
Delaware Water Gap Borough Council

Regular Meeting Minutes

February 3rd, 2020

Call to order

The Regular Meeting of the Borough Council of Delaware Water Gap was held at The Robert (Bob) Clarkson Meeting Room at 49 Main Street, Delaware Water Gap, PA 18327 on Monday, February 3rd, 2020. The following officials were present: Mayor **Larry Freshcorn**, President **Derek Anspach**, Vice President **William “Bill” Buzzard**, President Pro Temp **Jack Shoemaker**, Councilmen **Zack Booth**, **Tim Snow** and Councilwoman **Eileen Noelle** and **Lisa Paulette**. Also present was Borough Secretary/Treasurer **Shaina Serrano**, Borough Superintendent **Harry Kent Darlington** and Solicitor **Todd Weitzmann** and Fire Department Chief **Howard Ike**. The following were excused for nonattendance: Zoning Officer **Mark Kirk**.

President Derek Anspach called the special meeting to order at 7:30 p.m. and lead the Pledge of Allegiance.

Reports

Treasurer’s Report (Shaina Serrano)

Vice President Bill Buzzard made a *motion* to approve the Treasurer’s Report and pay the bills. Councilman Zack Booth seconded the motion. The motion was passed unanimously.

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

- Firehouse renovations and improvements in the near future (*Contributors and donations being accepted*):
 - Refurbishing the floors and paint the exterior of the firehouse
 - Desire to replace the roof
 - Generator isn’t functioning and Electrical Panel is in poor condition (replacement or maintenance needed)
 - In need of equipment (not specified)
 - Door will be replaced & cameras will be installed both inside and outside the firehouse. These items were previously purchased.
 - **No** new vehicle will be purchased.
 - Seeking a grant for a new “rescue vehicle” (current one is over 30 years old)
- Councilwoman Eileen Noelle asked if the Chief Truck will be utilized for personal travel, because many residents have expressed concern.
 - Chief Howard Ike responded that he will not utilize the Chief Truck for personal travel. However, he works a mile away from the borough and he will drive it to work as his employer understands that he responds to emergency calls. He mentioned that he has been to two calls since elected while at work.
- DWG Fir Dept. is cross-training with Shawnee Firehouse in order to familiarize both teams with equipment and tactics.
- Interest in developing a Woman’s Auxiliary and seeking new members.
- All current members are AED/CPR Certified and are renewed every 2 years. Currently there aren’t any members that have a valid EMT certification, but are in the plans for both the Chief and his wife.

- Shawnee Firehouse is currently on 24/7 back-up to assist in the transition of the new management of DWGFD. (Shawnee Firehouse will respond to every call DWGFD is called for)
- Howard Ike stated that his goal is to iron out the differences between the DWGFD and the Borough of DWG.
- DWGFD Meeting will be held on the 2nd Monday/monthly at the firehouse.
 - The public is welcome to attend prior to the meeting.
 - Only Borough Council Members and Social Members are welcome to stay once the meeting begins.
 - A social member helps with fundraising, cleaning, able to attend all meetings and must be voted in.
 - Jack and Johanna Shoemaker as well as Eileen Noelle are current social members
- Jack Shoemaker announced that the new 2020 Fire Officers for Station 26.
 - Fire Station 26 will be seeking grants for the reconstruction of fire bay and hall in 2020.
 - Fire department might request in the near future for the Borough to consider a waiver of land development and storm water management.
 - Council is expressed interest in forming an agreement with the Fire Station 26.

Mayor's Report (Larry Freshcorn)

- Currently, we have received 2 applications for the parttime positions we are looking to fill in the DWG Police Department.
- Chief Yakubik has newly involved our police department with the Monroe County Drug Task Force.
 - This is a good resource that will be used to protect the citizens of DWG.
- Aleks Trucking has a potential new business that they will be renting to that build tarps and straps for large trucks.
- We are interested in becoming involved in the Dead Cell Phone 2020 Project this year.
 - Larry Freshcorn, Jack Shoemaker, and possibly Eileen Noelle with attend the upcoming meeting.
 - Cellphone companies are willing to pay a good amount of money to install a tower on property within the designated areas. Larry will look to provide residents with more details.
- On May 7th, 2020 at 6:00 PM there will be a Chemical Transportation Exercise held. Information on the location will be provided in the near future.
- Reconfirmation that Shawnee Firehouse is back on 24/7 dispatch as of January 31st, 2020.
- Emergency Management will be this month. Details will be announced at a future date.
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Engineer's Report (Melissa Prugar, Boucher & James, Inc.)

