

Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Special Meeting November 6, 2025

On Thursday, November 6, 2025 the Eldred Township Board of Supervisors met in a special meeting at 6:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA. The purpose of the meeting was to discuss current pending and future grants of the West End Food Pantry (WEFP), and Eldred Township ("Township").

In attendance were Scott Clark, Chairperson, Susan McGinty, Vice-Chairperson and Gary Hoffman, Supervisor, Karena Thek, WEFP Director and PA. State Representative Jack Rader.

Call to Order: The meeting was called to order at 6:00 P.M. by Chairperson, Scott Clark followed by the Pledge of Allegiance.

Public Comment : Matthew Hosking asked the Supervisors to publish special meetings via the Township's email list in order to better inform the public of such meetings. Mr. Hosking added that he and many others no longer receive the newspapers where meetings are advertised.

Grant Discussion: West End Food Pantry/ Eldred Township Community Center:

Mr. Clark made a brief statement about the fact that the Food Pantry is not an entity of the Township and can apply for and use grants independently. Mr. Clark explained that any additions, changes or modifications to the *building* require Township approval. He stated that generally, the Township and the WEFP work together to keep each other apprised of any plans that involve building issues.

Ms. Thek explained that she has received a grant to improve the storage and refrigeration of food for the purpose of food safety. Ms. Thek commented that as many of the rooms (most notably the Gym) are not air conditioned, the rooms can get very hot in the summer. Ms. Thek also reported that the older, original walk-in refrigerator and freezer in the building are inefficient and often need repair and should be replaced. Ms. Thek stated that she has been working with McClure Engineering since June to come up with a plan for additional air handling to resolve multiple issues.

Mr. Clark commented that the Township wishes to make sure that the current electrical system will be able to handle the additional loads of both extra refrigeration and air conditioning, as the building and its electrical system are old.

Susan McGinty added that the Township is waiting for a report from the Township's engineers, Hanover Engineering, that may answer some of these questions and/or make recommendations for upgrades or improvements. Ms. McGinty also said the Township is looking to replace the roof as well and have the entire building air conditioned, which may involve a new HVAC System.

Representative (Rep.) Jack Rader said he would like to see the Township and the WEFP work together to be as efficient as possible and make the best use of any grant monies that are or become available.

Blaine Silfies stated that he believes the electrical system is sufficient as the Township removed three modular buildings that had both electric heat and air conditioning (as well as basic electric), and that the kitchen is no longer in use, which used all electric appliances.

Rep. Rader asked if these projects could be split into phases so that the amount of grant money needed could be received over several years, perhaps beginning with the roof.

Mr. Clark agreed with Rep. Rader's remark and added that he wishes to continue good communication with the WEFP and sees this as a joint project.

Douglas Borger asked about a previous set of bid specifications the Township received some years ago for air conditioning the entire ETCC building. The Secretary said those plans still exist and would be turned over to the Supervisors.

Mr. Clark asked Ms. Thek which rooms had already been air conditioned with funds from a previous grant.

Ms. Thek responded that the main pantry room, the storage room and the hallway are currently air conditioned.

As the A/C units are anticipated to be roof mounted, Mr. Clark stated that he also has a concern about the roof structure being sound.

Rep. Rader reiterated that since these projects are expected to be costly, he would like to see the project broken into phases or separate projects with individual grant applications.

Blaine Silfies said he thinks the roof can be done in phases because the building has had additions and each addition area could be a separate phase.

Gary Hoffman reported that the lowest amount that came in from the previous bid for the air conditioning was over \$300,000.00 of this was for the entire building.

Rep. Rader again expressed the need to coordinate the Township and WEPF's efforts so there would be no duplication of engineering costs and grant applications.

Ms. Thek then spoke about the heating system. She said at the time of the year when the boilers are on to provide heat, there is no mechanism to control the temperature. She explained that the heat was either on or off and it created a situation where the A/C is fighting with the heat to keep the rooms cool.

Mr. Silfies said the heaters need some warm water flowing through to keep the pipes from freezing but cannot be controlled.

Ms. Thek mentioned that the existing A/C unit has some additional capacity and may be able to be directed to the Gym, with the addition of an air handler.

Ms. Thek expressed that funds are short. Food prices have gone up and she may have to cut an area of service although she is reluctant to do so.

Jim Ertle (Ertle Subaru) asked what amount of money would be necessary to avoid that change in service and a number was given. Mr. Ertle advised, if the WEPF could cover the costs for a year, Ertle Subaru will include WEPF in the Subaru Share the Love Event in 2026, to cover those costs. In addition, the Ertle family, through Ertle Subaru is providing 450 Turkeys and 450 5-lb bags of potatoes to the WEPF for Thanksgiving as part of the company's outreach program.

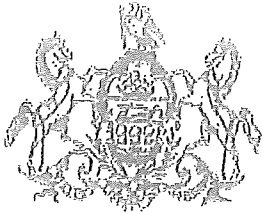
Public Comment: Shirley Krum announced that the Veteran's Commission was having a program on Veterans Day (November 11, 2025) at 11 A.M. at the Veteran's Memorial at the Municipal Building. All are welcome.

Adjournment: There being no further business,

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adjourn. Motion carried (3-0) Meeting adjourned at 7:55 P.M.

Respectfully submitted,

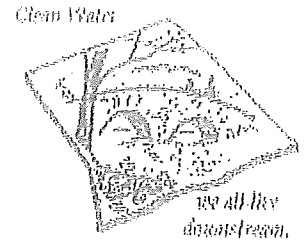
E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors
Special Meeting
Budget
October 23, 2025

On Thursday, October 23, 2025, the Eldred Township Board of Supervisors met in a special meeting at 5:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA. The purpose of the special meeting was to review the proposed budget for the year 2026.

In Attendance: In attendance were Scott Clark, Chairperson; Susan McGinty, Vice-Chairperson; Gary Hoffman, Supervisor (by telephone); David Anderson, Treasurer/Administrator; Jonathan Gula, Public Works Supervisor.

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

Budget Review and Discussion: Mr. Anderson gave an overview of the changes made after the last review by line item. These included wage increases for the Public Works employees and monies set aside for some additional paving for the year 2026.

Robert Boileau asked about a substantial change in the Workers Compensation Insurance premium. Mr. Clark responded that the increase was due to a serious injury incurred by a volunteer firefighter in 2024, a claim that is ongoing due to a permanent disability.

Mr. Hoffman brought up the possibility of Eldred Township joining the other West End Townships in sharing the use and cost of the new command center in Chestnuthill Township. Mr. Hoffman said if Eldred Township wishes to be included, the annual fee would be approximately \$1500.00/ year (for the first year). Mr. Hoffman added that should the Township decide to join, it could, at some future time, withdraw from the membership.

Mr. Anderson noted that he added to the proposed budget, at the Supervisors' request, a new Building Maintenance Capitol Fund for the Community Center building with a starting amount of \$25,000.00 and adding \$25,000.00/year thereafter. Mr. Anderson will determine a line item number for that account.

After reviewing the proposed budget:

- There was a motion by Susan McGinty and seconded by Scott Clark to accept the changes and approve the advertising of the proposed budget for public review. Motion carried (3-0).

Public Comment: Gary Hoffman stated that he was looking into obtaining a temporary generator to power the building during the time that the new generator was being connected to the power supply so that the municipal offices and the Post Office would have the ability to continue operations with no interruption.

Mr. Gula announced that the schedule for the preliminary installation would be:

Monday the 27th- Concrete pads poured

Tuesday the 28th- Completing the trench

Wednesday the 29th- Running the wires

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Scott Clark to adjourn. Motion carried (3-0). Meeting adjourned at 6:20 P.M.

Respectfully submitted,

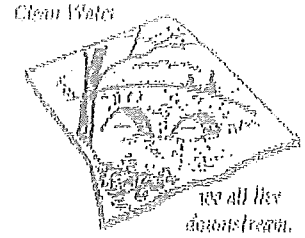
E. Ann Velopolcek, Secretary
Eldred Township



Eldred Township Supervisors

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Gary Hoffman
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Board of Supervisors Minutes October 15, 2025

On Wednesday, October 15, 2025, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA.

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

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

Announcement of Executive Sessions and Recording: Mr. Clark announced that the Board met in Executive Session on September 21, 2025 and October 2, 2025, for legal and personnel matters, and with the Solicitor immediately prior to this meeting regarding pending legal matters.

