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**Delaware Water Gap Borough Council**  
**Regular & Bi-Annual Reorganization Meeting Agenda**  
**January 6<sup>th</sup>, 2020**

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- Calls the Meeting to Order (The Honorable **Larry Freshcorn**, Mayor)
- Re-elected/newly elected borough officials submit sworn/signed copy of residency affidavit and also provide us with a copy of the oath of office.
- Roll Call of Council Members to establish a quorum (Buzzard, Anspach, Shoemaker, Snow, Noelle-White, Paulette, and Booth)
- Election of Officers of Delaware Water Gap Borough Council.
  - President
  - Vice President
  - President Pro Tem (to preside in absence of both the council President & Vice President)
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**(Mayor turns gavel over to President of Council)**

- Identification of Others Present (Mayor Larry Freshcorn, Solicitor Todd Weitzmann, Borough Treasurer/Secretary Shaina Serrano, Junior Council Member, Police Chief Andy Yakubik, Superintendent Harry Kent Darlington, and Engineer Melissa Prugar)
- Moment of Silence Reflection / Pledge of Allegiance

**OTHER APPOINTMENTS**

Motion to appoint / reappoint the following:

1. Weitzmann, Weitzmann, & Huffman, LLC Borough Solicitor
2. \_\_\_\_\_ Zoning / Building Hearing Board Solicitor
3. Boucher & James, Inc. Borough Engineer
4. Kirk, Suma & Co., LLP Auditor
5. SFM Consulting, Inc. Zoning Officer (Mark Kirt) & Building Inspector(\_\_\_\_\_)
6. Harry Kent Darlington - Borough Superintendent
7. Shaina Serrano - Secretary/Treasurer/Right-to-Know Officer
8. \_\_\_\_\_ – Deputy Emergency Management Coordinator
9. Monroe County Tax Collection Committee (MCTCC) – Quarterly meetings 8:00 am(\_\_\_\_\_)
10. Pocono Mountain Council of Government (\_\_\_\_\_)
11. Flood Plain Administrator (\_\_\_\_\_)
12. Open Space Committee (Susan Cooper, Jared Simister, Jennifer Palmer Alternate)
13. Planning Commission
  - a. Derek Anspach 12/31/2022
  - b. Gary Schubert 12/31/2022
  - c. Ann Biffen 12/31/2022
14. Zoning Hearing Board
  - a. Carol Penna 12/31/2020
15. Municipal Authority Members:
  - a. James Reynolds 12/31/2022
16. Building Hearing Board:
  - a. James Holbrook 12/31/2021
  - b. Bob Mancuso 12/31/2020
  - c. Walt Conway 12/31/2019 (Reappoint or appoint new member)
17. **Council Committee Appointments and meeting schedule (see REF# 1b)**
- 18.

Treasurer's Report

Approval of Special Minutes (2):                      December 17<sup>th</sup>, 2019 Special Meeting

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**ENGINEER'S REPORT (REF# 2)**

**MAYOR'S REPORT** (*Larry Freshcorn*)

**SUPERINTENDENT REPORT** (*Harry Kent Darlington*)

**ZONING UPDATE** (*Mark Kirk*)

1. Submitted a new proposed Fee Schedule for the Borough see **Correspondence Ref # 4**.

**DWG FIRE COMPANY** (*Brad Miller, Chief & John Miller, Assistant Chief*)

**EMERGENCY MANAGEMENT**

**PUBLIC COMMENTS & CONCERNS** (The public may raise their hand if they would like to comment on any topic on agenda when item is mentioned)

**BUSINESS CONTINUED**

1. **Set mileage reimbursement** for salaried Borough Employees at \$0.575/per mile for the 2020 calendar year (same as IRS rate for 2020).
2. **Approve rate increase for Borough Secretary/Treasurer** to \$20.60/hour effective 01.01.2020. This increase includes the 3% annual increase.
3. **Approve the advancement of current Police Offer Andrew Yakubik** to Acting Chief along with a pay \$1.00/hour pay increase to \$16.20/hour (Current Chief's wage) and **retain Santos Rolon as a seasonal/part-time police officer** mainly for the summer months.
4. **Authorize Paid Holidays**

**NEW BUSINESS**

1. **Approve estimate to repair storm drain on Oak Street** – Provided by L. Marki & Son, Inc. in the amount of approx. \$3,450.00

**OLD BUSINESS**

**CORRESPONDENCE**

1. **Ref# 1a** Appointment to Committees (BLANK)
2. **Ref# 1b** Appointment to Committees (2018/2019)
3. **Ref# 2** Borough Engineer – Monthly Engineer's Report 1.2020.
4. **Ref# 3** Borough Engineer – 2020Municipal Engineering Services & Rate Schedule
5. **Ref# 4a** from Borough Zoning Officer Mark Kirk - Proposed Fee Schedule for Delaware Water Gap.
6. **Ref# 4b** from Borough Secretary/Treasurer Shaina Serrano - Current Schedule for Delaware Water Gap
7. **Ref# 5** Special Meeting Minutes, December 17<sup>th</sup>, 2019
8. **Ref# 6** L. Marki & Son, Inc. Estimate to repair storm drain on Oak Street

**COMMITTEE REPORTS**

- **Sanitation / Recycling (Tim Snow)**
- **Office / Personnel Committee ()**
- **Economic Development (Eileen Noelle)**
  
- **Beautification/Friends/Water ()**
- **Building/Maintenance/Streets (Jack Shoemaker)**

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- **Zoning/Personnel/Sanitation/Recycling (Derek Anspach)**
- **Finance (Bill Buzzard)**
- **Open Space/Trail Committees (Susan Cooper)**

**COUNCIL COMMENTS & CONCERNS**

**EXECUTIVE SESSION**

**ADJOURNMENT**