- The **LSA Grant for Cherry Valley Road Improvements** has been awarded in the amount of \$215,036.00 out of the initial request for \$216,036.00.
- The **DCED Multimodal Grant Application for Cherry Valley Road Improvements** was denied.
- The **Water Service Line & Valve Installation Project** is 80% complete and we are currently awaiting a pay application request.
 - All services have been bored and connected.

- What still needs to be completed is the disconnection of the 2-inch galvanized waterline. The valve currently remains unfound and the Borough along with the Water Operator are working to locate the valve in order to finish the project.
- The **Unnamed Cherry Valley Creek (formally the Caledonia Creek)**
 - Finished Plans and submitted them to Smithfield Township and Monroe County.
 - The waterline is located on 2 residential properties (7627 Cherry Valley Road and 7629 Cherry Valley Road). If there are any easements, the Solicitor is being asked to share that information with the Engineer.
 - It will take a few months to obtain the permit. The Engineer will wait for the Solicitor to provide clearance prior to submitting the application.

Police Report (Chief, Andy Yakubik)

- Chief Yakubik presented a monthly police report to the council. He informed council that the DWG Police have been keeping log to better report at each meeting.
- Chief Yakubik reiterated that he is currently in the process of hiring at least 2 more part-time officers as well as ensuring the officers we currently have are properly trained and certified.

Police Report (Chief, Andy Yakubik)

- Chief Yakubik presented a monthly police report to the council. He informed council that the DWG Police have been keeping log to better report at each meeting.

New Business

- Council President, Derek Anspach requested to resign from Borough President due to the necessity of completing the zoning ordinance. Councilman, Bill Buzzard made a ***motion*** to accept Derek Anspach's resignation. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.
- Jack Shoemaker was ***nominated*** to be Borough president by Councilman, Bill Buzzard. Councilman, Tim Snow seconded the nomination. Nomination was carried unanimously by all in attendance.
 - John "Jack" Shoemaker is the new DWG Borough President. The gavel was passed to President, Jack Shoemaker. Mr. Shoemaker expressed his thanks to the Borough of Delaware Water Gap. He informed the public that have a new goal of not allowing our meetings to exceed 1.5 hours from here on forward.
- A ***motion*** was made by Councilman, Derek Anspach to change the start time of our Regular Council Meetings from 7:30 PM to 7:00 PM. Councilwoman, Lisa Paulette seconded the motion. Motion was carried unanimously by all in attendance.

Old Business

- Councilwoman, Eileen Noelle made a ***motion*** to have an executive session to discuss the Employee Manual on March 2nd, 2020 at 5:45 PM. Councilman, Tim Snow seconded the motion. The motion was carried unanimously.
- Councilman, Derek Anspach made a ***motion*** to approve the outline for committees provided to council by Secretary/Treasurer, Shaina Serrano with the addition of adding Superintendent, Harry Kent Darlington to the Building/Maintenance/Roads Committee. Councilman, Bill Buzzard seconded the motion. The motion was carried unanimously.

- An amended ***motion*** was made by Bill Buzzard to accept the above motion with the addition of appointing Superintendent, Harry Kent Darlington as the Liaison between the Borough of Delaware Water Gap & The Delaware Water Gap Municipal Authority as well as including The Open Space & Trail Committee with the Madam Chair Susan Cooper along with members Susan Wilson and Larry Freshcorn. Eileen Noelle seconded the motion. The motion was carried unanimously.

Committee Reports

Sanitation/Recycling Committee (Tim Snow)

- Councilman, Tim Snow announced that there will be a new contract for sanitation this year.

Economic Development Committee (Eileen Noelle)

- Councilwoman, Eileen Noelle made an announcement that Secretary/Treasurer, Shaina Serrano will make new email addresses with the handle dwgpa.gov for all appointed officials, employees, elected officials and the Trail & Open Space Committee. All email addresses will be your first initial”.last name @dwgpa.gov (example: s.serrano@dwgpa.gov for Shaina Serrano).
- Lee Myles is in search of a mechanic if anyone might be interested or might know someone qualified for the position.
- Councilman, Derek Anspach made a ***motion*** to pay Lauren Hoglund an additional \$50/monthly to include the office cleaning bi-weekly, paying her a total of \$250/monthly. Councilman, Zach Booth seconded the motion. The motion was carried unanimously.
- Monroe County Planning Commission is asking for a DWG Borough representative for the Steering Committee for the ESUA Active Transportation Plan.
 - Council agreed that this falls under Special Projects and Lisa Paulette would be the Representative.

