

*GRETCHEN GANNON PETTIT - CHAIRMAN
MARY ANNE CLAUSEN – VICE-CHAIRMAN
SHARON F. SOLT- SECRETARY/TREASURER*

**ORGANIZATION MEETING
JANUARY 6, 2014**

The Reorganization Meeting of the Eldred Township Board of Supervisors was held at 7:30 p.m. on Monday, January 6, 2014, at the Eldred Township Municipal Building.

ATTENDANCE

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Temporary Chairman: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Gretchen Gannon Pettit as Temporary Chairman.** (3-0)

Chairman: Gretchen Gannon Pettit called for nominations for Chairman. Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Gretchen Gannon Pettit as Chairman.** (3-0)

Vice-Chairman: Sharon Solt made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Mary Anne Clausen as Vice-Chairman.** (3-0)

Secretary-Treasurer: Mary Anne Clausen made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Sharon Solt as Secretary-Treasurer.** (3-0)

Solicitor: Mary Anne Clausen made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Michael Kaspszyk as Township Solicitor at his rate of \$140.00 per hour.** (3-0)

Township Engineer: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Hanover Engineering Inc., specifically Brien Kocher and Chad Peters as Township Engineers,** at the rate specified in their professional fee schedule. (3-0)

Alternate Engineer: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Russ Kresge of Gilmore & Associates as Alternate Township Engineer at the rate in his professional fee schedule.** (3-0)

Roadmaster: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Keith Kuehner as Roadmaster.** (3-0)

Sewage Enforcement Officers: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Hanover Engineering, specifically Jacob A. Schray, Scott J. Brown, Jeffrey T. Huff, Christopher A. Taylor and Austin A. Young as Township Sewage Enforcement Officers,** at the rates specified in their professional fee schedule. (3-0)

Reorganization meeting, January 6, 2014... page 2 of 5

Administrative Assistant: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Darcy Gannon as Administrative Assistant, with Hajnalka (Dawn) Barankovich as a temporary assistant while Mrs. Gannon is out of the office.** (3-0)

Zoning and Codes Officer: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Ellerslie Helm as Zoning and Codes Officer.** (3-0)

Building Code Official: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Marilyn Ludwig (or other designated person) of Hanover Engineering as Building Code Official (BCO) at the rate on their professional fee schedule.** (3-0)

UCC Inspection Officers: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **any certified third party inspector to administer the UCC inspection.** (3-0)

CJERP Joint Board of Appeals Officer: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Bruce Gower as CJERP Joint Board of Appeals Officer.** (3-0)

Earned Income Tax Collector: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Berkheimer Associates, via the Monroe County Tax Collection Committee, as the Earned Income Tax Collector.** (3-0)

Earned Income Tax Collection Liaisons: Sharon Solt made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Mary Anne Clausen as Earned Income Tax Collection Liaison.** (3-0) Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Gretchen Gannon Pettit as the alternate Earned Income Tax Liaison.** (3-0)

Earned Income Tax Appeals Officer: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **the Monroe County Tax Collection Committee Appointee as Earned Income Tax Appeals Officer.** (3-0)

Emergency Management Coordinator: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Gary Hoffman as Emergency Management Coordinator.** (3-0)

Vacancy Board Chairman: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Gary Hoffman as Vacancy Board Chairman.** (3-0)

Planning Commission Members: Mary Anne Clausen made a motion, seconded by Sharon Solt; it was voted to appoint to the planning commission **Robert Boileau to a four year term** expiring December 31, 2017. (2-0) Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint to the planning commission **Cary Krum to a four year term** expiring December 31, 2017. (3-0)

Planning Commission Solicitor: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Daniel Lyons as Planning Commission Solicitor at his rate of \$110.00 per hour.** (3-0)

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Treasurer's Bond: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to secure a Treasurer's Bond in the amount of **\$200,000.00** from **Traveler's Casualty and Surety Company of America, from H.A. Thompson.** (3-0)

Administrative Assistant Bond: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to secure a **Public Employee Bond** from **Traveler's Casualty and Surety Company of America, from H.A. Thompson.** (3-0)

Zoning Hearing Board Member: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Frank O'Donnell as Zoning Hearing Board Member, with the term to expire 12/31/2016, and Bruce George as Zoning Hearing board member with the term to expire 12/31/15.** (3-0)

Auditor : Sharon Solt made a motion, seconded by Mary Anne Clausen; to appoint **Donna Deihl to a 2 year term as Auditor,** expiring December 31, 2015. (3-0) Mary Anne Clausen made a motion, seconded by Sharon Solt; to appoint **Ilene M. Eckhart to the 6 year term as Auditor,** however it was noted that both the appointments are only until the next municipal election. (3-0)

Zoning Hearing Board Solicitor: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint **Chad Martinez as Zoning Hearing Board Solicitor,** at a rate of \$125.00 per hour. (3-0)

Voting Delegate to PSATS State Convention: Sharon Solt made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Mary Anne Clausen as Voting Delegate to PSATS State Convention.** (3-0)

Employee - Full-Time/Part-Time Wages/Benefits: During the 2014 budget process, it was decided to give the township employees a wage increase of approximately 3%. It was noted that the working supervisors' wages are subject to the auditors' approval.

The 2014 wages are as follows:

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Roadmaster' rate at \$18.90 as per the 2014 budget, motion was approved unanimously. (3-0)

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Full Time Road Crew Employee #1 rate at \$16.70 as per the 2014 budget, motion was approved unanimously. (3-0)

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Full Time Road Crew Employee #2 rate at \$16.70 as per the 2014 budget, also increasing him from part time to full time, motion was approved unanimously. (3-0)

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Part Time Road Crew Employee #1 rate at \$14.70 as per the 2014 budget, motion was approved unanimously. (3-0)

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Part Time Road Crew Employee #2 rate at \$14.70 as per the 2014 budget, motion was approved unanimously. (3-0)

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The suggested wage for the Secretary/Treasurer (Working Supervisor) is \$18.90, but is set by the Board of Auditors.

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Zoning Officer rate at \$14.70 as per the 2014 budget, motion was approved unanimously. (3-0)

Sharon Solt made a motion, seconded by Mary Anne Clausen to set both the Administrative Assistants rate at \$14.20 as per the 2014 budget, motion was approved unanimously. (3-0)

The suggested wage for the Administrative Assistant (working Supervisor) is \$14.65; but is set by the Board of Auditors.

Sharon Solt made a motion, seconded by Mary Anne Clausen to set the Indoor Maintenance rate at \$14.20 as per the 2014 budget, motion was approved unanimously. (3-0)

Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to **retain the benefits** as outlined in the **employee policy handbook**. (3-0)

Health care – Retain the current Aetna Insurance health care for eligible employees

13 Holidays

Sick Days – 4 days per year (increase of 2 days); can be carried over to the following year(s).

Vacation - as designated in the Employee Policy Handbook.

Pension Plan – For qualified employees as designated in the Employee Policy Handbook.

Bereavement Days - as designated in the Employee Policy Handbook.

All other benefits - as designated in the Employee Policy Handbook.

Mileage Rate: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to use the IRS mileage rate of **56 cents per mile as the Mileage Rate**. (3-0)

Volunteer Fire Company Covering Eldred Township: Gretchen Gannon Pettit made a motion, seconded by Sharon Solt; it was voted to appoint the **Kunkletown Volunteer Fire Company** as the **Primary Designee**, subject to the 9-1-1 Center assessment of need to cover Eldred Township. (3-0)

Emergency Ambulance Covering Eldred Township: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to appoint the **West End Ambulance** as the **Primary Designee** to cover Eldred Township, subject to the 9-1-1 Center assessment of need. (3-0)

Monthly Meeting Dates And Times: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to keep the **first Wednesday** as meeting date, with the meetings to begin at **7:30 p.m.**, held in the municipal building. (3-0)

Depositories For Eldred Township Funds: Sharon Solt made a motion, seconded by Mary Anne Clausen; it was voted to deposit the **township funds** in **First Niagara Bank and PLGIT**. (3-0)

Open Records Officer: Gretchen Gannon Pettit made a motion to appoint Mary Anne Clausen; however Mary Anne declined. Mary Anne Clausen made a motion, seconded by Sharon Solt; it was voted to appoint **Darcy Gannon** as the **Open Records Officer**. (3-0)

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Security Officer(s): Sharon Solt made a motion, seconded by Mary Anne Clausen; to appoint **Constable Rich Salter and Deputy Constable Virginia Salter as Security Officers** for meetings at a rate of \$20.00 per hour. (3-0)

Pocono Mountains Council of Governments (COG): Sharon Solt made a motion, seconded by Gretchen Gannon Pettit; to appoint **Mary Anne Clausen as the 2014 COG representative.** (3-0)

Gretchen Gannon Pettit made a motion, seconded by Mary Anne Clausen to appoint **Sharon Solt as the alternate COG representative.** (3-0)

CJERP Regional Comprehensive Plan Committee: Mary Anne Clausen made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Sharon Solt and William Solt (Alternate)** as members of the **CJERP Regional Comprehensive Plan Committee.** (3-0)

Walter W. Mock Park Committee: Mary Anne Clausen made a motion, seconded by Gretchen Gannon Pettit; it was voted to appoint **Shirley Krum, Tammy Conway, Vickie McLaughlin, Annette Heist, Robert Boileau and Jacqueline Mock** (non-voting) as members of the **Walter W. Mock Park Committee.** (3-0)

Adjournment:

There being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen; to adjourn the reorganizational meeting at 8:06 p.m.

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

GRETCHEN GANNON PETTIT - CHAIRMAN
MARY ANNE CLAUSEN - VICE-CHAIRMAN
SHARON F. SOLT- SECRETARY/TREASURER

SUPERVISORS MEETING
January 6, 2014

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 8:05 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Sharon Solt and with a second by Mary Anne Clausen; it was unanimously voted to approve the December 4, 2013 meeting minutes. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (3-0) the January 6, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 229,059.95	
First Niagara Bank State Money Market	72,438.64	
First Niagara Bank State Checking	1,770.73	
First Niagara Bank Business Checking	1,736.55	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,354.36
PLGIT - General Fund	11,498.32	
PLGIT - Payroll	5,050.40	
PLGIT - Parks/Land		9,760.40
PLGIT - Building Maintenance & Repairs		1,525.10
Petty Cash	80.51	
Total	<u>\$ 321,635.10</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated **1/10/14** in the amount of **\$11,146.98**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **State Fund Bills** dated **1/10/14** in the amount of **\$3,686.18**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **12/24/13 Form 941 payment** in the amount of **\$2,551.08**, the **1/9/14 Form 941** payment in the amount of **\$2,286.10**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **12/1/13 - 12/15/13 State Withholding Payment** in the amount of **\$329.92** and the **12/16/13 - 12/31/13 State Withholding Payment** in the amount of **\$271.29**. (3-0)

Supervisor's Meeting January 6, 2014... page 2 of 2

Approval of Payroll On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending December 14, 2013** in the amount of **\$8,836.85**, and the **payroll for the period ending December 28, 2013** in the amount of **\$10,123.93**. (3-0)

Road Master Report The Roadmaster reported that the road crew has been repairing equipment and dealing with the snow and ice.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of December 2013:

- He issued 1 building permits, a pole barn.
- He had 1 inquiry on property improvement regulations.
- He conducted several site surveys about driveway issues.

Other Mary Anne Clausen stated that the township would like to develop an email list for anyone interested in receiving updates, newsletters, or public announcements. There is a sign-up sheet for those who would like to receive township emails.

Sharon Solt reported that Clair Borger had a heart attack on December 31, 2013, that he is in Lehigh Valley Hospital; he had open heart surgery today and had 3 bypasses.

Sharon Solt also reported that Helen Mackes had double pneumonia and tires easily, but is recovering nicely from that. She also had a car accident, and has bought a new car to replace the old one.

Public Comments There were no public comments.

Adjournment: Being no further business, Mary Anne Clausen made a motion, with a second by Sharon Solt, to adjourn the meeting at 8:20 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors
Solicitor Daniel Lyons
Monroe Co. Planning Commission

Eldred Twp. Planners
Engineer Brien Kocher
SEO Jacob Schray

Solicitor Michael Kaspszyk
Engineer Chad Peters
Zoning Officer Ellerslie Helm

GRETCHEN GANNON PETTIT - CHAIRMAN
MARY ANNE CLAUSEN - VICE-CHAIRMAN
SHARON F. SOLT- SECRETARY/TREASURER

SUPERVISORS MEETING
February 19, 2014

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:45 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Mary Anne Clausen and with a second by Sharon Solt; it was unanimously voted to approve the January 6, 2014 Organization meeting minutes. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen; it was unanimously voted to approve the January 6, 2014 meeting minutes. (3-0)

Treasurer's Report On motion by Gretchen Gannon Pettit, seconded by Sharon Solt; it was unanimously voted to approve (3-0) the February 19, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 201,548.85	
First Niagara Bank State Money Market	57,254.77	
First Niagara Bank State Checking	1,770.73	
First Niagara Bank Business Checking	2,523.00	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,354.72
PLGIT - General Fund	29,957.81	
PLGIT - Payroll	6,988.62	
PLGIT - Parks/Land		9,760.63
PLGIT - Building Maintenance & Repairs		1,525.14
Petty Cash	80.51	
Total	<u>\$ 300,124.29</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated 2/7/14 in the amount of **\$12,974.95**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **State Fund Bills** dated 2/7/14 in the amount of **\$11,498.87**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **1/23/14 Form 941 payment** in the amount of **\$2,782.06**, the **2/6/14 Form 941** payment in the amount of **\$2,025.56**, and the **2/20/14 Form 941** payment in the amount of **\$2,077.30**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **1/1/14 - 1/15/14 State Withholding Payment** in the amount of **\$310.81**, the **1/16/14 - 1/31/14 State Withholding Payment** in the amount of **\$338.52**, and **2/1/14 - 2/15/14 State Withholding Payment** in the amount of **\$249.54** (3-0)

Supervisor's Meeting February 19, 2014... page 2 of 3

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending January 11, 2014** in the amount of **\$11,026.43**, the **payroll for the period ending January 25, 2014** in the amount of **\$8,128.21**, and the **payroll for the period ending February 8, 2014** in the amount of **\$8,504.96**. (3-0)

Road Master Report The Roadmaster reported that the road crew has been repairing equipment and dealing with the snow and ice. There was a discussion on cars parking in the right-of-way and trouble with snowplowing.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of January 2014:

- He issued 2 building permits, 1 pole barn and 1 repair from fire damage.
- He had 2 inquiries on property improvements; the St. Matthews Church addition and the Kunkletown Volunteer fire Company truck building.
- He conducted 9 site surveys about driveway issues.

Treasurer's Bond Kirk, Summa and Company, township auditors, reported that the secretary should have a bond higher than the existing \$200,000.00 bond. After discussion, Gretchen Gannon Pettit made a motion to increase **the Treasurer's Bond to \$500,000.00 per year**. Mary Anne Clausen made a second to the motion, which was passed unanimously. (3-0)

Post Office Rental Agreement Solicitor Kaspszyk reported that the post office lease expires in April and that another five year contract is under negotiation.

CJERP Hearing After years of work to update the Zoning Ordinance and the SALDO to be compliant with the CJERP Regional Comprehensive Plan, a **joint hearing** to obtain public input concerning the adoption of the ordinances is being considered. On motion by Sharon Solt with a second to the motion by Gretchen Gannon Pettit, unanimous approval was made to advertise for the joint hearing, to be held on **Thursday, March 27, 2014, at 7 pm at the West End Fire Hall in Brodheadsville**. (3-0).

West End Park and Open Space Commission The Board is considering joining the **West End Park and Open Space Commission**; there was discussion concerning facets of joining. The Board will obtain more information before moving forward.

Other

Municipal Deposit Resolution Sharon Solt reported that in order for a municipality to open additional accounts at First Niagara Bank in Kresgeville, the board needs to adopt a Municipal Deposit Resolution. The accounts to be opened are the Fire Escrow and Capital Reserve Fund. On motion by Sharon Solt, with a second to the motion by Gretchen Gannon Pettit, unanimous approval was made to adopt **Resolution 2014-1 Municipal Deposit Resolution**. (3-0)

Frances Borger Minor Subdivision 90 Day Time Extension Mary Anne Clausen made a motion to approve a **90 day time extension** made by Keystone Engineering for the **Frances Borger Minor Subdivision**; Gretchen Gannon Pettit made a second to the motion which was unanimously approved. (3-0)

Supervisor's Meeting February 19, 2014... page 3 of 3

Executive Session Solicitor Kaspszyk reported the Board of Supervisors held an executive session prior to the meeting to discuss personnel and litigation matters.

Public Comments Helen Mackes asked for and received an update on the CJERP Plan.

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:15 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

SUPERVISORS MEETING
March 5, 2014

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:50 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Mary Anne Clausen and with a second by Sharon Solt; it was unanimously voted to approve the February 19, 2014 meeting minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit; it was unanimously voted to approve (3-0) the March 5, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 220,236.23	
First Niagara Bank State Money Market	178,598.02	
First Niagara Bank State Checking	1,770.73	
First Niagara Bank Business Checking	2,444.11	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,355.05
First Niagara Bank Fire Escrow Account		9,829.83
PLGIT - General Fund	47,972.94	
PLGIT - Payroll	551.65	
PLGIT - Parks/Land		9,760.71
PLGIT - Building Maintenance & Repairs		1,525.15
Petty Cash	13.08	
Total	<u>\$ 451,586.76</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated **3/7/14** in the amount of **\$19,334.44**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **State Fund Bills** dated **3/7/14** in the amount of **\$5,088.30**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **3/6/14 Form 941 payment** in the amount of **\$3,285.24**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **2/16/14 - 2/28/14 State Withholding Payment** in the amount of **\$261.10**. (3-0)

Supervisor's Meeting March 5, 2014... page 2 of 4

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending February 22, 2014** in the amount of **\$12,621.83**. (3-0)

Road Master Report The Roadmaster reported that the road crew has been plowing and cindering the roads. They are going to begin opening pipes and drainage ditches.

Zoning Officer Monthly Report Ellerslie Helm, the Zoning Officer, reported that in the month of February 2014:

- He issued 2 building permits, 1 attached garage and 1 for the Kunkletown Volunteer Fire Company truck building.
- He had no inquiries on property improvements.
- He conducted 5 site surveys; 4 site inspections (fire damage of house at Kingswood Lake, a fence on Bernie Lane, the excavation for a pole barn on Silver Spring Boulevard, and a detached garage on Pine Grove Road) and 1 complaint regarding car left in the township right-of-way.

Planning

Frances S Borger Minor Subdivision Waiver request

Surveyor Rudy Wolf from Keystone Consulting Engineers was present. The waiver that was presented was to waive the regulation for a wetland delineation on the 73 acre property that **Frances S. Borger** is subdividing into two parcels. The Eldred Township Planning Commission has reviewed the waiver request at their February 20, 2014 meeting and recommended that the Board of Supervisors approve the request. Gretchen Gannon Pettit stated that in prior cases the board granted the waiver but required a state DEP certified walk through inspection of the possible wetland areas. There was additional discussion between the board, the solicitor, and the public.

Sharon Solt made a motion that to be consistent with prior practice and to follow state regulations, 1) the Board of Supervisors should **grant a modified waiver** from the formal wetlands delineation for the purposes of subdivision and not for land development, 2) the plans and the deeds should be prepared with **a note indicating that there has not been a wetland delineation** completed and that before any development can be started that process must be completed, and 3) the Board of Supervisors reserves the right for the requirement for a **DEP approved certification of the wetlands** based upon the vegetation to show the absence or presence of wetlands. Gretchen Gannon Pettit made a second to the motion; Mary Anne Clausen stated she disagreed but would vote yes. Before the chairman called for a vote, there was additional discussion between the board, the solicitor, the surveyor and the public. When the vote was called, May Anne Clausen withdrew her yes vote and voted against the motion. Gretchen Gannon Pettit and Sharon Solt cast votes in favor of the motion; the motion carried. (2-1)

Dave Fleetwood Memorial Trail On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was unanimously voted to approve the request to name a trail at the West End Regional Park as "**The Dave Fleetwood Memorial Trail**". (3-0)

Supervisor's Meeting March 5, 2014... page 3 of 4

Other

Solicitor Kaspszyk stated that the **U. S. Postal Service** sent a letter to the Board of Supervisors on February 5, 2014 that stated they have exercised their option to **renew the lease for an additional five year term**. On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was unanimously voted to accept the five year option as presented. (3-0)

Zoning and Subdivision And Land Development Ordinances

Mary Anne Clausen reported that the township has been going through the process of updating the **Zoning Ordinance and the SALDO** (for the past few years) in order for our ordinances to be consistent with the CJER Regional Comprehensive Plan. She has concerns about the shared uses throughout the multi-municipal region and is concerned that Eldred has environmental hazards among their uses. She would like the people on the email list to be sent the proposed ordinances in order for them to review them, and read a prepared statement she wrote. Mary Anne Clausen made a motion for the statement (with the changes of when the ordinances would be adopted, the time of the hearing and the possibility of copying be eliminated) and ordinances to be sent to the people on the email list. Gretchen Gannon Pettit made a second to the motion, which was passed unanimously. (3-0)

Mary Anne Clausen asked if Attorney Fareri would be able to asked questions, Solicitor Kaspszyk said that he can be asked questions. She asked what the procedure is for where the supervisors would sit during the hearing and what days the advertisement would be in the newspaper. Solicitor Kaspszyk stated it is scheduled for the Saturdays of March 8 and 15. There was a question concerning whether the ordinances could be amended before the vote would be taken. Solicitor Kaspszyk stated that if it is a substantive amendment it would have to be sent back to the planning commission. He further stated that in order to adopt the ordinances the night of the hearing there cannot be any material changes made to the documents. It was decided to email the list of changes to the planning commissioners.

Sharon Solt mentioned that she and the Roadmaster Keith Kuehner attended a CDL class for alcohol and drug abuse. One of the items mentioned was a **24 unit saliva test strip kit** that costs \$51.68 to be used to determine if a worker is intoxicated. There was discussion about the purpose and the need. Solicitor Kaspszyk stated that the employees' handbook should be amended to say that it is a requirement of employment here and that the employees should sign a document stating they are aware of the policy. Mary Anne Clausen made a motion to purchase the box of 24 saliva test strips but that they not be used until the board has the opportunity to amend the handbook and advise the employees about the changes. Gretchen Gannon Pettit made a second to the motion which was passed unanimously. (3-0) The board directed the solicitor to prepare an amendment to the handbook concerning the issue.

Sharon Solt reported that all **stop signs** must have a certain **reflectivity** in order to meet PennDOT specifications. Brian Ahner from Polk Township has found a camera device that can measure the reflectivity, it is at a cost of \$10,000; he suggested that the four (or five) townships in the CJERP region jointly but the camera at a cost of either \$2000 or \$2,500 per township. Roadmaster Keith Kuehner led a discussion concerning the cost, the need and the legal issues. Keith said that we already check our 85 stop signs twice a year. The board decided to table the issue and do some more research.

Supervisor's Meeting March 5, 2014... page 4 of 4

Sharon Solt reported there is a dirt and gravel roads workshop being made available and that she and the Roadmaster are planning to attend. The current venues are Reading on March 26 and 27, and Wilkes-Barre on May 6 and 7. Chestnuthill Township is also checking into the possibility of hosting a workshop at their building. More than \$8 million is available in grants, and that money could be used to upkeep any roads that have less than 500 daily car uses, even if they are not dirt or gravel – specifically low volume daily use.

Sharon Solt also reported that we have received the state liquid fuels allocation. We were scheduled for \$104,000, however due to recent legislation we received \$121,000.

Public Comments Phil Marano asked if the Dirt and Gravel Workshop was being tabled; the board said that they are definitely sending representatives to take the class.

Adjournment: Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 9:15 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

SUPERVISORS MEETING
April 2, 2014

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Mary Anne Clausen and with a second by Sharon Solt; it was unanimously voted to approve the March 5, 2014 meeting minutes. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit; it was unanimously voted to approve (3-0) the April 2, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 236,634.25	
First Niagara Bank State Money Market	173,512.54	
First Niagara Bank State Checking	1,770.73	
First Niagara Bank Business Checking	4,481.66	
First Niagara Bank Kuehner Estates Escrow Account		300.50
First Niagara Bank Royal Oak Escrow Account		301.06
First Niagara Bank DCNR (Parks) Account		21,355.41
First Niagara Bank Fire Escrow Account		9,829.83
PLGIT - General Fund	24,220.27	
PLGIT - Payroll	551.65	
PLGIT - Parks/Land		9,760.80
PLGIT - Building Maintenance & Repairs		1,525.16
Petty Cash	84.41	
Total	<u>\$ 441,255.51</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated 4/4/14 in the amount of **\$30,139.49 (including a bill from Palmerton Auto Parts for \$222.27)**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **State Fund Bills** dated 4/4/14 in the amount of **\$560.04**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **3/20/14 Form 941 payment** in the amount of **\$1,687.94** and the **4/3/14 Form 941 payment** in the amount of **\$1,909.68**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **3/1/14 - 3/15/14 State Withholding Payment** in the amount of **\$387.52** and the **3/16/14 - 3/31/14 State Withholding Payment** in the amount of **\$210.68**. (3-0)

Supervisor's Meeting April 2, 2014... page 2 of 3

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending March 8, 2014** in the amount of **\$6,862.56** and the **payroll for the period ending March 22, 2014** in the amount of **\$7,697.22**. (3-0)

Road Master Report The Roadmaster reported that the road crew has been opening pipes and patching potholes. They have also taken down some trees on township property as well as some fallen trees on township right-of-ways. Sweeping should begin on or about April 21st.

Zoning Officer Monthly Report The Zoning Officers report for the month of March 2014:

- He issued 4 building permits; 2 pools, 1 pole barn and 1 non-conforming use permit.
- He had 1 property improvement involving snow damage to barn to be replaced on Chestnut Ridge Road.
- He sent out several letters to property owners about cleaning up collapsed buildings.
- He completed 11 site surveys; 4 complaints about open burning, 2 complaints about cutting trees on property lines, 2 site inspections for pools, 1 site inspection for a pole barn and 2 driveway site inspections.

Other Mary Anne Clausen asked if, in light of the recent tragedy in Ross Township, we could reach out to other townships for a **panel discussion** to see what we could do about someone who is unstable or has other mental health issues. Sharon Solt said it might be possible only if other townships want to go along with it. Gretchen Gannon Pettit said she thought it might not be an issue that the township can deal with effectively. Attorney Kaspszyk said the township has no jurisdiction over mental health issues, but a discussion is possible. Mary Anne Clausen will contact the other townships.

Sharon Solt reported that a nine grade student from Pleasant Valley was in attendance at the meeting to fulfill **requirements for his studies**.

Keith Kuehner asked for a date to start the **electronic recycling**. It was decided to begin the program on May 1st, and items should be brought between the hours of 6:30 a.m. and 3:00 p.m.; they should be brought to the pallets by the fence at the garage area behind the township building. If someone needs help unloading, please call the township for the road workers availability.

Dale Weidman asked if residents can bring stumps, brush, stones, clumps of grass, etc. to be deposited behind the garage. It was determined that as long as there are no plastics or other such debris, residents can bring "**natural**" **material** to the site.

The issue regarding the **sign reflectivity** was discussed. Roadmaster Keith Kuehner talked with Brian Ahner at Polk Township and they are going to purchase a meter at an approximate cost of \$10,000.00. Keith said he will talk with our PennDOT representative regarding sign inventory. Since the Road Crew does twice a year inspections and maintenance of the stop signs, at this time the board does not want to participate in the purchase of the meter. Keith also reported that we are replacing the signs as needed.

Public Comments There were no public comments.

Supervisor's Meeting April 2, 2014... page 3 of 3

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:10 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS MEETING
May 7, 2014**

Attendance

Supervisors: Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk
In Absentia: Gretchen Gannon Pettit

Meeting Called to Order Mary Anne Clausen called the meeting to order at 7:30 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Sharon Solt and with a second by Mary Anne Clausen; it was unanimously voted to approve the April 2, 2014 meeting minutes. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (2-0) the May 5, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 220,653.24	
First Niagara Bank State Money Market	173,509.72	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	3,926.86	
First Niagara Bank DCNR (Parks) Account		21,355.05
First Niagara Bank Fire Escrow Account		9,829.83
PLGIT - General Fund	26,167.46	
PLGIT - Payroll	1,912.26	
PLGIT - Parks/Land		9,760.71
PLGIT - Building Maintenance & Repairs		1,525.15
Petty Cash	73.46	
Total	<u>\$ 427,453.69</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated **5/9/14** in the amount of **\$18,037.55**. (2-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **State Fund Bills** dated **5/9/14** in the amount of **\$1,708.22**. (2-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **4/17/14 Form 941 payment** in the amount of **\$1,848.40** and the **5/1/14 Form 941 payment** in the amount of **\$1,967.72**. (2-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **4/1/14 - 4/15/14 State Withholding Payment** in the amount of **\$236.32** and the **4/16/14 - 4/30/14 State Withholding Payment** in the amount of **\$242.37**. (2-0)

Supervisor's Meeting May 7, 2014... page 2 of 4

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending April 5, 2014** in the amount of **\$7,894.48**, the **payroll for the period ending April 19, 2014** in the amount of **\$7,518.87**, and the **payroll for the period ending May 3, 2014** in the amount of **\$7,926.43**. (2-0)

Road Master Report The Roadmaster reported that the road crew has been installing new street signs, the streets have been swept by Possinger, and the Boy Scouts have been doing some road clean-up of garbage. He reported the electronic recycling program is doing very well and reminded the public that the hours are 6:30 a.m. until 3:00 p.m.

Zoning Officer Monthly Report The Zoning Officers report for the month of April 2014:

- He issued 2 building permits and 1 driveway permit.
- He had 1 property improvement off Borger Road.
- He completed 10 site surveys; Clark Burger timber harvesting, Charles Kelley pole barn, Kingswood Lake house rebuilding, Children in Youth (Youth Services) timber harvesting, Jerry H pole barn, Wayne H fence, Mike G site inspection for pool, site inspection of 2 open trash burn with pictures (letters were sent out, no response to date).
- He stated if residents see anyone getting ready to burn piles of questionable trash, he would like them to call him as soon as possible.
- He also stated that he spoke with Carol Cummings from MCMWMA regarding illegal dump sites in the township, and that together they will determine the best course of action.
- He is in the process of getting price quotes for the nature cameras from Dunklebergers.

Solicitor Kaspszyk asked if any of the building permits were for Kuehner Field Estates properties; Mr. Helm said they were not. Mr. Kaspszyk said that before any building permits are issued for those lots, the roads must be made square, according to their approved land development plan.

Monroe County Planning Commission Executive Board Appointment Mary Anne Clausen stated that Sharon Solt has been appointed to the Monroe County Planning Commission Executive Board to represent the township and the West End municipalities.

Eldred Township Zoning (2014-1) and SALDO (2014-2) Ordinance Amendments, and Official Map Sharon Solt reported that on May 1, 2014, there was a public hearing among all the CJER townships held at the West End Fire Company to consider the adoption of the 2014 Zoning and SALDO Amendments, as well as the Official Map. At that hearing, all three (3) Eldred Township Supervisors were present and voted unanimously for the adoption of the amendment ordinances and official map. The Zoning Ordinance became Ordinance 2014-1 and the SALDO Ordinance became 2014-2. Additionally, the other three townships adopted their own individual amendments.

Roadwork and Materials Bid Authorization to Advertise

The Roadmaster Keith Kuehner stated that the township wants to double seal coat Upper 57 Road, pave the second half of Meixsell Valley Road (the first half is already done), and materials need to be ordered. He also said there is a major pipe on Correll Road that needs to be replaced. Mr. Kuehner said that he and Sharon Solt have just attended a 2 day workshop for Dirt and Gravel Roads; there are funds available which can be used to fund low volume roadwork in the township.

Supervisor's Meeting May 7, 2014... page 3 of 4

Keith reported he has a quote from **Harold Serfass Masonry** to repair a **wing wall on Bollinger Road** in the amount of \$2,636.00. The road crew will assist Mr. Serfass with the repairs. Since Mr. Serfass has provided the township with his insurance information, Sharon Solt made a motion to award him the contract to repair the bridge wing wall on Bollinger Rd.; Mary Anne Clausen made a second to the motion, all agreed (2-0).

Sharon Solt made a motion to advertise for the **bids to be advertised** and to be opened at the Wednesday, June 4th meeting; Mary Anne Clausen made a second to the motion, it was unanimously approved. (2-0)

Monroe County 2030 Comprehensive Plan Update Sharon Solt reported that the MCPC has been working to update the Monroe County 2020 Comprehensive Plan with the proposed **Monroe County 2030 Comprehensive Plan, Economic Development Implementation Plan and the Open Space, Greenway and Recreation Pan**. They have been submitted these plans to the Monroe County Commissioner for review. There is a 45 day review period; anyone who wants to review and comment on the documents may do so by viewing them on the Monroe County website. The township will list all the information and steps needed on the townships website as well as send out emails to anyone who has provided us with their email address.

Walter W. Mock Park Solicitor Kaspszyk has sent a proposed final agreement to the adjoining property owner in an attempt to finalize the agreement so we can begin bidding for construction.

Monroe County Control Center - Termination of Alarm Monitoring Services Sharon Solt reported that the Monroe County Control Center has notified the township that as of the end of this year they will no longer act as an alarm monitoring company; however they will continue to respond to all emergencies. She said that we should get some price quotes from Royal Security and others to check prices on monitoring our alarms.

Other Mary Anne Clausen reported that Superintendent Carol Geary met the Board of supervisors to query the interest of **the township acquiring the Eldred School**. The building and property has been appraised at one million dollars, our chairman of the board asked if the district would be willing to donate it to the township. We are waiting to hear back from them. Sharon Solt said she would like for the question about buying the school and property put on the November ballot as a referendum question, perhaps holding hearings to get input from township residents. This could include possible uses for the building.

Solicitor Kaspszyk said that he has contacted the mortgage company that owns the **old mill** in Kunkletown that is beginning to deteriorate and is awaiting a response from them.

Sharon Solt reported that on Monday, May 5th at about 10:30 a.m., **Dale Weidman** entered her office and handed her his keys to the township building, along with a piece of paper with his security code written on it; returning them both to her and said he was done. He said even though he was told he had to take turns with the other road crew to flag, he was not going to flag and he was done. Mary Anne Clausen made a motion to accept his **verbal resignation**; Sharon Solt made a second to the motion which carried unanimously (2-0).

Sharon Solt reported that at the July 2nd meeting, B.J. will be here to discuss our insurance.

Supervisor's Meeting May 7, 2014... page 4 of 4

Public Comments Dale Weidman explained that he does not want to be a flagman and he will not be a flagman. When he discussed this with Supervisor Sharon Solt a few months ago, she informed him that it was part of his duties as a member of the road crew. On Monday, May 5th, he had to flag and he told Roadmaster Keith Kuehner that he was going home because he was not going to flag. He said he would do anything else if needed. The board will take his comments into advisement.

Joseph Cardello questioned the Zoning Officer about the status of the **abandoned trailer on Smale Lane**. Mr. Helm said he spoke to the owner who told him that her father was going to take care of the trailer. The end of the time limit is nearing, and there will not be any extensions, according to Mr. Helm.

Dean Zacharias stated that he has lived with a **junk yard** right in front of his house for a long time. He said that there are 25+ abandoned and junk cars just sitting there and he asked what is being done about it. He would like the horrendous mess off **Church Road** cleaned up. Mr. Helm said that he will check into it and deal with any enforceable violation; adding that he had looked into the matter years ago with Trooper Carl Mease, but none of the vehicles were stolen.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:20p.m. (2-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS MEETING
June 4, 2014**

Attendance

Supervisors: Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk
In Absentia: Gretchen Gannon Pettit

Meeting Called to Order Mary Anne Clausen called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Mary Anne Clausen and with a second by Sharon Solt; it was unanimously voted to approve the May 7, 2014 meeting minutes. (2-0)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (2-0) the June 4, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 336,617.71	
First Niagara Bank State Money Market	171,810.00	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	3,356.62	
First Niagara Bank DCNR (Parks) Account		21,356.11
First Niagara Bank Fire Escrow Account		9,829.83
PLGIT - General Fund	26,228.11	
PLGIT - Payroll	4,952.31	
PLGIT - Parks/Land		9,761.14
PLGIT - Building Maintenance & Repairs		1,525.22
Petty Cash	34.12	
Total	<u>\$ 586,681.86</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated **6/6/14** in the amount of **\$32,204.79**. (2-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **State Fund Bills** dated **6/6/14** in the amount of **\$2,778.79**. (2-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **5/15/14 Form 941 payment** in the amount of **\$1,967.72**, the **5/29/14 Form 941 payment** in the amount of **\$2,822.96** and the **6/12/14 Form 941 payment** in the amount of **\$3,124.41**. (2-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **5/1/14 - 5/15/14 State Withholding Payment** in the amount of **\$474.20** and the **5/16/14 - 5/31/14 State Withholding Payment** in the amount of **\$318.24**. (2-0)

Supervisor's Meeting June 4, 2014... page 2 of 5

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending May 17, 2014** in the amount of **\$10,365.76**, **the payroll for the period ending May 31, 2014** in the amount of **\$12,216.10**. (2-0)

Road Master Report The Roadmaster reported that the road crew has been installing new stop signs, trimming shoulders and filling in the potholes. The mower is at the repair shop, mowing along the roads will continue as soon as it comes back.

Zoning Officer Monthly Report The Zoning Officers report for the month of May 2014:

- He issued 5 building permits (2 accessory sheds and 3 building permits).
- He had 1 property improvement inquiry off Buskirk Lane.
- He completed 13 site surveys; 4 letters concerning collapsed barns, with no response to date, some complaints ranging from solid waste to abandoned cars to high grass and weeds.

Resolution 2014-1 PRICE ADJUSTMENT OF BITUMINOUS MATERIALS FOR SMALL QUANTITIES

On motion by Sharon Solt, with a second to the motion by Mary Anne Clausen, the resolution in regard to price adjustment for small quantities of Bituminous materials was passed and adopted (2-0).

2014 Seal Coat Bid Openings The Township advertised in the Pocono Record for sealed bids to seal coat T-364 Upper 57 Road (18,169 square yards). Sealed bids were received and opened at the meeting from:

Asphalt Maintenance Solutions at \$2.29 per square yard, total cost \$41,588.84.

Pocono Spray Patching at \$2.74 per square yard, total cost \$49,783.06.

Solicitor Kaspszyk reviewed the bids and found them to be legally compliant; however the township engineer will review for technical specifications. Mary Anne Clausen made a motion to award the bid for the 2014 seal coat project to Asphalt Maintenance Solutions; contingent upon approval of the technical specifications from the township engineer. Sharon Solt made a second to the motion, which was unanimously approved. (2-0)

2014 In Place Paving Bid Openings The Township advertised in the Pocono Record for sealed bids to pave T-389 Meixsell Valley Road (866 tons). Sealed bids were received and opened at the meeting from:

Hanson Aggregates, Inc. at \$77.85 per ton, total cost \$67,418.10.

Bruce George Paving at \$91.17 per ton, total cost \$78,953.22.

Solicitor Kaspszyk reviewed the bids and found them to be legally compliant; however the township engineer will review for technical specifications. Mary Anne Clausen made a motion to award the bid for the 2014 in place paving project to Hanson Aggregates, Inc.; contingent upon approval of the technical specifications from the township engineer. Sharon Solt made a second to the motion, which was unanimously approved. (2-0)

Supervisor's Meeting June 4, 2014... page 3 of 5

2014 Materials Bid Openings The Township advertised in the Pocono Record for sealed bids for materials and received one bid which was opened at the meeting. The bid is as follows:

Hanson Aggregates, Inc.

100 Tons #2A - FOB plant - \$7.00 per ton, Total \$700.00
Delivered - \$11.25 per ton, Total \$1,125.00
250 Tons #3 - FOB plant - \$10.50 per ton, Total \$2,625.00
Delivered - \$14.75 per ton, Total \$3,687.50
50 Tons Bituminous Cold Patching - FOB plant - \$96.00 per ton, Total \$4,800.00
Delivered - \$100.25 per ton, Total \$5,012.50
850 Tons #8, 1% loss by wash – FOB plant - \$13.50 ton, Total \$11,475.00
Delivered - \$17.75 ton, Total \$15,087.50
300 Tons #57, 1% loss by wash – FOB plant - \$12.00 per ton, Total \$3,600.00
Delivered - \$16.25 per ton, Total \$4,875.00
300 Tons #67, 1% loss by wash – FOB plant - \$12.50 per ton, Total \$3,750.00
Delivered - \$16.75 per ton, Total \$5,025.00
100 Tons #4 - FOB Plant - \$11.80 per ton, Total \$1,180.00
Delivered - \$16.05 per ton, Total \$1,605.00
100 Tons Gabion – FOB Plant - \$14.50 per ton, Total 1,450.00
Delivered - \$18.75 per ton, Total \$1,875.00

Solicitor Kaspszyk reviewed the bids and found them to be legally compliant. Mary Anne Clausen made a motion to award the bid for the 2014 material bids to Hanson Aggregates; contingent upon approval of the technical specifications from the township engineer. Sharon Solt made a second to the motion, which was unanimously approved. (2-0)

Planning Commission

Frances S. Borger Minor Subdivision Withdrawal The Board received a letter from Keystone Consulting engineers Inc. requesting the Frances S. Borger Minor Subdivision Plan to be withdrawn due to the inability to obtain consensus among the parties involved. On motion by Sharon Solt, with a second to the motion by Mary Anne Clausen, the plan was officially withdrawn from the planning Commission. (2-0)

Gower Estate Land Development Plan Robert Beers, Surveyor submitted an extension of time for Gower Estates LLC until December 3, 2014. On motion by Sharon Solt, with a second to the motion by Mary Anne Clausen, an extension until December 3, 2014 was approved. (2-0)

Monroe County Municipal Waste Management 10 Year Plan The Board of Supervisors received notification that Pennsylvania DEP has approved the Monroe County Municipal Waste Management Authority's 10 year Plan.

Supervisor's Meeting June 4, 2014... page 4 of 5

Other

Eldred Elementary School Mary Anne Clausen stated that Pleasant Valley School District has offered to sell the school building and property to **Eldred Township for a cost of \$1.00**; with a first right of refusal to PV in the event that the township would no longer want the building and property. Superintendent Carole Geary asked for an answer by the day following the meeting. The YMCA is currently renting a section of the building for \$475.00 per month. Sharon Solt stated that she would like to have a public hearing(s) and have it on the ballot as a voter referendum in November; however the school district does not want to wait that long for an answer. Pastor Suzanne Cope-Brookes from St. Matthew's UCC and the Pleasant Valley Ecumenical Network called the board to say they might be interested in leasing part of the building. In consideration of an immediate answer about buying the property, and not having full knowledge of what businesses or community groups might be interested in occupying space(s), Sharon Solt made a motion to reject the offer at this time due to the time restraint; Mary Anne Clausen made a second to the motion. At this time, the offer to buy the building was rejected with angst. (2-0)

Brien Kocher - Hanover Engineering There is a pipe in the culvert on Correll Road that needs to be replaced. Brien Kocher from Hanover Engineering gave a verbal estimate of **\$4,000 to \$5,000 for the engineering and studies costs** for this work. Roadmaster Keith Kuehner said they presence of wetlands has to be studied and plans need to be drawn up. On motion by Sharon Solt, with a second to the motion by Mary Anne Clausen, the cost for the engineering for the Gower Road pipe culvert was approved. (2-0)

DCED Grant Workshop The board received a letter from the Department of Community and Economic Development that there are 2 workshops being held to apply for grants for the Monroe County Local Share Account Funding. The public is invited to attend.

Gaming Cameras - Zoning Officer Ellerslie Helm wants to put the cameras in various locations in order to check on illegal dumping within the township. He gave a brief synopsis of the procedures he utilizes.

Gower Road Bridge Erosion conditions are present on one of the bridges on Gower Road. Sharon Solt made a motion to obtain a few estimates for engineering studies on that bridge; Mary Anne Clausen made a second to the motion, which passed unanimously. (2-0)

Resolution 2014-2 RESOLUTION TO ADOPT A METHOD TO VERIFY THAT TOWNSHIP TRAFFIC CONTROL SIGNS MEET THE MINIMUM REQUIRED LEVEL OF REFLECTIVITY

The Board of Supervisors considered the possible methods of checking the reflectivity of township traffic control signs. On motion by Sharon Solt, with a second to the motion by Mary Anne Clausen, the board chose to purchase a kit containing a sample piece of minimum reflectivity to compare against existing signs. (2-0)

Supervisor's Meeting June 4, 2014... page 5 of 5

Public Comments

The Supervisors acknowledged the young men who were present to complete school requirements.

Vernon Barlieb asked if there is a possibility that the township could acquire only the ball field property. The secretary will call the school superintendent to obtain an answer.

Paul Shook said that he is having a problem with a neighbor whom he says has shingles blowing onto Shook's property. He has contacted the township zoning officer who has been investigating the allegations, but has not found any violations. Mr. Helm said he looked under the tarp and did find shingles, but they are being taken out on a roll-back dumpster; he has done follow-up visits about this issue.

Dale Weidman said that he believes that the Roadmaster is taking shortcuts concerning flagmen; and he presented his version of a list of how many people are needed to do each type of job. Dale thinks that there are more people needed to flag for the workers. Keith Kuehner said he will review Dale's list and take it into advisement. Solicitor Kaspszyk said that it is a personnel issue and is not dealt with at an open forum or a public meeting.

Solicitor Kaspszyk stated there was an executive session held prior to the start of this meeting for personnel issues and pending litigation, from 7:00 to 7:30 pm.

Rich Slater said there was a sign about Men Working but as he drove along he forgot about it until he reached the site where they were working.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:40p.m. (2-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS SPECIAL MEETING
June 23, 2014**

Attendance

Supervisors:	Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor:	Michael Kaspszyk
Administrative Assistant:	Darcy Gannon
Zoning Officer:	Ellerslie Helm

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

Description Concerning the Purchase of Eldred School

Gretchen Gannon Pettit announced that there would be a three minute time limit, due to the number of people present and the time constraints. She said that the Pleasant Valley School District would auction off the school if the Board does not accept the \$1.00 buyout offer. Sharon Solt reported:

1. The Board received copies of the water test for March, April, May and June and all the tests were negative for any coliform.
2. The boilers were installed in 1998 and are fairly new; there is one lead boiler and one lag boiler. They are oil fired, supplied by a 10,000 gallon underground tank. The last maintenance was done on the boilers by Mechanical Service of Pittston on January 25, 2014.
3. There are 4 different heating zones.
4. Currently there is not any air conditioning in the building itself. The cost to install air conditioning would be approximately \$5,000 per room.
5. The school was inspected for asbestos and the PVSD supplied us with the AHERA reports. The board was told that as long as there not any major renovations, there would not be a problem with the small amount of asbestos under the tiles.
6. The property size of the lot with the school is 5 acres and the ball field is 1.47 acres. There are 10 classrooms, 2 offices, a teachers' lounge, several bathrooms, a kitchen, and a gymnasium in the main building. There are 4 attached modular buildings.
7. The YMCA has a current lease.
8. The appraised value according to PVSD is \$1,000,000. The townships insurance company would insure the building for the replacement value of \$2,770,000 at a cost of \$3,250 per year. There would be no increase for liability insurance.
9. Should the board decide to move forward on the purchase, the township's engineering company, Hanover Engineering, would inspect the building and provide a report, prior to closing. Gretchen Gannon Pettit responded to a question about the roof condition by stating that Hanover would inspect the roof. PVSD reported to the Board that there are not any leaks; but there has been a conflicting report that there may be a possibility of a leak. She added that possibly PVSD would warranty the roof for a period of time, but we are uncertain at this time.

Public Discussion Concerning the Purchase of Eldred School

Questions or comments that arose during the public discussion included:

1. The year, make, and model of the oil boiler and the underground tank, and whether it has been pressure or vacuum tested. Also, the amount of oil used per year, but the board was not informed of the gallon amount, only the actual cost amount. The board will try to get answers concerning the underground tank.
2. The cost of oil, electric and propane was questioned. Gretchen Gannon Pettit read the breakdown for the 2010-11, 2011-12, and 2012-13 school fiscal years and the average for each energy cost.
3. The cost for maintenance was questioned, including indoor and outdoor maintenance. Gretchen stated that the township would be supplying maintenance for plowing snow, grass cutting, etc. PVSD has not supplied a breakdown for maintenance costs; however they were sending security to the building about 5-7 times a day, which is a cost that the township would not incur.
4. Concerning taxes, it is hoped that any tenants that would occupy space would create a break-even cost for the building, and that there would not need to be a tax increase. PVSD did not try to rent the building to anyone other than the YMCA; they utilized it for training and storage.
5. The possibility of the township selling the building was discussed. Solicitor Kaspszyk stated that according to state school law, when a district sells to a municipality, there is a right of reverter. This means that if the municipality decides it wants to sell or abandon the building, the building would revert back to the school district. The specifics of the right of reverter would be handled during the real estate transaction. The uses would have to be a use that is accepted in the Commercial Zone.
6. Gretchen Gannon Pettit stated that there are many grant programs that are available to help defray any costs for maintenance, heating and the like. Additionally, WEPOSC (West End Parks and Open Space Committee) would be able to help the township with applying for and acquiring grants for the use and the building upkeep. There is a fee of about \$3.00 per person to join WEPOSC.
7. Bill Walters said that there is a flat roof, single pane windows and little insulation, which he believes could be potential problems. He said he is in favor of finding a use for it to bring tax revenue into the township and questioned whether the YMCA would be remaining in the building.
8. Dale Weidman asked for clarification of the amount that PVSD spent on maintenance and energy, and the amount of millage increase that might be needed, as per Sharon Solt's report at the June 4th meeting. Solicitor Kaspszyk stated that the board was asked for an answer the next day and that they were given figures that, when clarified, seemed to be inflated figures. The decision made was based on the lack of time given to make a decision. When PVSD was notified of the township wanting more time, they allowed a 30 day extension of time to the Board of Supervisors. Solicitor Kaspszyk also made an inquiry concerning a feasibility study; however the cost was too exorbitant.

Supervisor's Meeting June 23, 2014... page 3 of 4

- Dale asked if the township could handle the finances; Solicitor Kaspszyk said there could be a triple net lease, which would handle the costs.
9. Some of the businesses that were proposed are community center for kids and adults, urgent care facility, walk in clinic, child or senior citizen day care, community farmer's market in the summer and fall, charter school or private Christian school.
 10. The possibility of PVSD monitoring the building and uses once the transfer would go through was discussed; however the decisions would be spelled out in the agreement of sale and by utilizing the school code definitions.
 11. The question of having to complete a subdivision plan for the change of use was brought up by Wes Niemoczynski. Solicitor Kaspszyk discussed that possibility and added other townships have instituted a change of use without going through a subdivision process. Mr. Niemoczynski asked if the outside maintenance would have to be completed using the prevailing wage rates. The township workers could maintain the building; major repairs such as roof work could be subject to prevailing wage.
 12. Mike Green wondered why the PVSD is urgent to have a final answer, not allowing the Board to have agreements for occupancy before the final decision is made. Solicitor Kaspszyk stated that the timeline was the one that was given to the board by the new Superintendent and we have no control over that.
 13. Matt Rumph, the CEO of the YMCA said that the problem they have now is that PVSD will not allow a full use of the rooms they are now leasing. He said that if they were better able to use the rooms, they could increase the number of members and increase their profits.
 14. Mary Anne Clausen said that she reviewed the energy costs, maintenance and insurance and her best estimate is \$40,000 per year. She said she is interested in the intended purpose of the building.
 15. Linda Kile asked if any businesses have shown an interest; to this date none have been contacted, other than PVEN (who needed a different type of setup). She questioned in whose name the property is deeded to. Solicitor Kaspszyk said that is a condition of the agreement of sale and would be addressed. Linda asked if a business wants to come in, would they have to comply with our zoning; the answer is yes. Gretchen Gannon Pettit added that if the building goes up on the auction block, then any type of business listed in the zoning could potentially exist in the building and that is a major concern to her.
 16. The possibility of separating the ball field property from the school property was discussed. PVSD said that they are not interested in selling either lot separately.
 17. Sharon Solt stated that for the past 10 years the board has had a carryover from one year to the next of at least \$100,000 every year and that the board has been very conscionable and diligent concerning the township finances. She added that the board makes decisions based on what they feel is in the best interest of the residents. Sharon said that she is now in contact with the PVSD Director of Building and Grounds, who is supplying her with the information she has requested.

Supervisor's Meeting June 23, 2014... page 4 of 4

18. Desire Jaeckle said that she thinks this could be an idea that could generate some community spirit, she favors it even if it would cost her an extra \$100 a year.
19. Constance Andrews stated that she would like to see the township take control of the building and that if we do not take control she is concerned about what type of entity might end up in there if the township declines.
20. Vernon Barlieb said that the land will always be there and it would be good for the township to own the land whether or not the building is there.
21. Lydia Boileau asked questions about the value, the reverter, and who gets to exercise the right of reverter.
22. Additional items discussed included telephone service, Wi-Fi, obtaining a copy of the appraisal (which the solicitor has requested), the building inspection, conditions of the agreement of sale, the ability to back out of the agreement if the inspection does not meet our needs, and the need to finalize the agreement in a quick decision.

The decision was not made at this meeting, but will be made at the July 2nd general business meeting. If the vote is positive there are steps to be taken with PVSD to finalize the sale; if the vote is negative, then the school would be notified as such.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:45 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS MEETING
July 2, 2014**

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes On motion by Mary Anne Clausen and with a second by Sharon Solt; it was voted to approve the June 4, 2014 meeting minutes. (2-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen; it was unanimously voted to approve the June 23, 2014 meeting minutes; with the addition of adding that two residents stated their concerns about underground oil tank. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit; it was unanimously voted to approve (3-0) the July 2, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 359,020.51	
First Niagara Bank State Money Market	169,031.21	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	3,356.62	
First Niagara Bank DCNR (Parks) Account		21,356.47
First Niagara Bank Fire Escrow Account		9,829.93
PLGIT - General Fund	41,275.49	
PLGIT - Payroll	11,389.89	
PLGIT - Parks/Land		9,761.23
PLGIT - Building Maintenance & Repairs		1,525.23
Petty Cash	22.71	
Total	<u>\$ 585,307.12</u>	

Approval of Bills On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated 7/3/14 in the amount of **\$31,090.30**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **State Fund Bills** dated 7/3/14 in the amount of **\$4,266.02**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **6/26/14 Form 941 payment** in the amount of **\$2,538.72**, and the **7/10/14 Form 941 payment** in the amount of **\$1,973.12**. (3-0)

Supervisor's Meeting July 2, 2014... page 2 of 4

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **6/1/14 – 6/15/14 State Withholding Payment** in the amount of **\$375.04** and the **3/16/14 – 6/30/14 State Withholding Payment** in the amount of **\$299.13**. (3-0)

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending June 14, 2014** in the amount of **\$9,743.33**, and the **payroll for the period ending June 28, 2014** in the amount of **\$8,085.40**. (3-0)

Road Master Report The Roadmaster reported that the road crew has been trimming shoulders and filling in the potholes. The Paving and seal coating will be scheduled in the near future.

Zoning Officer Monthly Report The Zoning Officers report for the month of June 2014:

- He issued 6 building permits (3 accessory sheds, 1 new house, 1 driveway and 1 above ground pool).
- He had 3 property improvement inquiries (2 for housing horses and 1 dog kennel).
- He completed 11 site surveys; 6 were for the permits issued.
- He received 5 complaints (2 for yard conditions, 1 for open burning, and 2 for high grass and weeds).

Eldred School Purchase Decision Supervisor Gretchen Gannon Pettit stated that she is in favor of the purchase of the Eldred School and property, with conditions that need to be met. She stated this is a great opportunity for Eldred Township, and is looking forward to the future of the building. Gretchen Gannon Pettit stated that the board met with the insurance company and that the underground oil tank would be fully insured through oil purchases and state law. She added that we can continue to seek grants through the CEO of the YMCA, WEPOSC, and the Monroe County Local Share Account, as well as any other applicable grants.

Supervisor Mary Anne Clausen stated she has some concerns, including the reverter clause and the conditions attached to it, the unknown costs for winter maintenance, the need for hiring a business manager to oversee the school building and its' occupants, not utilizing the entire school for a community center and the unknown lease with the YMCA. She stated she would like to have an additional length of time to have a task force between the township and PVSD to study the purchase opportunity.

Supervisor Sharon Solt stated that 20 years ago many of the township offices and organizations didn't exist and that we need to be forward thinking as to what the future will bring to our township. She stated that if the sale is approved by the board, there should be conditions including a copy of the appraisal, an ultrasound test of the underground tank, an inspection of the property by the township engineers, and an adequate time period for the closing to accomplish the tasks. Sharon Solt said she has received support from various community members, including a donor who wishes to be anonymous, who promised to donate \$10,000.00 toward the upkeep of the school building; she challenged other supporters to donate time and/or money as well. She said that "if" taxes would have to be raised, one mill is \$27,703.65, so the cost to each of the townships 2910 residents would be about \$9.52; noting that property assessment value could raise or lower that amount. She stated she is in favor of the purchase.

Solicitor Michael Kapszyk explained that the township cannot level or sell the building, and he is trying to work on the provisions of the proposed sale. He added that 2/3 of the Pleasant Valley School Board must vote to accept the provisions or conditions that Eldred Township Supervisors propose, there must be an agreement of sale with a 60 to 90 day inspection period. The board could

Supervisor's Meeting July 2, 2014... page 3 of 4

review the PVSD appraisal on the property, and if the board finds a problem they could rescind the offer of sale.

There was discussion concerning the pros and cons of the possible purchase. Residents who voiced their opinion of the purchase included:

Bill Walters said he was concerned about the financial burden, and while recognizing it is an opportunity knocking he wants to see a business plan come into existence, and asked if the township has researched grant information. Gretchen Gannon Pettit again stated that grants are available through LSA, WEPOSC, the YMCA, and others.

Lamar Burd said he believed there isn't a strong need in the community for the building.

Dick Pelcaski said he agreed with Mary Anne Clausen.

John Yarashas also agreed with Mary Anne Clausen.

Joe Cardello questioned the reverter clause. Solicitor Kaspszyk explained the provisions of the reverter clause, including that the township couldn't level the building. Solicitor Kaspszyk said that the agreement of sale will have the provisions more clearly defined.

Desiree Jaeckle asked if the township does not buy the property, could the school district sell to anyone and was told yes. She indicated she disagrees with the naysayers.

Dale Weidman said that township already has other interests they are working on.

Linda Kile asked about the length of the time period between the agreement signing and closing; Solicitor Kaspszyk stated it could be 60-90 days. She said she thought during that time, the property could be inspected and a business plan could be considered and begun to be implemented. She said she is in favor of the acquisition.

Helen Mackes stated she agrees with Sharon Solt and feels we should move forward with this purchase. She mentioned she obtained grants for the coping on the arch bridge and also to renovate the historic post office. She said there are millions of dollars in grants available from gaming money.

Irene Zacharias said that she thought the casino gaming money was supposed to go to the taxpayers. She indicated she favors the purchase, if there is no tax increase.

Jacqueline Mock said the township already has bought her property and has the historic post office, and is concerned about the acquisition of another property.

Archie Craig said that Pleasant Valley School District is closing schools and feels that the community is not moving ahead.

Robert Boileau said that Planning Solicitor Daniel Lyons stated that Eldred Township is 1 item away from bankruptcy. Supervisor Sharon Solt said that she believed that is only hearsay, since Solicitor Lyons was not present to confirm the statement.

Gretchen Gannon Pettit made a motion to accept the Pleasant Valley School District's offer to sell the Eldred School, ball field and the property to Eldred Township for the sum of \$1.00; with the following conditions:

1. PVSD School Board allows the Eldred Township Board of Supervisors to read and review the appraisal that was recently completed on the school building, with any dollar amounts redacted if the school board wishes.
2. A negotiation of the terms of the reverter clause to survive the closing.
3. An inspection period of 60 to 90 days to allow the townships' engineers to inspect the building for any foreseeable problems.

Sharon Solt made a second to the motion as stated.

Mary Anne Clausen made an alternative motion to table the first motion and to give an additional 3 months to review, citing questions about funding. This motion died for lack of a second.

Supervisor's Meeting July 2, 2014... page 4 of 4

On roll call vote for the motion made by Gretchen Gannon Pettit to buy the school with the 3 conditions, the vote was Gretchen Gannon Pettit – yes, Sharon Solt – yes, Mary Anne Clausen – no, but agreeing to work to make it successful.

Other Gretchen Gannon Pettit made a motion to **rehire James Smith** as a part time road crew worker, saying as a former employee he is knowledgeable about the trucks, duties and roads. Mary Anne Clausen made a second to the motion, but said she felt that the advertisement was not done correctly. Sharon Solt noted that the notice of employment was on the township website and Facebook page, as well as posted on the township bulletin board, more than is required by law. Solicitor Kaspszyk stated that there does not need to be an advertisement of employment for township employees. Sharon Solt abstained since James Smith is her cousin. Upon vote, James Smith was hired as a part time road crew member. (2-0)

Mary Anne Clausen made a motion to advertise for a public hearing for an ordinance for the **Blue Ridge Cable Franchise Agreement**, to be held at the August 6, 2014 meeting. Gretchen Gannon Pettit made a second to the motion which was passed unanimously. (3-0)

The township received a request from the Hazelton Pennsylvania State Police for a \$350.00 donation to cover the cost for one camper at **Camp Cadet Troop "N"**. Sharon Solt made a motion to approve the request, seconded by Gretchen Gannon Pettit and unanimously approved. (3-0)

The township received a request from the **Western Pocono Community Library** for a donation (with matching funds) toward satisfying the mortgage. Gretchen Gannon Pettit made a motion to donate **\$1,000.00** to the library; Sharon Solt made a second to the motion, which carried. Mary Anne Clausen abstained, citing budgetary questions. (2-0)

The **Leighton Barracks** of the Pennsylvania State Police Troop N has built a new building and invited the board to the **building dedication** on July 15th at 10:30 a.m. Gretchen Gannon Pettit asked that we ask for someone from the Leighton Barracks to attend meetings a few times a year as they had offered in the past.

Sharon Solt reported that 3 driveway permits were installed correctly and refunds of their escrow refund are appropriate. Additionally, since petty cash is low, there needs to be a \$77.29 petty cash check approved. Gretchen Gannon Pettit made a motion to approve the bills; Mary Anne Clausen made a second to the motion, which was approved unanimously. (3-0)

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:45 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

SUPERVISORS MEETING
August 6, 2014

Blue Ridge Cable Franchise Agreement Hearing There was a hearing to discuss the cable franchise agreement with Blue Ridge Cable prior to the meeting.

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:45 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes Sharon Solt made a motion to approve the July 2, 2014 minutes, with Gretchen Gannon Pettit making a second to the motion. Before the vote, Mary Anne Clausen commented that she would like to have the minutes amended to state her concerns more clearly as per her August 6th email. Sharon Solt distributed to the supervisors and solicitor a copy of the DCED Manual for Municipal Secretaries concerning meeting minutes, stating that the minutes do not have to be verbatim and only a summary of a person's statement needs to be in the minutes. She read aloud the section on Oral Comments:

“Minutes should accurately reflect what occurs at a meeting. Unless the governing body desires a verbatim record; oral expressions of opinions, remarks or statements should not be included on a word by word basis. A short summary of the discussion, prepared by the secretary, should be enough to give the reader an understanding of the subject of the discussion, the varying points of view expressed, and the major proponents of each. The summary should relate clearly to the resulting governing body action on the issue and should help to explain the disposition of the culminating motion. Requests by members to have their statements recorded in full in the minutes are legitimate, but are subject to approval by the presiding officer or the full membership under the governing body's own rules. If approval is granted, the secretary should be sure to secure the member's approval of the form and contents of the remarks entered. When the member is speaking from a prepared text, a copy of this text should be provided for the secretary's use in preparing minutes.”

Mary Anne Clausen stated that while the facts that were in the minutes concerning the Eldred School acquisition were accurate, she wanted them to be more clearly stated. In addition she felt that the employment opportunity was not shared with the 40 person email list, even though it was posted on the township's website and Facebook page, and posted on the township bulletin board. Mary Anne Clausen made a motion to include the context of the email as an amendment to the minutes. Gretchen Gannon Pettit stated that after reading the minutes and listening to the statements just made, she felt there wasn't a discrepancy in the minutes as written and did not second Mary Anne Clausen's motion.

Supervisor's Meeting August 6, 2014... page 2 of 5

Mary Anne Clausen then read her email dated August 6, 2014, sent at 3:30 P.M. as follows:

I. With regard to my opening statement about the school: I'd like the minutes to state my three main points with respect to the school acquisition more clearly. As drafted, they seem to get lost in secondary facts. Those main points were 1) that the cost of accepting the school would be very high based on what we know now with respect to carrying charges, especially when compared to our property tax revenues; and they may be much higher in the likely event that we encounter additional expenses which we are not even now factoring in; 2) that we have no clear need or purpose for the school and that the idea of renting it to cover its costs is highly speculative; and 3) that we should propose a joint task force with PVSD to consider what the future of the building should be, consistent with the Pocono Record's proposal.

II. With regard to advertising for the part time road master position, I would like the minutes to make note of the fact that I stated that the failure to send an announcement to those on our email list was of special concern for me."

Mary Anne Clausen asked that the email be included a part of this month's minutes, since her motion was not seconded nor approved.

Based on the motion by Sharon Solt, with the second by Gretchen Gannon Pettit a vote was taken to approve the July 2, 2014 minutes as prepared; Gretchen Gannon Pettit - yes, Sharon Solt - yes, Mary Anne Clausen - no. The motion carried. (2-1)

Treasurer's Report On motion by Sharon Solt, seconded by Gretchen Gannon Pettit; it was unanimously voted to approve (3-0) the August 6, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 382,369.96	
First Niagara Bank State Money Market	164,768.07	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	3,356.62	
First Niagara Bank DCNR (Parks) Account		21,356.47
First Niagara Bank Fire Escrow Account		9,830.25
First Niagara Bank Capital Reserve Account		.22
PLGIT - General Fund	12,625.60	
PLGIT - Payroll	10,508.00	
PLGIT - Parks/Land		9,761.23
PLGIT - Building Maintenance & Repairs		1,525.23
Petty Cash	59.18	
Total	<u>\$ 574,898.12</u>	

Approval of Bills On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **8/8/14** in the amount of **\$35,699.12, along with 2 bills from Topp Printers (\$154.85) and Titan Signs (\$495.25), now totaling \$36,349.22.** (3-0) Mary Anne Clausen asked how the Aflac insurance was paid and was told that it comes directly from the employees who choose to have the insurance. She also asked why the Stratix payment is still on the bills list since we purchased a new copier. Sharon Solt explained that Stratix would not let us "early out" of the lease; however the machine is in storage and will be sent back to them as soon as the last payment is made.

On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to pay the **State Fund Bills** dated **8/8/14** in the amount of **\$117,572.56.** (3-0)

Supervisor's Meeting August 6, 2014... page 3 of 5

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **7/24/14 Form 941 payment** in the amount of **\$1,965.52**, and the **8/7/14 Form 941 payment** in the amount of **\$2,442.78**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **7/1/14 - 7/15/14 State Withholding Payment** in the amount of **\$248.22** and the **7/16/14 - 7/31/14 State Withholding Payment** in the amount of **\$245.49**. (3-0)

Approval of Payroll

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending July 12, 2014** in the amount of **\$7,996.45**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending July 26, 2014** in the amount of **\$9,756.27**. (3-0)

Road Master Report The Roadmaster reported that the seal coating and paving projects have been completed satisfactorily. The road crew has been patching the roads, trimming around the street stop signs, and will be mowing very soon. The Roadmaster reported that we are still waiting on DEP's approval to replace the pipe on Correll Rd and was hoping to have it completed before school starts. He also reported that the electronic recycling is going well and will continue until October.

Zoning Officer Monthly Report The Zoning Officers report for the month of July 2014:

- He issued 5 building permits (1 new house with a garage, 1 upgrading electric, 1 accessory shed, 1 remodel and 1 driveway).
- He had 2 property improvement inquiries (1 for building on the 57 Hotel property and 1 building on Steve Miga's property on Lower Smith Gap Road).
- He received 5 complaints (2 for building in flood plains, 1 for open burning, 2 for high grass and weeds with garbage).
- He also stated that in response to barns that have collapsed, 2 have been cleaned up, 1 is in the process of cleaning up and there has been no response on the other 2. He will continue to monitor each case.

Ordinance 2014-3 An Ordinance of the Township of Eldred, Monroe County, Pennsylvania, Granting an Extension of the Franchise Term Granted to Blue Ridge Cable Technologies, Inc. T/A D/B/A Blue Ridge Communications Previously Granted in Ordinance No. 99-4 With the Below Set Forth Amendments. (Blue Ridge Cable Franchise Agreement)

Solicitor Kaspszyk stated that a hearing concerning this issue was held prior to the meeting. There were no questions or comments. On motion by Sharon Solt and with a second by Gretchen Gannon Pettit, it was voted to adopt the five-year Blue Ridge Cable Franchise Agreement, with a 2 per cent charge for cable services. (3-0)

Other

Solicitor Kaspszyk stated he received a letter from the Pleasant Valley School Board Solicitor in regard to the **Eldred Elementary School**. The letter serves as notice that that the PV Board has agreed to allow Solicitor Kaspszyk to review the appraisal and to provide a redacted copy of the appraisal to our Board of Supervisors, the terms of the reverter clause will be reviewed by the 2 solicitors to finalize the reverter clause to be included in the formal agreement of sale (perhaps with the opinion of an outside attorney), and the response back to the PV Board must be

Supervisor's Meeting August 6, 2014... page 4 of 5

forwarded to them by the close of business on August 28th. Additionally, it was discussed that Hanover Engineering will be formulating their inspection analysis in the very near future.

Solicitor Kaspszyk also stated that a **brief executive session** was held prior to the meeting to discuss pending litigation.

Sharon Solt reported that the **Eldred School** has been inspected by **Hanover Engineers** and while the board is waiting for the detailed final report, the initial report is that the condition of the school is good. She read an initial email report that the cement walls, acoustical/suspended ceilings, tile floors, exterior walls, rubber roof, furnaces, electrical system, and double pane windows are in reasonably good condition. A blocked roof drain should be easily resolved, restrooms should be ADA and ANSI upgraded, and one exterior trailer needs repair or removal. A detailed report is expected in the very near future.

Sharon Solt stated that **Darcy Gannon** has started her **Master's thesis** and has been approved to create a **cost benefit analysis for the Eldred School property**. Mrs. Gannon has asked Helen Mackes to be the historical expert, Carey Krum as an interested citizen and Sharon Solt as a supervisor proponent. The Board of Supervisors commends her for this undertaking and appreciates her efforts.

Gretchen Gannon Pettit reported that the board would like to have **7 bridges inspected** and has obtained bids from 3 engineering companies; Hanover Engineering, Keystone Consulting Engineers, and Pickering, Corts & Summerson. Hanover Engineering was the low bidder at \$3,000.00, therefore Gretchen Gannon Pettit made a motion to award the bridge inspection to **Hanover Engineering**, Mary Anne Clausen made a second to the motion, which was approved unanimously. (3-0)

Mary Anne Clausen asked about the appropriate procedure to initiate **amendments to our zoning ordinance**. She stated that, at the time that our new zoning ordinance was adopted, there were concerns regarding the shared uses and mention was made that they might be amended in the near future. She added that our Planning Commission had recently approved a list of amendments to those uses that it would like to see considered. She also stated that she has concerns regarding some parts of the new ordinance that pertain solely to Eldred Township, and that she was compiling a list of potential amendments to address those that she would also like to have considered. She thought it would be efficient if those were addressed at the same time as any changes to the shared uses, if that were possible, and asked what the procedure for that would be. Sharon Solt responded that, at the last meeting of the Joint Chestnuthill Jackson Eldred Ross Planning Commission, the proposal was made that Eldred should schedule a meeting to be attended by Carson Helfrich and Christine Meinhart-Fritz, as well as by Eldred's Planning Commission members and its Supervisors, to discuss these matters further. In response to Mary Anne Clausen's question about a time frame for that meeting, Sharon Solt responded that that would have to be discussed.

Mary Anne Clausen commented that the board has sent a letter of support concerning the Pennsylvania State Game Commission acquiring some properties in Upper Smith Gap. Sharon Solt said that the lands are adjoin existing state game lands.

Supervisor's Meeting August 6, 2014... page 5 of 5

Public Comments Bill Walters suggested that if we have a job opening we could utilize Career Link in Stroudsburg, a division of the unemployment office. He also asked if we know who the anonymous donor is (in regard to the Eldred School \$10,000 donation) and was told that the Board does know. Mr. Walters asked if the board has begun to research grants in order to fund the Eldred School project, and suggested we begin to start the process. He asked if the septic system will also be inspected and was told that it will. He commented about the long range planning for the Mock property, including but not limited to the condition of the house, barn, and electricity costs.

Helen Mackes stated that the Mock house is being kept in immaculate, pristine condition by Jacqueline Mock, who has lifetime rights. Ms. Mackes commented on the superior stone work that was completed by Harold Serfass on the house.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:50 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS MEETING
September 3, 2014**

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes Mary Anne Clausen made a motion to approve the August 6, 2014 minutes as presented, with the second by Sharon Solt; the motion was unanimously approved. (3-1)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (3-0) the September 3, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 358,434.69	
First Niagara Bank State Money Market	47,199.45	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	3,233.42	
First Niagara Bank DCNR (Parks) Account		21,357.17
First Niagara Bank Fire Escrow Account		9,830.25
First Niagara Bank Capital Reserve Account		.22
PLGIT - General Fund	26,871.39	
PLGIT - Payroll	4,430.73	
PLGIT - Parks/Land		9,761.32
PLGIT - Building Maintenance & Repairs		1,525.24
Petty Cash	59.91	
Total	<u>\$ 441,439.28</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated **9/5/14** in the amount of **\$13,412.31**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **State Fund Bills** dated **9/5/14** in the amount of **\$3,294.42**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **8/21/14 Form 941 payment** in the amount of **\$2,124.84**, and the **9/4/14 Form 941 payment** in the amount of **\$2,374.60**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **8/1/14 - 8/15/14 State Withholding Payment** in the amount of **\$299.52** and the **8/16/14 - 8/31/14 State Withholding Payment** in the amount of **\$263.82**. (3-0)

Supervisor's Meeting September 3, 2014... page 2 of 6

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending August 9, 2014** in the amount of **\$8,593.60** and the **payroll for the period ending August 23, 2014** in the amount of **\$10,133.90**. (3-0)

Road Master Report The Roadmaster reported that they are done with the patching the roads; they have been mowing, trimming and fixing pipes. He reported that tomorrow the line painting will begin.

Zoning Officer Report The Zoning Officer's report for month of August:

- He issued 3 building permits, one for an agricultural building, one patio and one for an accessory shed.
- He had 2 inquiries on property improvements, one on Church Road and one on Hemlock Drive.
- He completed 11 site surveys, including four dog complaints, three garbage complaints and four burning inquiries.

West End Park and Open Space Commission Bernie Kozen, Director of the **West End Park and Open Space Commission (WEPOSC)**, was present as the township is trying to make a decision on whether to join the WEPOSC for the upcoming year, 2015. It was determined that the cost for the year would be about \$8,420.00, which is \$2.89 (per capita) at 2910 people in Eldred Township. Gretchen Gannon Pettit asked what our township would be entitled to as far as Mr. Kozen's services. Mr. Kozen stated that there is a WEPOSC meeting on Wednesday night (9/10/14) at the Chestnuthill Park, and that the supervisors are more than welcome to attend to ask the commission members that question. Gretchen Gannon Pettit and Solicitor Kaspszyk both said they would attend, while Mary Anne Clausen said she would need to check her calendar but she would like to attend; Sharon Solt had a previous commitment for that night. Solicitor Kaspszyk asked if Polk Township was interested in joining, Mr. Kozen said that there is an ongoing conversation with Polk Township but nothing has been finalized. He said that the Commission is made up of 3 representatives from each township; each 3 year term is staggered so only one representative from each township ends in each year. He added that they are working on the budget now and would like to know as soon as possible whether Eldred Township would like to join so they can prepare a budget for 2015. Sharon Solt made a motion to join WEPOSC, but the motion died for lack of a second and she withdrew her motion. Gretchen said she would rather discuss the possibility of joining with the other commission members before making a decision; Mary Anne Clausen agreed. Gretchen explained that she envisions Mr. Kozen overseeing the Mock Park grant and some management of the park, adding that the park has been planned, is ready to be implemented and is a shovel ready project. He also has had a cooperative agreement with the YMCA.

Resolution 2014-3 Restatement Approval Counterpart of Eldred Township, Monroe County, Pennsylvania Approving Amended and Restated Declaration of Trust Sharon Solt made a motion to adopt the resolution to agree to the amendments and adoption of the restated trust of the Pennsylvania State Association of Township Supervisors (PSATS) Insurance Trust. Gretchen Gannon Pettit made a second to the motion which was passed unanimously. (3-0)

2015 Minimum Municipal Obligation (MMO) Sharon Solt explained that our pension fund, the Pennsylvania Municipal Retirement Trust (PMRS) sends us a worksheet each year to determine the amount of money the township is obligated to pay, for its part of the pension fund. For 2015 it has been determined to be \$4,602.00. She noted that the state does send us a grant each year that closely covers the amount that the township is obligated to pay. Each covered employee makes their own contribution to their retirement account. Gretchen Gannon Pettit made a motion to approve the 2015 Minimum Municipal Obligation (MMO) for PMRS; Mary Anne Clausen made a second to the motion which was passed unanimously. (3-0)

Eldred School Solicitor Kaspszyk explained that the terms for the reverter clause have been worked out with the school board and it appears to be satisfactory to both the township and the school district. The school board has given the township an additional 30 days (until September 28th) to complete the additional testing of the underground tank, the sewage system and the radon tests and to respond to their offer to **buy the Eldred School for the sum of \$1.00**. Sharon Solt stated that Centerpoint Tank Inspection Co. has been scheduled to test the underground tank on Friday, September 5th. She reported that she spoke with Jody Borger, who has maintained the sewage system at the school and he hasn't had any problems. Our Road crew will be doing the digging for him on a day to be scheduled in the next week, at a cost of approximately \$500.00. Sharon Solt added that we are still researching the Radon testing; professionally it could cost \$900.00.

There was a lengthy discussion about the necessity of all these tests and who should be gathering all the information concerning costs and the like. Solicitor Kaspszyk stated that at least 2 supervisors have to agree to get the tests done, since it is completely discretionary on the part of the supervisors. The board agreed to get radon tests at a home improvement store, and to schedule Jody Borger to empty and inspect the sewage system.

Zoning Issues Mary Anne Clausen stated she feels that our current zoning ordinance has a need for some amendments, and she has prepared a list of some issues she senses need to be amended. She said that she believes we should advertise for a hearing for both the Eldred amendments and any shared uses changes at the same time. Solicitor Kaspszyk explained the correct procedure for adopting amendments pertaining to only Eldred Township. First, the Board of Supervisors agrees on what issues should be amended and they send it onto the Eldred Township Planning Commission and the Monroe County Planning Commission who review the proposals and report back to the Board of Supervisors within 30 days. Then a public hearing is scheduled, after which the Board of Supervisors votes on which, if any, amendments to adopt. He said that when the issue concerns shared uses, all the townships in CJERP must agree to the changes of shared uses and it can take a much longer time to address those changes, sometimes up to 18 months.

Mary Anne Clausen asked that her September 3, 2014 email listing of her amendment proposals be included as part of the minutes of the meeting. She highlighted section 503.8.a concerning the number of yard sales a person can have per year; which she feels should not be limited to 3 per year. Solicitor Kaspszyk stated that some were having yards sales almost every week and that this section was intended by the board to limit the number of yard sales for that very reason. Zoning Officer Ellerslie Helm stated that allowing more than 3 yard sales a year, perhaps in a "good location" can often become a business.

In response to the Chairman's time limit on speaking, Mary Anne Clausen said she would like to see the version of Robert's Rules of Order, along with the resolution, that is used to conduct meetings at the township. Solicitor Kaspszyk stated that we do follow a form of Robert's rules.

Supervisor's Meeting September 3, 2014... page 4 of 6

In reference to section 1104.1, Mary Anne Clausen asked why all signs on trees other than "No Trespassing" signs should be prohibited.

In section 1105.6.F she stated she feels there is an inconsistency in the paragraph concerning political sign permits.

In section 702 concerning screening of trash dumpsters, she questioned if that concerns residential or commercial dumpsters, and also whether trash outside should be enclosed in a rodent or waterproof container.

Section 404.3 pertains to bed and breakfasts and two-family dwellings in the AR and RR zones, and their ability to both be considered principal permitted uses in both zoning districts. Mary Anne Clausen believes that bed and breakfasts should not be listed as special exceptions in the AR district. Additionally two-family dwellings are not permitted in the RR district, and she believes they should be allowed. Single family dwellings are allowed in the commercial zone only as a conditional use, which she finds questionable.

Mary Anne Clausen said that her entire list is available for anyone who wants to review it and the zoning ordinance is available on the website, so anyone can review at their leisure.

Once again the procedure was discussed to which Solicitor Kaspszyk re-stated that the Board should whittle down the proposed amendments to the ones that at least 2 supervisors agree upon, then send them to the two planning commissions for review.

LSA Grant Gretchen Gannon Pettit made a motion to hire **Michelle Bisbing**, Director of Marketing of the Pocono Mountains Economic Development Corporation to write our **Local Share Account (LSA) grant application for Eldred School** of approximately \$100,000.00. The initial cost for the application is \$500.00 for Ms. Bisbing to write the grant, plus \$100.00 grant application fee. When the LSA grant is awarded, Mrs. Bisbing will be paid 5% of the grant aside to oversee the entire grant. Sharon Solt made a second to the motion, which passed unanimously. (3-0)

Grant Writing Seminar(s) There was discussion about whether the cost of attending the grant writing seminar (between \$150-\$300) on **September 23rd in Wilkes-Barre** would be a good use of township dollars. It was mentioned that Gretchen had attended a similar seminar a few years ago and was able to garner a \$20,000 grant for our park project. Gretchen Gannon Pettit made a motion to approve Sharon's attendance at the seminar; the motion was seconded by Sharon Solt. Upon vote, Mary Anne Clausen voted against the motion stating she felt since we are paying Michelle Bisbing to write the LSA grant this class would not be a good use of township money; however, the motion passed. (2-1)

Property Insurance (PIRMA vs. EMC) Sharon Solt reported that our current insurance is with EMC, but they will not insure the old post office since it is vacant. PIRMA will insure the building but for fire or lightening damage at the replacement value of \$37,500.00, and also includes debris removal at up to \$250,000.00 for a total loss. The total insurance package quote is for all the townships' insurance (eg: liability, vehicle, etc.) There was discussion concerning how to go forward with the insurance. Mary Anne Clausen made a motion to continue with EMC for the insurance and spend the old post office amount of \$3,438.00 to go in a fund to give to the historical society. There was not a second to the motion. Gretchen Gannon Pettit then made a motion to carry **insurance with PIRMA**, so that the old post office would be insured for fire and debris removal. Sharon Solt made a second to the motion, motion carried unanimously. (3-0)

Supervisor's Meeting September 3, 2014... page 5 of 6

Other Sharon Solt reported that the **West End Fair Association** is applying for a grant to build a 38'x30' addition onto their office building and asked that our township write a letter of support for their application. On motion by Gretchen Gannon Pettit and with a second by Sharon Solt, the motion to write a letter of support passed unanimously. (3-0)

Mary Anne Clausen:

- Stated that she would like Sharon Solt to explore the Shop marketplace for full time **employees' health insurance** at the same coverage that now exists and will provide that information to the secretary.
- Questioned when the board would begin to review the finances and begin the **budgeting process**. Sharon Solt reported that historically we have a budget workshop in October, which will be announced at the October meeting.
- Said that she heard from a person that the meetings are a little hard to follow.
- Asked that she be allowed to ask people who attend the fireman's breakfast if they would like to be added to the **email list**, and was given approval to do so. Gretchen Gannon Pettit asked Mary Anne Clausen to be in charge of emailing the list, however she declined. She did ask Ray Miller of the fire department if she would be allowed to gather email addresses and he said that she can do so.
- Asked for a copy of the resolution adopting Roberts Rules of Order for running the meetings. Solicitor Kaspszyk stated that he believes there is not such a resolution. He said that nothing can be done by an individual board member, that anything requested to be done must be requested by at least a **majority of the board**, not just one person alone. Solicitor Kaspszyk said that is true for him, the secretary or any other township employees.

Public Comments Helen Mackes reported that a consultant was hired to inspect **the old post office building** and that it is structurally sound. She said that the Historical Society paid \$43,000.00 to take off the old factory and have the debris removed from the site. Helen Mackes said that the Historical Society received an LSA grant in the amount of \$42,927.00 which was dispersed as following: \$38,150.00 for new windows and screens, \$2,477.00 for masonry work done by Harold Serfass, and 7 doors refinished in the amount of \$2,300.00. She added that they are continuing on, and the total amount spent to date is \$117,000.00, all by private donations, fundraisers and grants; not one penny of tax payers' money has been used for building repairs.

Debbie Watts asked if any decisions had been made at the meeting between the township supervisors and the **YMCA** officials regarding the **Eldred School**. Gretchen Gannon Pettit said that there was discussion on expanding their programs, but rent would not be increased until the programs became more established. There was discussion about lockers installed in the hallway at the YMCA's cost, additional air conditioning (some at townships cost, some at their cost), the possibility of getting a grant to pay for the air conditioning, the YMCA would like to take a partition wall down to expand areas (at their cost).

Supervisor's Meeting September 3, 2014... page 6 of 6

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 9:15 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

(Attachment follows)

Mary Anne Clausens' email dated September 3, 2014 regarding Eldred Township Zoning Ordinance: Potential Amendments for Review and Discussion

These are my ideas regarding amendments to the zoning ordinance which apply just to Eldred; they are all outside the scope of the shared uses. Some of them are just tidying up typos; others are more substantive. I'd simply like to introduce them tonight so people can think about them and we can have a good discussion about them later on. I'm putting them in an attachment at the end of this email, but I'm also embedding them in it in case you have difficulty opening the attachment.

303. Assuming letter D under the definition of family only allows for group homes, I think the definition of family, which determines who may live in a single-family dwelling etc., is too narrow. (The "Golden Girls" would not have met it.) Although Section 609.2 allows a group to apply for designation as a functional family, this is by special exception and that is an expensive process. Might the definition be stretched to include two or even three unrelated people and a parent or parents of one?

404.3 Principal permitted uses in our AR and RR zones are identical except that bed and breakfasts are principal permitted uses in RR and by special exception only in the AR district, while two-family dwellings are principal permitted uses in AR and not permitted at all in RR. I can't imagine any rationale to support so fine a distinction between the two districts, and I think B & B's should be a principal permitted use in AR, and two-family dwellings should be a principal permitted use in RR.

Single-family detached dwellings are allowed in our commercial zone only as a conditional use. Presently our commercial zone, which includes Fiddletown Rd going into the village of Kunkletown as well as Kunkletown Rd. going through it, is full of single family detached dwellings. Do we envision this area, which is the heart of Kunkletown becoming completely commercial, or is there an advantage to maintaining the current mix of commercial and residential uses? If the latter, I think we should remove the impediment to single family homes.

503.3.2.A If a home business must be conducted entirely inside a building, why is it also necessary that it be located on a lot of at least 5 acres? Could this requirement be reduced to 2 or 3 acres?

