Resolution 2018-04:** First Northern Banking Resolution.

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve Resolution 2018-04 to change the signatories for the bank accounts and adding an additional signature requirement. Motion carried (3-0).

**Security:** Gary Hoffman stated that he feels the Township Building needs improved security. After a brief discussion the Supervisors agreed to have an evaluation of the building.

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve having the Secretary call the State Police to schedule a security evaluation. Motion carried (3-0).

**Path Seminar:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Treasurer and Secretary to attend an accounting Seminar at a cost of \$80.00 each. Motion carried (3-0).

**Other:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to approve a proposal from Superheat for repairs to the boiler at the township building on the HVAC System in the amount of \$2900.00. Motion carried (3-0).

Lot Joinders: There was a discussion about creating a Resolution to address lot joinders in Eldred Township. The Solicitor has provided some model Resolutions and the Secretary will work on a document for Eldred.

Ms. Clausen announced that Helen Mackes is still at Gracedale and receiving visitors.

Gary Hoffman spoke about enhanced radio communications for large commercial buildings. He indicated there may be changes in the building codes to incorporate this.

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

**Adjournment:**

- There was a motion by JoAnn Bush and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:45.

Respectfully submitted,

E. Ann Velopolcek  
Secretary

Minutes  
January 2, 2018

On January 2, 2018, the Eldred Township Board of Supervisors met in a regular meeting at 8:10 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

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

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

**Approval of Minutes:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to approve the minutes of December 6, 2017. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the minutes of December 20, 2017. Motion carried (3-0).

**Treasurers Report:**

- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the Treasurers report as presented. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve payment of the unpaid bills as listed in the unpaid bills detail submitted. Motion carried (3-0).

**Executive Session:**

- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to break for executive session. Motion carried (3-0). Meeting adjourned at 8:20.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to reconvene the meeting, Ms. Clausen announced that the break had been to discuss a legal issue. Motion carried (3-0). Meeting reconvened at 8:22.

**Treasurer's Report Cont.:**

- There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to ratify the purchase of two Knox (key safes) Boxes (1 each) for the Community Center and Municipal Building. In the amount of \$261.00 each, a total of \$522.00. The boxes allow access for emergency services. Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Gary Hoffman to ratify the paid bills as stated in the Treasurer's report. Motion carried (2-0). Mary Anne Clausen abstaining.
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$5,926.64. Motion carried (3-0).
- There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the payment of Form 941 tax bills in the amounts of \$1,462.10 (12/7/2017) and 1,845.34 (12/21/2017). Motion carried (3-0).
- There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to approve the payment of the State Withholding Tax in the amounts of \$180.41 (12/1-12/15/2017) and \$199.47 (11/15-11/30/2017). Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve the payroll for the weeks ending 12/7/2017 in the amount of \$5,450.53 and 12/21/2017 in the amount of \$7,303.59. Motion carried (3-0).

**Public Works Report:** Keith Kuehner reported that the road crew has been inspecting and cleaning out pipes and removing snow and ice. The speed limit signs are in, but the weather is not favorable for installing them.

**Planning Commission Report:** Robert Boileau announced that the Planners sent three letters of recommendation to the Supervisors after the last planning meeting on December 21, 2017.

- The subjects were
- a. the opposition to H.B 1620- involving wireless communications, the planners are in favor of adopting Resolution 2018-01.
  - b. Short Term Rentals- the Planners recommend regulating Short Term Rentals in the township
  - c. A Well Ordinance- the Planners recommend the regulating and permitting well drilling in the township.

**Resolution 2018-01:**

- There was a motion Gary Hoffman and seconded by JoAnn Bush to approve Resolution 2018-01- A resolution in opposition of House Bill 1620 which would

limit the township's control over the rights-of-way in the township and other things related to wireless service companies. Motion carried (3-0).

Mary Anne Clausen spoke about the various other recommendations from the Planning Commission that involve Zoning and or SALDO revisions and suggested that the Supervisors would have time to look at those this spring and schedule workshops to go over the recommendations and facts the Planning Commission has studied. She would like to address multiple changes at one time.

**Community Center:**

- There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the Daily Lease of T. Bush at the regular rate. Motion carried (3-0).
- There was a motion JoAnn Bush and seconded by Mary Anne Clausen to ratify the Recurring Daily Lease of E. Pekurny for 7 days for softball practice in the Gym at the regular rate. Motion carried (3-0).

**Job Description:**

- There was a motion Gary Hoffman and seconded by Mary Anne Clausen to approve revising the job description for the (former) Road Crew and to change the job title from Driver/Laborer to Roads, Buildings and Grounds. Motion carried (3-0).

**Resolution 2018-02:** deferred

**Kunkletown Volunteer Fire Company:**

- There was a motion by Gary Hoffman Mary Anne Clausen to approve the designation of the Kunkletown Volunteer Fire Company as the authorized Volunteer Fire Company for Eldred Township. Motion carried (3-0).