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

Additions or Changes to the Agenda:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the following additions to the agenda to expedite the action by the Board on these items:

Under Item 10 Public Works Report:

Approve increase in Hourly Rate for Non- Supervisory Public Works Personnel
Approve Increase in Hourly Rate for Public Works Supervisor
Authorize the Demolition of the Smale House
Approve Scope of Work for the Smale House Demolition
Approve Cost and Attendance of Chainsaw Safety Class for/by Schoenberger and Nametko
Approve Purchase of Logo Clothing for Employees

Under Item 10 ETCC Report:

Authorize Purchase of Refrigerator for Thrift Store Staff Use

Under Item 10 CJERP Report:

Announce Joint Zoning Amendment Review Survey

Under Item 15. Generator Project:

Authorize the Purchase of Two Propane Tanks from Liberty Oil

Authorize the moving of the Tanks from the ETCC to the Municipal Building

Approve Getting Price Quotes for Enclosures for the Propane Tanks and the Generator

Authorize the Cost of the Concrete for the Pads for the Generator and the Propane Tanks.

Add Item 18, IT Update: Public Review of Proposed Website Design

Change Item 18, Public Comment to Item 19.

Change Item 19, Adjournment to Item 20

Motion carried (3-0).

Approval of the Minutes:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the minutes of September 17, 2025 and October 9, 2025. Motion carried. (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,577,050.90. Motion carried. (3-0).

Bills for Payment and Ratification:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment and ratification of bills from the General Fund in the amount of \$34,430.66. Motion carried. (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment bills from the State Fund in the amount of \$23,473.80. Motion carried. (3-0).

Payroll:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payroll for the week ending 9/20/2025 in the amount of \$15,211.82 and the week ending 10/4/2025 in the amount of \$15,407.15, a total of \$30,618.97. Motion carried. (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the line painting has been completed. One third of the Township's roads were line painted this year. Next year Mr. Gula intends to line paint one half of the roads and alternate half of the roads annually, as the paint has not held up as well as he had hoped.

Oil and chip has been completed on Turkey Hill Road, Church Road and White Church Lane.

Truck maintenance is ongoing to be ready for winter and the PW is getting ready for the installation of the generator.

Mr. Clark explained that the Township has had difficulty hiring a new person to replace Ray Miller, who while retired is working Part-time. Other townships and private companies are paying a higher wage. In order to be successful and to retain employees it is necessary to increase the current wage rate.

- There was a motion by Scott Clark and seconded by Gary Hoffman to increase the hourly wage of the Public Works employees to \$25.00/hour. Motion carried. (3-0).
- There was a motion by Scott Clark and seconded by Gary Hoffman to increase the hourly wage of the Public Works Supervisor to \$36.76/hour. Motion carried. (3-0).

Action regarding the Smale House:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the demolition of the Smale house. Motion carried. (3-0).

The PW will be preparing the house for demolition by removing the furnace, water heater, etc. and the Fire Company will be given access to the house prior to demolition for training purposes.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the proposed Scope of Work for the Demolition of the former Smale House. Motion carried. (3-0).

Mr. Gula added that the PW removed the displaced soil from the Fire Company's recent construction of its retaining wall and plan on using the soil in the void left by the demolition of the Smale house.

Chainsaw Safety Training:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Zack Schoenberger (PW) and Ryan Nametko (PW) to attend a Chainsaw Safety training class hosted by Pocono Township on Thursday, October 16, 2025, between 8 A.M. and 9 A.M. at a cost of \$45.00 each. Motion carried. (3-0).

Clothing and Uniforms: Ms. McGinty explained that the Township will be transitioning from using a uniform company to providing work clothing for the PW.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the purchase of Hi-Vis Tee shirts for the PW. Each employee will receive seven hi-vis t-shirts at an average cost of \$13.50 each, with a \$40.00 set-up cost. Motion carried. (3-0).

Further, the Board will be purchasing polo shirts with the Eldred Township LOGO for the staff and Supervisors to wear when representing the Township at public functions.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the purchase of ten polo shirts (with logos) at an average cost of \$30.00 each with a set-up cost of \$100.00. Motion carried. (3-0).

ETCC Report: Susan McGinty reported for Donna Deihl that The Thrift Store is collecting donations for "Touch of Home" until the End of October. Ms. Deihl also advised Ms. McGinty that a good relationship has evolved with the new Township Administrator, David Anderson.

AED Training for the ETCC Volunteer and Township Employees: Ms. McGinty announced that AED training for the Thrift Store staff and the Township staff will take place on October 21, 2025, at 9:00 A.M. at the Municipal Building.

Approve Purchase of CPR Masks: The Township needs to purchase CPR Masks for use with the new AED's.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the purchase of 6 CPR Masks at a cost of up to \$15.00/mask. Motion carried. (3-0).

Approve purchase of new refrigerator: Ms. McGinty announced that the refrigerator at the Community Center, which was donated years ago, has reached the end of its useful life and needs to be replaced.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the purchase of a new refrigerator for the Thrift Store at a cost not to exceed \$950.00. Motion carried. (3-0).

West End Food Pantry Grant Update: Blaine Silfies, representing the West End Food Pantry (WEFP) explained that the Grant WEFP received, that included air conditioning, also included various other items. He stated that no decision has been made about the type of Air Conditioning units. There are various possibilities which included roof mounted, portables or window units and other systems.

Mr. Clark added that he spoke to the WEFP director, Karena Thek, and that the Board will be working with Ms. Thek on this project.

Doug Borger asked for some clarity about grants, who can apply and how they are awarded. Gary Hoffman responded that as a separate entity, the WEFP, the Historical Society, etc. can apply for grants. Typically, the Board is apprised of their activities but occasionally, some aspect of the work may not involve the Township or its properties and in those cases the Township may not be involved.

Matt Hosking asked if adding Air Conditioning would increase utility usage.

Mr. Clark responded that that was a possibility and another reason for the Township to be involved in any changes that happened to the building. Mr. Hoffman added that due to the age of the building, it will be necessary to have the existing electrical service evaluated to make sure it can handle any increased capacity.

Parks and Recreation Report: Scott Clark reported that a resident called the State Police to report shooting at Mock Park. The State Police responded and interviewed several persons and confiscated some firearms. The State Police investigation is continuing.

Historical Society Report: Ann Velopolcek reported that the Historical Society Building Committee met and discussed the next steps in the renovation project. Several grants have been awarded for exterior painting and repairs. Joyce Blaskow received several estimates for the work to be done. Jack Lovewell produced a drawing showing the proposed color scheme. Jalene Keiser would like to have the repairs and painting done this year.

Zoning Report: Ann Velopolcek presented two documents comprising a Zoning Report. One is a Permit Application Log that shows all applications. The other is a Permit Report that show permits that have been issued, picked up and paid. Together they comprise a complete record of permit activity.

Planning Commission Report: Robert Boileau announced that the Planners are researching Commercial Data Centers and reviewing Eldred's existing Ordinance to see if an amendment to the Zoning Ordinance is needed. Since this is a relatively new use, there are no references to Data Centers, specifically, in the Eldred Township Ordinance.

Commercial Solar Facilities Zoning Amendment: Robert Boileau reported that the Township's Zoning Officer (SFM) has reviewed the Fire Safety and Emergency Responder Report submitted by Mr. Hoffman. Zoning officer Shawn McGlynn responded that the report was comprehensive and that the current codes

are sufficient. Mr. Boileau asked the Supervisors to allow the proposed Ordinance to move forward.

- There was a motion by Scott Clark and seconded by Gary Hoffman to distribute the proposed Ordinance to Monroe County Planning Commission and Eldred Township Planning Commission for review so as to commence the formal Ordinance Amendment process under the MPC . Motion carried (3-0)

CJERP Report: Robert Boileau announced that CJERP has been working on revising and updating the Regional Joint Zoning Ordinance. Strategic Solution, the company hired to update the Ordinance has announced an open house on Wednesday, October 22, 2025 at 6:30 P.M. at the Chestnuthill Township Municipal Building, 271 Rt. 715, Brodheadsville and an online survey has been created. The deadline to return the survey is November 28, 2025, Mr. Boileau asked if the Township would send out the invitations and survey link to the Township Residents' email list.

- There was a motion by Scott Clark and seconded by Gary Hoffman to send out an email to the Township Residents' email list with the information about the Open House and the link to the Survey. Motion carried (3-0).

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire Company responded to four calls in September, bringing the year-to-date calls to 50. Mr. Stankovich said the retaining wall project has been completed. He thanked the Township for their help with this project. The Fire Company will be monitoring the Trick or Treat event on October 31, 2025. The Fire Company breakfasts will be resuming on November 2, 2025 and will continue monthly until March 2026. There will be a Craft Fair on November 15, 2025 and there are still tickets available for the 250 Club event on Saturday, October 18, 2025

Mr. Stankovich asked the Supervisors if they would advise him if they receive requests for Letters of Support for LSA Grants from other Fire Companies. He said he believes supporting grant requests of other Fire Companies lessens the chances of the KVFC being successful in their applications.

Farm Leases: Serfass and Anderson: Scott Clark announced that the Farm Leases have been signed and are in effect.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Farm Leases of David Anderson and Donald and Stephen Serfass.

