
Delaware Water Gap Borough Council
Regular Council Meeting Agenda
March 2nd, 2020

- President Calls the Meeting to Order
- Pledge of Allegiance

PUBLIC COMMENTS & CONCERNS

(Any member from the public is free to raise their hand to share comments or concerns on any topics listed below)

SECRETARY / TREASURER'S REPORT (Shaina Serrano)

- **Motion being requested** to approve Treasurer's Report including current Accounts Payable as well as bills paid since approval at previous meeting on 02.03.2020.
- **Motion being requested** to approve the following Meeting Minutes & publish on dwgpa.gov website:
 - Regular Council Meeting February 3rd, 2020.
- **Motion being requested** to publish Work Session Notes on dwgpa.gov website.
 - GIS Mapping Work Session February 18th, 2020.
- Verizon charges associated with low level monitoring of the Borough's Reservoir.
 - **Motion being requested** to begin tagging in the General Fund to the "Due from Water Fund" account for reimbursement as of 01.01.2020.
 - **\$143.78/monthly = \$1,725.36/annually**
- **Motion being requested** to change the pay period to Wednesday through Tuesday bi-weekly with a payroll process date of Wednesday.
- **Motion being requested** to match DWG MA pay rate of \$20.38/hour for Lauren Hoglund when she works for the Borough of DWG as per her initial agreement and to approve retro pay from 01.01.2020 for the different of \$0.57/hour.
- A written agreement has been made between the Borough of Delaware Water Gap & Delaware Water Gap Municipal Authority to split all costs of the copy machine and copy paper 50/50.
 - **Motion being requested** to approve the signed agreement for the copy machine.
- **Motion Being requested** to convert our ESSA Bank Online Login from "Personal" to "Business" creating the following opportunities:
 - Mobile deposits (Daily Deposits)
 - Ability to accept ACH payments
 - Option to link with bank's merchant service.

SUPERINTENDENT REPORT (Harry Kent Darlington)

POLICE REPORT (Chief Andy Yakubik)

- Building Safety Evaluation & Quote

DWG FIRE COMPANY (Howard Ike, Fire Chief)

MAYOR'S / EMERGENCY MANAGEMENT REPORT (Larry Freshcorn)

ENGINEER'S REPORT (Missy Prugar, Boucher & James)

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NEW BUSINESS

- Appoint President Pro Tem (to preside in absence of both the council President & Vice President)

OLD BUSINESS

- Employee Handbook
 - Employee paid holidays awaiting approval: New Year's Eve ½ Day, New Year's Day, **Martin Luther King Day, President's Day**, Good Friday ½ Day, Primary Election, Memorial Day, Independence Day, Labor Day, Columbus Day, General Election Day, Thanksgiving Day & Day After Thanksgiving, **Christmas Eve**, Christmas Day.
- Committees Approval
 - Tax Committee (appoint a representative to attend quar meeting)
 - Define authority of committees. When may a committee act alone and when will a committee require a motion from council?
 - Expenditures under what amount may be decided by a committee? (Emergency decisions may be made over email and announced at next council meeting.
- Subdivision Lot 1 & Lot 2 Deed Revision
- Providing residents with the option to pay, electronically, by EFT or Credit Card.
- Motion being requested to approve fee schedule provided to us by Mark Kirk.
- Motion being requested to pay Shaina Serrano as a contractor on a separate check from her payroll check to manage the Borough's websites.
 - The rate will be \$45/hour rather than the quoted price from Garcom of \$65/hour.
 - How many hours are being allotted per week or month to update and maintain website?
- DWG Borough Hall Building Security System

COMMITTEE REPORTS

Zoning/Water (Derek Anspach)

- Water Operator, Craig LaBarre informed the Borough of an antiquated 8" check valve located at 61 Broad Street (Aleks Trucking) and would like to know if the line is necessary to keep.
 - Owners were under the impression that, "the valve needed to be open at all times because the tank feeds the town". (**This is incorrect. The tank was for fire suppression**)
 - This valve does not meet code nor has the ability to be tested.
 - This line is unmetered. There is a 4" line that is believed to service both the hydrants and other domestic uses

Budget / Finance (Bill Buzzard)

Sanitation / Recycling (Tim Snow)

Economic Development (Eileen Noelle)

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

Open Space / Trail (Susan Cooper)

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PUBLIC/COUNCIL MEMBERS COMMENTS & CONCERNS

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ADJOURNMENT