503.8.A I'd like to remove the limit on the number of yard sales. If someone has a location where he or she can hold yard sales, with safe parking and sufficiently distant from neighbors not to be a nuisance, as many of us do, what reason is there to limit the number of yard sales that person may have to three a year? As I read it, the definition of yard sales prevents people from using a yard sale to sell goods they have purchased for the purpose of re-sale; that in itself will limit the number of sales someone is likely to have. I also believe that the definition of yard sales should be expanded to include sales by a group of neighbors or friends at the property of one of them. As it is, the activity would seem to fall into the definition of flea market which, if outdoors, might not be allowed in Eldred at all.

503.15.E defines occupied building for the purpose of that section, yet I don't see the term used anywhere else in that section. If it's not needed, the definition should be removed.

503.17 I think more should be allowed by way of private flea markets. What if a charitable organization wanted to hold a private flea market on land that it did not own, but that a supporter owned and chose to make available to it? What if the group that wanted to have the private flea market was just a group of friends rather than a charitable organization? See my note re 503.8.A.

606.4 I like the fact that the Ordinance allows a homeowner to have temporary mobile home for the care of a relative as an accessory use. However, I wonder whether we might loosen the restriction on that to allow someone also to care for a close family friend, what my family referred to as "courtesy aunts or uncles"? Also the reference in this section should be to Article III, not to Article II.

608 B What is the reason for the requirement of the pitched roof? Is it structural, or just aesthetic? If the latter, is it necessary?

610 Bed and breakfasts are not a conditional use in any of Eldred's zoning districts. They are special exceptions in our AR and R districts. Does conditional encompass special exception, or should the wording be changed?

Article VII

A number of provisions in our Ordinance require specific types of structures to be taken down when they are no longer being used, e.g. 503.15.N (wind turbines) and 847.5.A (solar power facilities). Could our Ordinance include a similar provision for other structures, including residential ones -- something that would specifically require people to take down all abandoned or collapsed buildings? I am not sure precisely where in the Ordinance such a provision should appear, but Article VII seems a likely spot, especially given some of the language in 701.A.

701.A says: "No land or building shall be used or occupied in such manner which creates any dangerous, injurious, noxious, or otherwise objectionable condition in such amount to adversely affect the surrounding area, and any such activity is hereby declared to be a public nuisance. However, any use permitted by this Ordinance may be undertaken and maintained if it conforms to all applicable requirements of this ordinance...." Does the second sentence negate the first and create a safe haven against the common law of nuisance? If so, do we want to do that?

701.4 prohibits the burning of waste materials in open fires in connection with non-residential uses. However, I haven't been able to find a definition of waste materials in the Ordinance. Could we add one?

701.16 I am surprised that there are no standards regarding linings for settling or storage ponds and reservoirs in this Section. They would seem to be very important. I looked at 701.12, but it doesn't seem to be directly on point. Are those standards somewhere else?

702 This section provides that all trash dumpsters shall be screened. It is outside 700, which applies to commercial, and also outside 701, which applies to nonresidential uses and residential specifically referenced – so I would take it to apply to all uses within the township. Is that correct? Regardless of that, could we have a related provision that provides that all trash that is left outside, residential or otherwise, must be put in a container that is water- or rodent-proof, or something like that? Something that would prevent people from storing trash outside in plastic bags for extended periods of time?

704.4 There appears to be an inconsistency between 704.4, which provides for a stream buffer of 75', comprised of an inner buffer of 50' and an outer buffer of 25'; and 704.4.B, which says the outer buffer is 75' from the edge of the inner buffer. I would think that should be 75' from the edge of the stream or 25' from the edge of the inner buffer. Is that correct? If so, the ordinance should be changed.

806.1 The requirement that one have 10 acres in order to have a kennel, which is defined to include, among other things, both a veterinary clinic with outdoor runs and the noncommercial keeping of more than 4 adult dogs seems unnecessarily high to me. Could we perhaps allow kennels on smaller properties provided that there were sufficient buffers between the kennels and property lines to assure that noise wouldn't be a problem.

906.1 The reference to Article XI should be to Article XII.

1101.2.C What is the current law in Eldred regarding signs on municipal property and in public rights of way, and what is the difference between the two? What do we want that law to be, and what ordinances do we need in place to achieve it? My understanding is that traditionally we have not allowed signs on municipal property.

1101.3 In declaring signs maintained contrary to the zoning ordinance to be nuisances, are we creating a legal issue?

1104.1.I There is no reason to prohibit all signs but no trespassing signs on trees in Eldred Township, and this should be changed. Why should the Township tell someone, for example, that he or she can't post a sign advertising a lost pet on his or her own tree?

1105.6.F There is an inconsistency in the paragraph regarding permits for political signs which is probably just a typographical oversight. To be constitutional, it should be amended so that temporary political signs are treated like other temporary signs and do not require a permit.

**SUPERVISORS MEETING
October 1, 2014**

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:35 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes Mary Anne Clausen made a motion to approve the September 3, 2014 minutes as presented, with the second by Sharon Solt; the motion was unanimously approved. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (3-0) the October 1, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 364,877.95	
First Niagara Bank State Money Market	43,901.09	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	2,976.72	
First Niagara Bank DCNR (Parks) Account		21,357.54
First Niagara Bank Fire Escrow Account		9,830.25
First Niagara Bank Capital Reserve Account		.22
PLGIT - General Fund	1,075.56	
PLGIT - Payroll	4,430.99	
PLGIT - Parks/Land		9,761.68
PLGIT - Building Maintenance & Repairs		1,525.30
Petty Cash	55.66	
Total	<u>\$ 418,528.66</u>	

Approval of Bills On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **General Fund Bills** dated **10/3/14** in the amount of **\$63,073.10**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **9/18/14 Form 941 payment** in the amount of **\$2,191.26**, and the **10/2/14 Form 941 payment** in the amount of **\$1,846.82**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **9/1/14 - 9/15/14 State Withholding Payment** in the amount of **\$311.11** and the **9/16/14 - 9/30/14 State Withholding Payment** in the amount of **\$272.53**. (3-0)

Supervisor's Meeting October 1, 2014... page 2 of 3

Approval of Payroll On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to approve the **payroll for the period ending September 6, 2014** in the amount of **\$8,877.30** and the **payroll for the period ending September 20, 2014** in the amount of **\$7,704.58. (3-0)**

Road Master Report The Roadmaster reported that the road crew has been cleaning out road pipes, filling in low shoulders and repairing equipment. He added that the bridges are in the process of being inspected and reports are being formulated. The electronic recycling program is over for the winter and will resume in the spring.

Zoning Officer Report The Zoning Officer's report for month of September:

- He issued 4 building permits, two accessory sheds, one car port and one new house.
- He completed 12 site surveys, including 2 dog complaints, 1 garbage complaint and 5 burning inquiries on open burning for farm fence lines. He also issued 4 building permits.

Chris Bush Lot Joinder Mr. Bush owns 2 lots on Cabin Lane in the Princess Lake subdivision that he would like to join together. One lot has an existing house, the second lot is vacant. Mr. Bush submitted a request to waive the Eldred Township lot joinder requirements of SALDO section 308 "Lot Improvement Subdivisions" to the Board of Supervisors. The lot pin numbers are 06624600308261 and 06624600309281. On motion by Gretchen Gannon Pettit and with a second to the motion by Sharon Solt, the board unanimously **voted to waive SALDO Section 308** and authorize the secretary to send a letter to the Assessment Office.

Other Solicitor Kaspszyk gave an update on the **purchase of the Eldred school** building. He stated that according to Section 305 of the MPC, the Monroe County Planning Commission and the Eldred Township Planning Commission must review and provide the school district with an affirmative recommendation for the purchase if it complies with the Comprehensive Plan. This must be done before an actual closing date is set. The terms of the reverter clause will be disclosed after the settlement, since they could change in the meantime.

Mary Anne Clausen said that in regard to **zoning issues**, she thought we should update any changes we would like to do at the same time Polk Township is added to the CJERP Zoning. Solicitor Kaspszyk stated that the correct procedure is to have a board of supervisors work session to agree upon any changes that the majority of the board wants, send those changes to the Eldred Township Planning Commission and the Monroe County Planning Commission for their review, and then have a public hearing to address the zoning changes. He further stated that a municipality can add uses, but cannot take away shared uses without going through the CJERP Committee. An advertisement for a Budget Workshop and Zoning Amendment Workshop to be held on Monday, October 6th at 10:00 a.m. will be placed in the newspaper. Lydia Boileau asked if the October 6th meeting is open to the public and was told that it is. Additionally, Solicitor Kaspszyk stated that the township follows the MPC (Municipal Planning Code) and that there must be an ad placed in the newspaper 24 hours before the meeting.

Supervisor's Meeting October 1, 2014... page 3 of 3

Mary Anne Clausen commented about a request to allow a **commercial shooting range** within the Rural Resource zone. There was discussion concerning the pros and cons of allowing this additional use to the RR zone. Zoning Officer Ellerslie Helm stated he does a lot of research to make sure that a request can carry its' weight. This will be discussed at the Zoning Amendment Workshop.

Mary Anne Clausen made a motion to solicit **volunteers to serve on a board to manage the Eldred School building**, and also included volunteers to work on the building, planning and marketing and anything else that would be needed. Gretchen Gannon Pettit made a second to the motion, which was unanimously approved. Announcements will be made on our Facebook page, website and sent to the email list. (3-0)

Mary Anne Clausen asked if there is a legal form for costs for the school building. Sharon Solt said that there will be separate **line items in the budget** and in the QuickBooks program.

Sharon Solt reported that the **LSA grant application** to address the school building concerns has been fully completed and submitted for consideration; she was able to garner 13 letters of support from other townships, public officials and residents.

Public Comments William Walters suggested we issue a **press release** about the volunteer board, Solicitor Kaspszyk said that should be done after the township is the owner. Sharon Solt stated that the Times News reporter Linda Koehler and the Pocono Record reporter Chris Reber do a very good job of reporting the township in their articles.

William Walters asked if the **grant writing seminar** was helpful. Sharon Solt reported that there are many opportunities to write and submit applications, and the seminar was thoroughly helpful.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:45 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS MEETING
November 5, 2014**

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes Mary Anne Clausen made a motion to approve the October 1, 2014 minutes as presented, with the second by Sharon Solt; the motion was unanimously approved. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (3-0) the November 5, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 303,174.46	
First Niagara Bank State Money Market	43,908.81	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	2,772.77	
First Niagara Bank DCNR (Parks) Account		21,357.54
First Niagara Bank Fire Escrow Account		9,830.75
First Niagara Bank Capital Reserve Account		.22
PLGIT - General Fund	23,610.92	
PLGIT - Payroll	9,528.55	
PLGIT - Parks/Land		9,761.90
PLGIT - Building Maintenance & Repairs		1,525.34
Petty Cash	18.77	
Total	<u>\$ 384,221.97</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **General Fund Bills** dated **11/6/14** in the amount of **\$337.41** and the **General Fund Bills** dated **11/7/14** in the amount of **\$31,567.22**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **10/16/14 Form 941 payment** in the amount of **\$1,674.54**, the **10/30/14 Form 941 payment** in the amount of **\$1,708.24** and the **11/13/14 Form 941 payment** in the amount of **\$1,694.74**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **10/1/14 - 10/15/14 State Withholding Payment** in the amount of **\$236.53** and the **10/16/14 - 9/31/14 State Withholding Payment** in the amount of **\$424.74**. (3-0)

Supervisor's Meeting November 5, 2014... page 2 of 4

Approval of Payroll On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending October 4, 2014** in the amount of **\$6,976.80**, the **payroll for the period ending October 18, 2014** in the amount of **\$7,138.09**, and the **payroll for the period ending November 1, 2014** in the amount of **\$7,096.01. (3-0)**

Road Master Report Roadmaster Keith Kuehner reported that the road crew has been servicing and repairing equipment, hauling in anti-skid material, and filling low shoulders. He also reported that the bridge on Bollinger Road has been repaired.

Zoning Officer Report Zoning Officer Ellerslie Helm's report for month of October:

- He issued 4 building permits, one pole barn, one church addition and two driveway permits.
- He completed 10 site surveys, including 3 dog complaints, 3 garbage complaints and 2 driveway inspections, 1 pole barn inspection and 1 building inspection.

Resolution 2014- 4 Resolution Supporting Legislation To Amend Title 75 To Permit Municipalities To Reduce Default Speed Limits On Unmarked Roads From 55 MPH to 40 MPH Without First Conducting A Traffic Study

The board had submitted a resolution concept to the Monroe County Association of Township Officials (MCATO) to allow township supervisory boards to lower speed limits of 55 (on unmarked roads) to 40, without obtaining a costly traffic study. This resolution will be presented to the PSATS Conference in April 2015 for a vote by the entire state delegation. If approved at the convention, it will be forwarded to PennDOT and appropriate parties for consideration of approval. There was discussion concerning the need for this to alleviate speeding problems on curvy country roads. On motion by Mary Anne Clausen and with a second to the motion by Sharon Solt, the board unanimously voted to approve the aforementioned resolution. (3-0)

Kenneth Faust Minor Subdivision Plan Waiver Request for Section 611.1.A Mr. Faust submitted a Request for Planning Waiver and Non-Building Declaration for his minor subdivision of one lot into two lots. Currently both are being farmed. He asked that he not be required to follow the Act 537 Plan which mandates that any new lots must have an acceptable area for sewage disposal. Township Sewage Enforcement Officer Jacob Schray was present to discuss the procedure, and Township Solicitor Michael Kaspszyk also explained the requirements of the township in dealing with DEP and Act 537. Both officials explained that although a full sewage planning module would not have to be undertaken, the minimum of 2 probe holes and 2 perc test holes per lot should be completed, so that the board does not approve a lot that could be deemed unbuildable. There was discussion regarding this request; Solicitor Kaspszyk stated that it has been past procedure to require the probes and percs in order to grant the waiver. Sharon Solt made a motion to grant the Planning Waiver request with the condition that two soil probes and two percolation tests are required for each of the parcels, which is consistent with normal requirements. Gretchen Gannon Pettit made a second to the motion. Vote was Gretchen Gannon Pettit – yes, Sharon Solt – yes, Mary Anne Clausen – abstained because she said she was not familiar with Act 537 rules and not capable of making a good decision. Motion passed (2-0)

Eldred Elementary School Agreement Solicitor Kaspszyk stated that in order to fulfill the requirements of the agreement between the Eldred Township Board of Supervisors and the Pleasant Valley School Board, there were 2 contingencies; 1) that all inspections required by the township be completed within a 60 day period, 2) that the terms of the reverter clause be negotiated and acceptable to both parties. All inspections have been completed.

The reverter terms are as follows:

1) If the township conveys the parcels to another party before the 5th anniversary of the transfer from the School District to the Township; the School District and the Township shall each receive fifty percent (50%) of the net sales proceeds.

2) If the conveyance occurs between the 5th and the 10th anniversary of the transfer from the School District to the Township, the School District shall receive thirty-three and one-third percent (33.33%) of the net sale proceeds and the Township shall receive sixty-seven and two-thirds percent (66.67%) of said proceeds.