Matthew Hoskings asked about the terms and leasing fees for the contracts. Mr. Clark replied that the term is 5 years, and the rent amount is \$20.00/acre. The field farmed by Anderson is 6 acres (\$120.00) and the field farmed by the Serfass family is 24 acres (\$280.00 with \$140.00 credit for mowing the paths at Mock Park around and across the field).

Vision and Dental Insurance Plan: Update Costs: After the dental insurance for the Township's full-time employees was approved last month, the fees increased before the Township enrolled. The new fees which now include vision are as follows:

Dental:

Individual \$45.06/ mo.

Individual and Family \$106.69/mo.

Vision:

Individual \$7.78/mo.

Individual and Family \$24.02/mo.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve to cost of the above plans for the Township's Full-time employees. Motion carried (3-0).

Ratify Equipment Purchase:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the purchase of an additional monitor for the Township Administrator at a cost of \$64.98. Motion carried (3-0).

Hanover Engineering: Schematics for ETCC and Municipal Building: Deferred

Purchase of Propane Tanks:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the purchase of two-120 gal. propane tanks from Liberty oil at a cost not to exceed \$900.00 each. Motion carried (3-0).

Moving Propane Tanks from the ETCC to the Municipal Building:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the Public Works Department moving the propane tanks from the ETCC to the Municipal Building. Motion carried (3-0).

Enclosures for Propane Tanks and Generator: The Supervisors asked PW Supervisor Jonathan Gula to acquire price quotes for enclosures for the generator and the propane tanks.

Pads for the Propane Tanks and Generator:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the cost and installation of stone for the propane tanks and a concrete pad for the generator. Motion carried (3-0).

Generator Project Update: Change Order: Following a meeting with the contractor it was decided that moving some of the required cables to the inside of the building was a better plan than extensive trenching. This required a change in price of an additional \$16,303.80.

- There was a motion by Gary Hoffman and seconded by Scott Clark to approve the change order for the Generator Project Contract in the amount of \$16,303.80. Motion carried (3-0).

Dollar General Conditional Approval: (most recent) Expiry Date 10/7/2025 The Township received a request from Kirk Farrelly of Capitol Growth Buchalter to extend the conditional approval of the Kunkletown Dollar General project for 180 days (until April 5, 2025). After some discussion, the Supervisors agreed to a 90-day extension conditioned upon a representative of the Dollar General project appearing at the Board meeting on December 17, 2025 to update the Board on the status of the project.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a 90-day extension of the Dollar General conditional use approval until January 5, 2025, conditioned upon a representative of the Dollar General project appearing at the Board meeting on December 17, 2025. Motion carried (3-0).

Frantz Minor Subdivision: Expiry Date 12/31/2025: No action

IT Update: Display and Evaluate New Township Website- Ms. McGinty displayed the new website for the assembly to view. As there are changes that still need to be made, the website is not currently available for public viewing but should be activated by the end of the year.

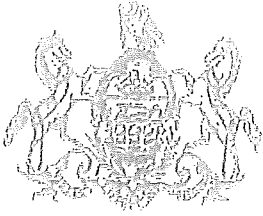
Public Comment: There was no public comment.

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:35 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Special Meeting Budget Minutes October 9, 2025

On Thursday, October 9, 2025 the Eldred Township Supervisors met in a special meeting at 5:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd., Kunkletown, PA. The purpose of the special meeting a review of the proposed budget for the year 2026.

In Attendance: In attendance were Scott Clark, Chairperson; Susan McGinty, Vice-Chairperson; (by speaker phone) Gary Hoffman, Supervisor and David Anderson, Township Administrator. Mr. Hoffman could hear and be heard by all meeting attendees.

Call to Order: The meeting was called to order at 5:00 P.M. by Chairperson, Scott Clark, followed by the Pledge of Allegiance.

Public Comment: There was no public comment.

Budget Review: Mr. Anderson presented a proposed budget to the Supervisors. There was some discussion regarding certain specific line items. Mr. Anderson will make a few changes and present a proposed final budget to the Board at it's next budget meeting on October 23, 2025.

There was a brief discussion regarding the Fire Equipment and Municipal Equipment funds. Mr. Anderson and Ms. McGinty gave an overview of those funds and their intended purpose. Mr. Hoffman added that the Fire Company has ordered a new piece of equipment and will be requesting some of the monies from the existing Fire Equipment fund to help defray the cost, when the truck is ready to be delivered.

Matthew Hosking asked if Mr. Anderson could provide a budget that showed the percentage of increase for each line item. Mr. Anderson replied that he has an existing spreadsheet that shows the increases by percentage, but that it was difficult to fit all the information on a sheet of paper. Mr. Anderson offered to email Mr. Hosking that expanded document.

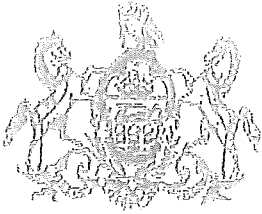
Public Comment: Robert Boileau thanked the Board and congratulated Mr. Anderson for providing a useful and comprehensive budget and clear responses to all questions.

Adjournment: There being no further business:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to Adjourn. Motion carried (3-0). Meeting adjourned at 6:00 P.M.

Respectfully submitted,

E. Ann Velopolcek



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes September 17, 2025

On Wednesday, September 17, 2025, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

In Attendance: In attendance were Scott Clark, Chairperson; Susan McGinty, Vice-Chairperson; Gary Hoffman (by speaker phone), Supervisor; David Anderson, Township Administrator and Michael Gaul, Solicitor. Mr. Hoffman could hear and be heard by all meeting attendees.

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

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

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

Approval of the Minutes:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the minutes of August 20, 2025, as presented. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the Treasurer's Report as presented, the balance in the PLIGIT, First Northern and Petty Cash accounts being \$1,568,687.99. Motion carried (3-0).

Bills for Payment and Ratification:

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the payment and ratification of bills from the General Fund in the amount of \$40,706.78. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty, to approve the ratification of bills from the State Fund in the amount of \$5,443.98. Motion carried (3-0).

Payroll:

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the payroll for the week ending 9/04/2025 in the amount of \$14,455.99 and the week ending 9/18/2025 in the amount of \$16,169.85. Motion carried (3-0).

Doug Borger asked about a breakdown of the income and expenses from the Community Center. Ms. McGinty replied that they are both indicated in separate line items in the budget and in each month's Unpaid Bills report. Those reports are available at the Township building at any time for review by the public or can be requested with a Right-to-Know request. The Board will work with the Administrator to develop a monthly report.

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the Clean-Up Days were successful. Three pallets of electronics were collected as well as tires and 6000 lbs. of scrap metal. This year additional hours were added and this was appreciated by the residents.

Mr. Gula also reported that the PW Dept. have finished the oil and chipping of Turkey Hill Rd. and the paving of Quail Rd.

Smale House Demolition: There was a discussion about the proposed demolition of the Smale House. The Supervisors asked Mr. Gula to acquire estimates of the cost. Mr. Gula suggested that it might be less costly to contract out the demolition rather than doing it in-house.

ETCC Report: West End Food Pantry Lease Update: Mr. Clark announced that the proposed new written lease with the West End Food Pantry has been completed. The new contract includes a rental fee of \$800.00/month, and a term of 3 years with two one-year extensions available.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the proposed written lease between the West End Food Pantry and Eldred Township for the use of portions of the Eldred Township Community Center.

Matthew Hosking asked if the agreement included an increase in the rental amount should the extensions be exercised. Mr. Clark said that was not defined.

Motion carried (3-0).

Thrift Store: Donna Deihl requested shelving and supplies totaling \$1,530.00.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the request for supplies as stated above. Motion carried (3-0).

Ms. Deihl advised that the POS system at the Kunkletown Thrift Store has been malfunctioning and they have not been able to generate the management reports they can usually access from the terminal. Mr. Clark said he would ask CTL to investigate it to resolve the problem.

Ms. Deihl also reported that the new cleaners were working out well.

Parks and Recreation Report: No Report

Historical Society Report: Jalene Keiser reported that the Historical Society was awaiting an LSA Grant reimbursement for the porch project in the amount of \$22,500.00.

Ms. Keiser said another window had been broken and repaired and that she is hoping to get the building's exterior repaired and painted this year.

Ms. Keiser submitted a 4-year plan for the restoration to the Supervisors.

Zoning Report: No report. There was a brief discussion about the filings for the two violations, Church Rd. and Chestnut Ridge Rd. Ms. McGinty said she reviewed the court filings and did not see either listed. Ann Velopolcek will follow-up with the Zoning Officer.

Planning Commission Report/CJERP Report: Robert Boileau reported that the Planning Commission received and accepted for review a minor Subdivision Plan for Frei. Mr. Boileau also reported that the Planners are researching and reviewing model Ordinances for Data Centers and will be working on a draft Ordinance for Eldred.

