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# Delaware Water Gap Borough Council

## Regular Meeting Minutes

### March 1, 2021

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#### **Call to order**

The Regular Meeting of the Borough Council of Delaware Water Gap was hosted via Zoom on Monday, March 1st, 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 **Allisen Trotter**, Solicitor **Deb Huffman**, Superintendent **Harry Darlington**, Engineer **Missy Prugar**, DWG Police Chief **Andy Yakubik**, Fire Chief **Howard Ike** and Open Space & Trail Committee Chair, **Sue Cooper**.

President Jack Shoemaker called the meeting to order at 7:00 p.m. and lead the Pledge of Allegiance.

#### **Reports**

##### *Treasurer's Report*

- Vice President Bill Buzzard made a motion to approve the Treasurer's Report and pay the bills. E. Noelle seconded the motion. MOTION passed unanimously.
- T. Snow made a motion to approve February 1, 2021 Regular Council Meeting Minutes. D. Anspach seconded the motion. MOTION passed unanimously.
- Move autopay to Harry's Visa and close Shaina's Visa account. Motion made by D. Anspach, seconded by Z. Booth. MOTION passed unanimously.

##### *Superintendent Report (Harry Darlington)*

- Ongoing snow removal
- Lake Lenape erosion to be worked on after the snow is gone
- Cub Cadet Tractor needs repairs. H. Darlington can get the parts and make the repairs, change the oil and fuel filters. B. Buzzard made a motion, D. Anspach seconded. MOTION passed unanimously.
- Received 4 loads of salt through COGS, 1 load of anti-skid. 2 loads are left for end of 2021
- A. Trotter will call Michelle from Middle Smithfield Township about contract price increase email.

##### *Police Report (Chief, Andy Yakubik)*

- 7 calls for service including a PFA
- D. Huffman can provide information on PFA's to the Police Department
- Police Department is out of paper "No Parking" signs.
- No parking signs are needed on Mountain Rd. D. Anspach will look into no parking ordinances on Mountain Rd and Minsi Rd.

### *Mayor/Emergency Management Report (Larry Freshcorn)*

- Hazard Mitigation Plan updates have been completed and sent to the county on behalf of the Borough. Code Red update.

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

- Fire department will be conducting a drill at Vertullus on a Saturday (mid to late April) which will be an all-day event. 611 will be shut down with the exception of one lane for local traffic.
- 3 calls: 30/32 Broad St fire
- Sold the white truck. No money lost on the sale.
- H. Ike suggests purchasing flags to mark the hydrants so they can be located during the winter. Let A. Trotter know where to purchase flags for 41 hydrants.
- H. Darlington will clean the threads on hydrants in the Spring

### *Engineer's Report (Missy Prugar, Boucher & James, Inc.)*

- A Prebid Meeting was conducted on February 17, 2021, and Addendums Nos. 1 and 2 were subsequently issued. The addendums are attached to the report.
- Due to the complexity of the project the last day for questions and the bid due date have been extended one (1) week. Questions from the Contractors are now due March 3, 2021 at 4:30 pm, and bids are now due March 8, 2021 at 2:00 pm.

### *Zoning Officer/Building Inspector Report (Mark Kirk)*

#### **New Business**

- Derek is currently working with Carson Helfrich on finishing touches on the zoning ordinances. As per D. Huffman, the zoning book will come back for another check by council and then go to the Monroe County planning commission.

#### **Old Business**

- D. Anspach: Update on the insurance claims and contractor quotes for the repairs to the borough office.
- Alarm add-ons. Additional camera and two panic buttons, no intercom. D. Anspach made a motion. B. Buzzard seconded. MOTION passed unanimously.

#### **Committee Reports**

##### *Water Committee (Derek Anspach)*

- Rio Supply reinstalled Insight for meter reading. Insight and EZ Bill are installed on the new computer.

##### *Budget/Finance Committee (Bill Buzzard)*

- D. Huffman sent letters to past due sanitation customers for collection. Letters will go to past due water customers next.
- B. Buzzard suggested council choose a limit for employee expenses that do not require prior approval. All agreed \$250.00 is a fair amount. B. Buzzard made a motion. E. Noelle seconded. MOTION passed unanimously.
- E. Noelle asked about an addendum to the budget for the additional police hours for audit purposes. D. Huffman said that you can make changes but it is not necessary to change the budget when allocation of money is moved. B. Buzzard expressed that the

budget should remain the same and if the auditors need information, we will provide it at that time.

- E. Noelle mentioned that Select Security (old alarm company) billed the borough for the balance of the contract ending January 2024 (\$699.70). The contract is paid through January 2022. D. Huffman and E. Noelle will discuss how payment should be handled.

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

- E. Noelle provided sheets to track personnel hours for the Police Department, Office and Superintendent.

#### *Sanitation/Recycling Committee (Tim Snow)*

- Sanitation bills need to be increased. In 2020, the quarterly bill was \$90. Increase to \$105. Last increase was in 2017 (\$85 to \$90). The Ordinance will need to be changed. D. Huffman will advertise the Special Meeting to adopt an ordinance to increase the sanitation rates. Special Meeting will be held on Monday, March 15<sup>th</sup> at 7pm.
- D. Anspach will include a note about the rate increase in the March 2021 sanitation billing.

#### *Economic Development Committee (Eileen Noelle)*

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

#### *Building/Roads/Maintenance Committee (Tim Snow)*

- Bids on Cherry Valley Road Project to be discussed at the Work Session on March 15<sup>th</sup>. 6 contractors showed up to bid.

#### *Open Space/Trail (Susan Cooper)*

- S. Copper announced that she and Susan Wilson attended the Liberty Trail meeting on 2/17/21. Liberty Water Gap Trail is very hard at work.
- S. Cooper mentioned the Arle grant is available. The PennDOT Arle Grant is intended for roadway and pedestrian safety. T. Snow suggested a bump out which is essentially where the sidewalk on both sides of the road are "bumped out" to make the road look narrower at the crosswalk to slow traffic down. Not sure we would be allowed to do that at the Deer Head since Main/611 is a state road but it would be in the attempt for safety. M. Prugar will send the information about the grant to council.
- Park & Ride signs from the vacation bureau need to be displayed. L. Paulette will touch base with H. Darlington about signage placement.
- A. Trotter will add the Trailhead Alternate Parking flyer to the website for S. Cooper.
- The Appalachian Trail is closed to through hikers.

### **Public Comments**

Motion to adjourn at 9:00 PM. Motion by E. Noelle seconded by T. Snow. All in favor.

Respectfully Submitted,

Allisen Trotter  
Borough Secretary

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Borough Secretary

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Date of approval