3) If the conveyance occurs between the 10th and 15th anniversary of the transfer from the School District to the Township, the School District shall receive twenty-five percent (25%) of the net proceeds and the Township shall receive seventy-five percent (75%) of the net proceeds.

4) If the conveyance occurs after the 15th anniversary of the transfer from the School District to the Township, the Township shall be entitled to retain all such net sale proceeds, and the obligation of both parties hereto shall be terminate an this agreement shall be null and void.

Sharon Solt made a motion to approve the Agreement, with a second to the motion by Gretchen Gannon Pettit, and upon unanimous vote, the agreement was approved. (3-0) The agreement will be forwarded to the School Board for their approval and a closing date shall be established shortly thereafter.

Other

Sharon Solt reported the following:

- 1) We hope to have a Christmas Tree trimming party, however the tree has apparently died; therefore we need to obtain another one. Sharon will contact Glenn Beers for another. Donna Deihl will be the program leader for the second annual tree trimming.
- 2) The budget is available for inspection. Sharon Solt made a motion to advertise for a special meeting in December to consider the adoption of the budget and to adopt a resolution appointing Kirk Summa as the Auditing Company. Gretchen Gannon Pettit made a second to the motion, which was unanimously passed. (3-0)
- 3) The township is once again collecting Toys For Tots; the collection box is in the lobby. Sharon Solt said that she will donate a \$10 toy for every toy (of matching or greater value) donated to the cause.
- 4) The hiking trail will be closed from November 22nd to December 13th and December 26th to January 10th for hunting purposes. There will be signage to notify potential hikers of the closure.

Supervisor's Meeting November 5, 2014... page 4 of 4

- 5) We are in need of volunteers for the board to oversee Eldred School, as well as volunteers to work on the building. More information will be released as we get closer to the closing.

Solicitor Kaspszyk reported that there is a proposal that will be coming before the board of supervisors to amend a use in a zone. He will need to recuse himself from representing the township and suggested that Planning Commission Solicitor Daniel Lyons be appointed as the attorney to oversee the proposal. Solicitor Kaspszyk gave an overview of the steps that a township must take to make an ordinance amendment.

Mary Anne Clausen reported:

- 1) There will be a Veteran's Day program at the township on Tuesday, November 11th at 11:00 a.m. The public is invited to attend.
- 2) The Planning Commission will be reviewing the possible zoning amendments that she presented to the board.

Public Comments Helen Mackes thanked Solicitor Michael Kaspszyk for his work on the Eldred School purchase and said that the reverter terms he established are a good benefit to all involved.

Ron Eick from the West End Ambulance Association was present and distributed the call figures for October 2014. He said that there is a slight restructuring of the association and someone should be attending every monthly meeting to keep the public up-to-date on the progress of the association.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 8:55 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS MEETING
December 3, 2014**

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt
Solicitor: Michael Kaspszyk

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 7:40 p.m., followed by the Pledge of Allegiance.

Public Comments Pertaining to the Agenda There were no comments at this time.

Approval of Minutes Mary Anne Clausen made a motion to approve the November 5, 2014 minutes as presented, with the second by Sharon Solt; the motion was unanimously approved. (3-0)

Treasurer's Report On motion by Sharon Solt, seconded by Mary Anne Clausen; it was unanimously voted to approve (3-0) the November 5, 2014 Treasurer's Report as follows:

First Niagara Bank General Money Market	\$ 276,009.83	
First Niagara Bank State Money Market	43,907.23	
First Niagara Bank State Checking	1,210.69	
First Niagara Bank Business Checking	2,684.99	
First Niagara Bank DCNR (Parks) Account		9,761.99
First Niagara Bank Fire Escrow Account		9,830.75
First Niagara Bank Capital Reserve Account		.22
PLGIT - General Fund	37,122.71	
PLGIT - Payroll	12,431.22	
PLGIT - Parks/Land		9,761.99
PLGIT - Building Maintenance & Repairs		1,525.35
Petty Cash	26.92	
Total	<u>\$ 373,393.59</u>	

Approval of Bills On motion by Sharon Solt and with a second by Mary Anne Clausen (although Mary Anne declined to approve the Trustees Insurance Invoice), it was voted to pay the **General Fund Bills** dated **12/5/14** in the amount of **\$40,382.86**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **State Fund bills** dated **12/5/14** in the amount of **\$3,473.21**. (3-0)

On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to pay the **11/26/14 Form 941 payment** in the amount of **\$2,074.62**, and the **12/11/14 Form 941 payment** in the amount of **\$2,757.44**. (3-0)

On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to pay the **11/1/14 - 11/15/14 State Withholding Payment** in the amount of **\$214.04** and the **11/16/14 - 11/30/14 State Withholding Payment** in the amount of **\$257.39**. (3-0)

Supervisor's Meeting December 3, 2014... page 2 of 5

Approval of Payroll On motion by Mary Anne Clausen and with a second by Sharon Solt, it was voted to approve the **payroll for the period ending November 15, 2014** in the amount of **\$8,507.50**, and the **payroll for the period ending November 29, 2014** in the amount of **\$11,433.80. (3-0)**

Road Master Report Road Crew member Ray Miller reported that the road crew has been servicing and repairing equipment, cutting brush along the roads and plowing snow. Curt Bush reported a snow plow issue on Country View Lane.

Zoning Officer Report Zoning Officer Ellerslie Helm's report for month of November:

- He issued 5 building permits, one pole barn, one ag building, one solar panel and two driveway permits.
- He completed 10 site surveys, including 2 dog complaints, 1 pole barn inspection, 1 solar panel inspection, 1 ag building and 5 building inspections.

Planning Commission

1. **Subdivision of Lands: Gower Estates LLC Extension of Time** The expiration date for this plan was December 3, 2014 and since an extension was not received by the November 20, 2014 Planning Commission meeting, the planners made a motion to reject the plan as per the SALDO. However, Mr. Gower submitted an extension request on the morning of December 3, 2014 for an additional 170 days extension, to expire on May 31, 2015. On motion by Sharon Solt, with a second to the motion by Mary Anne Clausen, unanimous approval was granted for the extension until May 31, 2015. (3-0)
2. **Minor Subdivision for Kenneth Faust Extension of Time** At the November 20, 2014 Planning Commission meeting, the planners voted to table the plan until the Board of Supervisors voted on the extension and a submission of a revised plan was made. An extension request was received from Hahn Surveying requesting an extension until February 28, 2015. On motion by Mary Anne Clausen, with a second to the motion by Sharon Solt, unanimous approval was granted for the extension until February 25, 2015. (3-0)
3. **Bruce George Minor Subdivision Waiver Requests** Steve Gitch of Keystone Consulting Engineers was present for this plan. There was some discussion concerning the waivers and the supervisors past policy concerning perc testing.
 - A. Waiver of SALDO Section 404.2.V requiring contours of elevation to be shown on the plan. Request is to allow "envelope" type topographical markings on the plan.
 - B. Waiver of SALDO Section 404.2.R, requiring woodlands and tree lines to be shown on the plan. Request is to allow "envelope" type topographical markings on the plan.
 - C. Waiver of SALDO Section 601.1.F.5, requiring steep and moderately steep slopes to be shown on the plan. Request is to allow "envelope" type topographical markings on the plan.

Supervisor's Meeting December 3, 2014... page 3 of 5

- D. Waiver of SALDO Section 608, requiring monumentation of future ultimate right-of-way lines.
- E. Waiver of SALDO Section 404.4A, requiring Sewage Facilities Planning Modules to be submitted.

After discussion, Sharon Solt made a motion to grant the waivers as follows, with a second to the motion by Gretchen Gannon Pettit:

- 1. The Sewage Facilities Planning Module does not need to be completed, but as per the Act 537 plan, both primary and secondary percolation tests must be completed on the lots. This is in line with the Board of Supervisors past practices and modifies the waiver request.
- 2. Approval of the waiver requiring monumentation of the future right-of-way line, since it is depicted on the plan.
- 3. Approval of the 3 topographical waivers, since there are no buildings expected to be built on the plan. However, if future building is proposed they have to include the topographical lines in their proposal.

The motion was unanimously passed. (3-0)

4. Potential Amendments for Zoning Ordinance - This was tabled until a workshop on Monday, December 29th at 10 a.m.

5. Potential Shared Use Changes for CJERP Any proposed shared use changes must be submitted to CJERP by December 23, 2014, so that the joint planning commission can review and vote on any items to be removed from Eldred's shared use table. Mary Anne Clausen submitted a list of changes she would like to be removed from Eldred's shared use list. There was discussion concerning aspects of each; they are listed and voted upon as follows:

- A. Nuclear and Coal Fired Power Plants - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove these from the Eldred list of uses, second to the motion by Gretchen Gannon Pettit. The motion was approved. (2-1)
- B. Large Commercial Slaughterhouses - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove these from the Eldred list of uses, second to the motion by Gretchen Gannon Pettit. The motion was unanimously approved. (3-0)
- C. Correctional Facilities - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove these from the Eldred list of uses, second to the motion by Gretchen Gannon Pettit. Sharon Solt voted no. The motion was approved. (2-1)

The following are from a list of expanded uses that was submitted to the Eldred Township Planning Commission for consideration as items to be removed from Eldred Township and assigned elsewhere.

- D. After Hours Club - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove After Hours Club. The motion died for lack of a second.
- E. Night Club - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove Night Club. The motion died for lack of a second.

Supervisor's Meeting December 3, 2014... page 4 of 5

- F. Amusement Park - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove Amusement Parks. The motion died for lack of a second.
- G. Solid Waste Facility - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove Solid Waste Facility with a second to the motion by Gretchen Gannon Pettit. The motion passed. (3-0)
- H. Pipe Line Compressor Station - Mary Anne Clausen made a motion to recommend CJERP Planning Commission remove Pipe Line Compressor Station, with a second to the motion by Gretchen Gannon Pettit. The motion passed. (3-0)

Eldred Township Constable Report Constable Richard Salter distributed a report of his offices calls during the year. His office served 551 warrants, resulting in 2 arrests. He also has been involved in other aspects of civil and Court of Common Pleas orders. Roger Metzger was also present as another constable within Monroe County and president of the state association of constables. Mr. Salter reported that there is a safety risk as they go to different houses, since they are not monitored by the Monroe County Control Center. He asked that the township communicate with the control center to request that the constables would be allowed to call in to the control center and give their location in the event they perceive there might be a risk upon serving a warrant. To this date, the Control Center has not allowed this type of communication. There was quite some discussion on this problem. Solicitor Kaspszyk suggested that the attorneys for the PA State Constables Association draft a common request that could be used by all the municipalities to request such coverage.

Resolution 2014-5 Appointment of Auditing Firm to Audit the 2014 Accounts On motion by Sharon Solt and with a second by Mary Anne Clausen, it was voted to appoint Kirk Summa and Company to audit the 2014 financial accounts for Eldred Township at a cost not to exceed \$4,900.00. The motion passed unanimously. (3-0)

Budget Meeting The Board will hold a Budget meeting on Monday, December 29, 2014 at 10:00 a.m. in the municipal building to possibly adopt the 2015 Budget.

Other

Solicitor Kaspszyk stated the Pleasant Valley School Board at their December 4, 2014 meeting is scheduled to approve the agreement to sell Eldred Township the Eldred School. A revised Agreement was sent to Solicitor Kaspszyk; the only revisions were to have the document attested and notarized. The closing will be scheduled as soon as possible.

Sharon Solt reported:

1. The volunteers who have submitted their names for inclusion on the Eldred School Committee are Carey Krum, Shirley Krum, Debra Watts, John Kile, Linda Kile, Carol Williams and Tom Byrne.
2. We received a bid from Royal Security to monitor the 9-1-1 calls for an amount of \$322.00, since the Monroe County Control Center will no longer monitor those calls. Sharon Solt made a motion to accept the bid, since they currently provide security service for the township. Gretchen Gannon Pettit made a second to the motion, which was passed unanimously. (3-0)

Supervisor's Meeting December 3, 2014... page 5 of 5

3. We received one application for an as needed part-time, CDL licensed truck driver to help with snow plowing and other road work help in case of great need. That applicant was Rick Gower. On motion by Sharon Solt and with a second to the motion by Gretchen Gannon Pettit, a motion was made to hire Rick Gower as an interim part time road worker, but will keep the job open until January 5th to consider other applicants. The motion passed. (3-0)
4. PennEast Pipeline Company contacted the township in regard to the board granting permission to survey a section of the Chestnut Ridge railway now owned by the township. They are proposing a pipeline that would lie in proximity of Eldred Township; the section they would like to survey would be in their right-of-way. Gretchen Gannon Pettit made a motion to table the permission until the January 5, 2015 meeting so that surrounding township property owners could give the board input as to their ideas concerning the survey. Sharon Solt made a second to the motion, which was approved. (3-0)
5. Ross Township is hosting Pictures with Santa on Saturday, December 6th at their park on anchorage Road at 4:00 p.m. The public is invited.
6. Monroe County Planning Commission is hosting a "Municipal Planning Fundamentals" workshop on December 15, 2014 at 6 pm at Chestnuthill Township Municipal Building. The event is open to supervisors, planners, and zoning officials.

Mary Anne Clausen made a motion to authorize Keith Kuehner to attend an LTAP course about engineering for township roads, to be held on Friday, December 12th in Allentown. Sharon Solt made a second to the motion, which passed unanimously. (3-0)

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 9:15 p.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm

**SUPERVISORS BUDGET WORKSHOP
December 29, 2014**

Attendance

Supervisors: Gretchen Gannon Pettit, Mary Anne Clausen, Sharon Solt

Meeting Called to Order Gretchen Gannon Pettit called the meeting to order at 10:30 a.m., followed by the Pledge of Allegiance.

Proposed 2015 State and General Fund Budget

Sharon Solt prepared a profit & loss budget comparison and balance sheet for January 1, 2014 to December 29, 2014. The Board reviewed the proposed budget, and utilizing the prepared documents, adjusted the previous budget figures to more accurately reflect the current financial status of the township. The revised 2015 General Fund Budget has both income and expenditures in the amount of \$877,053.00. The revised 2015 State Fund Budget has both income and expenditures in the amount of \$171,408.94.

Other

Other items discussed but not decided upon were:

1. Request for a zoning change hearing.
2. Rental possibilities for the Community Center
3. Internet, cable and phone lines for the Community Center.

Adjournment Being no further business, Sharon Solt made a motion, with a second by Mary Anne Clausen to adjourn the meeting at 11:45 a.m. (3-0)

Respectfully submitted,

Sharon F. Solt,
Secretary-Treasurer

Cc: Eldred Twp. Supervisors	Eldred Twp. Planners	Solicitor Michael Kaspszyk
Solicitor Daniel Lyons	Engineer Brien Kocher	Engineer Chad Peters
Monroe Co. Planning Commission	SEO Jacob Schray	Zoning Officer Ellerslie Helm