**Other:** Mary Anne Clausen announced that an Eldred Township resident, Kyle Van Note, is being awarded the Carnegie Hero Fund Award for rescuing a woman from a burning car.

Gary Hoffman gave an update on the Chapple Creek bridge replacement. Penn Dot will not be starting the project until June. Silver Spring Blvd. will be closed during the entire project.

**Adjournment:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:58 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary

## Organizational Meeting Minutes

January 2, 2018

On January 2, 2018, the Eldred Township Board of Supervisors met for its annual Organizational meeting at 7:30 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

**In Attendance:** In attendance were Mary Anne Clausen, JoAnn Bush and Gary Hoffman, Supervisors

**Call to Order:** The meeting was called to order at 7:30 P.M. by Mary Anne Clausen.

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

**Announcement of Executive Sessions:** Mary Anne Clausen announced that the Board had met in executive session by telephone with special counsel on December 7, 2017 to discuss ongoing negotiations and personnel; on December 19 and 20, 2017 to discuss personnel; on December 27, 2017 for personnel and to conduct interviews; on the evening on December 27 for interviews and personnel; and immediately before tonight's meeting to discuss personnel and legal issues.

**Public Comment on Agenda Items:** There was no public comment on the Agenda Items.

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

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

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

**Treasurer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Brent Green as Treasurer. Motion carried (3-0).

**Employee's Bond:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Traveler's Insurance as the bonding company for employees in the amount of \$500,000.00. Motion carried (3-0).

**Township Solicitor:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint King Spry, Herman, Freund and Faul LLC, Michael Gaul, Esq. representing at a rate of \$155.00/hr. Motion carried (3-0).

**Engineer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc., Brien Kocher P.E. representing, at the rate set pursuant to the fee schedule submitted (attached). Senior Engineer Rate \$110.00/Hr. Motion carried (3-0).

**Road Master Position Name Change:** There was a motion by JoAnn Bush and seconded by Gary Hoffman to change the name of the Roadmaster position to "Public Works Supervisor. Motion carried (3-0).

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

**Sewage Enforcement Officer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Hanover Engineering Associates Inc, Jacob Schray Representing at a rate of 69.90/hr. Motion carried (3-0).

**Zoning and Codes Officer:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint SFM Consulting, Shawn Mc Glynn representing, at a rate of \$65.00/hr., pursuant to the contract dated August 9, 2016. Motion carried (3-0).

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

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

**Flood Plain Manager:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint SFM Consulting, Shawn McGlynn representing, at a rate of \$65.00/hr., which is the same rate paid for his services as Code Enforcement Officer, pursuant with the contract dates August 9. 2016 Motion carried (3-0).

**UCC Joint Board of Appeals Member:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Bruce Gower as UCC Joint Board of Appeals Member. Motion carried (3-0).

**Delegate to the Monroe County Tax Committee:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to appoint Gary Hoffman as delegate to the Monroe County Tax Committee. Motion carried (3-0).

**Earned Income Tax Appeals Officer:** There was a motion by Mary Anne Clausen JoAnn Bush to appoint the Monroe County Earned Income Tax Collection Committee as the Earned Income Tax Appeals Officer. Motion carried (3-0).

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

**Deputy Emergency Management Coordinator:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Kevin Silliman as Deputy Emergency Management Coordinator. Motion carried (3-0).

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

**Planning Commission Members:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to reappoint Robert Boileau and Carey Krum as Planning Commissioners. Motion carried (3-0).

**Planning Commission Solicitor:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint King Spry, Herman, Freund and Faul, LLC, Michael Gaul, Esq. representing at a rate of \$125.00/hr. Motion carried (3-0).

**Zoning Hearing Board Members:** There was a motion by and seconded by Mary Anne Clausen to appoint Megan LeBlond as a Zoning Hearing Board member for a term of 3 years. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Jack Yarashas as a Zoning Hearing Board member for a term of 2 years. Motion carried (3-0).

There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Dieter Metzger as a Zoning Hearing Board Alternate. Motion carried (3-0).

There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to send thank-you letters to Frank O'Donnell and Albert Aumack for their many years of service as Zoning Hearing Board members. Motion carried (3-0).

**Eldred Township Community Center Members:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the following as Eldred Township Community Center Committee members:

Donna Deihl

Heidi George

Shirley Krum

Carey Krum

John Kile

Linda Kile

Susan Pekala

Dora Tarter

E. Ann Velopolcek

Motion carried (3-0).