Recreation/Parks & Special Projects Committees (Lisa Paulette)

- Councilwoman, Lisa Paulette shared that she is developing a survey for bus service in DWG in order to submit a proposal for a trial that will include specific timeframes and will alter with the seasons.
- Councilwoman, Lisa Paulette shared that she would like to propose an electronic payment option as well as accept credit cards as a source of payment for the DWG Borough costs, DWG Sanitation Bills, & DWG Water Bills. This is a request that is frequently asked by the resident of DWG.
- Councilwoman, Lisa Paulette is also looking into providing residents with the option of receiving their bills by email.
 - Council asked that she reaches out to neighboring townships to see how this option has worked for them and what is offered to their residents.
- Councilwoman, Lisa Paulette announced and brought to the attention of the public that the Beatification Committee is now a group under the umbrella of the Parks & Recreation Committee and is no longer a stand-alone council committee.

Zoning/Personnel (Derek Anspach)

- Councilman, Derek Anspach announced that he sat with the Panning Commission today to review the new zoning ordinance in order to have it adopted.

- Resident, Susan Cooper expressed her concerns on rehab centers moving into our community.

Open Space & Trail Committee (Susan Cooper)

- Madam Chair, Susan Cooper informed the council that the Trail Committee almost has a signed Liberty Water Gap Agreement with Monroe and Northampton Counties to have the trail alliance approved. The Open Space & Trail Committee will be meeting at 5:30pm in the Borough Hall at 5:30 PM.

Budget/Finance Committee (Bill Buzzard)

- Councilman, Bill Buzzard requested that the Zoning Fee Schedule be added to Old Business on Next Month's Agenda.

Building/Roads/Maintenance Committee (Jack Shoemaker)

- Councilman, Jack Shoemaker announced:
 - Superintendent, Harry Ken darlington is now on the Building/Roads/Maintenance Committee.
 - We have repaired the necessary items on our dump truck
 - Bill Buzzard made a ***motion*** to ratify the deliberation over email that was made on January 28th, 2020 to repair the necessary items on our Dump Truck that came to a total cost of \$349.14. Councilman, Derek Anspach seconded the motion. The motion was carried unanimously.
 - Randy Snow might assist us with the Stone Bridge Commission to get the replacement grate that needs to be replaced on our road.

Public Comments

- Resident, Valerie Higbee thanked the Borough of DWG to the immediate response to the water main break.
- Resident, Tammy Cornelius wants to remind everyone that the Train is coming on Saturday, June 27th, 2020 & it will also be the 50th Anniversary of the Dutot Museum.
- Resident, Susan Cooper was concerned about the update on the Water Gap Country Club Wellness Center.
 - Engineer, Melissa Prugar informed everyone that the facility is supposed to be more like a medical facility.
 - A resolution will be submitted to show that the property is located in a R1 Zone.
- Councilman, Derek Anspach made a ***motion*** to go into Executive Session at 9:02 PM. Councilwoman, Eileen Noelle seconded the motion. The motion was carried unanimously.

Executive Session

When Council re-convened after executive session, it took the following action:

- ***Motion*** to authorize solicitor to prepare a deed to correct the legal description of the Borough's Lot 1 (located off Shepard Ct.) and to authorize Borough Council president to sign the deed for recording. Motion by Lisa, second by Derek. Vote 7-0 in favor.

- **Motion** to advertise work session meeting for February 18th at 6 P.M. with RCAP Solutions to review options for GIS mapping of water system. Motion by Bill, second by Zack. Vote 7-0 in favor.
- **Motion** to authorize solicitor to file a municipal claim against Mr. and Mrs. Gong regarding delinquent water bill. Motion by Eileen, second by Tim. Vote 7-0 in favor.

Correspondence

Howard Ike provided **Ref# 1** DWG Council with the DWG Volunteer Fire Company's Treasurer's Report as of January 13th, 2020.

Adjournment

The meeting adjourned at 9:28 P.M.

Respectfully Submitted,

Shaina Serrano
Borough Secretary/Treasurer

Borough Secretary/Treasurer

Date of approval