The planners are waiting for a review of its proposed Commercial Solar Farm Ordinance by Eldred Township Zoning Officer, Shawn McGlynn, and will be looking to add specific language to the Eldred Township Zoning Ordinance about the keeping of chickens and roosters as this is an issue in neighboring Townships.

CJERP: No report, as there was no meeting in August.

Kunkletown Volunteer Fire Company Report: Lou Salerno reported that the Fire Company has responded to 46 call outs in 2025. The Fire Company will be monitoring activities on Halloween and there are still tickets available for the 250 dinner on October 18, 2025.

Emergency Management Coordinator Report: Gary Hoffman reported that the Chestnuthill Township Shared Emergency Facility is determining a shared use fee for Townships that wish to use the building. Based on a preliminary calculation, Eldred Township's share would be approximately \$1,550.00/year if Eldred were to participate. The Lehigh Valley Emergency Medical Services (EMS) and the West End Fire Company are the primary occupants of the facility.

Resolution 2025-09: Adopting the Eldred Township Emergency Operations Plan:

Mr. Hoffman explained that the Township is required to update its Emergency Operations Plan (EOP). He has prepared a plan in three parts:

Notifications and Resource Manual
Emergency Operations Plan Checklist and
Basic Emergency Operations Plan Document

Together they comprise a complete plan for Eldred Township

- There was a motion by Susan McGinty and seconded by Scott Clark to approve Resolution 2025-09 adopting the Eldred Township Emergency Operations Plan as presented. Motion carried (3-0).

Dental Insurance: David Anderson presented his recommendation for a Dental Plan for full-time Township employees. The Plan is the Delta Dental 400 Plan at a cost of \$30.87 for individuals (cost to be paid by the Township) and \$73.08 for a family, of which the Township will pay 85% and the employee 15%.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the addition of the proposed Delta Dental 400 Plan to the Township's benefits package. Motion carried (3-0).

Heating System Repair for the Post Office:

➤ There was a motion by Scott Clark and seconded by Susan McGinty to approve necessary repairs to the ductwork and coil of the heating system at the Post Office at a cost of \$4,377.00. Motion carried (3-0).

Farm Leases: Serfass and Anderson: Deferred

Stone Arch Bridge Rehabilitation LSA Grant(s): Authorize Signing

- There was a motion by Susan McGinty and seconded by Scott Clark to accept the LSA Contracts from the Monroe County Industrial Development Authority and the Commonwealth Financing Agency totaling \$933,373.00. Motion carried (3-0).

Authorize Municipal Building Background: Hanover Engineering: \$6,200.00: Tabled

There was discussion about a grant the West End Food Pantry (WEFP) received which included air conditioning. Representative Jack Rader commented that an LSA grant was awarded for air conditioning at the Community Center as requested by the WEFP in the amount of (approx.) \$300,000.00. It was not known if that project had been completed or if those monies were for the entire building or just for the areas the WEFP was renting. Mr. Clark said he will speak to the WEFP Director, Karena Thek for more information.

Authorize Schematic Design for Municipal Building and Community Center:
Hanover Engineering: \$25,400.00. Tabled

PSTCA Convention Ad:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to authorize an ¼ page ad in the Pennsylvania State Tax Collector's Association Convention Bulletin at a cost of \$50.00. Motion carried (3-0).

PSATS Fall Forum:

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve Susan McGinty's attendance at the PSATS Fall Forum on September 22, 2025 at a cost of \$125.00. Motion carried (3-0).

Schedule Trick or Treat:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve Eldred Township's official Trick or Treat night as October 31, 2025, from 6-8 P.M. Motion carried (3-0).

The Supervisors thanked the Kunkletown Volunteer Fire Company for their assistance in monitoring activities for this event.

Schedule Budget Meetings for October; Approve Advertising:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the scheduling and advertising of two special meetings for budget discussions and preparation. Those dates are Thursday, October 9, 2025, at 5 P.M. and Thursday, October 23, 2025, at 5 P.M.

Dollar General Conditional Approval: Expiry Date 10/7/2025

Frantz Minor Subdivision: Expiry date 12/31/2025

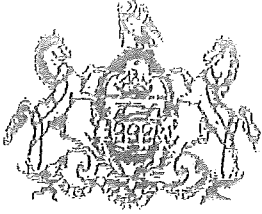
Public Comment: There was no public comment at this time.

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:10 P.M.

Respectfully submitted,

E. Ann Velopolcek, Secretary
Eldred Township



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes August 20, 2025

On Wednesday, August 20, 2025, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, Pa.

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

Call to Order: The meeting was called to Order by Chairperson Scott Clark at 7:00 P.M. followed by the pledge of Allegiance.

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

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

Approval of the Minutes:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the minutes of July 16, 2025, as presented. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Treasurer's report as presented, the balance in the PLIGIT, First Northern and Petty Cash accounts being \$1,647,537.07. Motion carried (3-0).

Bills for Payment and Ratification:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment and ratification of bills from the General Fund in the amount of \$139,302.44. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the bills for payment from the State Fund in the amount of \$1,121.64. Motion carried (3-0).

Payroll:

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the payroll for the week ending 7/26/25 in the amount of \$14,815.40 and the week ending 8/9/2025 in the amount of \$14,150.82, including all withholding and fees. Motion carried (3-0).

Reports:

Public Works: Jonathan Gula reported that the “No Trucks” signs have been placed in Eldred and Moore Townships on Pt. Phillip Rd and Smith Gap Rd. The pipe replacement on Borger Rd. has been completed and that road is ready for paving.

Toilets have been replaced at the Community Center except the ones in the Food Pantry which will happen when access is available.

Roadside mowing has been ongoing. With all the rain last week there was a lot of clean-up that took place.

An emergency HVAC repair for the Post Office has been completed by Affordable Comfort Contracting, Inc. They replaced the A/C compressor and air handler and cleaned the ducts. The total cost was \$9,507.00.

- There was a motion by Scott Clark and seconded by Susan McGinty to authorize the expense of Jonathan Gula and Ryan Nametko to attend the PSATS Public Works Expo at Kalahari on December 15 and 16, 2025 at a cost of \$159.00 Each. Motion carried (3-0).

There has been a request for a Sight Impaired sign to be posted adjacent to a resident's home on Upper 57 Rd.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the purchase and placement of a sign on Upper 57 Rd. as above at a cost of \$259.40. Motion carried (3-0).

ETCC Report: Ms. McGinty reported that the Go Joe 28 event was a big success. Ms. McGinty also reported that although the Thrift Store is closed the month of August, the volunteers are working to create new set-ups and get ready for the reopening.

Food Pantry Lease: Mr. Clark announced that a new lease for the Food Pantry has been negotiated. The lease will be for 3 years with two one-year renewal options. The rental amount will be \$800.00/month. The new lease agreement will be embodied in a written document like the current lease. The terms are acceptable to the Food Pantry.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve a renewal of the Township's lease with the Food Pantry for the use of space at the Community Center on the terms and conditions stated by Mr. Clark. Motion carried (3-0).

Parks And Recreation Report: No Report

Historical Society Report: The Board of Supervisors received a letter requesting a donation to the Historical Society's 24th Annual Bingo fundraiser to take place on October 12, 2025.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve a donation of \$100.00 to the Historical Society Annual Bingo Fundraiser. Motion carried (3-0).

At the request of the Township's codes officer (Jeff Snyder) an inspection of the structural foundation of the Historic Post office was completed by Matthew J. Baumgardt, P.E. of Pany and Lentz Engineering Company of Allentown. Mr. Baumgardt issued a letter stating that there were no structural concerns at this time. Mr. Baumgardt donated his services for this inspection.

CJERP Report: Robert Boileau reported that CJERP is continuing to review our Regional Plan with Strategic Solutions.

Planning Commission Report: Robert Boileau reported that the Planners received and reviewed Mr. Hoffman's report on Emergence Response to Solar panel emergencies. Mr. Boileau said the Planners will review their recent draft Ordinance for consistency with the recommendations in the report and resubmit the Ordinance to the Board.

At its meeting on August 13, 2025 the Planners also agreed to request permission from the Board to research the subject of Data Storage Centers with the object of creating an amendment to our Zoning Ordinance to include this new use and its regulation.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve having the Planning Commission research Data Storage Centers and to create a definition and regulation for this use as a proposed Amendment to the Zoning Ordinance. Motion carried (3-0).

Mr. Boileau noted that Senator Rosemary Brown recently had a public meeting on this subject.

Mr. Boileau also reported that the Planners has received an application for a new two lot subdivision.

Kunkletown Volunteer Fire Company: No Report

Generator Project: Announcement of Bids: The Township received one bid for the installation of the generator from Wind Gap Electric, Inc.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the bid from Wind Gap Electric, Inc. for the installation (only) of a new generator at the Municipal Building at a cost of \$67,700.00, conditioned upon review by the Monroe County Industrial Development Authority. Motion carried (3-0).

Appoint Treasurer:

- There was a motion by Scott Clark and seconded by Gary Hoffman to appoint Township Administrator David Anderson as the Township Treasurer in place of Jim Phillips. Motion carried (3-0).

Jim Phillips will continue to work as a Township staff member under his existing compensation arrangement as he transitions his responsibilities to Mr. Anderson.

Treasurer Bond:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the Treasurer's Bond for David Anderson in the amount of \$1,300,00.00 at a cost not to exceed \$2500.00. Motion carried (3-0).

Eldred Township Emergency Management Plan: Gary Hoffman explained that the Township is required to have an updated Emergency Management Plan every 2 years. Mr. Hoffman prepared a plan for the Township which is in three parts.

Part One: Notification and Resource Manual
Part Two: Emergency Operations Plan Checklists
Part Three: Basic Emergency Operation Plan

This plan will be enacted by Resolution at the next meeting of the Board of Supervisors.

Reassessment: Scott Clark announced that the County is beginning a reassessment of all the properties in Monroe County for taxing purposes.

Farm Leases: Tabled

Stone Arch Bridge Update: Ms. McGinty has been in touch with Hanover Engineering about a Bog Turtle Study. Hanover has provided a map of the area they will need to access for the study which will require permission from some property owners. Ms. McGinty is in the process of scheduling a time that Hanover will be available so the property owners can be notified.

Dollar General: No Update

Frantz Minor Subdivisión: No Update

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

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 7:40 P.M.

Respectfully submitted,

E. Ann Velopolcek



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes July 16, 2025

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

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

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

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

Public Comment on Non-Agenda Items:

Matthew Hosking asked for an

update on the approved new website.

Ms. McGinty responded that new photographs had been taken for the website and work was in progress. Ms. McGinty expected the new site to be ready in approximately 3 months.

Additions or Changes to the Agenda:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to add a discussion of additional cleaning at the Community Center. Motion carried (3-0).

Approval of the Minutes:

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

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,833,174.99. Motion carried (3-0).

Bills for Payment and Ratification:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payment and ratification of bills from the General Fund in the amount of \$107,815.07. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payment of bills from the State Fund in the amount of \$121,584.36. Motion carried (3-0).

Payroll:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payroll for the week ending 6/14/2025 in the amount of \$11,626.56 and the week ending 6/28/2025 in the amount of \$14,982.43 for a total of \$26,608.99 including all withholding and fees. Motion carried (3-0).

Hearing for Proposed Ordinance 2025-02:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to open the Hearing for Proposed Ordinance 2025-02. Motion carried (3-0).

AN ORDINANCE REGULATING VEHICLE TRAFFIC ON POINT PHILLIPS RD., T-358;
REDUCING THE VEHICLE MAXIMUM SPEED LIMIT; PROHIBITING TRUCK TRAFFIC
AND PROVIDING FOR OTHER MISCELLANEOUS MATTERS:

There was a brief discussion about the proposed ordinance and why it was necessary. Solicitor Gaul announced the reduced speed limit of 30 M.P.H. and read the definition of "truck" for the purposes of the Ordinance. Jonathan Gula (P.W. Supervisor) added that additional signage will be placed on Pt. Phillips Rd., on each lane of Upper Smith Gap Rd. and on the Moore Township side.

The Board invited comments from the public. No members of the public offered comment. With that:

- There was a motion by Scott Clark and seconded by Susan McGinty to close the Hearing. Motion carried (3-0).

Action on Proposed Ordinance 2025-02:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to enact Proposed Ordinance 2025-02. Motion carried (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: Jonathan Gula reported that the paving project is completed and the PW Dept has replaced all the pipes on Borger Rd. from Silver Spring to Church Rd. Work was done at the ETCC to prepare for the upcoming visit by the WNEP Go Joe 28 fundraiser stop off on Thursday, July 24, 2025.

Mr. Gula also reported that the new AED's were installed and ready should they be needed.

The new truck has been delivered and will be going to the West End Equipment for upfitting next week.

Schedule Fall Clean-Up Days:

- There was a motion by Scott Clark and seconded by Susan McGinty to schedule the fall clean-up days to be Friday, September 12, 2025 from 7A.M to 4 P.M. and Saturday, September 13, 2025 from 8 A.M. to 2 P.M. Motion carried (3-0).

Authorize New Hire: After a resignation in the PW Dept. a vacancy exists.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve the hiring of a new Full-Time Public Works Employee at a rate of \$19.80/hr. with benefits and to advertise the position in the Times News and on the Township's website. Motion carried (3-0).

Authorize Signs for Pt. Phillips Rd.:

- There was a motion by Scott Clark and seconded by Susan McGinty to authorize the purchase and placement of "No Trucks" signs for Pt. Phillips Rd. at a cost not to exceed \$700.00. Motion carried (3-0).

ETCC Report: Susan McGinty reported that the preparations for the WNEP Go Joe 28 Event have been worked out.

The Thrift Store will be closed the month of August. The PW will be helping move all the merchandise and shelving away from the windows so the blinds can be installed. In addition:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve Jan-Pro to clean the windows and windowsills at a cost not to exceed \$400.00. Motion carried (3-0).

Food Pantry Lease: Tabled

Google Listing: David Anderson has suggested that he could create a Google listing for the Thrift Store that would consist of the name of the store, its location and contact information to make it easier for people to find the store.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the creation of a Google listing for the Eldred Township Thrift Store (aka Kunkletown Thrift Store). Motion carried (3-0).

Parks and Recreation Report: The Parks and Recreation Committee met and voted to do some planting at the entrances to Mock Park at the Fiddletown and Wes Flo entrances, at the Supervisors request. No additional funds are requested at this time.

Historical Society Report: Jalene Keiser reported that the Historical Society is awaiting reimbursement from the LSA for work done earlier this year. Ms. Keiser is anticipating requesting a grant from the Monroe County Hotel Allocation Program and meeting with contractors this week for estimates to do repairs on the exterior of the building in preparation for the exterior painting.

Ms. Keiser will also be meeting with a structural engineer for a report on the structural integrity of the beams and columns in the basement, which has been requested by the Zoning and Codes office.

Ms. Keiser reported that she is working on a 5-year plan but has not completed that report yet.

Zoning Report: Ann Velopolcek reported that an enforcement notice has been sent out to the Lehigh and Portland Cement Company regarding a property they own on Little Gap Rd. There is an abandoned house on the property and it has become a dumping ground.

Planning Commission Report/CJERP Report: There was no Planning Commission meeting in July.

Kunkletown Volunteer Fire Company Report: No Report

Stone Arch Bridge: Update: No Report

Municipal Building Cleaning Service:

- There was a motion by Susan McGinty and seconded by Scott Clark to ratify Jan-Pro to clean the Municipal Building, once a month, at a cost of \$199.00/month. Motion carried (3-0).

Eldred Township Emergency Management Plan: Tabled

Farm Leases: Tabled

Authorize Audit: In the near future, Jim Phillips is expected to resign from his Township Treasurer position, at which time the Board expects to appoint Township Administrator David Anderson as the Township Treasurer. Upon Jim Phillips' resignation as Treasurer, the Township is required to have the Treasurer's accounts audited.

- There was a motion by Scott Clark and seconded by Gary Hoffman to approve Kirk Summa to conduct an audit of the Treasurer's accounts upon Jim Phillips' resignation at a cost not to exceed \$2,500.00. Motion carried (3-0).

Employee Education:

- There was a motion by Scott Clark and seconded by Susan McGinty to approve David Anderson to attend a PSATS Manager's Seminar on September 9, 2025 and 10, 2025 at a cost of \$219.00. Motion carried (3-0).

Generator:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to authorize the purchase of a concrete pedestal from Stauffer Concrete Products, specifications to meet all the Township's requirements, at a cost not to exceed \$3,500.00.

Dollar General Conditional Approval: Expiry Date 10/27/2025:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to authorize the Secretary to contact Brien Kocher (Hanover Engineering) to ask him to check the status of the Penn Dot Application for a HOP for Dollar General and report back to the Board. Motion carried (3-0).

Bower/Borger Conditional Approval: Expiry Date 7/16/2025:

Ann Velopolcek reported that the final plans had been delivered and the final billing for legal and engineering had been received. Invoices will be sent this week and upon payment all the conditions of the approval will be satisfied.

Frantz Minor Subdivision: Expiry Date 12/31/2025

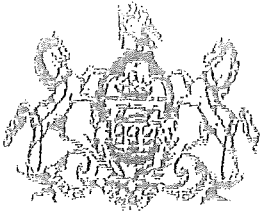
Public Comment: Alyssa Meadows asked about the air conditioning at the Community Center. J. Gula explained that the Board will be applying for a grant to replace the roof and the air conditioning (being roof mounted) will follow.

Adjournment: There being no further business:

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

Respectfully submitted,

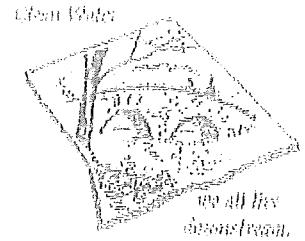
E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes June 18, 2025

On Wednesday, June 18, 2025, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. 18058.

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

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

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

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

Additions or Changes to the Agenda: Scott Clark made a motion, seconded by Susan McGinty, to approve the posted agenda with the following additions under agenda item 9 in order to allow expedient Township action:

(9a) Creation of Township Administrator Position

Appoint Township Administrator

Motion carried unanimously (3-0).

Approval of the Minutes:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the minutes of May 21, 2025 as presented. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman, to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and petty cash accounts being \$1,847,189.78. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman, to approve the payment and ratification of bills from the General Fund in the amount of \$45,524.89. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the payment of bills from the State Fund in the amount of \$1,524.00. Motion carried (3-0).

Payroll:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve the payrolls for the week ending 5/17/2025 in the amount of \$11,026.72 and the week ending 5/31/2025 in the amount of \$11,129.33. Motion carried (3-0).

(addition)

- There was a motion by Susan McGinty and seconded by Gary Hoffman, to approve the establishment of a Township Administrator position consistent with the posted job description. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to approve the hiring of David Anderson to fill the position of Township Administrator at a salary of \$63,000.00/yr. and all benefits as stated in the Employee's Handbook dated 1/20/2021, pending the outcome of all required background checks being satisfactory to the Supervisors and confirmation of bonding. Motion carried (3-0).

Reports (and Related Action Items):

- a. Public Works Supervisor's Report: Jonathan Gula reported that the PW team has been doing roadside mowing and consolidating signs. Seven pipes under Borger Road have been replaced. The AED wall mounted cases have been installed.
- There was a motion by Scott Clark and seconded by Susan McGinty to authorize the purchase of a stainless steel truck bed for the F550 from EM Kutz at a cost of \$23,741.00 under the Co-Stars contract number #025-E22-399. Motion carried (3-0).
- b. ETCC Report: Donna Deihl said the average number of people visiting the building each day is between 200 and 275. In addition, there

are usually at least fifteen volunteers working at any given time. She asked that training be provided for the new AED's.

Scott Clark said the Board has discussed this subject and training will be provided in the near future.

Donna reported that the Store will be closed for the month of August. The window shades will be installed during the hiatus. Donna announced that WNEP Go Joe Stash Tour – will be stopping at the Community Center on July 24, 2025 between 3 and 3:30.

- c. Parks and Recreation Report: Ann Velopolcek reported that the Parks Committee purchased and planted flowers at the Village Center Garden. Mr. Clark asked if the Parks Committee could spruce up the planters at the entrances to Mock Park. Ms. Velopolcek will bring this up at the next Parks meeting.
- There was a motion by Gary Hoffman and seconded by Susan McGinty to authorize Woodland Design to provide a plan for ETCC Park at a cost of \$5,000. Motion carried (3-0).

- d. Historical Society Report: Ann Velopolcek reported that the Historical Society is working on developing data for an LSA Grant application to do the remaining work on the Historic Post Office.

Mr. Clark asked if the members of the Historical Society recognized that in applying for LSA grants, they are competing with the Township and Fire Company for funding. Ms. Velopolcek replied that the Committee was aware of this, but she did not know if the general membership was aware.

- e. Zoning Report: There was no Zoning Report.
- f. Planning Commission Report/CJERP Report: Solicitor Gaul explained the details of the Schoenberger Minor Subdivision Plan and provided a Resolution to approve the requested waivers. Since no part of the Minor Subdivision is located in Eldred Township and there will be no further development on the parcel located partially in Eldred, Solicitor Gaul recommended the granting of the waiver(s).

Resolution 2025-08: A Resolution granting conditional approval of the waiver request of Kenneth S. Schoenberger and Annette L. Masferrer from SALDO requirements of property partly in Polk Township and partly in Eldred Township.

Solicitor Gaul introduced proposed written Resolution 2025-08. The conditions for approval are:

1. The payment of all Township professional fees (legal/engineering)
2. DEP approval of the planning Module Exemption for the Township

3. The following note to be included on the plan: Reserve on-lot septic site testing has not been done to confirm whether a suitable on-lot septic system disposal reserve site exists for the house currently located in Eldred Township on proposed Lot 1 of the Subdivision. A suitable reserve on-lot septic disposal site may not exist on Lot 1 for such a house.

- There was a motion by Susan McGinty and seconded by Scott Clark to adopt Resolution 2025-08. Motion carried (3-0).

- g. Kunkletown Volunteer Fire Company Report: The fire company reported that they had seven calls in May and 31 year-to-date.

Stone Arch Bridge: Update: No action

Property Tax Refund to United One: A property transfer tax refund was requested by United One due to an incorrect amount of money being submitted to the Township from the County office.

- There was a motion by Scott Clark and seconded by Susan McGinty to approve the tax refund as described above in the amount of \$241.67. Motion carried (3-0).

Generator: Authorize Shipment of Generator Direct to Stauffer Concrete:

- There was a motion by Scott Clark and seconded by Susan McGinty to authorize shipping the generator directly to Stauffer's Concrete to have it affixed to the concrete pad to aid with onsite installation. Motion carried (3-0).
- There was a motion by Scott Clark and seconded by Susan McGinty to authorize the Solicitor to prepare bid specs for the installation of the Generator. Motion carried (3-0).

Dollar General Conditional Approval: Expiry date 10/27/2025: No action

Frantz Minor Subdivision: Expiry date 12/31/2025: No action

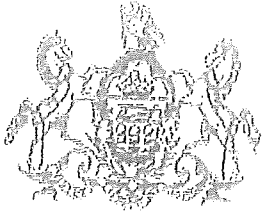
Public Comment: There was no public comment at this time.

Adjournment: There being no further business:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary



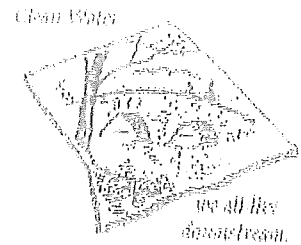
Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman

Scott Clark

Susan McGinty



Board of Supervisors

Minutes

May 21, 2025

On Wednesday, May 21, 2025, the Eldred Township Board of Supervisors met in a regular meeting at 7:00 P.M. at the Eldred Township Municipal Building, 490 Kunkletown Rd. Kunkletown, PA. 18058.

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

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

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

Public Comment on Non-Agenda Items: Resident Stephen Christiansen appeared before the Board to receive an update on the issue he brought to the Board at the last meeting regarding a neighbor problem.

Solicitor Gaul reported that the Township Engineer had been sent out to view the damages Mr. Christiansen reported and try to determine the causes.

Mr. Christiansen said he met with Mr. Kocher, but that Mr. Kocher was not able to enter the property of Mr. Clause as they were confronted by a group of men doing work at the Clause property. After several calls to (and visits by) the State Police, Mr Christiansen said he was told by the Trooper that if they were called out again, both Mr. Christiansen and Mr. Clause would be arrested. Mr. Christiansen said he does not believe any progress was made in resolving the issues.

Estella Christiansen reported that Mr. Clause has installed cameras pointed at her home and that she is afraid of Mr. Clause.

Solicitor Gaul replied that Ms. Christiansen should contact the State Police if she feels threatened or concerned about their safety, or believes that their neighbor has done anything improper. The Township does not have a police force or the ability to provide protection or safety in the event of a physical altercation or threat of one, or to respond to one, and does not enforce state criminal laws.

Mr. Clark responded that the Board was awaiting a report from Mr. Kocher about their stormwater runoff complaints and that the investigation was ongoing.

Solicitor Gaul reminded Mr. Christiansen that, if he believed that his rights were being injured by his neighbor's actions, Mr. Christiansen was free to institute his own private legal action against his neighbor.

Additions or Changes to the Agenda: Mr. Clark advised that training was not included in the quote for AED's as listed on the Agenda (Item 17).

Approval of the Minutes:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the minutes of March 19, 2025, as presented. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the minutes of April 16, 2025, as presented. Motion carried (3-0).

Treasurer's Report:

- There was a motion by Susan McGinty and seconded by Scott Clark to approve the Treasurer's Report, as presented, the balance in the Pligit, First Northern and Petty Cash accounts being \$1,847,535.95. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the bills for Payment and Ratification from the General Fund in the amount of \$110,116.74. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the payroll for the week ending 4/19/2025 in the amount of \$14,230.14 and the week ending 5/3/2025 in the amount of \$10,592.67 including all withholding and Fees. Motion carried (3-0).

Increase Treasurer's Bond: The Auditors report recommended that, due to the Township's increased fund balance, the Treasurer's Bond be increased.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve an increase in the Treasurer's Bond to \$1,300,000.00 at a cost of \$1,749.00. Motion carried (3-0).

Hearing: Ordinance 2025-01

- There was a motion by Susan McGinty and seconded by Gary Hoffman to open a Public Hearing on proposed Ordinance 2025-01. Motion carried (3-0).

AN ORDINANCE OF ELDRED TOWNSHIP, MONROE COUNTY, COMMONWEALTH OF PENNSYLVANIA, ELECTING TO AMEND ITS NON-UNIFORM PENSION PLAN ADMINISTERED BY THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW; AGREEING TO BE BOUND BY ALL PROVISIONS OF THE PENNSYLVANIA

MUNICIPAL RETIREMENT LAW AS AMENDED AND AS APPLICABLE TO MEMBER
MUNICIPALITIES.

Solicitor Gaul presented into the record the following hearing documents:

- 1- A letter from King Spry (Township Solicitor) to the Times News requesting the advertisement of the Hearing and a copy of the full Ordinance for public review and requesting Proof of Publication.
- 2- Copies of the Advertisement and Public Notice
- 3- Proof of Publication
- 4- A full copy of the Ordinance 2025-01 including the Adoption Agreement Amendment (tab A)

Solicitor Gaul explained the Ordinance. Township Secretary, Ann Velopolcek, gave a brief description of the pension formula and how this change would affect future employees.

No one from the public desired to offer comment on the proposed Ordinance

- There was a motion by Susan McGinty and seconded by Gary Hoffman to close the hearing and reenter the regular meeting session. Motion carried (3-0).

Action on Ordinance 2025-01:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to enact Ordinance 2025-01. Motion carried (3-0).

Resolution 2025-04 Escalator Clause for Materials Contract :

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve Resolution 2025-04, being an Escalator Clause for small quantities of bituminous materials for the Materials Contract. Motion carried (3-0).

Resolution 2025-05 Escalator Clause for Paving Contract:

- There was a motion by Gary Hoffman and seconded by Susan McGinty to approve Resolution 2025-05, being an Escalator Clause for small quantities of bituminous materials for the Paving Contract. Motion carried (3-0).

Resolution 2025-06 Septic Fee Schedule: Having reviewed the Septic Fee Schedule of 2017 and recent billings for these services, an updated schedule of fees has been determined.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve Resolution 2025-06, setting the Fee Schedule for Septic Services in Eldred Township. Motion carried (3-0).

Reports (and Related Action Items):

Public Works Supervisor's Report: PW Supervisor Jonathan Gula reported that the PW Dept has been cleaning out pipes, mulched the playground at the Community Center, repainted some of the playground equipment, and restored the bollards at the Post office.

Paving Bid: Review Bids; Action on Paving Bid; Award of Contract.

Review: Three bids were received. The tabulation is as follows:

| | |
|------------------------------------|--------------|
| Bruce George Paving and Excavation | \$120,356.10 |
| Bracalente Construction, Inc | \$123,077.00 |
| Lehigh Asphalt and Paving | \$121,170.00 |

- There was a motion by Susan McGinty and seconded by Gary Hoffman to award the paving contract to Bruce George Paving, Inc. at the cost of \$120,356.10, subject to the receipt of required bonds, proof of insurance, and any other required contract documents under the bid specifications. Motion carried (3-0).

Materials Bid: Review Bids; Action on Materials Bids; Award of Contract(s).

One bid was received for stone from the Materials Bid.

- There was a motion by Gary Hoffman and seconded by Susan McGinty to award the contract for Stone, Items 1, and 3-10 to Lehigh Asphalt Paving and Construction, as below:

| | | | | FOB Delivered | | | |
|----|-----|-----|---|---------------|-------------|---------|-------------|
| | | | | Ton | Total | Ton | Total |
| 1 | 300 | Ton | 2RC | \$12.00 | \$3,600.00 | \$21.00 | \$6,300.00 |
| 2 | 50 | Ton | State approved Bituminous Patching Material | No Bid | | | |
| 3 | 250 | Ton | #8 1B Wash | \$26.00 | \$6,500.00 | \$35.00 | \$8,750.00 |
| 4 | 100 | Ton | #57 | \$17.50 | \$1,750.00 | \$26.50 | \$2,650.00 |
| 5 | 150 | Ton | R-4 | \$23.00 | \$3,450.00 | \$32.00 | \$4,800.00 |
| 6 | 100 | Ton | R-5 | \$25.00 | \$2,500.00 | \$34.00 | \$3,400.00 |
| 7 | 300 | Ton | Superpave 9.5 mm | \$72.00 | \$21,600.00 | \$84.00 | \$25,200.00 |
| 8 | 300 | Ton | Superpave 19 mm | \$66.00 | \$19,800.00 | \$78.00 | \$23,400.00 |
| 9 | 300 | Ton | Superpave 25 mm | \$59.00 | \$17,700.00 | \$71.00 | \$21,300.00 |
| 10 | 300 | Ton | , AS2 or AS3 | \$17.00 | \$5,100.00 | \$26.00 | \$7,800.00 |

Motion carried (3-0).

Two bids were received for CRS2P oil as follows:

| | | | | | |
|----|------|------|-------------------------------|-------------------------------|------------------------------|
| | | | | Shiffer | Midland Asphalt |
| 11 | 3500 | Gal. | CRS2P Oil | \$4.00/Gal/ \$14,000.00/Total | \$3.12/Gal \$10,920.00 Total |
| | | | | | |
| | | | Miles from Municipal Bldg. | 7.3 Mi. | 75 Mi. |

- There was a motion by Gary Hoffman and seconded by Susan McGinty to award the contract for CSR2P Oil to Shiffer in order to make best use of Township resources. Motion carried (3-0).

Pipe Replacement; Borger Road Project: In anticipation of repaving in 2026, several pipes under Borger Rd. need to be replaced this year. Mr. Gula estimates the cost of the replacement pipes from Fry's Plastic at \$7880.50.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the purchase of pipes for replacement under Borger Rd. from Fry's Plastic at a cost of \$7,880.00. Motion carried (3-0).

ETCC Report: Donna Deihl reported that the new cleaning company was doing a very good job. Ms. Deihl also reported that the store will be open on the second Thursday in June until 7 P.M. The store will be closed the month of August and reopen on September 3, 2025 at 9 A.M. Ms. Deihl announced that so far this year the Store has generated \$89,900.00 in income for the Township.

Jonathan Gula reported that the Public Works Department would like to replace all the toilets in the public areas of the Community Center during the month of August, while the store is closed.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the purchase of new toilets for the Community Center at a cost not to exceed \$7,000.00. Motion carried (3-0).

Parks and Recreation Report: Ann Velopolcek reported that the Parks Committee will meet on May 28. Due to election Day falling on the day of the Historical Society meeting, the Historical Society met on the regular day of the Parks Committee. A date will be set for planting the flowers at the Village Center at the next meeting. Motion carried (3-0).

Historical Society Report: Ms. McGinty reported that the Historical Society has received a Grant award from the local LSA fund for the Historic Post Office Renovation in the amount

of \$23,100.00 and a grant from the Pocono Mountain Visitors Bureau for \$4,800.00 for new doors at the site.

Zoning Report:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the return the Fire Escrow for 262 Skyview Dr. Motion carried (3-0).

Planning Commission Report/CJERP Report:

Bower/Borger Minor Subdivision/Waivers/Resolution 2025-07 Conditional Approval : upon a recommendation by the Planning Commission:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adopt Resolution 2025-07, approving the Bower/Borger Minor Subdivision Plan, subject to conditions, granting certain waiver requests, and providing for other miscellaneous matters. Jonathan Shupp was present on behalf of the applicants and was provided a copy of the proposed Resolution. He did not have any requested modifications to the prepared Resolution. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to authorize the Chairperson to execute the Borger/Bower Sewage Planning Module, subject to final review and approval of the Township Engineer and Solicitor. Motion carried (3-0).
- There was a motion by Gary Hoffman and seconded by Susan McGinty to accept a time extension to the Township for review and decision on the proposed Bower/Borger Minor Subdivision Plan through 7/16/2025. Motion carried (3-0).
- There was a motion by Susan McGinty and seconded by Gary Hoffman to accept a time extension to the Township for review and decision on the proposed Frantz Minor Subdivision through 12/31/2025. Motion carried (3-0).

Kunkletown Volunteer Fire Company Report: Brian Stankovich reported that the Fire Company responded to six calls in April. Mr. Stankovich also reported that an LSA grant has been awarded to the Fire Company for the Local LSA account in the amount of \$175,000.00 for the reconstruction of the hill between the parking lot and Kunkletown Rd. and the annual Fireman's Carnival is scheduled for May 28-31st at the West End Fairgrounds. The Township will be providing a truck for a Touch-a-Truck event during the carnival.

Stone Arch Bridge: Update – Wetland Assessment – Susan McGinty announced that the Supervisors have authorized the initial wetlands study by Hanover Engineering at the Old Stone Arch Bridge. The study will look for wetlands and

determine specifically if a bog turtle habitat exists that would require further testing. This study is in preparation for the Bridge Restoration Project.

- There was a motion by Susan McGinty and seconded by Scott Clark to ratify the decision to have Hanover Engineering perform an initial wetlands study at the Stone Arch Bridge site at a cost not to exceed \$500.00. Motion carried (3-0).

PIRMA Grant: The Township has received a PIRMA Grant in the amount of \$5,000.00 for new AED's which are compatible with the AED's that are being used by emergency services. An estimate has been received from Stryker for 3 AED's for \$7,945.00, one for the Community Center, one for the Municipal Building and one to be installed in a PW Dept. truck, as they often respond to local emergencies.

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve the purchase of three new AED units from Stryker in an amount not to exceed \$8,000.00.

Kuehner Field Estates Subdivision: No update

Dollar General: Extension:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to approve an extension of the conditional approval of the Dollar General Land Development Plan until 10/7/2025. Motion carried (3-0).

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

Adjournment: There being no further business:

- There was a motion by Susan McGinty and seconded by Gary Hoffman to adjourn. Motion carried (3-0). Meeting adjourned at 8:20 P.M.

Respectfully submitted,

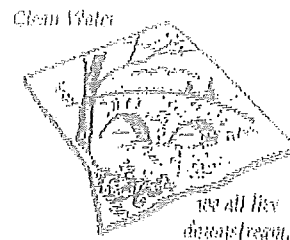
E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes April 16, 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

Treasurer's Report:

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

Bills for Payment and Ratification:

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

Payroll:

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

Reports (and Related Action Items):

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

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

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

Paving Bid:

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

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

ETCC Report:

Blinds:

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

Cleaning Company:

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

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

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

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

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

Planning Commission Report/CJERP Report:

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

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

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

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

Kunkletown Volunteer Fire Company Report:

Brian Stankovich reported that:

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

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

The firefighters will begin training soon.

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

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

Generator Project:

Purchase of Generator

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

Installation Services

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

Resolution 2025-03 Lot Joinder: Constantinou

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

Computer Upgrades: CTL Purchase/Lease Proposals

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

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

Farm Leases:

The Board tabled this agenda item by consensus.

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

PMRS Pension Benefit Update:

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

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

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

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

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

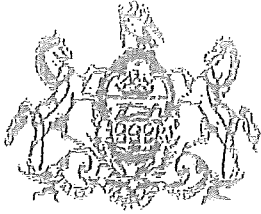
Public Comment: There was no public comment at this time.

Adjournment: There being no further business:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary



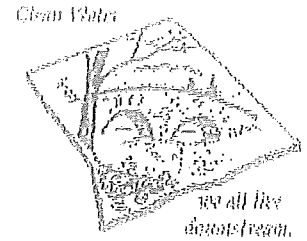
Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman

Scott Clark

Susan McGinty



Eldred Township
Board of Supervisors
Minutes
March 19, 2025

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

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

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

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

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

Additions or Changes to the Agenda:

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

Approval of the Minutes:

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

Authorize Proceeding to Court Filings for Zoning Violations:

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

305 Chestnut - \$221.75

298 Church - \$211.75

136 Weir Mountain - \$231.75

Motion carried (3-0).

Treasurer's Report:

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

Bills for Payment and Ratification:

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

Payroll:

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

Reports (and Related Action Items):

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

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

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

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

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

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

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

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

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

Historical Society Report: No Report

Zoning Report: No Report

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

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

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

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

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

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

Kunkletown Volunteer Fire Company Report: No Report

Update Generator Project Information: In Progress

Schedule Clean- Up Days:

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

Farm Leases: Tabled

IT: Termination of Services from Sensible Technology Solutions LLC:

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

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

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

Action on CTL Managed IT Services Proposal:

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

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

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

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

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

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

Action on NA Studios for Web Site Development:

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

Ratify Continuing Education (Mini-Boot Camp):

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

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

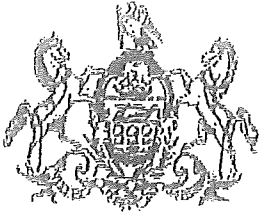
Public Comment: There was no public comment at this time.

Adjournment: There being no further business:

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

Respectfully submitted,

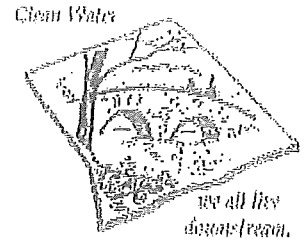
E. Ann Velopolcek, Secretary



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



Board of Supervisors Minutes February 19, 2025

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

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

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

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

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

Additions or Changes to the Agenda:

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

Approval of the Minutes :

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

Treasurer's Report:

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

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

Bills for Payment and Ratification:

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

Payroll:

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

PMRS Pension Multiplier Change:

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

Reports (and Related Action Items):

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

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

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

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

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

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

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

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

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

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

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

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

Purchase, Backhoe Attachment:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

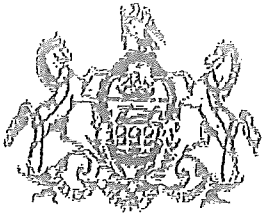
Public Comment: There was no public comment at this time.

Adjournment:

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

Respectfully submitted,

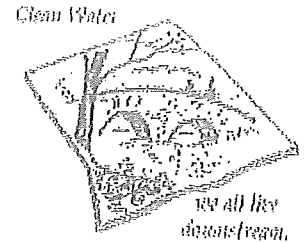
E. Ann Velopolcek, Secretary
Eldred Township



Eldred Township Supervisors

Monroe County, Pennsylvania

Gary Hoffman
Scott Clark
Susan McGinty



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

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

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

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

Election of Temporary Chairman:

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

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

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

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

Motion carried (3-0).

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

Election of Board of Supervisors Officers

Chairman:

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

Vice-Chairman:

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

Appointments and Other Approvals

Secretary/Administrative Assistant:

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

Treasurer:

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

Public Works Supervisor:

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

Right to Know Officer:

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

Township Solicitor:

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

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

Planning Commission Solicitor:

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

Zoning Hearing Board Solicitor:

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

Solicitor for Labor Matters:

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

Engineer:

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

Sewage Enforcement Officer:

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

Jacob Schray -03034

Scott Brown-01716

Luke Eggert- 04090

Christopher A. Taylor-03138

Nadia Einfalt-04198

Paul Saba-04167

Motion carried (3-0).

Zoning and Codes Officer :

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

Building Code Official:

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

UCC Inspector:

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

Flood Plain Manager:

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

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

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

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

UCC Joint Board of Appeals Member:

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

Vacancy Board Chairman:

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

Pocono Mountains Council of Governments Representative

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

Voting Delegate to the PSATS State Convention:

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

Delegate to the Monroe County Tax Committee:

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

CJERP Regional Planning Committee Voting Member:

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

CJERP Regional Planning Committee, Alternate:

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

Monroe County Association of Township Officials:

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

Earned Income Tax Liaison:

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

Earned Income Tax Appeals Officer:

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

Planning Commission:

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

Zoning Hearing Board:

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

Emergency Management Coordinator:

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

Deputy Emergency Management Coordinator:

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

Primary Fire Protection for Eldred Township:

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

Kunkletown Volunteer Fire Company Fire Chief Approval:

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

Kunkletown Volunteer Fire Company Board of Directors, President:

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

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

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

Community Center Supervisor Liaison and Alternate:

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

Township Administration and Volunteer Coordinator to the ETCC Board:

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

Plant, Ground and Maintenance Emergency Response:

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

Volunteer Thrift Store Management:

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

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

Township Employees Cost of Living Increases:

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

All Other Benefits:

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

Mileage:

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

Legal Advertisements:

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

Depositories for Township Funds:

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

Approval of Treasurer's Bonds:

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

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

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

Regular Business Meeting Matters

Approval of the Minutes: December 18, 2024 - Tabled

Treasurer's Report:

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

Bills for Payment and Ratification:

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

Payroll:

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

Reports (and Related Action Items):

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

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

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

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

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

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

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

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

Parks and Recreation Report: On Hiatus

Historical Society Report: On Hiatus

Zoning Report: There was no Zoning Report

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

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

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

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

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

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

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

Motion carried (3-0).

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

Adjournment:

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

Respectfully submitted,

E. Ann Velopolcek, Secretary