**ETCCC Positions:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint the Committee to the following positions:

Coordinator: Linda Kile

Financial Secretary: Linda Kile and Brent Green (as treasurer)

Director, Plant and Grounds: Keith Kuehner (as Public Works Supervisor); assistants, Carey Krum and John Kile

Secretary: Dora Tarter, Alternate, Susan Pekala

Public Relations: Susan Pekala

Thrift Shop Coordinator: Donna Deihl

Thrift Coordinator Assistants: Heidi George and Shirley Krum

Fundraising: All Members

Motion carried (3-0).

**Recreation and Parks:** The appointment for the Recreation and Parks Commission were deferred.

**Zoning Hearing Board Solicitor:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Chad Martinez, Esq. as Zoning Hearing Board Solicitor at a rate of \$150.00/ hr. Motion carried (3-0).

**Voting Delegate to the State Convention:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint JoAnn Bush as the voting delegate to the State convention. Motion carried (3-0).

**Employees' Salaries:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to approve the following salaries for Township employees:

Secretary: \$16.00/hr.

Treasurer: \$14.50/hr. (to be reviewed in 60 Days)

Public Works Supervisor: \$20.46/hr.

Other Public Works/ Laborer Driver, F/T, P/T

All salaries for Public Works are frozen until the outcome of the Union Negotiations.

Custodian, Municipal Building: \$15.25/hr.

Custodian, ETCC: \$14.00/hr.

Motion carried (3-0).

**All Other Benefits:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to continue existing benefits as stated in the Employees Handbook dated 2012. Motion carried (3-0).

**Mileage:** There was a motion by Mary Anne Clausen and seconded by JoAnn Bush to set the Mileage Reimbursement at the federally allowed rate of .545/mi. (54.5 cents/mile). Motion carried (3-0).

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

**Kunkletown Volunteer Fire Company President Approval:** There was a motion by Gary Hoffman and seconded by JoAnn Bush to approve Ray Miller as the Kunkletown Volunteer Fire Company President. Motion carried (3-0).

**Emergency Ambulance Covering Eldred Township:** There was a motion by Gary Hoffman and seconded by JoAnn Bush to designate the West End Ambulance Association as the Eldred Township and if they are unavailable to permit 911 to dispatch the closest available provider. Motion carried (3-0).

**Monthly Meeting Dates and Times:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to approve the meeting dates and time of the meetings for 2018 of the Board of Supervisors to be the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 7:00 P.M (except January). Motion carried (3-0).

There was a motion by Mary Anne Clausen JoAnn Bush to approve the meeting dates and time of the Planning Commission meetings for 2018 to be the third Thursday of each month at 7:00 P.M. Motion carried (3-0).

There was a motion by Gary Hoffman Mary Anne Clausen to approve the meeting dates and time of the Eldred Township Community Center Committee for 2018 to be the second Thursday of each month at 3:00 P.M. Motion carried (3-0).

**Advertisement of Meeting Dates and Times:** There was a motion by Gary Hoffman Mary Anne Clausen to approve the Secretary to advertise meeting dates and times as stated above. Motion carried (3-0).

**Depositories for Township Funds:** There was a motion by Gary Hoffman Mary Anne Clausen to appoint Pligit and First Northern Bank and Trust as Depositories for Township Funds. Motion carried (3-0).

**Open Records Officer:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint E. Ann Velopolcek as Open Records Officer for 2018. Motion carried (3-0).

**Alternate Open Records Officer:** deferred

**Security Officers:** There was a motion by JoAnn Bush and seconded by Mary Anne Clausen to appoint Richard and Virginia Salter as Security Officers for 2018. Motion carried (3-0).

**Pocono Mountains Council of Governments Representatives:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint JoAnn Bush and Keith Kuehner as representatives to the Pocono Mountains Council of Governments. Motion carried (3-0).

**CJERP Regional Planning Committee Voting Member:** There was a motion by Mary Anne Clausen and seconded by Gary Hoffman to appoint Robert Boileau as CJERP Regional Planning Committee Voting Member. Motion carried (3-0).

**CJERP Regional Planning Committee, Second Member:** There was a motion by JoAnn Bush and seconded by Gary Hoffman Mary Anne Clausen as CJERP Regional Planning Committee, Second Member. Motion carried (3-0).

**Supervisor Liaison to the Eldred Township Community Center:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint JoAnn Bush supervisor liaison to the Eldred Township Community Center. Motion carried (3-0).

**Auditors:** There was a motion by Mary Anne Clausen and seconded by to appoint Donna Mikol as Auditor for a term of 2 years. Motion carried (3-0).

There was a motion by and seconded by Gary Hoffman to appoint Karena Thek as auditor for a term of 2 years. Motion carried (3-0).

**Special Counsel:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to appoint Flamm, Walton and Heimbach, Thomas Heimbach, Esq. representing, at a rate of \$245.00/hr. Motion carried (3-0).

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

**Adjournment:** There was a motion by Gary Hoffman and seconded by Mary Anne Clausen to adjourn. Motion carried (3-0). Meeting adjourned at 8:05 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary