
Delaware Water Gap Borough Council

Regular Meeting Minutes

January 11, 2021

Call to order

The Regular Meeting of the Borough Council of Delaware Water Gap was held one virtual Zoom call online and by telephone on Monday, January 11th, 2021. The following officials were present: President **Jack Shoemaker**, Vice President **Bill Buzzard**. Councilmen **Tim Snow**, **Derek Anspach**, **Zack Booth**, Councilwoman **Lisa Paulette**, and President Pro Temp **Eileen Noelle**. Also present were Borough Secretary/Treasurer **Allisen Trotter**, Solicitor **Deb Huffman**, Superintendent **Harry Darlington**, Engineer **Kris Reiss**, and DWG Police Chief **Andy Yakubik**. Excused: Mayor **Larry Freshcorn**, Open Space & Trail Committee Chair, **Sue Cooper**.

President Jack Shoemaker called the meeting to order at 7:06 p.m. and lead the Pledge of Allegiance.

Reports

Treasurer's Report

- Vice President Bill Buzzard made a motion to approve Treasurer's Report and pay the bills. D. Anspach seconded the motion. MOTION passed unanimously.
- T. Snow made a motion to approve December 7, 2020 Regular Council Meeting Minutes. D. Anspach seconded the motion. MOTION passed unanimously.
- T. Snow made a motion to approve December 28, 2020 Special Council Meeting Minutes. Eileen Seconded. MOTION passed unanimously.

Superintendent Report (Harry Darlington)

- Report included in meeting packet.

Police Report (Chief, Andy Yakubik)

- 7 calls for service
- 16 direct reports
- 1 Background Checks
- 1 felony theft, 2 criminal investigations and 1 violation
- Andy will be attending Truck Inspection school end of January. Louis will attend after Andy completes the training.
- T. Snow thanked everyone for their participation in Wreaths Across America.

Mayor's Report (Larry Freshcorn)

DWG Fire Company (Howard Ike, Fire Dept. Chief)

- No report provided

Engineer's Report (Kris Reiss, Boucher & James, Inc.)

- Caldonia Creek General Permit 5: Prepared an easement exhibit and legal description and provided these to DWGMA for review. Kris has Lauren's contact information.
- The Caldonia Creek Intake Dam project is completed. K. Reiss saw the photos and will follow up with PA DEP.
- B. Buzzard brought up the overage on the original estimate from Boucher & James for the Cherry Valley Road project. The cost has already exceeded the estimate by \$50,000. The LSA Grant is covering \$215,000. K. Reiss will pull up the estimate and provide council with an update.

Zoning Officer/Building Inspector Report (Mark Kirk, SFM Consulting)

- Discussion for Executive Session

New Business

- D. Huffman suggested the council have monthly workshops. Council members could meet once a month to discuss items in an informal setting prior to the regular meetings. The workshops will be open to the public. Agenda needed but no formal meeting minutes are required. Someone to take notes during the session. Everyone agreed to hold the workshops on the 3rd Monday of the month at 7PM starting on Monday, January 25th. Council meetings will be held on the first Monday of the month at 7PM. The council meetings and workshops will move one week later if they fall on a holiday. D. Huffman will advertise the 2021 council meeting and the workshop dates. E. Noelle made a motion. D. Anspach seconded. MOTION Passed unanimously.
- Proposed template to use for the police hours allocations. L. Paulette expressed how important it is that we stay within the budgeted allotments for each department and use the spreadsheet as a tool for reporting.
- Discussed using the spreadsheets to track total office hours, superintendent hours and police department hours. Allocation of the police officers' budgeted hours will be handled within the department. E. Noelle and A. Trotter will look at the forms and modify it for each department. D. Anspach made a motion. L. Paulette seconded. MOTION passed unanimously.
- Alarm system door addition. Eileen and Jack met with the owner of Royal Security. The door will be an additional \$1812 to install. This was the only item not included in the COVID grant fund received. B. Buzzard made a motion to purchase the door to be installed with the rest of the security system in January. D. Anspach seconded. MOTION passed unanimously.
- L. Freshcorn requested that the funds budgeted for the part time office secretary be moved over to the police department to allow for an increase in the hours for the police department. *To be discussed at the workshop on January 25th.*

Old Business

- L. Paulette requested an update on the Emergency Plan. E. Noelle will check with L. Freshcorn.
- D. Huffman will write the policy to implement a charge of \$500 for locating waterlines.

Committee Reports

Water Committee (Derek Anspach)

- Lake Lenape has been breached on the backside of the lake (photos provided). Need 3 loads of stone. Cost approximately \$2000 to repair and make the area safe. The borough owns the lake and the land below the lake. D. Anspach made a motion. B. Buzzard seconded. MOTION passed unanimously.
- N sight to make a visit to upgrade the water meter reading program. This is scheduled for end of January.

Budget/Finance Committee (Bill Buzzard)

- Z. Booth reported that after a month, Microsoft Account is ready to set up A. Trotter as the primary contact.
- Pre-Approval of expenses (without council vote) up to \$500. B. Buzzard made a motion. D. Anspach seconded. MOTION passed unanimously. D. Huffman explained that council can vote to pay a bill, as needed, by phone or email. It would need to be ratified at the next council meeting.

Office/Personnel Committee (Bill Buzzard/Zack Booth/Eileen Noelle)

Sanitation/Recycling Committee (Tim Snow)

- Private hauler letters will go out to businesses.
- Working on a budget for sanitation billing

Economic Development Committee (Eileen Noelle)

- E. Noelle reported restaurants are open at 50% capacity and take out is available. Zoey and Joe Bosco's have reopened.

Recreation/Parks & Special Projects Committees (Lisa Paulette/Zack Booth)

- D. Huffman requested a copy of the Official Map to be registered. L. Paulette will have copies at the office for her to pick up.

Building/Roads/Maintenance Committee (Tim Snow)

- The electrician, Reggie Clapper, fixed the timer on the pole.
- J. Shoemaker: The trees were removed from Shull Park and near wells 6 & 7. Wood and wood chips are available for residents near the salt shed. Joe Widmer did a great job. Discussion with park service to remove the large limbs on the big Oak tree at the top of Mountain Rd. Park service may agree to cover the cost.

Open Space/Trail (Susan Cooper)

- L. Paulette spoke with S. Cooper and the committee is looking for volunteers to help with newsletters and the website. Spread the word.

Public Comments

- Tammy Cornelius and Desiree Pyett were in attendance. They will attend the council workshop on January 25th. Susan and Marty Wilson were in attendance.

Executive Session

- Motion to exit Executive Session at 9:07. Motion made by Derek, second Tim. All in favor
- Motion that upon satisfactory solicitor review of contract with SFM Consulting and proposal from Mark Kirk, to hire Mark Kirk as the Borough's zoning officer. Motion by Derek, second by Tim. All in favor.
- Motion to employ Allisen Trotter at \$25.75/hour for 32 hours per week with no benefits. Motion by Eileen, second by Derek. All in Favor.
- Motion to set Borough's office hours on Monday, Wednesday and Friday open to the public from 9:00 a.m. to 1:00 p.m. and by appointment only from 1:30 to 5:00 and on Tuesday and Thursday open to the public from 9:00 a.m. to 1:00 p.m. Motion by Eileen and second by Derek. All in favor.
- Motion to adjourn at 9:13. Motion by Zack and second by Derek. All in Favor.

Respectfully Submitted,

Allisen Trotter
Borough Secretary

Borough Secretary _____

Date of approval _____